

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

Minutes of Regular Meeting of  
the Board of Directors of the District

January 31, 1977

Upon notice duly given, the Board of Directors of the Southern California Rapid Transit District met at a regular meeting in the District Board Room, 425 South Main Street, Los Angeles, California, at 1:05 p.m. on January 31, 1977, at which time President Byron E. Cook called the meeting to order.

Directors present:

George W. Brewster  
Byron E. Cook  
Marvin L. Holen  
Gerald B. Leonard  
Mike Lewis

Thomas G. Neusom  
Jay B. Price  
Ruth E. Richter  
Charles H. Storing  
George Takei

Director absent:

Donald Gibbs

Staff present:

Jack R. Gilstrap, General Manager  
George W. Heinle, Manager of Operations  
Jack Stubbs, Asst. General Manager for Administration  
Richard T. Powers, General Counsel  
Joe B. Scatchard, Controller-Treasurer-Auditor  
John S. Wilkens, Manager of Employee Relations  
Richard Gallagher, Manager of Rapid Transit  
George L. McDonald, Manager of Planning & Marketing  
Mike Olivas, Deputy Admin. -Equal Employment Opportunities  
R. K. Kissick, Secretary

Also present were members of the public and the news media.

Resolution  
) No. assigned

Presentation of Operator-of-the-Month Awards

Director Neusom presented Certificates of Merit to James H. Hoover, Operator-of-the-Month, and to Susanna Combs, Information Operator-of-the-Month for December, 1976.

Award of Contract to Atlantic Richfield Covering Requirements for #1 and #2 Diesel Fuel - Request for Report on Fuel Additive Testing Program

On motion of Director Price, Chairman of the Surface Operations Committee, seconded and carried as noted below, the following resolution was adopted:

R-77-29

RESOLVED, that the General Manager is authorized to execute a contract with Atlantic Richfield Company, 400 South El Camino Real, San Mateo, California, the lowest responsible bidder covering the purchase of the District's requirements for #1 and #2 diesel fuel for a one-year period, at an estimated cost of \$9,055,100; form of contract subject to approval of the General Counsel;

RESOLVED FURTHER, that the staff is directed to furnish to this Board of Directors a report and recommendations regarding a fuel additive testing program.

Ayes: Brewster, Holen, Leonard, Lewis, Neusom,  
Price, Richter, Storing  
Noes: Cook, Takei  
Abstain: None  
Absent: Gibbs

Award of Contract to Moveable Feast Covering Food Services to Employee Cafeteria

On motion of Director Price, seconded and carried as noted below, the following resolution was adopted:

Resolution

) No. assigned

R-77-30

RESOLVED, that the General Manager is authorized to execute a contract with the firm of Moveable Feast for the provision of food services at the District's Administration Building effective February 15, 1977 for a two-year period, with option for one additional year at the election of the District; form of contract subject to approval of the General Counsel.

Ayes: Brewster, Cook, Holen, Leonard, Lewis,  
Neusom, Price, Richter, Storing, Takei  
Noes: None  
Abstain: None  
Absent: Gibbs

Approval of Lease Agreement with Mr. Al Santoorjian at Macy Yard

Director Price, Chairman of the Joint Committee, inquired if the staff had an additional report as requested by the Committee at the morning meeting regarding a lease at Macy Yard property.

Mr. Robert Meeks, Real Estate Manager, and Mr. Al Santoorjian, the proposed lessee, appeared before the Board, reporting on the condition of the property, and that approximately \$150,000 would be expended by Mr. Santoorjian to install the necessary refrigeration, and an additional \$40,000 to \$60,000 in renovations to the buildings and grounds. Mr. Santoorjian stated that he was willing for the District to make the necessary renovations or he would make them himself.

Director Lewis moved approval of the lease agreement, which motion was seconded.

Resolution  
) No. assigned

After further discussion, Director Price presented a substitute motion to approve the staff recommendation, subject to staff and Mr. Santoorjian agreeing on the refurbishment and costs on the buildings and grounds, which motion was seconded and carried as noted below, and the following resolution adopted:

R-77-31

RESOLVED, that the General Manager is authorized to execute a lease agreement with Mr. Al Santoorjian covering approximately 61,921 square feet of improved property at the District's Macy Yard property as described in the report dated January 24, 1977, a copy of which is filed with the Secretary, at a monthly rental of \$3,925, for a five-year term commencing on or before July 1, 1977, subject to termination by either party at the end of the term upon the giving of 180 days' written notice; in accordance with Section 9.10 of the Rules and Regulations of the District, and subject to a provision that if the District required the property one year before the end of the term, the Lessee's unamortized investment will be prorated and returned; form of lease agreement subject to approval of the General Counsel;

RESOLVED FURTHER, that the staff and the lessee are to agree on the refurbishment of building and grounds to be done, including the costs thereof.

Ayes: Brewster, Cook, Holen, Leonard, Lewis,  
Neusom, Price, Richter, Storing, Takei  
Noes: None  
Abstain: None  
Absent: Gibbs

Request of Director Holen for Report of Real Property Available  
for Lease or Sale

Following adoption of the above resolution, Director Holen requested that a report be furnished to the Board of real property available for lease or sale by the District.

Resolution

) No. assigned

Adoption of Public Information and Marketing Plan Covering RTD  
Services for Balance of Fiscal Year 1977

On motion of Director Price, seconded and carried as noted  
below, the following resolution was adopted:

R-77-32

RESOLVED, that the report dated January 25, 1977, a copy of which is filed with the Secretary, be and the same is hereby adopted, and the staff is authorized to implement the public information and marketing plan contained in said report covering RTD services during the balance of the 1977 Fiscal Year, with deletions of certain portions of the program prior to implementation as directed by the Surface Operations-Advance Planning & Marketing Joint Committee at its meeting on January 31, 1977.

Ayes: Brewster, Cook, Holen, Leonard, Lewis,  
Neusom, Price, Richter, Storing, Takei  
Noes: None  
Abstain: None  
Absent: Gibbs

Approval of Letter Agreement with Gumpertz/Bentley/Fried to  
Serve as the District's Advertising Agency of Record

Mr. Gilstrap and Mr. McDonald reviewed the report and recommendation proposing a letter agreement with the firm of Gumpertz/Bentley/Fried to serve as the District's advertising agency of record effective February 1, 1977 with a 60-day termination clause.

Director Richter reviewed the minutes of both the December 7 and 8, 1976 meetings of the Board regarding the matter and felt that other agencies who had made presentations to the Board would

) Resolution  
No. assigned

also be considered at the time a final agreement was to be made. Director Lewis felt that consideration of the agreement had been withheld pending receipt of the public information and marketing plan which the staff had been requested to submit, and which plan had been submitted and approved at today's meeting. He further felt that the staff would do the major share of the advertising work and the agency itself was only necessary in order to coordinate and place the advertising.

On motion of President Cook, seconded and carried by a Roll Call vote as noted below, the agreement was approved and the following resolution adopted:

R-77-33

RESOLVED, that the General Manager is authorized to execute a letter of agreement with the firm of Gumpertz/Bentley/Fried to serve as the District's advertising agency of record effective February 1, 1977, and continuing until terminated by either party upon the giving of 60 days' written notice; form of letter agreement subject to approval of the General Counsel.

Ayes: Brewster, Cook, Lewis, Neusom, Price,  
Storing, Takei  
Noes: Holen, Richter  
Abstain: Leonard  
Absent: Gibbs

Calling of Special Meeting to Consider Cancellation of Services on  
Line No. 201 - Convention Center

Mr. Gilstrap reviewed the report recommending discontinuance of the Convention Center Line which had been carried over from the

Resolution

) No. assigned

last meeting of the Board pending meeting with representatives of the City of Los Angeles to ascertain if removal of the line would affect the City's people mover project. Mr. McDonald reported that Mr. Donald Townsend, project director of the people mover project for the CRA, had requested that he be permitted to appear before the Board on the matter but that he was unable to attend today's meeting due to his attendance at a City Council meeting. Mr. Gilstrap felt that the Board should act immediately since the line was operating at such a deficit and action was needed in order to remove the line early in March, which feeling was concurred in by Director Storing. Director Takei felt, however, that the City should have a chance to appear before taking action.

Director Storing moved approval of the staff recommendation, which motion was seconded.

After discussion, the matter was held over for further consideration pending results of an attempt to reach Mr. Townsend and request him to appear prior to adjournment of the meeting.

(Director Brewster left the meeting at 2:00 p. m. )

Later in the meeting, after a report by the staff that they had been unable to reach Mr. Townsend, on substitute motion of Director Price, seconded and carried as noted below, the following resolution was adopted:

Resolution

) No. assigned

R-77-34

RESOLVED, that a Special Meeting of the Board of Directors is called to be convened at 1:00 p. m. on February 3, 1977, in the District Board Room, 425 South Main Street, Los Angeles, California, for the purpose of considering cancellation of services provided on Line No. 201 - Convention Center and termination of parking agreement with the City of Los Angeles.

Ayes: Cook, Holen, Leonard, Price, Richter, Storing,  
Takei  
Noes: Lewis  
Abstain: None  
Absent: Brewster, Gibbs, Neusom

Approval of Minor Route Modification to Line No. 861 in City of Torrance

On motion of Director Price, seconded and carried as noted

below, the following resolution was adopted:

R-77-35

RESOLVED, that a minor route modification to Line No. 861 in the City of Torrance, as outlined in the report dated January 24, 1977, a copy of which is filed with the Secretary, is approved, and the General Manager is authorized to include in the Official Route Descriptions Second Revised Page 861; subject to approval of the Consulting Engineer.

Ayes: Cook, Holen, Leonard, Lewis, Neusom,  
Price, Richter, Storing, Takei  
Noes: None  
Abstain: None  
Absent: Brewster, Gibbs

(Director Neusom left the meeting at 2:03 p. m. )

Approval of Relocation of Pomona Park/Ride Line No. 764 and Agreement with the Los Angeles County Fair Association

After discussion, on motion of Director Lewis, seconded and carried as noted below, the following resolution was adopted:



Resolution

) No. assigned

R-77-36

RESOLVED, that the report dated January 21, 1977, a copy of which is filed with the Secretary, is approved, and the General Manager is authorized to:

- a. relocate the Pomona Park/Ride Line No. 764, as outlined in said report, and to include in the Official Route Descriptions First Revised Page 764, together with modification of local passenger tariffs as necessary; subject to approval of the Consulting Engineer; and
- b. execute a Park/Ride Lot agreement with the Los Angeles County Fair Association covering a portion of the Pomona Fair Ground parking area for use as a park/ride lot, and cancel the existing park/ride lot agreement with the City of Pomona; form of agreements subject to approval of the General Counsel.

Ayes: Cook, Holen, Leonard, Lewis, Price, Richter, Storing, Takei

Noes: None

Abstain: None

Absent: Brewster, Gibbs, Neusom

Report of the Finance Committee - Agenda Item Nos. 10 through 15

On motion of Director Holen, Chairman of the Finance Committee, seconded and carried as noted below, Agenda Item Nos. 10 through 15 were approved and the following resolutions were adopted and/or actions taken:

Ayes: Cook, Holen, Leonard, Lewis, Price, Richter, Storing, Takei

Noes: None

Abstain: None

Absent: Brewster, Gibbs, Neusom

Resolution  
) No. assigned

R-77-37

RESOLVED, that the General Manager is authorized to deposit with the Superior Court an amount of \$350,000 as award to Reuben and Alfred Katz for the acquisition of a 1.46 acre parcel and adjacent to the District's Division 1 Yard and to be used in the expansion of that Division, which project is funded in part under UMTA Capital Grant No. CA-03-0090, as described in the report dated January 21, 1977, a copy of which is filed with the Secretary; and to execute all documents necessary to complete the acquisition; form of all documents subject to approval of the General Counsel.

R-77-38

RESOLVED, that the report dated January 24, 1977 is adopted, and revision of Article IX of the Rules and Regulations relating to the sales of District Property, a copy of which is attached to these Minutes as EXHIBIT 1, is hereby approved.

R-77-39

RESOLVED, that the report dated January 26, 1977 relative to the sale of RTD Airport Express Discount ticket books is adopted, and the General Manager is authorized to amend the District tariff to provide for the sale of the discount ticket books; subject to approval of the Consulting Engineer.

R-77-40

RESOLVED, that the Controller is authorized to write off \$7,802.74 of uncollectible debt from the account of Mr. and Mrs. Willard Doll, former operators of the District's Long Beach Ticket Agency.

R-77-41

RESOLVED, that the Controller or his designees are authorized to endorse installment notes for uniform or watch purchases to suppliers' orders without recourse, as described in report dated January 20, 1977 filed with the Secretary.

Approval of Consent Calendar - Agenda Item Nos. 17 through 25,  
except Item No. 18

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On motion of Director Price, seconded and carried as noted  
below, Agenda Item Nos. 17 through 25 on the Consent Calendar,

Resolution  
) No. assigned

except Item No. 18 were approved, and the following resolutions adopted and/or actions taken:

Ayes: Cook, Holen, Leonard, Lewis, Price,  
Richter, Storing, Takei

Noes: None

Abstain: None

Absent: Brewster, Gibbs, Neusom

R-77-42

RESOLVED, that the General Manager is authorized to award a contract to Read & Company, 1408 S. Grand, Los Angeles, the lowest responsible bidder under Bid No. CA-03-0101-A, covering the purchase of one (1) Camera Plate Maker at a total bid price of \$10,556, which purchase is funded in part under UMTA Capital Grant Project No. CA-03-0121; form of contract subject to approval of the General Counsel.

R-77-43

RESOLVED, that Requisition No. 7300-555 is approved, and the General Manager is authorized to exercise the option for one additional year with Bearing Sales Company, 2345 S. Atlantic, Los Angeles, for supplying the District's requirements for oil seal assemblies at an estimated cost of \$10,900; form of option contract subject to approval of the General Counsel.

R-77-44

RESOLVED, that Requisition No. 6000-02 is approved, and the Purchasing Agent is authorized to call for bids covering the printing of the employee newspaper for a one-year period; form of bid requirements and specifications subject to approval of the General Counsel.

R-77-45

RESOLVED, that Requisition No. 7300-544 is approved, and the Purchasing Agent is authorized to call for bids covering the District's requirements for abrasives for a one-year period; form of bid requirements and specifications subject to approval of the General Counsel.

R-77-46

RESOLVED, that Requisition No. 7300-558 is approved, and the Purchasing Agent is authorized to call for bids covering the District's requirements for vinyl-coated heavy-duty upholstery fabric for a one-year period; form of bid requirements and specifications subject to approval of the General Counsel.

Resolution

) No. assigned

R-77-47

RESOLVED, that the report dated January 25, 1977 regarding minor route modifications in the San Gabriel Valley area is adopted, and the General Manager is authorized to include in the Official Route Descriptions Second Revised Page 452, Second Revised Page 454 and Second Revised Page 480; subject to approval of the Consulting Engineer.

R-77-48

RESOLVED, that the report dated January 25, 1977 regarding minor route modifications to Line No. 426 in the City of El Monte is adopted, and the General Manager is authorized to include in the Official Route Descriptions First Revised Page 426; subject to approval of the Consulting Engineer.

-- Approved Minutes of Regular Meeting held January 12, 1977.

-- Ratified temporary route diversions as described in report dated January 21, 1977 filed with the Secretary.

-- Ratified bus stop zone changes as described in report dated January 17, 1977 filed with the Secretary.

-- Received and Filed Purchasing Agent's Statement of Purchases Over \$1,000 for the month of December, 1976.

Award of Contract Covering Purchase of Word Processing Text Editing Machine

After the answering of questions posed by Director Holen regarding the use of a Word Processing Text Editing Machine, on motion of Director Price, seconded and carried as noted below, Agenda Item No. 18 was approved and the following resolution adopted:

Ayes: Cook, Holen, Leonard, Lewis, Price,  
Richter, Storing, Takei  
Noes: None  
Abstain: None  
Absent: Brewster, Gibbs, Neusom

Resolution  
) No. assigned

R-77-49

RESOLVED, that the General Manager is authorized to award a contract to Vydec, Inc., 2 Century Plaza, Los Angeles, the lowest responsible bidder under Bid No. 1-7704, covering the purchase of a Word Processing Text Editing Machine at a total bid price of \$17,337; form of contract subject to approval of the General Counsel.

Approval of Revision of Article III, Sections 3.1 and 3.2 of the Rules and Regulations Changing Board Meeting Dates

Director Takei, Chairman of the Personnel Committee, reported that the Committee had reviewed meeting dates of the Board in view of the conflict with meeting dates of the Los Angeles County Transportation Commission, and that the Committee recommended changing of the RTD Board meeting dates to the 2nd and 4th Tuesday, so moved, which motion was seconded.

After discussion, Director Takei amended his motion for the Board to meet on the 2nd and 4th Thursday, which motion was seconded.

Mr. Gilstrap stated that if there were no objections the delivery of the Board books would be changed from Friday to the Monday preceding the meetings.

The question was called for on Director Takei's amended motion, carried as noted below, and the following resolution adopted.

R-77-50

RESOLVED, that Article III, Sections 3.1 and 3.2 of the Rules and Regulations be and the same are hereby revised to change meeting dates of the Board of Directors from the 2nd and 4th Wednesday to the 2nd and 4th Thursday effective February 10, 1977, and release of the agenda on Monday preceding the Board meeting, as outlined in EXHIBIT II attached to these Minutes.

Resolution

) No. assigned

R-77-50  
(continued)

Ayes: Cook, Holen, Leonard, Lewis, Price,  
Richter, Storing, Takei  
Noes: None  
Abstain: None  
Absent: Brewster, Gibbs, Neusom

Report of the General Manager

Mr. Gilstrap reported on his two week federally sponsored interchange program visit to Russia regarding transportation, computer use and urban centers, and stated he is preparing a written report which would be transmitted to the Board.

Mr. Gilstrap then commended the Board for its efforts in the future funding matters which were adopted at the special meeting on January 24. He did, however, express his concern regarding the request to the County for funding in the amount of \$10 million, with \$4.4 million to cover purchase of buses already ordered, and \$5.6 million for acceleration of future orders, which does not fit into the five-year plan adopted by the Board, and might cause problems to the Board of Supervisors, inasmuch as they are having to greatly reduce their own capital program. He suggested either reducing the request to the \$4.4 million or offering the \$5.6 million request to cover alternates such as accelerated bus acquisitions, avoidance of service reductions, cost of senior citizen reduced fare program or other programs.

After discussion, the Secretary was instructed to include the matter on the next Board meeting agenda for consideration.

Appearance of Lillian Cash

Mrs. Lillian Cash, 8561 Columbus Avenue, Sepulveda, appeared before the Board and stated her displeasure on the appointment of the new Los Angeles County Transportation Commission which can possibly control the RTD Board, since the RTD Board was doing an excellent job.

Mrs. Cash then presented two requests to the Board and requested that reports be furnished regarding them. First, a report on a petition request for service on Parthenia Street from Woodman Avenue to the west end of Parthenia Street, and, second, a report on a proposed people mover system in Detroit. Copies of the requests are filed with the Secretary and the staff was directed to furnish reports.

The meeting was adjourned at 2:45 p.m.



Secretary



**Southern California Rapid Transit District**  
425 South Main St., Los Angeles, California 90013  
Telephone: (213) 972-6000

JACK R. GILSTRAP  
General Manager

January 24, 1977

**TO:** Board of Directors  
**FROM:** Jack R. Gilstrap  
**SUBJECT:** Amendment of Rules and Regulations Relating to Sale  
of District Property

District Staff has reviewed the Rules and Regulations with respect to the sale of District property in an effort to update and shorten the time involved in completing sales of personal property. Attached is the suggested revision of Section IX of the Rules and Regulations.

The principal changes are as follows:

1. Limits have been increased from \$2,000 to \$5,000 for sale of minor items. Approval by the Consulting Engineer and Board of Directors is not required for sale of minor items.
2. Items over \$5,000 shall be approved by Staff Purchasing Committee, Board of Directors and Consulting Engineer. Sales over \$5,000 require issuance of a formal bid.
3. Sale may be made 30 days after publication and mailing of notices of sale rather than 60 days.

The proposed change in the Rules and Regulations was reviewed by the Staff Purchasing Committee on January 21 and they recommended it be forwarded to the Board of Directors for review and action.

Respectfully,

A handwritten signature in black ink, appearing to read "Jack R. Gilstrap", written over the typed name.

Jack R. Gilstrap

A handwritten signature in black ink, appearing to read "J. B. Scatchard", written over the typed name.

By J. B. Scatchard



## SALE OF DISTRICT PROPERTY

### 9.1 Responsibility

It is the Purchasing Agent's responsibility for the disposition or sales of all surplus, obsolete or used material, supplies or equipment (personal property) belonging to the District and all concerned shall be governed by these Rules and Regulations. Whenever a reference is made to General Manager, Purchasing Agent or Executive Staff Member, it shall be deemed to include the person's written designee. If the Purchasing Agent deems it in the best interests of the District to dispose of such personal property, he shall adhere to the appropriate procedure prescribed below or request the Board of Directors for any modification therein required in a particular case.

### 9.2 Authority For Disposition of Property

Upon determination by any department that such personal property is no longer needed by it, they shall prepare Form 37-28 and forward it to the Purchasing Department for processing.

### 9.3 Estimates of Value

The Purchasing Agent shall estimate the probable value of each item or unit of personal property to be sold and shall set forth in his records the supporting data for his estimate. The estimated value shall be used as the basis for setting the minimum bid amount if one is specified in the sale.

### 9.4 Approvals Required

A. Minor Items - For sale of an item or aggregate of like items of personal property other than buses having an estimated value up to \$5,000. Approval by the Consulting Engineer or the Board of Directors is not required, but full information pertaining to all such items sold and the amount received therefor shall be included in the report referred to in Section 9.6.

B. Substantial Personal Property - Request For Authorization To Sell an item or aggregate of like items of personal property having an estimated value over \$5,000 shall be approved by:

- 1) Staff Purchasing Committee,
- 2) Board of Directors,
- 3) Consulting Engineer.

The approval by the Consulting Engineer may be obtained prior to request for authorization to sell and, in any event, prior to any sale being completed.

9.5 Bidding Requirements

A. No Bids Required

Formal, public bids are not required where the estimated value of an item or aggregate of like items of personal property other than buses is \$5,000 or less. Such sales may be made pursuant to formal bid, informal bid, or negotiated sale in the open market at the discretion of the Purchasing Agent. Informal bids are quotations, either written or oral, which permit prices and other terms to be compared.

B. Formal Bid

A formal bid is one submitted by the bidder pursuant to the following procedure and shall apply to all sales over \$5,000.

- 1) Notice of the sale shall be published at least once in one or more daily newspapers of general circulation in the County of Los Angeles within one year preceding the date of the Board meeting at which the sale is considered. Publication may also be made in a trade publication, if appropriate.
- 2) The Purchasing Agent shall mail notice of the sale to all dealers and other interested parties whose names appear on the list of purchasers and dealers maintained by the Purchasing Agent or who have made known to the Purchasing Agent their interest in purchasing personal property of the kind being sold.
- 3) Sale will be made by sealed bids to be opened in public and read aloud, as specified in the notice of sale at a place and time which must be at least 30 days after publication and mailing of notice of sale. Bids shall be tabulated and a report made by the Purchasing Agent to the Board in writing as to the highest responsible bidder or bidders, as the case may be, fully complying with the terms and conditions of the bid invitation. Such terms and

conditions shall be prescribed by the Purchasing Agent in the best interest of the District and in accordance with the normal procedures of public agencies, and shall in each instance include a reservation of the right of the Board to reject all bids. A record of all bids shall be kept on file in the office of the Purchasing Agent.

C. Notice of Minimum Bid Requirement and Rules and Regulations

The notice of sale may, if deemed prudent, contain as one of its terms and conditions a requirement that to be considered a bid must be above a stated minimum amount. The notice shall also provide that the sale is made subject to the District's Rules and Regulations.

D. No Bids

If no qualified bids which meet a minimum bid requirement, if any, are received by the specified opening time, the Purchasing Agent shall have authority to negotiate, subject to Board approval, a sale of such personal property to any buyer for at least the minimum bid amount, if any, or in the absence of a minimum bid amount with the further approval of the Board of Directors at not less than a set minimum price. If the Purchasing Agent determines that it is not possible to negotiate a sale of the personal property for the minimum bid amount, if any, he may hold the personal property for future use or sale or he may request the Board of Directors for permission to call for new bids or to negotiate a sale at not less than a lower minimum purchase price, with the further approval of the Board of Directors.

9.6 Report of Sales

The Purchasing Agent shall prepare and furnish quarterly to the Board of Directors, the Trustee under the Trust Indenture and the Consulting Engineer, a report on all items sold and the amounts received therefor under the foregoing procedures.

9.7 Accounting Records

All sales hereunder shall be made the subject of consecutively numbered sales orders, copies of which shall be furnished by the Purchasing Agent to the Auditor's office for audit. The Purchasing Agent shall promptly forward to the Treasurer the

proceeds of all sales hereunder. Copies of all documents, including notices of sale, awards, sales orders and bills of sale, shall be maintained in the office of the Purchasing Agent as part of the public records of the District.

9.8 Real Property

The disposition of real property is not governed by the foregoing sections of this Article IX. No sale or disposition of any real property belonging to the District shall be made without the express authorization of the Board of Directors. Notice of intent to sell or lease, describing the real property proposed to be sold or leased in such manner as to properly identify it and the terms and conditions thereof, shall be published for three (3) consecutive days in a newspaper of general circulation at least sixty (60) days before the public meeting at which a sale or lease of real property may be approved by the Board of Directors, except where the Board of Directors determines that the public interest does not require publication as in the case of easements, leases, exchanges, transactions with other governmental agencies, or as is otherwise determined by the Board of Directors.

~~-(Effective August 25, 1976)-~~

(Revised January 31, 1977)

III. Action by the District: Meetings

- 3.1 Regular Meetings. The Board of Directors shall hold two regular meetings each month, at the hour of 1:00 p. m. on ~~Wednesday~~ <sup>Thursday</sup> the second and fourth ~~Wednesday~~ <sup>Thursday</sup>, unless such ~~Wednesday~~ <sup>Thursday</sup> is a holiday, in which case the meeting shall be held on the next business day.

Revised April 2, 1975

- 3.2 Agenda. Matters to be placed on the agenda for any regular meeting may be filed with the Secretary of the District by the General Manager, members of the Executive Staff, or any Director of the District. The agenda for each regular meeting shall be prepared by the Secretary of the District on ~~Friday~~ <sup>Monday</sup> the ~~Friday~~ preceding such regular meeting, at which time the Secretary shall release copies of said agenda to the press, and shall

## Rules and Regulations

cause copies of said agenda to be mailed or delivered to each Director, the General Manager, and the General Counsel. Formal action, other than the appointment of a committee, will not ordinarily be taken with respect to any matter not included on the agenda unless special circumstances require otherwise and six Directors consent to such consideration; provided, however, that no matters directly affecting fare increases, major permanent decreases in service, or major permanent changes of routes, and no election of officers, may be acted upon until they have been placed upon the agenda. Provided, further, that the foregoing proviso shall not be construed to limit discussion of any matter whatsoever.