

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

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

January 7, 1975

Upon notice duly given, the Directors of the Southern California Rapid Transit District met a regular meeting in the District Board Room, 1060 South Broadway, Los Angeles, California, at 1:00 p.m. on January 7, 1975, at which time President Thomas G. Neusom called the meeting to order.

Directors Arthur Baldonado, Victor M. Carter, Byron E. Cook, A. J. Eyraud, Jr., Adelina Gregory, Don C. McMillan, Thomas G. Neusom and Jay B. Price responded to Roll Call. Directors George W. Brewster, Hugh C. Carter and George Takei were absent from the meeting.

Also present were General Manager Jack R. Gilstrap; Assistant General Manager for Administration Jack Stubbs; Manager of Operations George W. Heinle; Manager of Planning & Marketing George L. McDonald; Chief Engineer Richard Gallagher; Controller-Auditor-Treasurer Joe B. Scatchard; General Counsel Richard T. Powers; Secretary Richard K. Kissick, and the public.

Presentation of Commendatory Resolution

President Neusom presented a commendatory resolution to Mr. Edgar Twine on behalf of Mr. Thornton Bradshaw, Chairman of the Citizens Advisory Committee on Rapid Transit, and all members of that Committee for their outstanding performance and

public service commitment in connection with the rapid transit ballot proposal of November, 1974.

Presentation of Certificates to Graduates of District's  
Second Transportation Administration Certificate Program

President Neusom and General Manager Gilstrap presented certificates of graduation to fourteen members of the District's second Transportation Administration Certificate Program. A list of the graduates is filed with the Secretary.

Approval of Items 1 through 15 as Listed on the Consent Calendar

On motion of Director McMillan, seconded and unanimously carried, the following resolutions were adopted and/or actions taken:

RESOLUTION NO. R-75-1

RESOLVED, that the Minutes of the Regular Meeting held on December 17, 1974 be and the same are hereby approved with the following amendment to Page 10, second paragraph, lines 2 through 6:

"Director Hugh Carter stated he felt that the Board as presently constituted is correct and proper and that by taking no position at this time it would indicate the Board feels the Board organization is not now properly constituted and should be changed."

RESOLUTION NO. R-75-2

RESOLVED, that the temporary route diversions caused by construction work affecting Line Nos. 9, 10, 15, 17, 31, 36, 57, 99, 103, 104 and 105, as described in report dated December 30, 1974, filed with the Secretary, be and the same are hereby ratified and approved

RESOLUTION NO. R-75-3

RESOLVED, that the report dated December 30, 1974 relating to bus stop changes filed with the Secretary, be and the same is hereby ratified and approved.

The following Purchasing Agent's reports were ordered "Received and Filed":

- a. Statement of Material & Supplies  
Account for the month of October, 1974  
Submitted December 9, 1974.
- b. Statement of Purchases over \$1,000.00  
submitted December 3, 1974.

RESOLUTION NO. R-75-4

WHEREAS, on January 7, 1975, the Surface Operations-Advance Planning & Marketing Joint Committee and the Finance Committee considered and concurred in the report dated December 27, 1974, a copy of which is filed with the Secretary, recommending approval of Requisition No. 3100-1151 covering the purchase of three offset printing presses at an estimated total cost of \$25,000.00, and authorization of the Purchasing Agent to call for bids thereon in accordance with the Rules and Regulations; and

WHEREAS, funds covering a portion of this purchase are included as a part of Urban Mass Transportation Administration Capital Grant Project No. CA-03-0090;

NOW, THEREFORE, BE IT RESOLVED, that Requisition No. 3100-1151 be and the same is hereby approved, and the Purchasing Agent be and he hereby is authorized to call for bids covering the purchase of three offset printing presses in accordance with the Rules and Regulations; form of bid requirements and specifications subject to the approval of the General Counsel.

RESOLUTION NO. R-75-5

WHEREAS, on January 7, 1975, the Surface Operations-Advance Planning & Marketing Joint Committee and the Finance Committee considered and concurred in the report dated December 27, 1974, a copy of which is filed with the Secretary, recommending approval of Requisition No. 7100-9 covering the purchase of 10 vault carts at an estimated cost of \$18,000.00, and authorization of

the Purchasing Agent to call for bids thereon in accordance with the Rules and Regulations, together with authorization of the General Manager to award a contract to the lowest responsible bidder;

NOW, THEREFORE, BE IT RESOLVED, that Requisition No. 7100-9 be and the same is hereby approved, that the Purchasing Agent be and he hereby is authorized to call for bids pursuant to the Rules and Regulations, and the General Manager be and he hereby is authorized to award a contract to the lowest responsible bidder; form of bid requirements, specifications and contract subject to approval of the General Counsel.

RESOLUTION NO. R- 75-6

WHEREAS, on January 7, 1975, the Surface Operations-Advance Planning & Marketing Joint Committee and the Finance Committee considered and concurred in the report dated December 31, 1974, a copy of which is filed with the Secretary, recommending approval of Requisition No. 4200-156 in the amount of \$2,500.00 and Requisition No. 4200-157 in the amount of \$3,600.00 covering services for appraisals of a 1.46 acre parcel adjacent to District's Division 1 as required by Urban Mass Transportation Administration regulations;

NOW, THEREFORE, BE IT RESOLVED, that Requisition Nos. 4200-156 and 4200-157 be and the same are hereby approved.

RESOLUTION NO. R-75-7

WHEREAS, on January 7, 1975, the Surface Operations-Advance Planning & Marketing Joint Committee and the Finance Committee considered and concurred in the report dated December 30, 1974, a copy of which is filed with the Secretary, recommending modification of the District's Park-Ride Agreement with the City of Pasadena reflecting a change in parking fees from the previously proposed rate of \$2.00 per month or 25¢ per day to a new rate of \$1.50 per day or \$6.00 per month in conjunction with the purchase of a bus pass;

NOW, THEREFORE, BE IT RESOLVED, that the Park-Ride Agreement between the District and the City of Pasadena be and it hereby is modified to reflect parking fees of \$6.00 per month in conjunction with the purchase of a bus pass or \$1.50 per day, and the General Manager be and he hereby is authorized to execute the contract on behalf of the District as modified with said parking facilities

and related park-ride service to become effective February 3, 1975; subject to the approval of the Consulting Engineer, with form of contract subject to approval of the General Council.

RESOLUTION NO. R-75-8

WHEREAS, on January 7, 1975, the Surface Operations-Advance Planning & Marketing Joint Committee and the Finance Committee considered and concurred in the report dated December 30, 1974, a copy of which is filed with the Secretary, recommending approval of a contract amendment with Twining Laboratories covering an increase of fees covering inspection and material testing services for the El Monte Busway Project, with total contract amount to remain unchanged;

NOW, THEREFORE, BE IT RESOLVED, that the General Manager be and he hereby is authorized to execute a contract amendment with Twining Laboratories effective September 15, 1974 covering an increase of fees covering inspection and material testing services for the El Monte Busway Project, with total contract amount of \$22,000.00 to remain unchanged; form of contract amendment subject to approval of the General Counsel.

RESOLUTION NO. R-75-9

WHEREAS, on January 7, 1975, the Surface Operations-Advance Planning & Marketing Joint Committee and the Finance Committee considered and concurred in the report dated January 3, 1975, a copy of which is filed with the Secretary, recommending authorization of the General Manager to implement a School Information Program as outlined in the report mentioned above, at an estimated cost of \$14,700.00 for the balance of Fiscal Year 1975;

NOW, THEREFORE, BE IT RESOLVED, that the General Manager be and he hereby is authorized to implement a School Information Program at an estimated cost of \$14,700.00 for the balance of Fiscal Year 1975.

RESOLUTION NO. R-75-10

WHEREAS, on January 7, 1975, the Personnel and Finance Committees considered and concurred in the report dated January 2, 1975, a copy of which is filed with the Secretary, recommending approval of Requisition No. 3099-204 in the amount of \$37,500.00 covering additional funding for the Employee Courtesy Program due to an overwhelming response to the program by the public;

NOW, THEREFORE, BE IT RESOLVED, that Requisition No. 3099-204 be and the same is hereby approved.

RESOLUTION NO. R-75-11

WHEREAS, on January 7, 1975, the Personnel and Finance Committees considered and concurred in the report dated January 3, 1975, a copy of which is filed with the Secretary, recommending approval of requisitions covering medical services for the calendar year 1975 as follows:

Requisition No. 6200-224 (formerly No. 3800-224) covering preemployment physical examinations at an estimated cost of \$25,000.00,

Requisition No. 6200-227 (formerly No. 3800-227) covering biennial physical examinations at an estimated cost of \$12,000.00, and

Requisition No. 6200-223 (formerly No. 3800-223) covering special physical examinations at an estimated cost of \$4,000.00,

and further recommending authorization of the General Manager to retain the services of Dr. Ellerbeck and Associates, Inc. to provide these services;

NOW, THEREFORE, BE IT RESOLVED, that Requisition Nos. 6200-224, 6200-227 and 6200-223 be and the same are hereby approved, and the General Manager be and he hereby is authorized to retain the services of Dr. Ellerbeck and Associates, Inc. to provide the physical examination services required for calendar year 1975; form of contracts subject to approval of the General Counsel.

RESOLUTION NO. R-75-12

CERTIFICATION

Findings of Public Hearing held December 17, 1974 at 1:00 P.M. in connection with the Southern California Rapid Transit District's application for an amendment to its Urban Mass Transportation Capital Grant (CA-03-0090), adopted by the District on November 5, 1974, to include the purchase of 30 articulated buses.

Thomas G. Neusom, President of the  
Southern California Rapid Transit District

HEREBY CERTIFIES THAT, in the development of this application for an amendment to its Urban Mass Transportation Capital Improvement Grant (CA-03-0090) under the Urban Mass Transportation Act of 1964, as amended, it:

1. Has afforded adequate opportunity for public hearings pursuant to adequate prior notice, and has held such hearings, in accordance with the requirements set forth by the Urban Mass Transportation Administration.
2. Has considered the economic and social effects of this proposed project and its impact on the environment.
3. Has found that this proposed project is consistent with official plans for the comprehensive development of the urban area.

RESOLUTION NO. R-75-13

CERTIFICATION

Findings of Public Hearing held December 17, 1974 at 1:15 P.M. in connection with the Southern California Rapid Transit District's Urban Mass Transportation Capital Grant Application for the Third Quarter, 1975 Fiscal Year Funding, adopted by the District on October 1, 1974, to aid in the Division 5 land purchase and the provision of new facilities at that location, the reconstruction and remodeling of Division 14, the purchase of 65 replacement automobiles, the purchase of radio maintenance equipment, the purchase and installation of 5,000 bus stop signs, the purchase of installation of Dispatch Center equipment, and the purchase and installation of Service, Inventory and Maintenance System (SIMS).

Thomas G. Neusom, President of the  
Southern California Rapid Transit District

HEREBY CERTIFIES THAT, in the development of this application for a Mass Transportation Capital Improvement Grant under the Urban Mass Transportation Act of 1964, as amended, it:

1. Has afforded adequate opportunity for public hearings pursuant to adequate prior notice, and has held such hearings, in accordance with the requirements set forth by the Urban Mass Transportation Administration.
2. Has considered the economic and social effects of this proposed project and its impact on the environment.
3. Has found that this proposed project is consistent with official plans for the comprehensive development of the urban area.



Approval of Requisition No. 3500-1 Covering Printing of 3,660,000  
Timetables and Authorization of General Manager to Award  
Contract to Lowest Responsible Bidder

After discussion, on motion of Director McMillan, Chairman of the Surface Operations-Advance Planning & Marketing Joint Committee, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-75-14

WHEREAS, on January 7, 1975 the Surface Operations-Advance Planning & Marketing Joint Committee and the Finance Committee considered and concurred in the report dated January 2, 1975, a copy of which is filed with the Secretary recommending approval of Requisition No. 3500-1 covering the printing of 3,660,000 timetables at an estimated cost of \$85,000.00, authorization of the Purchasing Agent to call for bids thereon in accordance with the Rules and Regulations together with authorization of the General Manager to award a contract to the lowest responsible bidder;

NOW, THEREFORE, BE IT RESOLVED, that Requisition No. 3500-1 be and the same is hereby approved, and the Purchasing Agent is authorized to call for bids covering the printing of 3,660,000 timetables pursuant to the Rules and Regulations, and the General Manager be and he hereby is authorized to award and execute a contract with the lowest responsible bidder; form of bid requirements, specifications and contract subject to approval of the General Counsel.

Approval of Combining of Lines 30 and 87 into a Single Route for  
a 90-day Experimental Period

After discussion, on motion of Director McMillan, Chairman of the Surface Operations-Advance Planning & Marketing Joint Committee, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-75-15

WHEREAS, on January 7, 1975 the Surface Operations-Advance Planning & Marketing Joint Committee considered and concurred in the report dated December 30, 1974, a copy of which is filed with the Secretary, proposing the combining of the Ramona Gardens-General Hospital Line No. 87 and the Evergreen Avenue Line No. 30 into a single route for a 90-day experimental period, which route combining can be accomplished without additional equipment be widening the scheduled frequencies of the present Line 87;

NOW, THEREFORE, BE IT RESOLVED, that the combining of Lines 30 and 87 into a single route to be known as Ramona Gardens-Evergreen Avenue Line No. 87 be and the same is hereby approved for a 90-day trial period to become effective January 19, 1975, and the General Manager be and he hereby is authorized to make appropriate revision of the Official Route Descriptions adopted November 4, 1964, as amended, to included Second Revised Page 87, together with cancellation of the present Evergreen Avenue Line 30 Official Route Description; subject to the prior approval of the Consulting Engineer.

Approval of Implementation of South Central Grid System for Trial Period Through June 30, 1975

After discussion, on motion of Director McMillan, Chairman of the Surface Operations-Advance Planning & Marketing Joint Committee, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-75-16

WHEREAS, the 25-cent Flat Fare Agreement with the County of Los Angeles provides that the District will implement grid systems in two areas for a 13-week trial period; and

WHEREAS, on January 7, 1975 the Surface Operations-Advance Planning & Marketing Joint Committee and the Finance Committee considered and concurred in the report dated December 31, 1974, a copy of which is filed with the Secretary, recommending implementation of a grid system in South Central Los Angeles in two stages which will provide services within area boundaries as specified by the County of Los Angeles, with North/South and East/West routes spaced about one-half mile apart, with buses

running at least at 20-minute intervals between the hours of 6:00 a.m. and 7:00 p.m. on weekdays and Saturdays, and from 8:00 a.m. to 6:00 p.m. on Sundays, with implementation of the total grid system requiring ninety-one (91) additional scheduled buses at an estimated cost of \$2,927,000, less generated revenue, for the trial period; and ✓

WHEREAS, the first stage requiring forty-four (44) scheduled buses is to be implemented on January 19, 1975, and the second stage to be implemented tentatively on March 2, 1975 requiring forty-seven (47) scheduled buses, with eighteen (18) fewer buses required in the second stage if the present conflicts with the two municipal transit operators in the area (Gardena Municipal Bus Lines and Torrance Transit Lines) are not resolved in which case new services or extension of present services would not be implemented, as follows: ✓

Gardena Municipal Bus Lines area: East-west services on 120th Street, 135th Street, Rosecrans Avenue, and north-south services on Normandie Avenue and Van Ness Avenue; and ✓

Torrance Transit Lines area: North-south extension of existing Figueroa Street Line 49 between Century Boulevard and Rosecrans Avenue

NOW, THEREFORE, BE IT RESOLVED, that the General Manager be and he hereby is authorized to implement the South Central grid system in two stages, for a trial period through June 30, 1975, with the first stage to be implemented approximately January 19, 1975 and the second stage on approximately March 2, 1975, with services in the second stage to be implemented in whole or in part, depending upon the outcome of present negotiations with the cities of Gardena and Torrance, all as outlined in the report dated December 31, 1974; subject to the approval of the County of Los Angeles; ✓

RESOLVED FURTHER, that the General Manager be and he hereby is authorized to make appropriate revisions of the Official Route Descriptions adopted November 4, 1964, as amended, to include Official Route Descriptions of new lines and extensions of present lines as outlined in the above mentioned report dated December 31, 1974; subject to the prior approval of the Consulting Engineer. ✓

Approval of Contract Amendments with Consulting Firms to Provide  
for Additional Funds for Surface Planning Efforts for the  
Balance of Fiscal Year 1975

After discussion, on motion of Director McMillan, Chairman of the Surface Operations-Advance Planning & Marketing Joint Committee, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-75-17

WHEREAS, under Resolution No. R-74-294 adopted July 16, 1974, the General Manager was authorized to execute contracts on behalf of the District with the firm of Centers for Study, Inc. at a cost not to exceed \$96,000.00, and with the firm of Wilbur Smith & Associates at a cost not to exceed \$100,000.00, to provide services to supplement the staff surface planning efforts during Fiscal Year 1975; and

WHEREAS, on January 7, 1975 the Personnel Committee, Surface Operations-Advance Planning & Marketing Joint Committee and the Finance Committee considered and concurred in the report dated January 3, 1975, a copy of which is filed with the Secretary, recommending amendments to the above-mentioned contracts providing for additional funds during the balance of the Fiscal Year 1975 in order that the consultants may participate in additional sector-by-sector bus planning projects, including evaluations of both the South Central and San Fernando Valley grid systems trial services;

NOW, THEREFORE, BE IT RESOLVED, that the General Manager be and he hereby is authorized to execute contract amendments on behalf of the District with consulting firms to provide for additional funds for surface planning efforts in area planning studies for the balance of Fiscal Year 1975, as follows:

Centers for Study, Inc. - \$125,000.00

Wilbur Smith & Associates - \$100,000.00

with form of contract amendments subject to approval of the General Counsel.

Approval of Revision of Articles VIII, XI and XII of the Rules and Regulations

After discussion, on motion of Director Gregory, Chairman of the Personnel Committee, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-75-18

WHEREAS, on January 7, 1975 the Personnel and Finance Committees **considered and concurred in the report dated January 3, 1975**, a copy of which is filed with the Secretary, recommending revisions of Articles VIII, XI and XII of the Rules and Regulations, with said Committees recommending that all contracts for professional services under \$10,000.00 remain in the Rules and Regulations and be placed on the Consent Calendar before award is made;

NOW, THEREFORE, BE IT RESOLVED, that revisions in Articles VIII, XI and XII of the Rules and Regulations, as contained in EXHIBIT 1 attached to these Minutes, be and the same are hereby approved effective January 7, 1975.

Authorization to Set a Time and Location for Meeting with Los Angeles County Board of Supervisors on January 21, 1975

President Neusom announced that a time and location of a proposed meeting with the Los Angeles County Board of Supervisors had not yet been finalized.

After discussion, on motion of Director Eyraud, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-75-19

RESOLVED, that a joint meeting with the Los Angeles County Board of Supervisors to be held on Tuesday, January 21, 1975 is hereby requested, and the Secretary is directed to publish appropriate public notice of said meeting as soon as the time and location of said meeting has been finalized.

Request for Interim Report on Fairfax Avenue Saturation Service

Director Eyraud requested that the Board be furnished an interim report at the next meeting of the Board regarding the

Fairfax Avenue saturation service which was implemented for a trial period on January 6.

Approval of Arbitration Award Payment to Fidelity Sound Systems, Inc.

With the approval of the eight Directors present, the matter of litigation with Fidelity Sound Systems, Inc. was added to the Agenda.

After discussion, on motion of Director McMillan, seconded and unanimously carried, the following resolution was adopted:

RESOLUTION NO. R-75-20

RESOLVED, that the General Manager be and he hereby is authorized to pay to Fidelity Sound Systems, Inc. the sum of \$96,466.00 upon delivery of 220 digital alarm units pursuant to Arbitration Award dated December 19, 1974, together with costs and expenses as provided for in the award.

Report of the General Manager

General Manager Gilstrap stated he had a short report on out-of-state travel during the month of December which would be forwarded to Directors. A copy of the report is attached to these Minutes as EXHIBIT 2.

Proposed Revision of Rules and Regulations to Change Board Meeting Days - To Be Included as Agenda Item at January 21, 1975 Meeting

With the approval of all Directors present, a request of Director Baldonado to discuss a change of date of Board meetings was added to the agenda.

Mr. Baldonado stated that both Supervisors Schabarum and Ward had elected to sit on the Board and that Supervisor Schabarum had requested him to request the RTD Board to change its meeting

date to Monday, and moved that the Secretary and the General Counsel prepare appropriate revisions to the Rules and Regulations for consideration by the Board, which motion was seconded by Director Eyraud.

Director Victor Carter moved amendment of the motion that Board meetings be held on the 2nd and 4th Mondays rather than the 1st and 3rd, which amendment was accepted by Director Baldonado.

Director Price made a substitute motion that a Wednesday date be proposed to the Board of Supervisors since a Monday date would cause the resignation of one of the Board members, and providing that the Wednesday date would not conflict with dates of Local Agencies Formation Commission meeting days, which substitute motion was seconded by Director Cook.

After discussion, Director Gregory made a further substitute motion that proposed change in the Rules and Regulations regarding Board meeting dates be placed on the Agenda for consideration at the next meeting, which substitute motion was seconded and unanimously carried.

#### Resignation of Director Don C. McMillan

Director McMillan read to the Board his letter of resignation dated January 7, 1975, a copy of which is attached to these Minutes as EXHIBIT 3. Mr. McMillan stated he had certainly enjoyed his activities while serving on the Board and expressed his appreciation to the Board and staff for their cooperation.

President Neusom stated that Mr. McMillan had served faithfully and well, having been a member of the Board since the

inception of the RTD in 1964, and that he had been of great assistance and appreciated the job that he had done, which statement was concurred in by General Manager Gilstrap and all Board members.

On motion of Director Cook, seconded and unanimously carried, the Secretary was directed to prepare appropriate commendatory resolutions for presentation to both Director McMillan and Director Baldonado.

Director Eyraud stated he felt that more than just resolutions should be done for both Mr. McMillan and Mr. Baldonado.

Discussion of Information Item "C" - Report on Santa Monica Freeway Preferential Lane Agreement with the Santa Monica Municipal Bus Lines

Director Victor Carter stated he had reviewed Information Item "C" having to do with the proposed Santa Monica Freeway preferential lane agreement with the Santa Monica Municipal Bus Lines, and was bothered by the restrictions placed on the RTD regarding the providing of service from the San Fernando Valley to Century City and from Century City into downtown Los Angeles.

President Neusom stated this is a difficult situation and that the RTD law needs to be amended in order to solve this type of problem.

Discussion of Information Item "F" - Report on Community Meeting Workshops

Director Gregory stated that with respect to the community meeting workshop program which was being implemented she would



like to be advised of the meetings in the San Gabriel Valley area in order that she could participate.

General Manager Gilstrap stated that Directors would be advised as to the times, dates and locations of these meetings.

Setting of Time and Date to Receive Presentations from Consultants  
Regarding Computerized Telephone Information Services

A discussion was held with respect to setting of a time and date for the Board to receive presentations from consultants regarding computerized telephone information services, as contained in a report dated January 3, 1975 included on the Agenda as Information Item "B."

Director Price suggested either a Saturday morning or a late afternoon meeting, while President Neusom felt a date probably should not be set until the two new Board members were present. Director Victor Carter suggested setting the date in February.

After discussion, on motion of Director Victor Carter, seconded and unanimously carried, the Board is to meet as a Committee of the Whole to receive presentations from consultants regarding computerized telephone information service at 2:30 p.m. on Thursday, February 27, 1975.

Next Regular Meeting

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

RESOLUTION NO. R-75-21

RESOLVED, that the next Regular Meeting of the Board of Directors of the District be held in the District's Board Room, 1060 South Broadway, Los Angeles, California, on Tuesday, January 21, 1975, at 1:00 p.m.

There being no further business, the meeting was adjourned at 1:55 p.m. to receive presentations from two finalist firms proposing to conduct the Medium Capacity study.



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Secretary

## Rules and Regulations

been approved by the General Manager. The General Manager shall not approve any reimbursement until he determines the expense item involved was necessarily incurred on behalf of the District.

### VIII. Purchasing

- 8.1 Purchases by the District shall be governed by Article 3 of Chapter 5 and by Section 30258 of the Public Utilities Code, and by these Rules and Regulations. Whenever a reference is made to the General Manager, Purchasing Agent or Executive Staff member, it shall be deemed to include the person's written designee.
- 8.2 Unless the General Manager provides otherwise, all purchasing and contracting as above described or negotiations therefor shall be done exclusively through the Purchasing Department.
- 8.3 Requisitions  
Any department desiring to acquire goods or services shall file with the Purchasing Department a requisition setting forth its needs, together with specifications therefor.
- A. Requisitions are not required for:
1. Purchases from petty cash. These are purchases not exceeding \$30.00, and may be made only upon approval of the Department Head or his designee.
  2. Purchases of utility services (gas, water, power) or installation of new utility services.

~~3. Purchase of professional services authorized by the Board of Directors;~~

B. Signatures required:

1. Requisitions for purchases up to \$3,000.00 shall be approved by the ~~requisitioning department head or his designee.~~ Executive Staff member of the department desiring to acquire goods or services ("Executive Staff member").
2. Requisitions for purchases over \$3,000.00 but less than \$10,000.00 shall be ~~approved signed~~ signed by the ~~requisitioning department head or his designee~~ Executive Staff member and approved by the General Manager or his designee.
3. Requisitions for purchases of \$10,000.00 and over shall be signed by the ~~department head or his designee.~~ Executive Staff member and the General Manager and approved by the Board of Directors.
4. Requisitions for purchases of over \$500,000.00 ~~require the signature of~~ shall be signed by the Executive Staff member and the General Manager and the recom-  
~~mendation of~~ recommended by a committee composed of the President, the General Manager, and the appropriate officer(s) Executive Staff members, and ~~approval of~~ approved by the Board of Directors.
5. Requisitions for capital assets shall refer to an Authorization For Expenditure number.

