

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

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

July 11, 1978

Upon notice duly given, the Board of Directors met at a regular meeting in the District Board Room, 425 South Main Street, Los Angeles, California, at 1:00 p.m. on July 11, 1978, at which time President Marvin L. Holen called the meeting to order.

Directors present:

Byron E. Cook	Jay B. Price
David K. Hayward	Ruth E. Richter
Marvin L. Holen	Charles H. Storing
Gerald B. Leonard	George Takei
Thomas G. Neusom	

Directors absent:

Donald Gibbs
Mike Lewis

Staff present:

Jack R. Gilstrap, General Manager
Samuel Black, Manager of Operations
Richard T. Powers, General Counsel
Joe Scatchard, Controller-Treasurer-Auditor
Jack Stubbs, Asst. General Manager for Administration
Bryon Lewis, Director of Personnel
Robert Williams, Manager of Customer Relations
Richard Gallagher, Chief Engineer/Manager, Rapid Transit
Anthony Fortuno, Director of Marketing and Communications
Richard Kissick, Secretary

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

Introduction of new Director of Security

President Holen introduced Mr. Jim Burgess, the District's new Director of Security who had joined the staff on July 10. Mr. Stubbs explained Mr. Burgess' background and qualifications for the position.

President Holen announced that Director Takei had been nominated to be Vice-President for Human Resources of the American Public Transit Association.

Presentation of Initial Phase of Service Awareness and Attitude Study

Mr. Fortuno briefly reviewed the background of the Service Awareness and Attitude Study and introduced Jackline Matosian, the RTD project manager, who in turn introduced Mr. James Starks of Human Factors Research, Inc., the firm who had conducted the study. It was noted that copies of the study had been transmitted to members of the Board on July 5.

Mr. Starks reviewed the study by means of a series of sixteen slides, explaining each chart and graph during the presentation.

Director Leonard inquired how much of this study was not included in the Regional Transportation study and studies by the LACTC, since he felt that most of the material had been included in those studies. Mr. Fortuno replied that much of the information not included in those studies was the information regarding non-transit users.

Director Cook felt he had learned nothing today that he had not heard before and wondered how much practical information the Board had received from the report. Mr. Starks responded that one factor would be results

which would enable the District to conduct an advertising program that would lean towards inducing some present non-users of transit to users, and the final phase of the report would make recommendations on how to best proceed with the results of the study.

Director Richter stated she had opposed spending the funds from the very beginning, even though the report was funded in part by UMTA.

Director Hayward felt the LACTC and other agencies should be forwarded copies of the report.

President Holen stated that he assumed the Marketing Department would be able to come back to the Board with proposals as a result of the study.

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

Report of the Surface Operations Committee

On motion of Director Price, Chairman of the Surface Operations Committee, seconded and carried as noted below, Agenda Item Nos. 2 and 3 were approved and the following resolutions adopted:

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

R-78-263

RESOLVED, that the report dated July 7, 1978, a copy of which is filed with the Secretary, together with Requisition No. 8-2250-102, is approved, and the General Manager is authorized to purchase Excess Public Liability and Property Damage insurance coverage as placed with underwriters by Alexander & Alexander,

Resolution
No. assigned

brokers, for a one-year period commencing August 1, 1978, at an approximate cost of \$425,000; form of insuring agreements subject to approval of the General Manager; all on the basis as outlined in the aforementioned report.

R-78-264 RESOLVED, that the report dated July 6, 1978, a copy of which is filed with the Secretary, is approved, and all bids received under Bid No. 6-7826 are rejected, and the Purchasing Agent is authorized to call for new bids covering the District's requirements for steam cleaner compound for a one-year period; form of bid requirements and specifications subject to approval of the General Counsel.

Report of Facilities and Construction Committee

On motion of Director Price, Vice-Chairman of the Facilities & Construction Committee, seconded and carried as noted below, Agenda

Item No. 4 was approved and the following resolution adopted:

R-78-265 RESOLVED, that the report dated July 3, 1978, a copy of which is attached to these Minutes as EXHIBIT 1, is approved, and the administrative procedure outlined in said report is adopted as a policy for the procurement of professional services for the District.

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

Report of the Equipment and Maintenance Committee

On motion of Director Storing, Chairman of the Equipment & Maintenance Committee, seconded and carried as noted below, Agenda

Item. No. 5 was approved and the following resolution adopted:

P-78-266

RESOLVED, that the report dated July 5, 1978, a copy of which is filed with the Secretary, together with Requisition No. 8-3399-148, is approved, and the General Manager is authorized to issue a change order for the procurement of 200 power assist units to be installed by AM General Corp. as a retrofit on the 200 heavy-duty buses purchased on Bid No. CA-03-0090-A, at an estimated cost of \$150,000; subject to prior concurrence of UMTA (UMTA Capital Project No. CA-03-0090); form of change order subject to approval of the General Counsel.

RESOLVED FURTHER, that in the event UMTA approval to fund its share of the cost of the change order is not obtained, the staff is authorized to proceed with the project at District expense.

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

Report of the Customer Relations & Public Information Committee

Director Richter, Chairman of the Customer Relations & Public Information Committee, reported that the Committee had met on July 10 and received presentations from the three finalist firms proposing to perform the District's graphic services, with the Committee recommending retention of the firm of Haas Advertising to perform the services.

On motion of Director Richter, seconded and carried as noted below, Agenda Item No. 6 was approved and the following resolution adopted:

R-78-267

RESOLVED, that the recommendation of the Customer Relations & Public Information Committee is approved, and the General Manager is authorized to execute a contract with Haas Advertising to perform the District's graphic design services for a one-year period, with option for one additional year at the election of the District, at a cost not to exceed \$100,000 per year; form of contract subject to approval of the General Counsel.

Resolution
No. assigned

R-78-267 Ayes: Cook, Hayward, Holen, Neusom, Price, Richter,
(continued) Storing, Takei
Noes: None
Abstain: None
Absent: Gibbs, Leonard, Lewis

Report of the Personnel Committee

Director Takei, Chairman of the Personnel Committee, reported that the Committee had carried over Agenda Item Nos. 7 (a) and (b).

He further reported that with respect to Agenda Item No. 7 (c), the Committee had concurred in the report concerning recognition of retirees and had asked the staff for more detailed plans, including costs.

(Director Leonard returned to the meeting at 2:15 p.m.)

Approval of Consent Calendar

On motion of Director Hayward, seconded and carried as noted below, Agenda Item Nos. 8 through 12 on the Consent Calendar were approved, and the following resolutions adopted and/or actions taken:

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

R-78-268 RESOLVED, that Requisition No. 8-7300-856 is approved, and the Purchasing Agent is authorized to call for bids covering the District's requirements for brake drums for a two-year period in accordance with the Rules and Regulations; form of bid requirements and specifications subject to approval of the General Counsel.

R-78-269 RESOLVED, that Requisition No. 8-7300-854 is approved, and the General Manager is authorized to enter into a joint powers agreement with the State of California covering the District's requirements for fluorescent and incandescent lamps for a one-year period; as outlined in the report dated July 6, 1978, a copy of which is filed with the Secretary; form of agreement subject to approval of the General Counsel.

R-78-270 RESOLVED, that a minor route modification to Line No. 484- Los Angeles-La Puente-Pomona-Ontario Airport via Valley Blvd. is approved, and the General Manager is authorized to include in the Official Route Descriptions Third Revised Page 484, effective July 23, 1978;

RESOLVED FURTHER, that the Community Relations/ Government Affairs Department is authorized to notify in writing cities and/or municipal operators directly affected by the above change, with copies of said notification to the Los Angeles County Transportation Commission where appropriate.

R-78-271 RESOLVED, that a minor route modification and extension of service to Line No. 800 - Los Angeles-Disneyland-Santa Ana, is approved, and the General Manager is authorized to include in the Official Route Descriptions Fourth Revised Page 800, effective September 10, 1978.

-- Approved Minutes of Regular Meetings held June 13 and June 27, 1978, and Special Meeting held June 15, 1978.

-- Ratified changes in bus stop zones as described in report dated July 7, 1978 filed with the Secretary.

-- Ratified temporary route diversions as described in report dated July 7, 1978 filed with the Secretary.

-- Received and filed Purchasing Agent's Statement of Purchases Over \$1,000 for the month of April, 1978.

Report of the General Manager

The General Manager's report of out-of-state travel by Directors and staff during the month of June, 1978 was received and filed.

Mr. Gilstrap reported that deflection from the July 1 fare increase was only in the neighborhood of 2 to 3 percent, and these early results were encouraging.

Mr. Gilstrap then distributed to the Board copies of his report dated July 10, 1978, together with a draft response to the Los Angeles County Transportation Commission, regarding the LACTC's draft report to the Legislature. The General Manager's report and draft response outlined the LACTC's position on certain items and his recommendations to either concur or oppose certain items. He reviewed the items and stated they were submitted to the Board for its review and suggestions. The Board concurred in all items except the one with respect to inclusion of an RTD Board Member serving on the Commission.

Director Leonard stated that he was concerned about AB-3328 a bill which would place before the electorate a proposal for a 1/2 percent sales tax, with 1/4 percent to go for transit operations and 1/4 percent for capital, but giving the cities the option to use the funds as they so desire.

Director Storing was opposed to any RTD Board Member serving on the LACTC. President Holen felt that no representatives of governing boards who receive funding allocations from the Commission should serve as members of the Commission; however, if those representatives are to continue to serve then the RTD Board should also be represented on the Commission.

(Director Leonard left the meeting at 2:20 p.m.)

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

R-78-272 RESOLVED, that the General Manager's draft response dated July 10, 1978 to the Los Angeles County Transportation Commission regarding the Commission's draft response to the California Legislature is approved, except that it is amended to include this Board of Directors' suggestion that no representatives of governing boards who receive funding allocations from the Commission should serve as members of the Commission, or, as an alternative, that if said representatives are to continue to serve as members of the Commission then a representative of the RTD Board of Directors should also serve as a member of the Commission.

Ayes: Cook, Hayward, Holen, Neusom, Price, Richter,
 Storing, Takei

Noes: None

Abstain: None

Absent: Gibbs, Leonard, Lewis

Approval of Director Out-of-State Travel

At President Holen's request, with the approval of all Directors present the matter of Director Neusom's attendance at the International Disabled Expo was added to the agenda for consideration.

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

R-78-273 RESOLVED, that Director Thomas G. Neusom is authorized to attend as the District's representative the International Disabled Expo to be held August 10-12, 1978 at the O'Hare Expo Center, Rosemont, Illinois (Chicago), and the Treasurer authorized to reimburse expenses in connection with said attendance.

Ayes: Cook, Hayward, Holen, Neusom, Price, Richter,
 Storing, Takei

Noes: None

Abstain: None

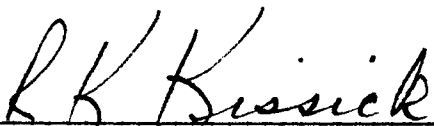
Absent: Gibbs, Leonard, Lewis

President Holen reported on the UMTA-APTA sponsored seminar to be held in Denver July 27-28 on the subject "Policy Guidance for Public Transportation Decision Makers" and urged attendance by Directors.

(Director Leonard returned to the meeting at 2:28 p. m.)

Director Richter suggested that the General Manager seek APTA approval to conduct such a conference in Los Angeles in the District's Board Room, and President Holen concurred in this suggestion.

The meeting was adjourned at 2:31 p. m.



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

JACK R. GILSTRAP
General Manager

July 3, 1978

To: Board of Directors

From: Jack R. Gilstrap

**Subject: Request Approval of Administrative Procedure Relating
to Contracts for Services to the District**

Background

At a recent meeting the Board requested that a procedure be developed by the staff relating to the procurement by the District of professional services from vendors.

Suggested Procedure

Based upon the recognition by the Board or staff of the need for contracting for professional services valued at over \$5,000 the District department cognizant of the function involved will prepare a requisition, specification and prospective vendors list. The requisition and supporting documentation will be reviewed by the staff Purchasing Committee for sufficiency. The item will then be placed on a Board agenda for approval by the Board.

If the requisition has an estimated procurement cost of up to \$100,000 (roughly two man-years of professional service effort), the staff will assume that it will review the proposals received from the vendors, have the recommendation for award of a contract reviewed by the staff Purchasing Committee and place the recommended award on a Board agenda for approval. If the Board decides at the requisition approval stage that it desires to have one of its committees review the proposals received and the staff's analysis of the proposals and interview up to three vendors leading to a recommendation to the full Board on the contract award, the staff will be so directed.

July 3, 1978

If the requisition carries an estimated procurement cost in excess of \$100,000 the staff will assume, unless otherwise directed, that a committee of the Board will make the recommendation or award of the contract to the full Board after reviewing the proposals of up to three firms (selected by the staff from all proposals received), examining the staff analysis of the three proposals and interviewing representatives of the vendors involved. The full Board would select the successful vendor after hearing the committee's recommendation.

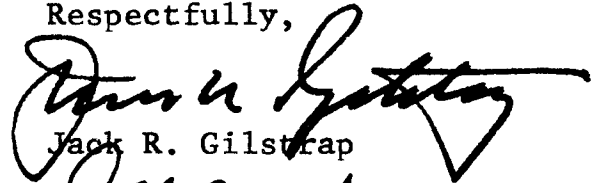
Documentation Requirement

Regardless of whether the staff or Board makes the final decision on the contract award the file must contain documentation on the criteria used to make the final selection.

Recommendation

It is recommended that the Board approve this general procedure covering the procurement of professional services.

Respectfully,



Jack R. Gilstrap



By J. B. Scatchard
Controller