



Connecting its cities via environmentally effective rapid transit

Eco-Rapid Transit, formally known as the Orangeline Development Authority, is a joint powers authority (JPA). Its Board of Directors consists of the following public entities and primary representatives:

County of Los Angeles
Hon. Janice Hahn
Supervisor, Forth District

City of Artesia
Hon. Ali Sajjad Taj
Chair of the Board

City of Bell
Mr. Jesus Casas

City of Bell Gardens
Hon. Alejandra Cortez
Secretary of the Board

City of Cerritos
Hon. Bruce Borrows

City of Cudahy
Hon. Jose R. Gonzalez
Vice Chair of the Board

City of Downey
Hon. Hector Sosa

City of Glendale
(Vacant)

City of Huntington Park
Hon. Karina Macias

City of Maywood
Ms. Angelina Martinez

City of Paramount
Hon. Isabel Aguayo
Treasurer of the Board

City of South Gate
Hon. Maria Davila

**Burbank-Glendale-Pasadena
Airport Authority**
Hon. Frank Quintero

Executive Director
Eric C. Shen, P.E., PTP, CPE

General Counsel
Matthew T. Summers

Ex-Officio
Ricardo Reyes
City Manager Representative

Internal Auditor
(Vacant)

ECO-RAPID TRANSIT

BOARD OF DIRECTORS

REGULAR MEETING

July 12, 2023, Wednesday

6:00 PM Pacific Daylight Time (PDT)

2nd Floor Conference Room, Clearwater Building
[16401 Paramount Boulevard](#)
[Paramount, California 90723](#)

TELECONFERENCE MEETING VIA [ZOOM](#) (NEW LINK)
Meeting ID: 813 5448 0188
Passcode: 553831

A G E N D A

Agenda reports and other written documents are available on the eco-rapid transit website at www.eco-rapid.org.

Public comments on items on the agenda will be taken at the time the item is called and are limited to 3 minutes per speaker.

PRELIMINARY BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comments

CONSENT CALENDAR

5. The items listed under the Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or the General Public so requests, in which event the item will be removed from the Consent Calendar and considered separately:
 - A. Approval of Special Meeting Minutes of June 28, 2023
 - B. Re-approval of Regular Meeting Minutes of June 14, 2023 with correction on Item 8
 - C. Treasurer's Report for the month of June 2023, and Warrant Register dated July 12, 2023



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ACTION ITEMS

6. Annual Election of Officers and Meeting Schedule

Recommended Actions: Conduct an election for Board officers and approve the regular meeting schedule through December 2023

7. Proposed FY2023/24 Revised Operating Budget and Related Considerations

Recommended Actions: Review the proposed revised FY2023/24 Operating Budget, adopt Resolution 2023-05, and direct staff to implement necessary steps and prepare for restructuring.

8. Administrative Procedures for Records and Assets

Recommended Actions: Approve proposed administrative procedures for handling records and small equipment.

9. Cancellation of August and October 2023 Board of Directors Regular Meetings

Recommended Actions: Cancel the Board's August 9, 2023 and October 11, 2023 Regular Meetings for cost-saving purposes, conduct regular meetings on September 13, 2023 and November 8, 2023, and hold December 13, 2023 as needed.

INFORMATION ITEM

10. Executive Director Verbal Report

11. Chair's Comments

12. Announcements/Board of Directors Comments

ADJOURNMENT

ERT BOD 20230712 AGENDA VF

DRAFT

**MINUTES OF THE SPECIAL MEETING OF
ECO-RAPID TRANSIT/ORANGELINE DEVELOPMENT AUTHORITY
June 28, 2023
In-Person Meeting**

CALL TO ORDER

Chair Taj called the meeting to order at 6:15 PM Pacific Daylight Time. A quorum (7 voting members out of 12 filled seats) was reached; thus, action items were taken by the Board.

PLEDGE OF ALLEGIANCE

Chair Taj asked Tianyi Wei to lead the assembly in the flag salute.

ROLL CALL AND INTRODUCTION OF ATTENDEES

Voting Board of Directors were present (listed by agency and position on the Board):

1. City of Artesia – Hon. Ali Sajjad Taj, Chair
2. City of Cerritos – Hon. Bruce Barrows, Director (arrived at 7:05 PM)
3. City of Cudahy – Hon. Jose R. Gonzalez, Vice Chair (arrived at 6:28 PM)
4. City of Huntington Park – Hon. Karina Macias, Director
5. City of Maywood - Ms. Angelina Martinez, Director
6. City of Paramount – Hon. Isabel Aguayo, Treasurer
7. City of South Gate – Hon. Maria Davila, Director
8. Airport Authority – Hon. Frank Quintero, Director
9. County of Los Angeles Supervisor Hahn’s Office – Luke Klipp, Director

Eco-Rapid Transit Staff:

10. Eric Shen, Executive Director
11. Thais Alves, Assistant General Counsel
12. Kathryn Morrison, Administrative Services Manager
13. Tianyi Wei, Graduate Student Intern

PUBLIC COMMENTS

No written public comments were received prior to the meeting. No additional public comments were received during the meeting.

ITEM 5 – CONSENT CALENDAR

No written public comments were received prior to the meeting. No additional public comments were received during the meeting.

a) Approval of Minutes of June 14, 2023

MOTION: Board Director Quintero (Airport Authority) moved to approve the Consent Calendar. Director Davila (South Gate) seconded the motion. The item was approved unanimously by roll call vote.

ITEM 6 – OPTIONS TO RESTRUCTURE THE AUTHORITY THAT ACHIEVE ITS MISSION AT LOWER OPERATING COSTS AND MEMBER DUES

Recommended Action: Direct staff to process with the preferred option and return to the Board in July through September 2023 for additional actions and approvals.

No written public comments were received prior to the meeting. No additional public comments were received during the meeting.

Executive Director Shen notified the Board of a proposed agreement for pro bono legal service from the Olivarez Madruga Law Organization LLP.

He proceeded with his report. At the June 14, 2023 meeting, Board directed staff to explore restructuring options for the Authority in addition to meeting with the newly appointed Gateway Cities COG (GCCOG) Executive Director Hector Dela Torre, following discussion of the FY2023/24 Operating Budget. Executive Director Shen and Mr. Dela Torre further discussed the merging of the Authority and GCCOG. Mr. Del Torre to begin his tenure mid-July, and formal actions likely to begin September 2023.

He presented the current financial practices of the Authority to the Board. Costs include contracted staff, limited fixed assets, service subscriptions, and annual audits. Hard costs include obligations, routine legal advice, insurance premiums, and webhosting and facility rentals. Revenues include annual membership dues and limited reimbursements for grant-funded invoices. Opportunities for cost savings to consolidate management and administrative functions, have accounting services be completed by a member agency, and pro-bono legal services. Possible drawbacks include the absorption of real costs, accountability issues, and potential conflicts of interest.

Vice Chair Gonzalez (Cudahy) proposed to assign city staff from Cudahy to work for ERT at a reduced hourly rate to lower the costs for ERT.

Executive Director Shen reiterated the concerns regarding conflicts of interest that could arise when one city serves as both the provider and recipient of a particular service.

Assistant General Counsel Alves provided the Board with four potential legal options. First is full termination, upon unanimous vote and following the payment of all debts, liabilities, and obligations. The second option would be the state of dormancy, effectively stripping the JPA of its staff and eliminating meetings and ongoing projects. Minimum necessary services entailed include federal and state filings, one meeting each year, yearly approval of an annual budget, auditing, annual appointment of officers, and management of records. The third option would be to greatly downsize the JPA by replacing contract staff with Member Cities' own staff. The last option proposed would be to transition the JPA to become a committee or subcommittee under GCCOG. If ERT were to become a GCCOG subcommittee, contract services would be transferred to member city staff.

Vice Chair Gonzalez (Cudahy) mentioned that since the COG is an agency, it is possible to approach any of the cities to take over and consider asking the COG to manage the JPA, based on his discussion with his own city.

Director Davila (South Gate) indicated that the recently appointed GCCOG Executive Director, Hector Dela Torre, is open to the idea of supporting ERT as a JPA under GCCOG. Further discussions will be feasible once he assumes office on July 10th.

Executive Director Shen presented the Board with four practical options on two distinct paths to restructure the authority. The first and second options involve terminating the JPA, but with a distinction: the first option proposes the creation of a new committee-level entity, whereas the second option does not. Similarly, the third and fourth options involve putting the JPA on hold, but with a difference: the third option suggests establishing a new committee-level entity, while the fourth option does not. He then provided an overview of the advantages and disadvantages associated with each pathway.

Executive Director Shen also emphasized that the Authority must complete three years of backlogged audits regardless of the decision made by the Board. The meeting was opened to discussion by the Board.

Director Klipp (Los Angeles County) clarified to the Board that increased member city dues is still an option for the Authority. He also asked if staff was able to discuss with city managers about continuing with additional requested funding.

Executive Director Shen reported that he received from the city manager of Maywood that the JPA has provided a great platform for a small city like Maywood. He was also in prior discussion with and received feedback from city members.

Director Quintero (Airport Authority) noted prior member concern that the GCCOG would not be representative of the Authority. He expressed that the GCCOG would keep the interests of member cities in working with Directors. He asked the cost of dormancy if the Board were to choose that option and expressed his leaning towards merging into the GCCOG.

Executive Director Shen provided another overview of the options for Director Barrows (Cerritos). He provided that estimated costs for full termination would amount to nearly 100 to 110 thousand dollars.

Director Davila (South Gate) asked what the cost for minimum services would be. Executive Director Shen replied that minimum costs would depend upon the Board's direction.

Director Macias (Huntington Park) expressed her leaning towards merging with the GCCOG for their availability of resources and for cost-effectiveness for cities.

Director Martinez (Maywood) also expressed her leaning toward merging with the GCCOG in helping alleviate burdens for the cities.

Director Klipp (Los Angeles County) expressed concerns regarding the discontinued membership from the cities of Bellflower and Downey and if current members will continue their membership in the future. He noted that the COG may provide an opportunity for all of the cities to have a voice.

Executive Director Shen emphasized that outstanding obligated debts would still need to be paid regardless of the direction the Board should choose. He also noted that grants are not a viable financing option because of the Authority's current lack of funds.

Vice Chair Gonzalez (Cudahy) noted his leaning towards the COG option. He expressed frustration towards pro bono legal services to decrease costs as soon as possible and requested that the topic be an agenda item in the next meeting. He asked for clarification on the formal process should the Board choose the COG option.

Director Quintero (Airport Authority) agreed that the COG option needs to be further discussed with appointed Executive Director Hector Dela Torre.

Assistant General Counsel Alves clarified that the special meeting should be used to direct staff, and staff will provide more robust proposals at the next regular meeting, given the direction of the Board.

Vice Chair Gonzalez (Cudahy) expressed his desire towards the COG option, either as a JPA or subcommittee, while also looking more closely at cost-saving options. Executive Director Shen noted that the Authority has been receiving a large amount of pro bono or discounted services from its contracted professionals, i.e., Executive Director, Accountant, Planning Program Manager and the General Counsel's Office. Executive Director Shen further explained that there will be additional hard cost for the current General Counsel's office to transition its files to a pro bono legal service, but at this time staff doesn't have sufficient information on the magnitude of the costs and effort involved.

Director Klipp (Los Angeles County) brought to attention that the Board should provide staff with clear direction in order to make a formal decision at the next regular meeting.

Director Barrows (Cerritos) noted that COG operations would likely not begin until September.

A motion was put forward to direct the staff to present the Board with a proposed budget during the next Board meeting scheduled for July 12th. This budget aims to facilitate the conclusion of operations for the independent JPA with its current legal service provider by the end of the 2023 calendar year. The motion also includes instructions for the staff to engage in discussions with the GCCOG to explore potential options for continuing the JPA within the COG framework. Furthermore, the Board specified that the proposed contributions from each member city should be determined based on the previously utilized percentage contribution formula. In the event that operations cease prior to the targeted termination or dormancy date, cities will be reimbursed proportionally.

MOTION: Board Director Klipp (Los Angeles County) put forward the motion. Vice Chair Gonzalez (Cudahy) seconded the motion. The item was approved unanimously by roll call vote.

ITEM 7 – EXECUTIVE DIRECTOR'S VERBAL REPORT

Executive Director Shen recommended to make the September or October meeting a congratulatory meeting to celebrate the work that was done as an independent JPA.

ITEM 8 – CHAIR'S COMMENTS

Eco-Rapid Transit
Board of Directors Meeting

June 28, 2023

Page 1 of 8

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PAGE 6

Chair Taj reminded the Board that the next meeting to be held in person on July 12, 2023, at the Gateway Cities Council of Governments Clearwater Building in Paramount at 6:30 PM.

ITEM 9 – ANNOUNCEMENTS/BOARD OF DIRECTORS COMMENTS

No further announcements comments or announcements were made by the Board.

ITEM 10 – ADJOURNMENT

The Board Meeting was adjourned at 8:15 PM Pacific Daylight Time.

Attest:

Secretary

Approved:

Chair

FINAL – With Corrections to Item 8

**MINUTES OF THE REGULAR MEETING OF
ECO-RAPID TRANSIT/ORANGELINE DEVELOPMENT AUTHORITY
June 14, 2023
In-Person Meeting**

CALL TO ORDER

Chair Taj called the meeting to order at 6:36 PM Pacific Daylight Time. A quorum (7 voting members out of 12 filled seats) was reached; thus, action items were taken by the Board.

PLEDGE OF ALLEGIANCE

Chair Taj led the assembly in the flag salute.

ROLL CALL AND INTRODUCTION OF ATTENDEES

Voting Board of Directors were present (listed by agency and position on the Board):

1. City of Artesia – Hon. Ali Sajjad Taj, Chair
2. City of Huntington Park – Hon. Karina Macias, Director
3. City of Maywood - Ms. Angelina Martinez, Director
4. City of Paramount – Hon. Isabel Aguayo, Treasurer
5. City of South Gate – Hon. Maria Davila, Director
6. Airport Authority – Hon. Frank Quintero, Director
7. County of Los Angeles Supervisor Hahn’s Office – Luke Klipp, Director

Eco-Rapid Transit Staff:

8. Eric Shen, Executive Director
9. Matthew Summers, General Counsel
10. Thais Alves, Deputy General Counsel
11. Kathryn Morrison, Administrative Services Manager
12. Tianyi Wei, Graduate Student Intern
13. Bruno Naulls, Community Planner (attended remotely)

PUBLIC COMMENTS

No written public comments were received prior to the meeting. No additional public comments were received during the meeting.

ITEM 5 – CONSENT CALENDAR

No written public comments were received prior to the meeting. No additional public comments were received during the meeting.

a) Approval of Minutes of May 10, 2023

MOTION: Board Director Frank Quintero moved to approve the Consent Calendar. Director Luke Klipp seconded the motion. Director Davila abstained on item 5A.

ITEM 6 – WEST SANTA ANA BRANCH (WSAB) PROJECT - CORRIDOR GOVERNANCE PLAN

Recommended Action: Receive and accept the presentation of the Final Draft WSAB Corridor Governance Plan and consider two governance model alternatives to implement in the future.

The Authority received a written comment from Metro WSAB Project team on May 9, 2023. Governance Project consultants, the City of Artesia, and the Authority met with Metro staff to incorporate the written comment into meeting package. No additional public comments were received during the meeting.

Executive Director Shen announced the final draft of the WSAB Corridor Governance Plan that was presented on April 12 and May 10, 2023. The authority need not be bound to one specific governance structure but will work with Metro to complete the grant-funded project.

Bruno Naulls, ERT Community Planner, introduced the Project and Project Consultants. LA Metro awarded the City of Artesia a \$180,000 grant to create a Governance Plan building upon the Transit Oriented Development Strategic Implementation Plan for the WSAB Project in September 2021. Ms. Karen Lee of Artesia is the Project Manager for the grant. HR&A Advisors was hired for the overall structure of the Plan and the Steer Group was hired to address corridor-wide parking challenges. An advisory group comprised of corridor cities (Huntington Park, Bell, Bell Gardens, Cudahy, Cerritos, Downey, Maywood, South Gate) was also formed to discuss possible governance structures and areas of concern. Deadline for the project is June 30, 2023.

Jane Carlson of HR&A Advisors introduced the Plan. HR&A and Eco-Rapid Transit met with corridor cities to understand opportunities or challenges and analyzed case studies to generate a proposed Governance Plan. Three main policy priorities include Economic Development, Parking & Transportation Coordination, and Corridor Coordination. Overall takeaways from case studies were the importance of shared goals, incentivizing participation, supplementing staff, and maintaining transparency.

Two model frameworks were presented to the Board. The I-5 JPA model would be a successful model for the WSAB governance committees and boards to emulate. The corridor cities would create a replica of the i-5 JPA model, comprised of a Parking Committee, Technical Advisory Group, Policy Board, and administrative group. Second alternative recommended to be a governance entity within Eco-Rapid Transit. A WSAB Committee/Fund, Technical Advisory Group, Parking Commission/Authority to be established along with a WSAB Manager.

Sarah McMinimy and Arushi Chopra of the Steer Group discussed an integrated approach to parking management that is cohesive with the entirety of the corridor and addresses the needs of member cities. Key feedback from member cities included parking demand reduction, sufficiency of parking availability, and parking optimization. Coordination among member cities to be crucial to advance economic development along the corridor while sharing risk. Appropriate governance support for coordinated parking management is crucial to address concerns set forth by member cities.

The presentation was opened to questions and comments from the Board.

Director Klipp (Los Angeles County) asked for clarification on what was meant by parking management and ERT's role within parking management. Sarah McMinimy clarified that parking management refers to the strategizing of parking in recognition parking demand patterns,

in order to maximize available shared resources and minimize risk. The first governance option would comprise a parking subcommittee acting as an advisory role. The second option to be a Parking Authority with more jurisdiction.

Director Davila (South Gate) expressed her difficulty in hearing the audio of the presentation.

Director Klipp (Los Angeles County) recommended that the Board be presented with concrete examples of how the Governance Plan would be implemented. Director Martinez (Maywood) suggested the use of more visual aids to develop a better understanding of the Governance Plan.

Since this item is for receive and file, Executive Director Shen will ask the consultant team to reach out to city managers and ensure cities are aware of and concur with the final plan.

MOTION: Receive and file. The consultant team may be invited back to discuss further with the Board

ITEM 7 – TREASURER’S REPORT DATED JUNE 14, 2023 AND WARRANT REGISTER AS OF MAY 31, 2023, AND PAYMENT DEFERMENT

Recommended Action: Approve Treasurer’s Report dated June 14, 2023 and Warrant Register as of May 31, 2023, and defer all payments pending available funding.

No written public comments were received prior to the meeting. No additional public comments were received during the meeting.

Executive Director Shen thanked Vice Chair Gonzalez (Cudahy) and Treasurer Aguayo (Paramount) for completing bank signature cards. He reported that Automated Clearing House will be used moving forwards to maximize cost-effectiveness. He opened the meeting to questions for the Board.

Director Klipp (Los Angeles County) inquired if the entirety of the grant for the Parking Management Study was received. Executive Director Shen provided that the money will be in the form of a reimbursement. He also provided that the Authority is working with the City of Bell, Artesia, Huntington Park, Glendale, and Los Angeles County on membership dues.

MOTION: Board Director Maria Davila moved to approve the Item. Director Frank Quintero seconded the motion. The item was approved unanimously by roll call vote.

ITEM 8 – PROPOSED FY2023/24 OPERATING BUDGET AND RELATED CONSIDERATIONS

Recommended Actions: Review the proposed FY2023/24 Operating Budget, consider viable options; and direct staff to implement necessary steps.

No written public comments were received prior to the meeting. No additional public comments were received during the meeting.

Executive Director Shen provided an overview of finances and projected bank balance through June 30. Monthly basic operating expenses through the end of the FY2022-23 amount to \$65,000. Changes to regular expenses incurred were made through changes in payment methods from the General Counsel and administrative expenses. He highlighted the notable expense for the auditing for three fiscal years that was completed.

Assuming all advanced membership dues are collected, \$26,000 dollars would be available from remaining balance for the upcoming fiscal year. Based on the projected operating expenses for FY2023/24 of \$297,320, an additional \$276,960 in supplemental member dues would be needed. Staff presented three options to achieve the financial objective.

The first to apply the proportional share of membership percentage in FY2022-23 to the new fiscal year with the exclusion of the City of Downey. The second option to apply a flat fee of \$10,000 on every member agency, then split remaining balance proportionally. The third option to apply a flat fee of \$5,000 on every member agency, then split the remaining balance proportionally. Alternatives for discussion include further cost reductions, pro bono services through member cities' resources, or restructuring the Authority. He reminded the Board of the urgency of the matter, as funds would be exhausted as soon as August 1, 2023.

He also noted that the City of Downey opted out of renewal of membership.

Director Klipp (Los Angeles County) and Executive Director Shen clarified that future fiscal year expenditure plans would still face deficit issues without increased membership dues. He brought attention to the Board the viability of a governance format like the Capital Projects and Construction Committee of the San Gabriel Valley Council of Governments as the successive entity for the dissolved Alameda Corridor East Construction Authority back in 2018.

Director Davila (South Gate) recommended that the issue be brought forth directly to City Managers.

Director Quintero (Airport Authority) and Director Klipp (Los Angeles County) noted that possible actions moving forwards include additional cash infusions, reducing level of service, or retain the JPA but limit operations.

MOTION: Board Director Luke Klipp moved to direct Executive Director, Eric Shen to meet with the new Gateway Cities COG Executive Director to discuss the JPA becoming a part of the COG and the governance structure, and to report back with the expected costs and costs for transition. A special meeting to be held on June 28, 2023 to further discuss the topic.

Director Maria Davila seconded the motion. The item was approved unanimously by roll call vote.

ITEM 9 – EXECUTIVE DIRECTOR’S VERBAL REPORT

Executive Director Shen introduced the summer intern Ms. Tianyi Wei, a Master of Transportation Engineering student at UC Berkeley. Ms. Wei further introduced herself to the Board.

He also informed the Board that Metro has allocated additional budget for the Authority to assist in community outreach and rebranding of the WSAB Project.

ITEM 10 – CHAIR’S COMMENTS

Chair Taj reminded an in-person Special Meeting will be held on Wednesday June 28, 2023 at 6pm and the monthly regular meeting on Wednesday July 14, 2023 in Clearwater Building in Paramount.

ITEM 11 – ANNOUNCEMENTS/BOARD OF DIRECTORS COMMENTS

Director Klipp reminded the Board of a Metro meeting to be held.

ITEM 12 – ADJOURNMENT

The Board Meeting was adjourned at 8:43 PM Pacific Daylight Time.

Attest:

General Counsel

Approved:


Chair

ITEM 5C

**ORANGELINE DEVELOPMENT AUTHORITY
ECO-RAPID TRANSIT**

**TREASURER'S REPORT
FOR THE MONTH JUNE 2023
(PREPARED ON JULY 12, 2023)**

	<u>Bank of the West</u>
*Cash, beginning balance (deficit)	-\$5,629.39
	-\$5,629.39
<u>Receipts:</u>	
City of Bell (Membership)	\$5,704.53
HR&A Advisors, Inc. (refund of overpayment)	\$7,750.00
City of Huntington Park (Membership)	\$21,548.26
Total cash receipts	\$35,002.79
<u>Expenditures:</u>	
Bank fee/Positive Pay Service/Other Charges	\$25.00
Voided Check No. 13173 (Karina Macias)	\$100.00
Voided Check No. 13174 (Isabel Aguayo)	\$100.00
Voided Check No. 13214 (Raul Rodriguez)	\$100.00
Voided Check No. 13223 (Karina Macias)	\$100.00
Voided Check No. 13227 (Karina Macias)	\$100.00
Reissuance of Voided Check Nos. 13283-13287	-\$1,995.50
Warrants, approved on 6/14/23	-\$45,266.94
Total expenditures	-\$46,737.44
Cash, ending balance	-\$17,364.04

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Isabel Aguayo, Treasurer

Reviewed by City of South Gate:

DocuSigned by:

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**ORANGELINE DEVELOPMENT AUTHORITY
ECO-RAPID TRANSIT
WARRANT REGISTER
(JULY 12, 2023)**

NAME	AMOUNT
SHEN AND ASSOCIATES, LLC (Admin General)	\$5,271.70
38ALPHA, LLC (Admin General)	\$5,182.26
BRUNO NAULLS (General Fund)	\$763.75
PRO-TECH PROPERTY INSPECTIONS, INC. (General Fund)	\$5,036.94
PRO-TECH PROPERTY INSPECTIONS, INC. (General Fund)	\$3,500.00
STEER (Grant Funds)	\$24,186.30
	\$43,940.95

VOIDED CHECKS

KARINA MACIAS	(\$100.00)	
ISABEL AGUAYO	(\$100.00)	
RAUL RODRIGUEZ	(\$100.00)	
KARINA MACIAS	(\$100.00)	
KARINA MACIAS	(\$100.00)	
		-\$500.00

REPLACEMENT CHECKS

\$0.00

TOTAL DISBURSEMENTS

\$43,440.95



REPORT: 07/12/23
RUN: 07/12/23

Check #	Invoice #	Dated	Name	Distribution	Net Amount
13324	2023-06	6/30/2023	SHEN AND ASSOCIATES, LLC (Admin General)	Professional Services/General Fund	\$5,271.70
13325	2023-06	6/30/2023	38ALPHA, LLC (Admin General)	Professional Services/General Fund	\$5,182.26
13326	2023-06	6/30/2023	BRUNO NAULLS (General Fund)	Professional Services/General Fund	\$763.75
13327	2023-06	6/30/2023	PRO-TECH PROPERTY INSPECTIONS, INC. (General Fund)	Professional Services/General Fund	\$5,036.94
13328	21-22 Audit	6/30/2023	PRO-TECH PROPERTY INSPECTIONS, INC. (General Fund)	Professional Services/21-22 Audit	\$3,500.00
13329	5640427	06/30/23	STEER (Grant Funds)	Professional Services/WSAB	\$24,186.30
Sub Total Disbursements					\$43,940.95

Voided Checks

13173	12/14/22	KARINA MACIAS	(\$100.00)
13174	12/14/22	ISABEL AGUAYO	(\$100.00)
13214	12/14/22	RAUL RODRIGUEZ	(\$100.00)
13223	12/14/22	KARINA MACIAS	(\$100.00)
13227	01/23/23	KARINA MACIAS	(\$100.00)

Replacement Checks

Total Disbursements

-\$500.00

Approved for payment by Eco-Rapid Transit Board of Directors: _____

DocuSigned by:

Kristopher Kylan

Reviewed by City of South Gate: _____

\$43,440.95



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Hon. Alejandra Cortez
Secretary of the Board

City of Cerritos
Hon. Bruce Borrows

City of Cudahy
Hon. Jose R. Gonzalez
Vice Chair of the Board

City of Downey
Hon. Claudia M. Frometa

City of Glendale
(Vacant)

City of Huntington Park
Hon. Karina Marcia

City of Maywood
Ms. Angelina Martinez

City of Paramount
Hon. Isabel Aguayo
Treasurer of the Board

City of South Gate
Hon. Maria Davila

**Burbank-Glendale-Pasadena
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Ricardo Reyes
City Manager Representative

Internal Auditor
(Vacant)

AGENDA REPORT

TO: Members of Eco-Rapid Transit Board of Directors

FROM: Thais P. Alves, Assistant General Counsel

DATE: July 12, 2023

SUBJECT: ITEM 6: ANNUAL APPOINTMENT TO THE OFFICES OF CHAIR, VICE-CHAIR, SECRETARY, TREASURER AND INTERNAL AUDITOR

Public comments on items on the agenda will be taken at the time the item is called and are limited to 3 minutes per speaker.

RECOMMENDATION

Elect new officers or maintain the current officers through the Authority's currently planned restructuring by December 31, 2023.

ISSUES

Concurrent with the fiscal year, the Board of Directors elect Board Members to serve an annual appointment to the Offices of Chair, Vice-Chair, Secretary, Treasurer and Internal Auditor.

BACKGROUND

As stated in the Joint Exercise of Powers Agreement, the Board of Directors shall hold office for a period of one year and thereafter until their successors are selected and qualified. It is also stated that the Board shall appoint an officer or employee of the Authority or an office or employee of a Member to hold the offices of Treasurer and Auditor of the Authority. Such office may be held by separate officers or employees or may be combined and held by one such officer or employee, as provided by the Board.

Last year, the Eco-Rapid Transit Board of Directors elected Ali Sajjad Taj as Chair of Eco-Rapid Transit.

The current officers are:

- Chair – Ali Sajjad Taj, Artesia
- Vice-Chair – Jose R. Gonzalez, Cudahy
- Secretary – Alejandra Cortez, Bell Gardens
- Treasurer – Isabel Aguayo, Paramount



Connecting its cities via environmentally effective rapid transit

Eco-Rapid Transit, formerly known as the Orangeline Development Authority, is a joint powers authority (JPA). Its Board of Directors consists of the following public entities and primary representatives:

City of Artesia
Hon. Ali Sajjad Taj
Chair of the Board

City of Bell
Mr. Jesus Casas

City of Bell Gardens
Hon. Alejandra Cortez
Secretary of the Board

City of Cerritos
Hon. Bruce Borrows

City of Cudahy
Hon. Jose R. Gonzalez
Vice Chair of the Board

City of Downey
Hon. Claudia M. Frometa

City of Glendale
(Vacant)

City of Huntington Park
Hon. Karina Marcia

City of Maywood
Ms. Angelina Martinez

City of Paramount
Hon. Isabel Aguayo
Treasurer of the Board

City of South Gate
Hon. Maria Davila

**Burbank-Glendale-Pasadena
Airport Authority**
Hon. Frank Quintero

Executive Director
Eric C. Shen, P.E., PTP, CPE

General Counsel
Matthew T. Summers

Ex-Officio
Ricardo Reyes
City Manager Representative

Internal Auditor
(Vacant)

- Internal Auditor – Vacant

Past Chairs since 2018 are:

- 2022 – Ali Sajjad Taj, Artesia
- 2021 – Ali Sajjad Taj, Artesia
- 2020 – Karina Macias, Huntington Park
- 2019 – Karina Macias, Huntington Park
- 2018 – Zareh J. Sinanyan, Glendale

Reviewed and concurred by:

ERIC C. SHEN, P.E., PTP, CPE
Executive Director

ERT BOD 20230712 ITEM 6 VF



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Ricardo Reyes
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Internal Auditor
(Vacant)

AGENDA REPORT

TO: Members of Eco-Rapid Transit Board of Directors

FROM: Eric C. Shen, Executive Director 

DATE: July 12, 2023

SUBJECT: **ITEM 7: PROPOSED FY2023/24 REVISED OPERATING BUDGET
AND RELATED CONSIDERATIONS**

Public comments on agenda items will be taken at the time the item is called and are limited to 3 minutes per speaker.

RECOMMENDATION

Review the proposed revised FY2023/24 Operating Budget, adopt Resolution 2023-05 (Attachment A), and direct staff to implement necessary steps and prepare for restructuring.

ISSUES

In response to the Board's directive at its June 28th Special Meeting, the proposed budget has been developed to fund necessary and minimum expenses that will facilitate the conclusion of normal operations as a full-functioning JPA with its current legal service provider by December 31, 2023 (Q1 and Q2 of FY2023/24). The Board also agreed to apply the same proportional share of FY2022/23 membership dues for the FY2023/24 budget. If operations cease prior to the targeted termination or dormancy date, cities will be reimbursed proportionally.

BACKGROUND

On January 23, 2023, the Board received an update on the FY2022/23 mid-year budget situation and authorized staff to invoice member agencies for paying the FY2023/24 membership sooner than prior years. At the time of approval, each member agency was being billed at the FY2022/23 rate plus a 7% inflation factor. The advance payment was intended to be a stopgap measure. The Board was aware that the carryover debts from prior year(s), the Authority's fiscal structural issues, and cost escalation/inflation must also be addressed as part of the FY2023/24 budget adoption process.

On June 2, 2023, the Executive Director presented to the Budget Subcommittee with a proposed operating budget and discussed several options for assessing additional membership dues for the new fiscal year. While the near-term fiscal crisis was addressed by the partially collected FY2023/24 membership dues between March and May, the Board



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Internal Auditor

(Vacant)

could agree on an approach to raise additional \$276,960 to sustain the Authority's basic operations through June 30, 2024.

On June 14, 2023, the full Board reviewed and discussed the proposed budget but decided not to approve. Instead, the Board directed the Executive Director to meet with the new Gateway Cities COG Executive Director to discuss the JPA becoming a part of the COG and the governance structure, and to report back with the expected costs and costs for transition. The Board also agreed to host a Special Meeting on June 28, 2023 to further discuss the topic.

On June 28, 2023, the Board directed the Executive Director to submit a proposed budget with reduced scope and cost that will facilitate the conclusion of normal operations as a full-functioning JPA. The Board agreed to rely on its current legal service provider by December 31, 2023 (Q1 and Q2 of FY2023/24) without transitioning to a pro bono option. The Board also agreed to apply the same proportional share of FY2022/23 membership dues for the FY2023/24 budget. If operations cease prior to the targeted termination or dormancy date, any remaining membership dues will be reimbursed to member agencies proportionally.

Budget Process: Categories and Estimates

The proposed FY2023/24 Operating Budget (non-reimbursable labor expenses) would fund the costs for providing core functions and the carryover deficit. The proposed budget does not assume the build-up of a cash reserve for reimbursable expenses.

[1] Projected Balance through July 31, 2023

The Treasurer's Report for the month of June 2023 (prepared on July 12, 2023) reveals an ending negative balance of \$17,364.04. With the Board's approval on the Warrant Register dated July 12, 2023, a total of \$43,440.95 of compensation and grant-funded consulting fee will be disbursed when funds become available. That is, as of July 31, 2023, the projected cash balance will be negative ($\$17,364.04 + \$43,440.95 = \$60,804.99$). Of which, the \$24,186.30 advanced payment by the Authority to STEER will be reimbursed by the lead agency City of Artesia to the Authority in 6-8 weeks.

The Authority is still waiting to receive payments from:

- Los Angeles County: **\$13,987.86**
- Artesia: **\$9,188.53**
- Glendale: \$40,603.99 (unlikely to collect currently)
- Downey: \$16,147.76 (withdrew)

Assuming the Authority receives new revenue (aka membership payments from the County and Artesia) in the next 3 weeks, the projected cash negative balance would be reduced from \$60,804.99 to \$37,628.60. The projected cash negative balance will be further reduced to **\$13,442.30** when the Authority receives the reimbursement from Artesia.

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City Manager Representative

Internal Auditor
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Therefore, the projected **\$13,442.30** funding gap needs to be added to the proposed FY2023/24 operating budget.

[2] Proposed Operating Budget for FY2023/24 - Q1 and Q2 Only

Table 1 provides itemized anticipated expense for each function mentioned above. All contracted services will reduce work after September 30 through December 31, 2023. The total estimated FY2023/24 Q1 and Q2 operating budget for non-reimbursable labor expenses is **\$130,130.00**.

EXPENSES	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	TOTAL
Executive Director	\$5,000	\$5,000	\$5,000	\$2,500	\$2,500	\$2,500	\$22,500
Admin. Svc Mgr	\$5,000	\$5,000	\$5,000	\$1,500	\$1,500	\$1,000	\$19,000
Prg Mgr/Support Staff	\$500	\$500	\$500	\$200	\$200	\$200	\$2,100
Supplies & Postage	\$100	\$100	\$100	\$50	\$50	\$100	\$500
Rent & Basic Supplies	\$300	\$300	\$300				\$900
IT Related	\$50	\$50	\$50	\$50	\$50	\$50	\$300
Board Mtg Room	\$160		\$160		\$160		\$480
Accounting	\$5,000	\$5,000	\$2,500	\$2,500	\$2,500	\$2,500	\$20,000
General Counsel	\$4,000	\$4,000	\$4,000	\$3,000	\$3,000	\$4,000	\$22,000
Audit (Past 3 fiscal years)						\$33,000	\$33,000
Audit (Partial FY2023/24)							\$9,000
Travel/Miles	\$150	\$100				\$100	\$350
TOTAL EXPENSES							\$130,130

Table 1: Proposed FY2023/24 Q1 & Q2 Operating Budget (Non-Reimbursable Labor Expenses)

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Vice Chair of the Board

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[3] Total Needs

In January 2023 when the Board approved to seek advance FY2023/24 dues from member agencies to cover the on-going deficit, staff indicated that supplemental membership dues are necessary to fund the operating expense in the upcoming year. As shown in [1] and [2]:

- \$ 13,442.30 is the projected carryover deficit.
- \$130,130.00 is the estimated operating expenses for FY2023/24 Q1 and Q2
- **\$143,572.30** is the minimum amount to be funded by supplemental membership dues/last payment.

As the Board directed staff to present a not-to-exceed budgetary figure with an intent to transition the JPA to another format after December 31, 2023, it is prudent to build in approximately 10% contingency on top of the calculated minimum cash needs of \$143,572.30. That is, staff is recommending the Board approve a not-to-exceed **\$160,000.00**.

[4] Proportional Share of the Supplemental/Final Membership Dues

The Board directed staff to apply the same proportional share of membership (%) in FY2022-23 for the proposed FY2023/24 Q1 and Q2 operating budget. Thus, a total supplemental amount of \$160,000 will be proportionally applied to every agency based on their percentage of share in FY2022/23 membership dues structure.

The Authority has communicated with the City of Downey acknowledging its termination of membership and reminding the City's financial obligation as the JPA prepares for restructuring (see Attachment B). Nevertheless, the proportional share of the supplemental membership dues as shown in Table 2 excludes Downey for now. A separate calculation of Downey's share will be prepared and invoiced. If at the close-out of the JPA, any remaining balance will be proportionally refunded to all member agencies.

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Ricardo Reyes
City Manager Representative

Internal Auditor
(Vacant)

Member Agency	FY2022/23 Membership Rate	FY2023/24 Advanced Dues Invoiced	FY2023/24 By % based on no Downey, and full rate for LAC	FY2023/24 Q1 & Q2 Dues (Based on no Downey and full rate for LAC)
Artesia*	\$ 7,521	\$ 9,189*	3.97%	\$6,352.00
Cerritos	\$ 14,162	\$ 18,560	7.48%	\$11,968.00
Paramount	\$ 16,433	\$ 21,535	8.68%	\$13,888.00
Downey	\$ 12,322	\$ -		\$ -
South Gate	\$ 27,101	\$ 37,282	14.31%	\$22,896.00
Cudahy	\$ 7,543	\$ 9,885	3.98%	\$6,368.00
Bell Gardens	\$ 2,945	\$ 3,859	1.56%	\$2,496.00
Bell	\$ 4,747	\$ 5,705	2.51%	\$4,016.00
Maywood	\$ 2,706	\$ 3,546	1.43%	\$2,288.00
Huntington Park	\$ 16,443	\$ 21,548	8.68%	\$13,888.00
Glendale*	\$ 30,984	\$ 40,604*	16.36%	\$26,176.00
Burbank Airport	\$ 24,682	\$ 32,345	13.03%	\$20,848.00
Los Angeles (County)*	\$ 34,103	\$ 13,988*	18.01%	\$28,816.00
TOTAL	\$ 201,692	\$ 218,046	100.00%	\$160,000.00

Table 2: FY2023/24 Q1&Q2 Operating Budget - Supplemental membership dues based on the proportional share in FY2022-23

* Not yet submitted the advanced membership due

Attachment A: Resolution 2023-05

Attachment B: Downey Notice of Withdrawal and Payment of Dues

ERT BOD 20230712 ITEM 7 V1



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Hon. Bruce Borrows

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Vice Chair of the Board

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Hon. Claudia M. Frometa

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(Vacant)

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Hon. Karina Marcia

City of Maywood
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Hon. Isabel Aguayo
Treasurer of the Board

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Internal Auditor
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Attachment A:
Resolution 2023-05

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF ECO-RAPID TRANSIT ADOPTING THE FISCAL YEAR 2023-24 FIRST AND SECOND QUARTERS OPERATING BUDGET

WHEREAS, the Executive Director presented on July 12, 2023, to the Eco-Rapid Transit (“ERT”) Board of Directors, the proposed budget for fiscal year (“FY”) 2023-24, including estimated revenues through membership dues and projected operating expenses in first and second quarters; and

WHEREAS, the ERT Board of Directors has reviewed the proposed operating budget for funding two quarters until ERT is restructured and provided opportunity for public comments regarding the proposed FY 2023-24 budget; and

WHEREAS, the Executive Director’s Staff Report provides an executive summary of the proposed budget.

NOW, THEREFORE, BE IT RESOLVED that the ERT Board of Directors hereby:

1. Approves and adopts the total Operating Budget submitted by the Executive Director as set forth in Exhibit A, which is attached hereto and incorporated by reference, as the Operating Budget of Eco-Rapid Transit for FY 2023-24.

The foregoing Resolution was duly adopted this 12th day of July 2023, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chair

ATTEST:

Kathryn M. Morrison
Administrative Services Manager

ERT BOD 20230712 BUDGET RESO 20-05 VF



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Chair of the Board
- City of Bell**
Mr. Jesus Casas
- City of Bell Gardens**
Hon. Alejandra Cortez
Secretary of the Board
- City of Cerritos**
Hon. Bruce Borrows
- City of Cudahy**
Hon. Jose R. Gonzalez
Vice Chair of the Board
- City of Downey**
Hon. Claudia M. Frometa
- City of Glendale**
(Vacant)
- City of Huntington Park**
Hon. Karina Marcia
- City of Maywood**
Ms. Angelina Martinez
- City of Paramount**
Hon. Isabel Aguayo
Treasurer of the Board
- City of South Gate**
Hon. Maria Davila
- Burbank-Glendale-Pasadena Airport Authority**
Hon. Frank Quintero

- Executive Director
Eric C. Shen, P.E., PTP, CPE
- General Counsel
Matthew T. Summers
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City Manager Representative
- Internal Auditor
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Attachment B:
Downey Notice of Withdrawal and Payment of Dues



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County of Los Angeles
Hon. Janice Hahn
Supervisor, Forth District

City of Artesia
Hon. Ali Sajjad Taj
Chair of the Board

City of Bell
(Vacant)

City of Bell Gardens
Hon. Alejandra Cortez
Secretary of the Board

City of Cerritos
Hon. Bruce Borrows

City of Cudahy
Hon. Jose R. Gonzalez
Vice Chair of the Board

City of Downey
Hon. Hector Sosa

City of Glendale
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City of Huntington Park
Hon. Karina Macias

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Executive Director
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General Counsel
Matthew T. Summers

Ex-Officio
Ricardo Reyes
City Manager Representative

Internal Auditor
(Vacant)

June 27, 2023

VIA E-MAIL AND U.S. MAIL

Roger Bradley
City Manager, City of Downey
Downey City Hall
11111 Brookshire Avenue
Downey, CA 90241
citymanager@doneyca.org

Re: Downey Notice of Withdrawal from ERT and Payment of Dues

Dear Mr. Bradley

I am writing first to formally acknowledge the City of Downey's withdrawal from Eco-Rapid Transit (ERT) and to thank the City for its many years of participation in the organization.

Secondly, I write to remind the City that, before the effective date of its withdrawal (July 15, 2023), it must satisfy the membership dues invoiced to it and approved by the ERT Board of Directors while the City was a member of ERT. This is required under Section 3.2(h) of ERT's JPA Agreement, which states "[w]ithdrawal of a Party ... shall not relieve it of any liabilities imposed upon or incurred by the Party pursuant to this Agreement prior to the effective date of such withdrawal." The invoice at issue is attached for your review.

Furthermore, the ERT Board of Directors has been contemplating a potential restructuring of the agency, including termination or shifting to a dormant status. To that end, the ERT Board of Directors will be voting on an annual budget which supports a tapered-down version of ERT either during its June 28, 2023 Special Meeting or during its July 12, 2023 Regular Meeting. The City of Downey will be invoiced for its share of the annual budget approved prior to the effective date of the City's withdrawal, per Section 3.2(h) of ERT's JPA Agreement. Therefore, we strongly encourage the City's representative, Mr. Hector Sosa, to attend both ERT's June 28, 2023 Special Meeting and the July 12, 2023 Regular Meeting. The City's withdrawal is not effective until July 15, 2023, so it will still be a voting member of ERT until that time.

Respectfully,

Eric C. Shen, P.E., PTP, CPE
Executive Director

cc: Ali Taj, Chair of the Board, Eco-Rapid Transit
Hon. Hector Sosa, Councilmember, City of Downey
Hon. Claudia M. Frometa, Mayor, City of Downey
Matthew T. Summers, General Counsel, Eco-Rapid Transit
Thais P. Alves, Assistant General Counsel, Eco-Rapid Transit



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Internal Auditor
(Vacant)

AGENDA REPORT

TO: Members of Eco-Rapid Transit Board of Directors

FROM: Eric C. Shen, Executive Director 

DATE: July 12, 2023

SUBJECT: **ITEM 8: ADMINISTRATIVE PROCEDURES FOR RECORDS AND ASSETS**

Public comments on items on the agenda will be taken at the time the item is called and are limited to 3 minutes per speaker.

RECOMMENDATION

Approve proposed administrative procedures for handling records and small equipment in anticipation of upcoming restructuring.

ISSUES

In preparation for restructuring in the next few months. Staff are establishing a set of general administrative procedures to manage physical records that are currently stored in the office. Staff are also seeking the Board's direction on the handling of small office equipment and audio devices that may be transitioned to member agencies.

BACKGROUND

In the absence of a formal Records Retention Schedule by the Authority, staff have consulted with the Gateway Cities Council of Governments (GCCOG) and developed a general procedure to manage physical records that are currently stored in the office.

(A) Records Handling:

- In the absence of a formal Records Retention Schedule by the Authority, staff have consulted with the Gateway Cities Council of Governments (GCCOG) and developed a general procedure to manage physical records that are currently stored in the office.
- Given the limited financial resources available for potentially labor-intensive work to digitizing and organizing every document/report, staff plan to purge physical records seven (7) years or older would be destroyed completely unless it is contract- or legal-related.



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- Technical reports or publications that were published by other entities, regardless of the publication date, will be purged as well.
- To the extent possible, all accounting and finance related records from FY2018/19 to now will be digitized and filed for audit purposes. Physical accounting and financial related records and receipts prior to June 30, 2018, will be purged without digitizing.
- Records, such as hard copies of promotional brochures or agency-produced information, will be purged if they are more than two years old. Records less than two years old will be scanned and filed.

(B) Data Storage:

Currently the Authority's digital records and files are stored and shared in cloud storage via monthly subscription. The fee-based cloud service ensures data security and provides technical support as needed. Staff will continue archiving records in preparation for restructuring. If the Authority transitions to GCCOG in the future, staff will work to migrate the Authority's data to GCCOG's server.

(C) Assets (Small Office Equipment)

Pursuant to the Joint Exercise of Powers Agreement ARTICLE III Section 3.1(g), the Board may "... dispose of any other property by any lawful means, including without limitation gift, purchase, eminent domain, lease, lease-purchase, license or sale."

After conducting an inventory of fixed assets in the current office, staff have learned that the Authority does not own any of the metal filing cabinets and office chairs. A list of Authority-owned small office equipment is shown in Attachment A. These working units can be used by most member agencies instead of being trashed. Staff is offering two options for consideration:

- Option 1: By a vote of 2/3 of its membership to distribute the entire assets as shown in Attachment A to one member agency; or
- Option 2: Direct staff to notify City Managers regarding the available assets and to distribute requested items on a first-come-first-serve basis and direct staff to properly recycle unclaimed electronic items and dispose of remaining items.

Staff will proceed accordingly based on the Board's direction.

Attachment A: Inventory of Assets as of June 30, 2023

ERT BOD 20230712 ITEM 8 VF



Connecting its cities via environmentally effective rapid transit

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City of Artesia
Hon. Ali Sajjad Taj
Chair of the Board

City of Bell
Mr. Jesus Casas

City of Bell Gardens
Hon. Alejandra Cortez
Secretary of the Board

City of Cerritos
Hon. Bruce Borrows

City of Cudahy
Hon. Jose R. Gonzalez
Vice Chair of the Board

City of Downey
Hon. Claudia M. Frometa

City of Glendale
(Vacant)

City of Huntington Park
Hon. Karina Marcia

City of Maywood
Ms. Angelina Martinez

City of Paramount
Hon. Isabel Aguayo
Treasurer of the Board

City of South Gate
Hon. Maria Davila

**Burbank-Glendale-Pasadena
Airport Authority**
Hon. Frank Quintero

Executive Director
Eric C. Shen, P.E., PTP, CPE

General Counsel
Matthew T. Summers

Ex-Officio
Ricardo Reyes
City Manager Representative

Internal Auditor
(Vacant)

**Attachment A:
Inventory of Assets as of June 30, 2023**

Inventory of Assets of Eco-Rapid Transit

(as of June 30, 2023)

Prepared by: Tianyi Wei, Graduate Student Intern

Item Num	Category	Brand	Model	Description	S/N	Quantity
1	Audio	gemini	ES-210MXBLU	Speakers		2
2	Audio	gemini		Detachable 8 channel mixer		1
3	Audio	Zoom	H4n	Handy recorder	341372	1
4	Audio	Zoom	RC4	Wired remote controller for H4n handy recorder with transport controls, level adjust, and input source switching		1
5	Audio	Polycom	SoundStation2	Expandable conference phone, 2 mics included	2201-162000-001	1
6	Audio	Behringer	EUROLIVE B205D	Multi-purpose 150-watt Active PA and Monitor Speaker System		1
7	Audio			Microphone Cable for Speaker or PA System		3
8	Audio			Microphone set		1
9	Audio			Mic stand I		1
10	Audio			Mic Stand II		2
11	Display			Banner stand		4
12	Display			Curved Pop Up Trade Show Display		1
13	Stationery	GBC	COMBBIND C12	Manual Comb Binding Machine. 12-sheet manual punch capacity along with a 200-sheet binding capacity.	YB05130P	1
14	Stationery	GBC	Bates MHD1600	3-hole punch		1
15	Stationery			Heavy duty stapler (160-sheet capacity)		1
16	Audio	SONY	M-2020	Microcassette dictator/transcriber	212948	1
17	Display			Double-sided nameplates		38

1. Gemini speakers



2. Gemini detachable 8 channel mixer



3. Zoom H4n handy recorder



4. Zoom RC4 remote controller for H4n handy recorder



5. Polycom SoundStation2 expandable conference phone (2 mics included)



6. Behringer EUROLIVE B205D Active PA and monitor speaker system



7. Microphone cable for speaker or PA system



8. Microphone set



9. Mic stand I



10. Mic stand II



11. Banner stand



12. Curved pop-up trade show display



13. GBC manual comb binding machine



14. GBC 3-hole punch



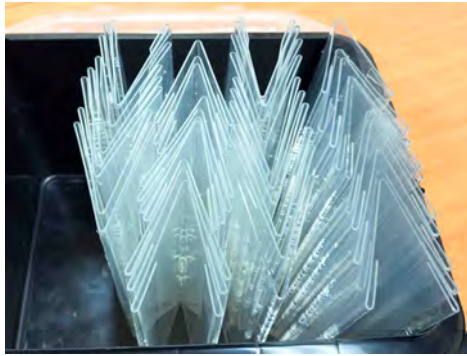
15. Heavy-duty stapler



16. Sony M-2020 Microcassette dictator/transcriber



17. Double-sided nameplates





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AGENDA REPORT

TO: Members of Eco-Rapid Transit Board of Directors

FROM: Eric C. Shen, Executive Director 

DATE: July 12, 2023

SUBJECT: **ITEM 9: CANCELLATION OF AUGUST AND OCTOBER BOARD OF DIRECTORS REGULAR MEETINGS**

Public comments on items on the agenda will be taken at the time the item is called and are limited to 3 minutes per speaker.

RECOMMENDATION

Cancel the Board's August 9, 2023 and October 11, 2023 Regular Meetings for cost-saving purposes, conduct regular meetings on September 13, 2023 and November 8, 2023, and hold December 13, 2023 as needed.

ISSUES

The Board of Directors may decide, for cost-saving purposes, to cancel the August and October 2023 Regular Meetings of the Board.

BACKGROUND

The Joint Exercise of Powers Agreement requires the Board to meet at least once per year. Currently, the Board of Directors meets on the second Wednesday of each month. Typically, each meeting would expend approximately 40 combined hours of professional services, or approximately \$3,500 labor cost:

- Executive Director – Develop, prepare, review, conduct then follow-up after a Board meeting (12 hours/meeting)
- Administrative Services Manager – Prepare and support a Board meeting (8 hours/meeting)
- Accounting Manager - Prepare Treasurer Report and Warrant Register, and support a Board meeting (6 hours/meeting)
- Project Planner – Prepare and support a Board meeting as needed (4 hours/meeting)
- Scribe – Prepare draft meeting minutes (up to 4 hours/meeting)
- General Counsel – Review and confer regarding agenda reports and prepare for and attend a Board meeting (6 hours/meeting)



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Additionally, the Authority pays the City of Paramount for using the Clearwater Building conference room at \$160 per meeting. By canceling two regular meetings, the Authority could conserve its financial resources and allow staff to focus on matters related to the restructuring activities.

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