



**TECHNICAL ADVISORY COMMITTEE TO THE MSRC
THURSDAY, MARCH 7, 2024 MEETING MINUTES
21865 Copley Drive, Diamond Bar, CA 91765**

MSRC-TAC MEMBERS PRESENT:

MSRC-TAC Chair Kelly Lynn, representing San Bernardino County Transportation Authority
MSRC-TAC Vice-Chair Minh Le, representing the Los Angeles County Board of Supervisors
Adriann Cardoso, representing Orange County Transportation Authority (OCTA)
Cliff Thorne (alt), representing OCTA
Ash Nikravan, representing South Coast AQMD
Chris Escobedo, representing the Cities of Riverside County
Denis Bilodeau, representing Orange County Board of Supervisors
Inder Atwal, representing California Air Resources Board
Jack Garate, representing the Regional Rideshare Agency
Jason Farin, representing Riverside County Board of Supervisors
Jenny Chan, representing Riverside County Transportation Commission
Mark McCullough, representing San Bernardino County Board of Supervisors
Steven Lee, representing Los Angeles County Metropolitan Transportation Authority (Metro)
David Leyzerovsky (alt), representing Metro

OTHERS PRESENT:

Katrina Kunkel – City of Yucaipa
Kimberly Young – City of Fontana
Andrew Silva – City of Riverside
Lauren Dunlap
Ryan Laws – SCAG

SCAQMD STAFF & CONTRACTORS

Cynthia Ravenstein, MSRC Contracts Administrator
Daphne Hsu, Principal Deputy District Counsel
Karen Sandoval, Financial Analyst
Kristin Remy, MSRC Administrative Liaison
Lauren Henninger, Administrative Assistant I
Ray Gorski, MSRC Technical Advisor – Contractor
Sindy Enriquez, MSRC Contracts Assistant

CALL TO ORDER

- Call to Order
MSRC-TAC Chair Kelly Lynn called the meeting to order at 1:30 p.m.
- Chair Lynn asked for disclosures.

Item #4 MSRC-TAC Chair Kelly Lynn commented she does not have a financial interest, but is required to identify for the record that she is an employee of the San Bernardino County Transportation Authority.

CONSENT CALENDAR

Receive and Approve

Agenda Item #1 – Minutes of December 7, 2023 MSRC-TAC Meetings

The minutes for the December 7, 2023, MSRC-TAC meeting were included in the agenda package.

Moved by Cardoso; Seconded by Farin; under approval of Consent Calendar Items #1-3, item unanimously approved.

Ayes: Cardoso, Nikravan, Escobedo, Bilodeau, Atwal, Garate, Farin, Chan, McCullough, Lee, Le, Lynn

Noes: None

Action: The meeting minutes were received and approved. MSRC staff will place the minutes on the MSRC's website.

Information Only – Receive and File

Agenda Item #2 – MSRC Contracts Administrator's Report

The Contracts Administrator's Report for January 4 through February 28, 2024 was included in the agenda package.

Moved by Cardoso; Seconded by Farin; under approval of Consent Calendar Items #1-3, item unanimously approved.

Ayes: Cardoso, Nikravan, Escobedo, Bilodeau, Atwal, Garate, Farin, Chan, McCullough, Lee, Le, Lynn

Noes: None

Action: The Contracts Administrator's Report was received and filed. It will be included on the MSRC's next agenda for final action.

Agenda Item #3 – Financial Report on AB 2766 Discretionary Fund

The Financial Report on the AB 2766 Discretionary Fund for December 2023 was included in the agenda package.

Moved by Cardoso; Seconded by Farin; under approval of Consent Calendar Items #1-3, item unanimously approved.

Ayes: Cardoso, Nikravan, Escobedo, Bilodeau, Atwal, Garate, Farin, Chan, McCullough, Lee, Le, Lynn

Noes: None

Action: The December 2023 financial report was received and filed. No further action is required.

ACTION CALENDAR

FYs 2014-16 WORK PROGRAM

Agenda Item #4 – Consider Modified Lighting and One-Year Term Extension by City of Fontana, Contract #ML16047 (\$500,000 – Enhance Existing Class I Bikeway)

Cynthia Ravenstein, MSRC Contracts Administrator, explained that the City of Fontana was awarded \$500,000 to enhance an existing Class I bikeway. This contract has been extended previously for a total of five years. The estimated cost for the project had dramatically increased and the City has had to identify additional funding. The process of getting additional funding caused additional delay. The City is now requesting a one-year term extension. The City has issued a construction contract for the project. They are expecting to be complete in December, and with this one year there is a little bit of room for possible unforeseen delays. The City is also requesting a change in the lighting type. The contract specifies installation of at least 330 solar powered bollard style lights. Unfortunately, those types of lights are subject to vandalism, so they are proposing instead to install 78 lights that are mounted on 16-foot poles, which are harder for people to reach. The MSRC Contracts Administrator and the Scope Changes Subcommittee recommend approval. Both of these recommendations are with the condition that this be the final extension on the contract.

Moved by Bilodeau to recommend to approve for the City of Fontana, Contract #ML16047, a one-year term extension and modified lighting requirement, with the condition that this be the final extension; Seconded by Chan; item unanimously approved.

Ayes: Cardoso, Nikravan, Escobedo, Bilodeau, Atwal, Garate, Farin, Chan, McCullough, Lee, Le, Lynn

Noes: None

Action: MSRC staff will include this contract modification on the next MSRC agenda for approval.

Agenda Item #5- Consider Authorizing Issuance of New Contract to Complete Work Initiated by City of Yucaipa under Contract #ML16057 (\$380,000 – Implement a “Complete Streets” Pedestrian Access Project)

Cynthia Ravenstein, MSRC Contracts Administrator, explained that the City of Yucaipa was awarded \$380,000 to implement a complete streets project with a pedestrian and bicycle lane portions. The City had previously been granted an extension with a contingency to have awarded

a construction contract by January 30, 2023. The City did award a construction contract and had completed work prior to contract termination. There was a misunderstanding, however, and these were only for the pedestrian portion of the work and the bicycle lane portion was not completed.

The problem with the bicycle lane was that there is other work that needs to be done on that road by other agencies that the City doesn't have jurisdiction over. If the City were to do that the remaining work under the contract now, it would be removed or damaged by the other agencies' work, which is why the City hasn't been able to move forward. The City has presented two options for a new contract. The first option would be a contract for the entire scope, valued at \$380,000, with an end date of January 2026. The second option would be a contract for the pedestrian elements that they've already completed, valued at \$174,420. The MSRC Contracts Administrator recommends approval of the second option with a six-month term.

Katrina Kunkel, Associate Engineer, City of Yucaipa, stated that the amount to be reimbursed for the pedestrian portion would be about \$174,000. The City has spent \$460,000 to date on construction. That includes components that are in a gray area between the pedestrian and the bike lane improvements. The City has completed roadway alignment, including widening to allow room for the bike lanes, reconstruction of driveway approaches to be ADA compliant, construction of sidewalk curb ramps and concrete bike ramps to allow for bike refuge through new roundabout in the middle of this project. There are three components of the project that are left to be completed: those would be a three-inch asphalt overlap, striping of the bike lane, and installation of bike lane associated signage. County Line Road is a jurisdictional limit between the City of Yucaipa, the City of Calimesa, and San Bernardino and Riverside Counties. In addition, there is a private water utility agency that has jurisdiction under County Line Road and they are in the process of installing a high-pressure water line. The MSRC component is a small component of a larger County Line Road project. The City of Yucaipa is managing the MSRC component, and the City of Calimesa is managing the larger component that is funded by LGP grant funding. The City didn't think it was financially responsible to install the asphalt over the bike lane when it would be removed almost immediately. The City has been working with the water company and they estimate their water line will begin construction in the next three to four months, but the City has no authority over their timeline. The City would like to request a new contract that would extend to January 2026 which is more than sufficient time to get those three final components in place. As part of the MSRC agreement the City needs to collect post-construction data, but because the County Line Road is currently under construction, there are temporary traffic controls that are still in place and the City is concerned that they wouldn't be able to get accurate data.

MSRC-TAC Member Adriann Cardoso asked if this project was funded under the Local Government Partnership Program and did the funds go directly to the City of Yucaipa or through San Bernardino County Transportation Authority.

Ms. Ravenstein stated that this program was through the Local Government Match Program based on the City's proposal. They were not limited to a certain dollar amount. Also, the dollar split between the amount for the pedestrian versus the bicycle elements was based on information that the City provided when we requested them to make the split to prepare the contract.

MSRC-TAC Member Minh Le asked if the City had forgotten about the project, since it was initially a three-year contract and now turning into a 10-year contract with extensions.

Ms. Ravenstein stated that staff had been following up with the City and we were told that the final report was going to be submitted, but at the last moment we learned that not all the work had been done.

Ms. Cardoso asked if the City didn't think that they had the MSRC funds, did the City have the work funded through some other fund source.

Ms. Kunkel stated that the City has an agreement with the City of Calimesa to complete these improvements regardless of the MSRC decision.

Moved by Escobedo to recommend to approve for the City of Yucaipa, a new six-month, \$174,420 contract for pedestrian elements only; Seconded by Bilodeau; item unanimously approved.

Ayes: Cardoso, Nikravan, Escobedo, Bilodeau, Atwal, Garate, Farin, Chan, McCullough, Lee, Le, Lynn

Noes: None

Action: MSRC staff will include this new contract on the next MSRC agenda for approval.

FYs 2016-18 WORK PROGRAM

Agenda Item #6- Consider Nine-Month Term Extension by City of Carson, Contract #ML18057 (\$106,250 – Purchase 5 Light-Duty ZEVs and Install Charging Infrastructure)

Cynthia Ravenstein, MSRC Contracts Administrator, explained that the City of Carson was awarded \$106,250 to install EV charging infrastructure. The contract has previously been extended for a total of 41 months. The City's last request was denied by the MSRC Contracts Administrator but approved by the MSRC at the City's request for MSRC review. The City is now requesting another nine-month term extension. they have awarded a construction contract and estimate completion by August. The Contracts Administrator and the Scope Changes Subcommittee reviewed this request and are recommending approval with the condition that this be the final extension.

MSRC-TAC Member Ash Nikravan asked if the charging is public access or exclusively for the city.

Ms. Ravenstein stated that she does not have that information handy, but can retrieve that information at a later date.

MSRC-TAC Member Jenny Chan asked why the agenda states the extension will be until August 30, 2027.

Ms. Ravenstein clarified that the contract needs an operational period of three years as well.

Moved by Farin to recommend to approve for the City of Carson, Contract #ML18057, a

nine-month term extension, with the condition that this be the final extension; Seconded by Chan; item unanimously approved.

Ayes: Cardoso, Nikravan, Escobedo, Bilodeau, Atwal, Farin, Chan, McCullough, Lee, Le, Lynn

Noes: None

Action: MSRC staff will include this contract modification on the next MSRC agenda for approval.

FYs 2018-21 WORK PROGRAM

Agenda Item #7- Consider 18-Month Term Extension by Southern California Association of Governments (SCAG), Contract #MS21005 (\$16,751,000 – Last Mile Freight Program)

Cynthia Ravenstein, MSRC Contracts Administrator, explained that SCAG was awarded \$16,751,000 under the Last Mile Freight Program. SCAG had one previous extension totaling 18-months. SCAG has found that there are several projects under the program that have experienced delays. PepsiCo/New Bern Corporation have encountered significant delays in the procurement of their Tesla tractors and now they're expecting those to be delivered midyear 2025. There are a few projects that should be able to meet the deadlines, but if anything else goes wrong they will be behind schedule as well – that includes Quality Custom Distribution and WattEV. SCAG anticipates additional projects with schedule challenges that will require modifications as well. The Contracts Administrator and Scope Change Subcommittee recommend approval of this extension.

Moved by Chan to recommend to approve for the Southern California Association of Governments, Contract #MS21005, an 18-month term extension; Seconded by Farin; item unanimously approved.

Ayes: Cardoso, Nikravan, Escobedo, Bilodeau, Atwal, Garate, Farin, Chan, McCullough, Lee, Le, Lynn

Noes: None

Action: MSRC staff will include this contract modification on the next MSRC agenda for approval.

FYs 2021-24 WORK PROGRAM

Agenda Item #8- Consider Reduced Scope and Value by City of Gardena (GTrans), Proposed Agreement #MS24007 (Awarded \$475,312 – Implement GTrans Microtransit Service)

Cynthia Ravenstein, MSRC Contracts Administrator, explained that the City of Gardena was awarded funding under MSRC's Microtransit program for GTrans microtransit service. The MSRC was developing the contract to effectuate that, and GTrans notified staff of some changes in their anticipated scope. GTrans originally wanted to charge a higher fare, but now want to keep it consistent with their paratransit fare. Also they had difficulty hiring drivers for the service and this had an impact on the number of hours of service in relation to what they had proposed. GTrans would not change service on weekdays and only slightly on Saturdays, but they would

eliminate Sunday service. In consideration of that, they are proposing that the award amount for operation costs be reduced proportional to the reduction in the number of hours of service. There would be no change in the amount awarded for marketing the service. This would result in a \$51,178 value reduction from the original award of \$475,312. The Contracts Administrator and Scope Change Subcommittee recommend approval.

Moved by McCullough to recommend to approve for the City of Gardena, Contract #MS24007, a reduced scope in hours of service and value reduction of \$51,178;
Seconded by Garate; item unanimously approved.

Ayes: Cardoso, Nikravan, Escobedo, Bilodeau, Atwal, Garate, Farin, Chan, McCullough, Lee, Le, Lynn
Noes: None
Action: MSRC staff will include this contract modification on the next MSRC agenda for approval.

Agenda Item #9- Consider Proposed Amendments to MSRC “Operational Policies and Procedures”

MSRC-TAC Chair Kelly Lynn explained this item needs additional changes and will be brought forth in the next meeting.

ACTION: Item deferred to next meeting.

PUBLIC COMMENTS:

MSRC Contracts Assistant Matt MacKenzie announced his retirement after 37 years with the South Coast AQMD, including over 20 years with the MSRC.

ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, THE MSRC-TAC MEETING
ADJOURNED AT 2:14 P.M.

NEXT MEETING: Next meeting: Thursday, April 4, 2024, 1:30 p.m.

(Minutes prepared by Maria M. Allen)