



**TECHNICAL ADVISORY COMMITTEE TO THE MSRC
THURSDAY, April 6, 2023 MEETING MINUTES
21865 Copley Drive, Diamond Bar, CA 91765**

**All participants attended the meeting remotely pursuant to
Executive Orders N-25-20 and N-29-20**

MSRC-TAC MEMBERS PRESENT:

MSRC-TAC Chair Steven Lee, representing Los Angeles County Metropolitan Transportation Authority
Denis Bilodeau, representing Orange County Board of Supervisors
Adriann Cardoso, representing Orange County Transportation Authority
Cheryl Chestnut (Alt), representing San Bernardino County Transportation Authority (SBCTA)
Jenny Chan, representing Riverside County Transportation Commission (RCTC)
Chris Escobedo, representing the Cities of Riverside County
Jason Farin, representing the Riverside County Board of Supervisors
Jack Garate, representing the Regional Rideshare Agency
Minh Le, representing the Los Angeles County Board of Supervisors
Ash Nikravan, representing South Coast AQMD
Scott Strelecki (Alt), representing Southern California Association of Governments

OTHERS PRESENT:

Tony Abdalla (South Pasadena PD)
Brian Cunanan, RCTC
Lauren Dunlap
H. Ted Gerber (South Pasadena)
Todd Gutjahr (City of Yucaipa)
Ginger Koblasz (SBCTA)
Hanan Sawalha (RCTC)

SCAQMD STAFF & CONTRACTORS

Leah Alfaro, Contracts Assistant
Maria Allen, MSRC Administrative Liaison
Elham Baranizadeh, Air Quality Specialist
Erika Chavez, Sr. Deputy District Counsel
Ray Gorski, MSRC Technical Advisor - Contractor
Sheri Hanizavareh, Principal Deputy District Counsel
Aaron Katzenstein, Deputy Executive Officer
Josephine Lee, Sr. Deputy District Counsel

Matt MacKenzie, Contracts Assistant
Anish Pathak, Financial Analyst
Cynthia Ravenstein, MSRC Contracts Administrator
Donna Vernon, Administrative Assistant I

CALL TO ORDER

- Call to Order
MSRC-TAC Chair Steven Lee called the meeting to order at 1:37 p.m.

STATUS UPDATE

The Clean Transportation Policy Update provides information on key legislative and regulatory initiatives of potential interest to the MSRC. The report can be viewed at www.CleanTransportationFunding.org.

CONSENT CALENDAR

Receive and Approve

Agenda Item #1 - Summary of Final Report by MSRC Contractor

One final report was submitted for MSRC-TAC review and approval during February:

- Capistrano Unified School District, Contract #MS18108 (\$111,750– Expansion of Existing CNG Infrastructure)

ON MOTION BY MSRC-TAC MEMBER DENIS BILODEAU AND SECONDED BY MSRC-TAC MEMBER JENNY CHAN, UNDER APPROVAL OF CONSENT CALENDAR ITEMS #1 – #4, THE MSRC-TAC UNANIMOUSLY VOTED TO RECEIVE AND RECOMMEND APPROVAL OF THE MSRC CONTRACTOR’S FINAL REPORT SUMMARY LISTED ABOVE.

ACTION: The Final Report Summary will be included on the MSRC’s next agenda for final action.

Information Only – Receive and File

Agenda Item #2 – MSRC Contracts Administrator’s Report

The Contracts Administrator’s Report for January 26, 2023 through March 29, 2023 was included in the agenda package.

ON MOTION BY MSRC-TAC MEMBER DENIS BILODEAU AND SECONDED BY MSRC-TAC MEMBER JENNY CHAN, UNDER APPROVAL OF CONSENT CALENDAR ITEMS #1 – #4, THE MSRC-TAC UNANIMOUSLY VOTED TO RECEIVE AND FILE THE MSRC CONTRACTS ADMINISTRATOR’S REPORT LISTED ABOVE.

ACTION: The Contracts Administrator’s Report 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 February 2023 was included in the agenda package.

ON MOTION BY MSRC-TAC MEMBER DENIS BILODEAU AND SECONDED BY MSRC-TAC MEMBER JENNY CHAN, UNDER APPROVAL OF CONSENT CALENDAR ITEMS #1 – #4, THE MSRC-TAC UNANIMOUSLY VOTED TO RECEIVE AND FILE THE FINANCIAL REPORT FOR THE MONTH OF FEBRUARY 2023.

ACTION: No further action is required.

Agenda Item #4 – Report on Outreach Activities

The summary of outreach, communications and policy activities undertaken by the Better World Group on behalf of MSRC for Winter 2023 was included in the agenda package.

ON MOTION BY MSRC-TAC MEMBER DENIS BILODEAU AND SECONDED BY MSRC-TAC MEMBER JENNY CHAN, UNDER APPROVAL OF CONSENT CALENDAR ITEMS #1 – #4, THE MSRC-TAC UNANIMOUSLY VOTED TO RECEIVE AND FILE THE OUTREACH REPORT FOR WINTER 2023.

ACTION: No further action is required.

ACTION CALENDAR

Agenda Item #5- Consider Modified Scope and Eight-Month Term Extension by Premium Transportation Services, Inc. dba Total Transportation Services (TTSI), Contract #MS21015 (\$1,500,000 – Deploy 15 Near-Zero Emission Trucks)

Cynthia Ravenstein, MSRC Contracts Administrator explained that due to the unavailability of trucks from Freightliner, TTSI requests to substitute the use of Volvo VNL64T300 and Mack Anthem 64T trucks instead, at no additional cost to the MSRC. TTSI further requests an eight-month contract term extension. The MSRC Contracts Administrator recommends approval.

ON MOTION BY MSRC-TAC MEMBER ADRIANN CARDOSO AND SECONDED BY MSRC-TAC MEMBER JENNY CHAN, THE MSRC-TAC VOTED TO RECOMMEND TO APPROVE FOR TOTAL TRANSPORTATION SERVICES, CONTRACT #MS21015, AN EIGHT-MONTH TERM EXTENSION AND TRUCK SUBSTITUTION.

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

Agenda Item #6 - Consider 22-Month Term Extension by City of Laguna Woods, Contract #ML18094 (\$50,000 – Install Two Level II EV Chargers)

Cynthia Ravenstein, MSRC Contracts Administrator explained that the City of Laguna Woods experienced delays in their City Hall/Public Library Project which delayed installing the EV charging stations. The City proposes to work on the charging stations concurrent with the larger project. They are requesting a 22-month term extension to complete the project. The MSRC Contracts Administrator recommends approval.

ON MOTION BY MSRC-TAC MEMBER ADRIANN CARDOSO AND SECONDED BY MSRC-TAC MEMBER JENNY CHAN, THE MSRC-TAC UNANIMOUSLY VOTED TO RECOMMEND TO APPROVE FOR THE CITY OF LAGUNA WOODS, CONTRACT #ML18094, A 22-MONTH TERM EXTENSION

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

Agenda Item #7- Consider One-Year Term Extension by City of Gardena, Contract #MS18027 (\$365,000 – Install Limited-Access CNG Station, Modify Maintenance Facility and Train Technicians)

Cynthia Ravenstein, MSRC Contracts Administrator, explained that the City of Gardena has experienced several delays with design changes and supply chain issues. The City is requesting a second contract term extension for one-year. The MSRC Contracts Administrator recommends approval.

ON MOTION BY MSRC-TAC ADRIANN CARDOSO AND SECONDED BY MSRC-TAC MEMBER JENNY CHAN, THE MSRC-TAC UNANIMOUSLY VOTED TO RECOMMEND TO APPROVE FOR THE CITY OF GARDENA, CONTRACT #MS18027, A ONE-YEAR TERM EXTENSION

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

Agenda Item #8- Consider 6-Month Extension by Southern California Association of Governments (SCAG), Contract #MS18015 (\$2,000,000 – Future Communities Partnership Program)

Cynthia Ravenstein, MSRC Contracts Administrator, explained SCAG was awarded \$2 million for the Future Communities Partnership Program. Under this program, there are a number of different pilot projects; several of these have been completed. Two pilots need more time to finish their deliverables. The Los Angeles Department of Transportation has not been achieving sufficiently high participation. They have come up with some strategies that they think will achieve the necessary participation but need some time to implement them. The Anaheim pilot project was designed to use an existing application to direct drivers to underutilized parking, and then use a free shuttle to take them to the Center City area. The problem is that the company that created and managed the application was recently dissolved. The City has come up with

necessary reconfigurations to enable everything to still work, but this has delayed the project. SCAG is asking for a six-month term extension to complete these projects. The Contracts Administrator recommends approval with the contingency that it would be the final extension.

ON MOTION BY MSRC-TAC MEMBER CHRIS ESCOBEDO AND
SECONDED BY MSRC-TAC MEMBER MINH LE, THE MSRC-TAC
UNANIMOUSLY VOTED TO RECOMMEND TO APPROVE FOR
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS,
CONTRACT #MS18015, A SIX-MONTH TERM EXTENSION WITH THE
CONTINGENCY THAT THIS IS THE FINAL EXTENSION

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

Agenda Item #9- Assess Progress and Consider Reduced Scope and Value by San Bernardino County Transportation Authority (SBCTA), Contract #MS14072 (\$1,250,000 – Implement Various Signal Synchronization Projects)

Cynthia Ravenstein, MSRC Contracts Administrator, explained SBCTA was awarded \$1.25 million to implement various signal synchronization projects and other projects within their contract. All but one of their projects are complete. SBCTA was partnering with the City of Yucaipa to upgrade signal technology. This project has been extended a number of times, and the most recent extension had a contingency that SBCTA show progress after one year. The contract specifies completing tasks which are necessary to upgrade the signal technology: installing interconnect conduit and fiber optic cables. At the time of the last extension the MSRC was under the impression that all of the conduits had been installed. We have now found that there is a section of the conduit that was not installed because the City did not have enough funds to complete the street widening. Since the conduits are not installed, they cannot install the fiber optic cable in those sections. But due to advances in technology since this project was originally proposed, they can complete the signal synchronization with wireless technology without doing the conduit and fiber optic cable in that section. SBCTA is requesting to eliminate the conduit and fiber optic cable segment of the project, which would reduce the value by \$12,500, and complete the project within the current term. Ms. Ravenstein questioned whether SBCTA had met the contingency that was placed as a result of the last extension, since the requirement was to show progress. They did not hire a construction contractor, but they identified a way to complete the project within the term for less money. The Scope Change Subcommittee reviewed the request and are recommending approval.

MSRC-TAC Member Dennis Bilodeau stated that he oversees similar projects for the County of Orange and noted that this type of technology choice is quite common. There are pros and cons to fiber optic versus wireless. SBCTA may be making their technology choice based on the field conditions they have, so these modifications seem reasonable.

MSRC-TAC Alternate Scott Strelecki asked if the reduced value is from the total contract amount and that the demonstration of signal synchronization at the end will determine the reimbursement of that portion.

Ms. Ravenstein answered by stating that SBCTA made reference to the amount that was allocated for that project with the total contract, the total delta is only \$12,500.

ON MOTION BY MSRC-TAC MEMBER MINH LE AND SECONDED BY MSRC-TAC MEMBER JASON FARIN, THE MSRC-TAC UNANIMOUSLY VOTED TO RECOMMEND TO APPROVE FOR SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY CONTRACT #MS14072, REMOVAL OF FIBER OPTIC SEGMENT AND \$12,500 REDUCED CONTRACT VALUE

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

Agenda Item #10- Modified Statement of Work and One-Year Term Extension by Riverside County Transportation Commission (RCTC), Contract #MS18024 (\$1,500,000 – Implement Vanpool Incentive Program)

Cynthia Ravenstein, MSRC Contracts Administrator, explained that RCTC was awarded \$1.5 million to implement a vanpool incentive program. This contract was previously extended for two years.

There are three elements to their current request:

- 1) The first element is to redefine the definition of vanpool. RCTC's guidelines state that at inception a vanpool must have a minimum of five people, but it also states that it could go down to four people with a minimum of 50% occupancy. RCTC is requesting that the definition of vanpool be changed to four to fifteen passengers with a 50% minimum occupancy.
- 2) The next element of the request has to do with the maximum amount of an incentive that could be paid monthly per vanpool. The contract states the maximum incentive can be \$400. RCTC is requesting to modify that so that the MSRC would still not pay more than \$400 per month, but if RCTC can identify another funding source, they would be able to pay more than \$400 per month.
- 3) Lastly, the RCTC is requesting a one-year term extension. Ms. Ravenstein stated she does not recommend approval of the extension. Taking into account the invoice that is still waiting to be paid, there's a \$644,000 remaining balance on this contract. Looking at the rate at which we've been making payments, it does not appear that we would come anywhere close to using all that money. Even if they can increase the incentive amount per month, it's going to take some time for that to get implemented, and it's going to take some time for that to start attracting people. Ms. Ravenstein stated it does not appear possible for RCTC to be able to use all the funding in the contract. Ms. Ravenstein recommends extending the term of the contract, but to reduce the value by \$171,500. The Scope Change Subcommittee reviewed this request, and they are recommending approval of the extension with the \$171,500 reduction in value.

MSRC-TAC Member Ash Nikravan asked how is the \$400 or \$600 calculated, whether it is based on potential emission reductions or determined by a matrix.

Brian Cunanan, RCTC representative, answered stating that it is a standard subsidy amount provided for vanpools across Southern California; some other agencies have increased it to \$600. RCTC is looking to take that to its board to get approval by May this year and it should get approved by the board.

Mr. Nikravan asked if there is an option to give additional funds if the driver is driving a zero-emission vehicle.

Mr. Cunanan stated that there is an element of an extra \$100 subsidy for every vehicle, so it could go up to \$700.

MSRC-TAC Member Chris Escobedo asked if the extension is provided, does that contract value reduction factor in what the MSRC projects them to spend.

Ms. Ravenstein answered stating that she took what had been billed to the MSRC for the last year and multiplied that by 1.5 and projected it out over the extension period and then there was that much money left.

ON MOTION BY MSRC-TAC MEMBER MINH LE AND SECONDED BY MSRC-TAC MEMBER CHRIS ESCOBEDO, WITH THE EXCEPTION OF MSRC-TAC MEMBER JENNY CHAN WHO ABSTAINED, THE MSRC-TAC UNANIMOUSLY VOTED TO RECOMMEND TO APPROVE FOR RIVERSIDE COUNTY TRANSPORTATION COMMISSION, CONTRACT #MS18024, A ONE-YEAR TERM EXTENSION WITH A \$171,500 REDUCED CONTRACT VALUE

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

Agenda Item #11- Consider Change of Station Locations and 18-Month Term Extension by City of Yucaipa, Contract #ML18129 (\$63,097 – Install EV Charging Infrastructure)

Cynthia Ravenstein, MSRC Contracts Administrator, explained the City of Yucaipa was awarded \$63,097 to install six level II publicly accessible EV charging stations. No construction has been completed. The City was previously granted a three-year term extension. They are currently requesting an 18-month term extension as well as some location changes. The City indicated that their funding partners priorities shifted and therefore they are seeking new funding partners; this has delayed their project completion. The City stated at the Scope Change Subcommittee that they expect to be securing a new funding partner by September or October of this year. The Contracts Administrator denied their extension request because it was greater than one year. The Scope Change Subcommittee reviewed their request and recommends approval contingent upon proof of funding submitted by October 31 and that this would be their final extension.

ON MOTION BY MSRC-TAC MEMBER ADRIANN CARDOSO AND SECONDED BY MSRC-TAC MEMBER ASHKAAN NIKRAVAN, THE MSRC-TAC UNANIMOUSLY VOTED TO RECOMMEND TO APPROVE FOR THE CITY OF YUCAIPA, CONTRACT #ML18129, AN EIGHTEEN-

MONTH TERM EXTENSION CONTINGENT UPON THIS BEING THE FINAL EXTENSION AND PROOF OF CO-FUNDING BY OCTOBER 31, 2023

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

Agenda Item #12- Consider Authorization Issuance of New Contract to Complete Work Initiated by City of Wildomar under Contract #ML18137 (\$50,000 – Install Class II Bicycle Lane Improvements)

Cynthia Ravenstein, MSRC Contracts Administrator, explained that the City of Wildomar was awarded \$50,000 to install Class II bicycle lane improvements along approximately one and a half miles of roadway. The City completed preliminary engineering and had intended to design the project in-house, but could not due to staff transitions and this caused delays. The City is now offering alternative options to complete their project. One option is to complete the original project in full, but this would require a two-year term extension. The second option is to reduce the scope to only a portion of the original project, which is replacing approximately 20 grate inlets on the bridge. They estimate the total cost of the reduced scope at \$50,000 and the contract would be reduced to \$25,000. While reviewing the options, the contract lapsed. If the MSRC would like to move this project forward it would involve authorizing a replacement contract instead of extending a contract. The Scope Change Subcommittee reviewed and recommended approval of the partial project with a 12-month replacement contract, contingent upon the City providing the Caltrans encroachment permit by September 20, 2023 and that no extensions will be granted under this new contract.

MSRC-TAC Member Adriann Cardoso asked what the air quality benefit would be from restriping.

Ms. Ravenstein answered stating that the bridge grate is so bicycles could ride over the bridge and the restriping is for the designated bike lane which would encourage bicycle use.

MSRC-TAC Member Chris Escobedo asked if the City requested an alternative because they did not believe they could fulfill the full project and whether the City submitted a revised project schedule.

Ms. Ravenstein answered stating that she believes the city submitted an alternative because they were concerned that the MSRC might not want to grant them a long time, so they offered something that could be completed in a shorter amount of time. The City gave a project schedule for the full, original scope that would complete construction in April 2025 and close out in July 2025, but they did not submit a project schedule for the alternative proposal.

ON MOTION BY MSRC-TAC MEMBER CHRIS ESCOBEDO AND
SECONDED BY MSRC-TAC MEMBER JACK GARATE, THE MSRC-TAC
UNANIMOUSLY VOTED TO RECOMMEND TO APPROVE FOR THE CITY
OF WILDOMAR, CONTRACT #ML18137, ISSUANCE OF NEW 12-MONTH
CONTRACT IN THE AMOUNT OF \$25,000 FOR A REDUCED SCOPE,
CONTINGENT ON THE CITY PROVIDING DOCUMENTATION OF A

CALTRANS ENCROACHMENT PERMIT BY SEPTEMBER 30, 2023 AND
THERE BEING NO EXTENSIONS PERMITTED ON THE NEW CONTRACT

ACTION: MSRC staff will include this contract replacement on the next MSRC agenda for approval.

Agenda Item #13- Consider Modified/Corrected Award to City of South Pasadena under the Transformative Transportation Strategies Program

Cynthia Ravenstein, MSRC Contracts Administrator, explained that the City of South Pasadena was awarded \$499,789 for their Police Patrol Vehicle Electrification Program as part of the MSRC's Transformative Transportation Strategies Program. This project was described as including the installation of two new dual-port, police dedicated Level 3 chargers and one additional Level 3 charger which would be available to the public. This project should have specified the installation of one new dual-port Level 3 charger for public safety use. The Level 2 chargers would be available to the public and would not change from the description.

MSRC-TAC Member Minh Le asked if the correction is due to a miscommunication in wording in the submission or the budget that they sent the MSRC.

Ms. Ravenstein answered stating that the budget is consistent with what they are actually providing; this correction is due to a misreading of the proposal.

ON MOTION BY MSRC-TAC MEMBER MINH LE AND SECONDED BY
MSRC-TAC MEMBER JACK GARATE, THE MSRC-TAC UNANIMOUSLY
VOTED TO RECOMMEND TO APPROVE FOR THE CITY OF SOUTH
PASADENA A MODIFIED/CORRECTED AWARD DESCRIPTION

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

Agenda Item #14- Receive Update on Results of Request for Information for Zero Emission Goods Movement Infrastructure and Consider Possible Application(s) for U.S. Department of Transportation ("DOT") Funding

Ray Gorski gave a presentation on the Publicly Accessible Goods Movement Zero-Emission Infrastructure RFI. The MSRC received 23 responses. The Goods Movement Subcommittee is evaluating the responses in three steps: 1) categorize each RFI response; 2) engage potential funding partners; and 3) develop funding recommendations and follow-on solicitation options for MSRC consideration.

The Subcommittee is currently on Step 2, engaging potential funding partners. The Subcommittee has spoken with the South Coast AQMD, the Los Angeles Metro I-710 Clean Truck program, the Port of Los Angeles, and the Port of Long Beach. The United States DOT Charging and Fueling Infrastructure Program recently announced a funding opportunity, there are two categories within that program: community-based infrastructure and corridor-based infrastructure. The MSRC's primary interest lies in the corridor program because it has high potential to support the types of heavy-duty trucks that the MSRC is targeting. The MSRC is

engaged in a lot of discussions as to how to position the region to move forward and capture our pro rata share in that funding. Proposals are due on May 30th. The MSRC is engaged with regional partners to evaluate this opportunity and determine a course of action. This decision will be finalized over the next several days, we cannot give a definitive answer as to which agency will serve as the lead, or what the MSRC is role would be in a potential application to the Department of Transportation. This decision will be presented to the MSRC at the April 20th meeting for them to consider what they would like to do relative to this potential partnership and advise staff as to how to move forward.

MSRC-TAC Chair Steven Lee asked if the TAC would be notified of a decision.

Mr. Gorski answered that a decision will be made at the next MSRC meeting, the TAC may be notified by email as well.

MSRC-TAC Member Steven Lee asked if there are any cons to collaborating with CEC.

Mr. Gorski stated that we must be cognizant of the federal contracting process and the timelines which are associated with receipt of federal funding. We must ensure that the MSRC is able to manage the program and adhere to the requirements which are unique to federal contracting, and the receipt of federal dollars. We are not going to take actions that will unduly change the timeline for some of the projects which have been submitted for consideration.

MSRC-TAC Member Minh Le stated that federal funds have very strong requirements, depending on the stage that some partners submitted their applications, it could change budgets and timelines.

INFORMATION ONLY

ACTION: MSRC staff will include this update on the next MSRC agenda.

Agenda Item #15- Other Business

MSRC-TAC Alternate Cheryl Chesnut asked to change her vote to “Aye” on item number nine.

PUBLIC COMMENTS:

No public comment

ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, THE MSRC-TAC MEETING
ADJOURNED AT 2:39 P.M.

NEXT MEETING: Next meeting: Thursday, May 4, 2023, 1:30 p.m.