



**TECHNICAL ADVISORY COMMITTEE TO THE MSRC
THURSDAY, APRIL 4, 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
Chris Escobedo, representing the Cities of Riverside County
Inder Atwal, representing California Air Resources Board
Jason Farin, representing Riverside County Board of Supervisors
Jenny Chan, representing Riverside County Transportation
Scott Strelecki (alt), representing Southern California Association of Governments (SCAG)
Steven Lee, representing Los Angeles County Metropolitan Transportation Authority (Metro)
David Leyzerovsky (alt), representing Metro
Yuh Jiun Tan (alt), representing South Coast AQMD

OTHERS PRESENT:

Tim Gross
Marisa Laderach - SCAG
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, Senior Administrative Assistant
Lauren Henninger, Administrative Assistant I
Ray Gorski, MSRC Technical Advisor - Contractor
Sindy Enriquez, MSRC Contracts Assistant

CALL TO ORDER

- Vice Chair Minh Le called the meeting to order at 1:30 p.m.
- Roll call was taken at the start of the meeting.
- Cynthia Ravenstein provided Clean Transportation Policy Update
- Members of the committee stated their disclosures.

Item No. 2 – MSRC-TAC Member Jenny Chan said she does not have a financial interest but is required to identify for the record that she is an employee of the Riverside County Transportation Commission, which is involved in this item.

Item No. 2 and No. 7 – MSRC-TAC Member Scott Strelecki said he does not have a financial interest but is required to identify for the record that he is an employee of the Southern California Association of Governments, which is involved in these items.

- Vice Chair Minh Le asked for public comments for the Consent Calendar.
- No public comments.

CONSENT ITEMS (Items 1 through 5)

Receive and Approve

1. Minutes of January 11, 2024 MSRC-TAC Meeting

The minutes for the January 11, 2024 MSRC-TAC meeting were included in the agenda package.

Moved by Farin; seconded by Chan; under approval of Consent Calendar Items #1-5, item unanimously approved.

Ayes: Cardoso, Tan, Atwal, Garate, Farin, Chan, McCullough, Strelecki, Lee, Le

Noes: None

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

2. Summary of Final Reports by MSRC Contractors

Four final reports were submitted for MSRC-TAC review and approval during April.

- Southern California Association of Governments, Contract #MS18015 (\$2,000,000 – Southern California Future Communities Partnership Program)
- Riverside County Transportation Commission, Contract #MS16094 (\$1,909,241 – Metrolink First Mile/Last Mile Mobility Strategies)

- MHX, LLC, Contract #MS21017 (\$1,900,000 – Deploy Zero-Emission Trucks & Infrastructure)
- San Bernardino County Transportation Authority, Contract #MS14072 (\$1,235,500 – Implement Traffic Signal Synchronization Projects)

Moved by Farin; seconded by Chan; under approval of Consent Calendar Items #1-5, item unanimously approved.

Ayes: Cardoso, Tan, Atwal, Garate, Farin, Chan, McCullough, Strelecki, Lee, Le
Noes: None
Action: The Final Report Summary was received and approved. It will be included on the MSRC's next agenda for final action.

Information and File

3. MSRC Contracts Administrator's Report

The MSRC AB 2766 Contracts Administrator's Report for February 29, 2024 through March 27, 2024 was included in the agenda package.

Moved by Farin; seconded by Chan; under approval of Consent Calendar Items #1-5, item unanimously approved.

Ayes: Cardoso, Tan, Atwal, Garate, Farin, Chan, McCullough, Strelecki, Lee, Le
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.

4. Financial Report on AB 2766 Discretionary Fund

The Financial Report on the AB 2766 Discretionary Fund for February 2024 was included in the agenda package.

Moved by Farin; seconded by Chan; under approval of Consent Calendar Items #1-5, item unanimously approved.

Ayes: Cardoso, Tan, Atwal, Garate, Farin, Chan, McCullough, Strelecki, Lee, Le
Noes: None
Action: No further action is required.

5. Report on Outreach Activities

The report of actions undertaken by the Better World Group on behalf of MSRC for Winter 2024 was included in the agenda package.

Moved by Farin; seconded by Chan; under approval of Consent Calendar Items #1-5, item unanimously approved.

Ayes: Cardoso, Tan, Atwal, Garate, Farin, Chan, McCullough, Strelecki, Lee, Le
Noes: None

Action: No further action is required.

ACTION CALENDAR (Items 6 through 9)

FYs 2014-16 WORK PROGRAM

6. Consider Modified Scope and One-Year Term Extension by City of Rancho Cucamonga, Contract #ML18051 (\$91,500 – Purchase 6 Light-duty ZEVs and Install EV Charging

Cynthia Ravenstein, MSRC Contracts Administrator, explained that the City of Rancho Cucamonga was awarded funding as part of the MSRC’s Local Government Partnership Program. They previously requested to reduce scope and funding amount. The current contract is for 6 light-duty ZEVs and installing charging infrastructure. The City has the vehicles, and they have already installed a majority of the charging stations. They obtained additional funding to install some Level 3 chargers instead of Level 2 chargers. Additionally, the City is asking for a one-year term extension due to delays in supply chains.

MSRC-TAC Member Mark McCullough asked if all the chargers are publicly accessible. Cynthia Ravenstein replied that the City has three limited access Level 2, three publicly accessible Level 2s and two publicly accessible Level 3s.

Vice Chair Minh Le asked for public comment.

No public comment.

Moved by Garate; seconded by Farin; item unanimously approved.

Ayes: Cardoso, Tan, Atwal, Garate, Farin, Chan, McCullough, Strolecki, Lee, Le

Noes: None

Action: This recommendation will be placed on the next MSRC agenda for consideration.

FYs 2018-21 WORK PROGRAM

7. Consider Reallocation and Reservation of Funding and Modification to Program Guidelines by Southern California Association of Governments (SCAG), Contract #MS21005 (\$16,751,000 – Implement Last Mile Freight Program)

Cynthia Ravenstein, MSRC Contracts Administrator, explained that three projects totaling \$225,000 withdrew from the Last Mile Freight Program. Per the contract, when a project withdraws, SCAG may request MSRC approval to reallocate the funds to another project or projects. SCAG needs to make the request within 60 days. SCAG says they need more time and is requesting an exemption to the 60-day request deadline for the \$225,000 project withdrawals. Additionally, SCAG is recommending that \$1,192,043 originally awarded to Gonzalez Logistics (GLI) be reallocated to GLI’s loss of the bulk of their co-funding. SCAG asks that the total \$1,417,043 be reserved for a reallocation request to be brought forward by SCAG for consideration at a future meeting. Ravenstein recommends approval of the request with the condition that SCAG submits their reallocation request by April 22, 2024.

Vice Chair Minh Le asked for any public comment.

No public comment.

Moved by Garate; seconded by McCullough; item unanimously approved.

Ayes: Cardoso, Tan, Atwal, Garate, Farin, Chan, McCullough, Lee, Le

Noes: None

Action: This recommendation will be placed on the next MSRC agenda for consideration.

FYs 2021-24 WORK PROGRAM

8. Consider Proposed RFP for MSRC Programmatic Outreach Services

Cynthia Ravenstein, MSRC Contracts Administrator, explained that the MSRC has retained a consultant to help promote the MSRC's programs and provide outreach assistance to the project implementers. The contract is expiring at the end of 2024. The new RFP is similar to the previous one from 2019, and will provide a 3-year initial term with a 2-year option. It does not have a set value or cap.

Chair Kelly Lynn arrives during the presentation of this item.

Moved by Cardoso; seconded by Le; item unanimously approved.

Ayes: Cardoso, Tan, Atwal, Garate, Farin, Chan, McCullough, Strelecki, Lee, Le,
Lynn

Noes: None

Action: The proposed RFP will be placed on the next MSRC agenda for approval.

9. Consider Proposed Amendments to MSRC "Operational Policies and Procedures"

Cynthia Ravenstein, MSRC Contracts Administrator, explained that the MSRC Operational Policies and Procedures were adopted in 1993 and, other than the Regional Rideshare provisions, have not been updated since. The main intent is to revise the language to be consistent with current practices. The key recommended changes include clarifying that the MSRC-TAC is subject to the conflict-of-interest code, and setting a standard withhold of 5% for any funding recipient, whether a public or private entity.

Vice Chair Minh Lee suggested setting a minimum floor on the withhold so that the organization does not fail to submit their final report due to lack of sufficient motivation. The historical performance showed that contractors have tended to submit their reports even with the smaller withhold of 5%.

The MSRC-TAC discussed various approaches to address a discrepancy in the proposed language of Policy #14 dealing with types of contracts and settled on recommending approval of the changes except for Policy #14.

Moved by Jack Garate; seconded by Jason Farin; item unanimously approved.

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- Ayes: Cardoso, Tan, Atwal, Garate, Farin, Chan, McCullough, Strelecki, Lee, Le, Lynn
Noes: None
Action: The proposed amendments, except Policy #14, will be placed on the MSRC agenda for approval.

OTHER BUSINESS:

- Daphne Hsu, Principal Deputy District Counsel, reminded the MSRC-TAC members to turn in their Form 700.
- Cynthia Ravenstein recognized MSRC-TAC Member Jack Garate for his service.
- Vice Chair Minh Le congratulated LA Metro for bringing in \$1 million in federal funding for transit projects throughout the jurisdiction.

PUBLIC COMMENTS:

No public comment

ADJOURNMENT

The meeting adjourned at 1:36pm

NEXT MEETING: Next meeting: Thursday, May 16th, 2024, 1:30 p.m.

(Minutes prepared by Kristin Remy)