

South Bay Cities Council of Governments

**SBCCOG Board of Directors' Meeting
Thursday, August 28, 2014 @ 6:00 pm
SBCCOG Office
20285 South Western Avenue
Torrance, California 90501**

To assure a quorum, if you or your alternate representative *cannot* attend the meeting, please contact SBCCOG Executive Director Jacki Bacharach @ 310-377-8987.
PLEASE NOTE: YOU CAN ALSO FIND SBCCOG AGENDAS ON OUR WEBSITE - www.southbaycities.org

The Board of Directors, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Written materials distributed to the Board within 72 hours of the Board meeting are available for public inspection immediately upon distribution in the SBCCOG/SBESC office at 20285 Western Avenue, Torrance, CA90501, during normal business hours.

Unless otherwise noted in the Agenda, the Public can only comment on SBCCOG related business that is within the jurisdiction of cities and/or items listed on the Agenda during the Public Comment portion of the meeting (Item #V). The time limit for comments is three (3) minutes per person. Before speaking to the Board, please come to the podium and state: Your name and residence and the organization you represent, if appropriate.

AGENDA

- I. **CALL TO ORDER & SALUTE TO THE FLAG (6:00 PM)**
Jim Goodhart, Chair
- II. **INTRODUCTIONS**
- III. **CONFIRM POSTING OF THE AGENDA BY TORRANCE CITY CLERK**
- IV. **ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA**
- V. **COMMENTS FROM THE PUBLIC**
- VI. **CONSENT CALENDAR (6:05 pm)**
Matters listed under Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Calendar and considered separately.
 - A. **July Board Meeting Minutes (attachment) – Approve (Pages 5-9)**
 - B. **Contract Amendment with Atkins North America, Inc. for Integration of Natural Gas Strategies into Climate Action Plans (attachments) – Approve (Pages 11-16)**
 - C. **Contract with Metro for ExpressLane Outreach Services (attachment) – Approve (Pages 17-33)**
 - D. **2014-15 Contract with West Basin Municipal Water District (attachment) – Approve (Pages 35-43)**

E. Measure R Items

1. Metro Measure R South Bay Highway Program (SBHP) Arterial Baseline Performance Analysis Intelligent Transportation System (ITS) Study (attachments) – Approve (Pages 45-56)

2. Status of Measure R South Bay Highway Program (SBHP) Technical Assistance Funding Agreements for Metro 2015 Call for Projects Applications & Approval of Funding Agreement with Torrance (attachments) – Approve (Pages 57-61)

F. Legislation Recommended for Action (attachment) – Approve (Pages 63-65)

1. AB 2711 - support

G. Monthly Transportation Report (attachment) – Receive and file (Pages 67-72)

H. South Bay Environmental Services Center Report (attachment) – Receive and file (Pages 73-81)

VII. PRESENTATION

A. THE DROUGHT! (6:10 pm)

1. Fran Spivy-Webber – State Water Resources Control Board will make the presentation
2. E.J. Caldwell & Fernando Paludi from WBMWD will provide information on how West Basin will assist South Bay cities to respond to the state water regulations.

B. Southern California Gas re: natural gas pipeline installation on Crenshaw (6:50 pm)

1. SoCal Gas representatives presenting will be Faviola Miranda, Community Outreach PM, Mike Gougler, Project Manager & Mike Harriel, Public Affairs

C. City Quarterly Energy Project Reports (7:05 pm)

1. Greg Stevens, SBCCOG Engineer

VIII. SBCCOG ACTION ITEMS, REPORTS & UPDATES– Jacki Bacharach (7:15 pm)

1. Status of Funding for SoCal Regional Occupational Center
2. Contract Administration for Dominguez Water Channel Coordinated Integrated Monitoring Program (attachment) – **Possible Action (Pages 83-84)**
 - a. William Johnson from LA County Dept. of Public Works will be present to answer questions

IX. TRANSPORTATION REPORTS

A. Metro Report by Board member Pam O'Connor/Mike Bohlke (7:25 pm)

B. Service Council report by Ralph Franklin, Chair (7:30 pm)

C. Measure R Oversight Committee Report (Ralph Franklin & Steve Lantz) (7:35 pm)

X. CHAIR'S ANNOUNCEMENT (7:40 pm)

XI. BOARD MEMBER ANNOUNCEMENTS (7:45 pm)

XII. AGENCY REPORTS (7:50 pm)

A. League of California Cities (Jim Goodhart & Jeffrey Kiernan)

1. LA Division Legislative Committee (Bea Dieringer)

B. South Coast Air Quality Management District (Judy Mitchell, Joe Buscaino & Stan Myles)

C. SCAG & Committees (Mark Butala)

1. Energy and Environment (Judy Mitchell, Stephen Sammarco)

2. Transportation (John Addleman, Dan Medina)

3. Community, Economic, & Human Development (James Gazeley & Frank Zerunyan)

4. Regional Council (Judy Mitchell, Dan Medina, James Gazeley)

D. Santa Monica Bay Restoration Commission (Ellen Perkins/Jim Knight)

E. South Bay Association of Chambers of Commerce (Olivia Valentine)

F. South Bay Workforce Investment Board (Chris Cagle)

XIII. UPCOMING EVENTS & ANNOUNCEMENTS

XIV. SEPTEMBER SBCCOG COMMITTEE MEETINGS & WORKING GROUPS

Consult website for specific times and places for other meetings – www.southbaycities.org

XV. ADJOURNMENT TO SEPTEMBER 25, 2014

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X: Inactive (missed last 3 meetings in a row)
Inactive Membership is automatically re-instated by attending a meeting

SBCCOG MEETINGS: ATTENDANCE 2013 - 2014

City	March - 14	April - 14	May - 14	June - 14	July - 14	Aug - 14
Carson				Dear	Dear	
El Segundo	Fuentes	Fuentes		Fuentes	Fuentes	
Gardena	Medina	Medina	Medina	Medina Terauchi		
Hawthorne	Valentine	Valentine	Valentine	Valentine	Valentine	
Hermosa Beach	Petty	DiVirgilio		DiVirgilio	DiVirgilio	
Inglewood	Franklin		Franklin		Franklin	
Lawndale		Osborne	Osborne	Osborne Reid	Osborne	
Lomita	Gazeley	Gazeley	Gazeley	Gazeley	Gazeley	
Los Angeles		Buscaino				
Manhattan Beach	Burton			Burton		
Palos Verdes Estates	Goodhart Perkins	Goodhart	Goodhart Perkins	Goodhart Perkins	Goodhart	
Rancho Palos Verdes	Knight	Duhovic	Knight	Knight	Knight	
Redondo Beach	Aust	Aust	Aust	Aust	Aust	
Rolling Hills	Dieringer	Dieringer	Dieringer		Dieringer	
Rolling Hills Estates	Huff		Huff	Huff		
Torrance	Weideman			Weideman	Weideman	
County of Los Angeles	Riccitiello Napolitano		Riccitiello		Riccitiello	

Number of Active Agencies	17	17	17	17	17	
Quorum Required (50% +1)	9	9	9	9	9	
Number of Agencies Attending	14	9	11	13	13	

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS
THURSDAY, JULY 24, 2014
SOUTH BAY CITIES COUNCIL OF GOVERNMENTS THEATER
20285 S. WESTERN AVENUE, 1ST FLOOR, TORRANCE, CA 90501

I. CALL TO ORDER

Chair Goodhart called the SBCCOG Board of Directors meeting to order at 6:05 pm.

II. INTRODUCTIONS

In attendance were the following voting members:

Jim Dear, Carson	Jim Goodhart, Palos Verdes Estates
Suzanne Fuentes, El Segundo	Jim Knight, Rancho Palos Verdes
Olivia Valentine, Hawthorne	Pat Aust, Redondo Beach
Michael DiVirgilio, Hermosa Beach	Bea Dieringer, Rolling Hills
Ralph Franklin, Inglewood	Kurt Weideman, Torrance
Jim Osborne, Lawndale	David Riccitiello, LA County SD2
Jim Gazeley, Lomita	

In attendance were the following non-voting elected officials:

Pam O'Connor, Santa Monica & Metro Board Director
Tim Goodrich, Torrance

Also in attendance were the following persons:

Elaine Chang, AQMD	Jacki Bacharach, SBCCOG
Stan Myles, AQMD	Kim Fuentes, SBCCOG
Barry Wallerstein, AQMD	Marcy Hiratzka, SBCCOG
Jeff Kiernan, League of CA Cities	Rosemary Lackow, SBCCOG
Mike Bohlke, Metro Director O'Connor	Steve Lantz, SBCCOG
Renee Berlin, Metro	Chris Cagle, SBWIB
Natalie Champion, SBCCOG	Larry Fisher, Torrance resident

III. CONFIRM POSTING OF THE AGENDA BY THE CITY OF TORRANCE

Jacki Bacharach confirmed that the agenda was properly posted in the City of Torrance.

IV. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA

Chair Goodhart announced that Items VI.C-1 and VI.C-2 on the consent calendar have been updated since the meeting packet's electronic release. Jacki Bacharach recommended that these two items be moved from the consent calendar to Item IX.C of the agenda.

V. PUBLIC COMMENT

Torrance resident and business owner, Larry Fisher, is concerned that the order in which the Torrance Measure R projects have been prioritized is not consistent with the needs of the community. He believes that the project on Crenshaw at PCH needs to be funded before the project on PCH at Hawthorne. He provided a map of the PCH corridor from 190th St to I-110, showing that there are three lanes between the I-110 and Anza that exist on east and west bound PCH, except at Crenshaw. He said that the infrastructure at Crenshaw has not been upgraded to accommodate the growing economic development and traffic there, and that residents living on the PVP hill specifically avoid using Crenshaw, congesting Hawthorne Blvd instead. Mr. Fisher has brought this issue to the Measure R Oversight Committee in previous months and was told that, while the SBCCOG is the funding agent for the cities' projects, the cities themselves decide the order in which their projects will be funded. He has also brought this issue to the City of Torrance but has not received a satisfactory response as to why certain improvements are being done before others, and he believes that the SBCCOG should have influence over the City's decision. The Board thanked Mr. Fisher for his comments.

VI. CONSENT CALENDAR

A. June Board Meeting Minutes (*attachment*) – Approved

MOTION by Board Member Knight, seconded by Board Member Gazeley, to **approve** the June Board meeting minutes as submitted. No objections, Franklin abstained. So ordered.

B. Contract Extension with Civic Resource Group for Website Maintenance (*attachment*) – Approved

C. ~~South Bay Measure R Highway Program (These items were moved to Item IX.C.)~~

- ~~1. SBHP Funding Requests for 2015 Metro Call for Projects Application Technical Assistance and Local Matching funds (*attachments*) – Approve~~
- ~~2. SBHP Project Deferral and Funding Deobligation (*attachments*) – Approve~~

D. 2014-2015 Budget Approval Confirmation (*attachments*) – Approved

E. Legislation Recommended for Action (*attachment*) – Received and filed

F. Monthly Transportation Report (*attachment*) – Received and filed

G. South Bay Environmental Services Center Report (*attachment*) – Received and filed

MOTION by Board Member DiVirgilio, seconded by Board Member Franklin, to **approve** the Consent Calendar (Items B, D and D) as amended. No objection. So ordered.

VII. PRESENTATION

Update on Air Quality Management Plan – Dr. Barry Wallerstein, Executive Director of the South Coast Air Quality Management District, gave a presentation which is posted on the SBCCOG website. He listed the requirements that are being completed in compliance with the 2016 Air Quality Management Plan. This includes attainment demonstrations and analysis regarding reductions in ozone and particulate matter over the next 18 years. Ozone sources, air quality trends exceeding federal standards, and emission reduction estimates for ozone attainment were shown. Dr. Wallerstein explained the statute timeframe and all of the deliverables that AQMD will be working on through the end of 2016. The advisory group for the 2016 AQM Plan meets quarterly and soon, more frequently, and includes members from the community, environmental groups, government, education system, and businesses. (The SBCCOG is a member.) The public is encouraged to participate in the development of white papers that must be completed by 2015Q1 for topics that include: passenger transportation, VOC controls, and residential and commercial energy use. In addition to the advisory group and white papers, AQMD's outreach effort involves a control strategy development symposium, focus groups, and legally required regional workshops. Board Member Dear asked if there is any rift within the advisory group and Dr. Wallerstein said that there is none at the moment, however, it is early in the process and as measures are defined, issues may arise. Board Member Dear also asked about the health risks related to BNSF Railway's Southern California Intermodal Gateway project. Dr. Wallerstein confirmed that AQMD has taken legal action to address the impacts on adjacent communities in Terminal Island. The AQMD Board believes that this project should require tier-4 locomotives and zero-emission trucks as they become available. If this project is not corrected, the same thing may happen to the neighboring constituents of the Intermodal Container Transfer Facility in Long Beach. Board Member Knight asked if the South Bay will experience more stringent requirements based on its geography and weather patterns. Dr. Wallerstein said that the South Bay is an upwind area, but AQMD will apply the controls EQUALLY throughout the region.

VIII. SBCCOG ACTION ITEMS, REPORTS & UPDATES

Jacki Bacharach made the following announcements:

- The SBESC has been working with LA County on a new energy management system as a tool for the cities. The preliminary analysis from some of the early data from the system is that cities are paying for accounts with zero or little energy use and when they correct this, they can realize savings. The SBCCOG hopes to use this system to help cities identify more energy savings in the future.
- Chair Goodhart is going to travel to Sacramento to lobby for funding for the Southern California Regional Occupational Center in Torrance. Mayor Suzanne Fuentes, El Segundo, will be going as well.
- The SBCCOG's Senior Services Committee recently met and was given a presentation on the "village concept," which allows seniors to age in place/in their homes by providing a range of resources and support services. Discussions on volunteer driving services were also continued.

IX. TRANSPORTATION REPORTS

A. Metro Report by Board member Pam O'Connor – Director O'Connor announced that Mayor Garcetti is the new Metro Board Chair. She explained several of the items on this morning's Board meeting agenda. The Short Range Transportation Plan was adopted on staff recommendation. The SRTP is a 10 year implementation plan of the transportation projects approved through the Board-adopted 2009 Long Range Transportation Plan (LRTP) and requires further Board approvals as projects progress through the project development process, leading up to project implementation. The Plan addresses the challenge of accommodating 750,000 more residents in the next 10 years. She and Director Bonin amended the SRTP to instruct staff to develop an Active Transportation Finance Strategy for Los Angeles County by January 2015. This includes defining performance metrics for things like: access to walking and biking infrastructure, rates of Metro customers walking and biking to transit, collision and injury/fatality rates, and GHG reductions from active transportation. The Board approved the Express Lanes Net Toll revenues Reinvestment Grant Expenditure Plan for both the I-110 and the I-10, including grants for Torrance and Gardena bus lines. This required an amendment that de-funded the Metrolink award of \$875,000 for both the I-110 and I-10 due to the fact that they could not establish a "regional nexus" for the either corridor that they were contributing to mitigating congestion. The funding will remain in the I-110 corridor for future grant cycles. Steve Lantz added that the SBCCOG has requested and convinced Metro to study at the option of having a northbound Expresslane on I-405, up the I-110 to the I-105 to LAX. Director O'Connor also joined with Directors Knabe and Dubois in an effort to protect the Long-Range Transportation Plan with an amendment that would require Metro staff to use the Mobility Matrix studies to help develop subregional priorities for updating the LRTP and a potential Ballot Initiative. Staff will be providing quarterly reports to the Planning and Programming committee on the Mobility Matrix and LRTP Process. Director O'Connor also joined with Director Bonin and Chair Garcetti on a motion that will develop pre-certification criteria for qualified carshare operators and initiate a carshare pilot program at a minimum of five select Park & Ride lots. Metro staff to report back at the October 2014 MTA Board meeting.

1. Letter to Metro re: I-110 ExpressLane Revenues (*attachment*)
2. Letter to Metro re: Feasibility Studies for New Projects (*attachment*)

B. South Bay Service Council Report – Chair Goodhart reported that two vacant seats on the Council were filled by Hawthorne Councilwoman Reyes-English and Redondo Beach Public Works Engineer, Elaine Jeng. The Council had a presentation on the Crenshaw/LAX Metro Rail Preliminary Bus interface Plan, and will soon have its quarterly meeting with Art Leahy.

C. Measure R Oversight Committee Report

MOTION by Board Member Franklin, seconded by Board Member Osborne, to **combine** former Consent Calendar items VI.C-1 and VI. C-2 (below) into a single motion; this motion also authorizes the Measure R Oversight and Steering Committees to approve any Funding Agreements between the SBCCOG and cities requesting to use SBHP funds to procure a technical consultant in preparation for Metro's 2015 Call, as the execution of these documents is time-sensitive and cannot wait until the SBCCOG's August Board meeting to be approved since cities that require a Project Study Report approved by Caltrans for Metro's 2015 Call for Projects must have their consultant submit the PSR to Caltrans by the end of October.

1. SBHP Funding Requests for 2015 Metro Call for Projects Application Technical Assistance and Local Matching funds (*attachments*) – Approved

2. SBHP Project Deferral and Funding Deobligation (*attachments*) – Approved - Steve Lantz reported that all of the lead agencies that were considered for project deferral and deobligation submitted their deliverables on time; the only project that resulted in deobligation is \$7 million subregional ITS plan, for which no lead agency had been confirmed. Metro, Caltrans, and the SBCCOG plan to scale back the scope for this project and will return in August with a request to study the baseline network that needs to be monitored for this project.

X. BOARD MEMBER ANNOUNCEMENTS

- Franklin: The City of Inglewood met with Southern California Gas representatives Lizette Loya Carbajal and Mike Harriel, who provided advanced notice about work on existing pipelines and the addition of new high-pressure natural gas pipelines. The new pipelines will start in Carson and travel through the

Gateway Cities into Gardena and Torrance north on Crenshaw Blvd to 59th Street. Significant impacts will be pollution and traffic. Franklin requested that the SBCCOG Board have this same presentation at the next meeting. This presentation will be given at the Inglewood District 2 Town Hall meeting this weekend.

- Knight: The City of Rancho Palos Verdes recently experienced both a water outage and fire, started from a fallen power line. Both incidents were caused by Southern California Edison. The SBCCOG Board should have an update on SCE infrastructure issues in the South Bay. Perhaps SCE's subcontractors are not qualified to perform the work they are hired for. Chair Goodhart suggested that Marvin Jackmon address the Board on these issues. Jacki Bacharach said that Board Member Lesser asked for this topic to be addressed at a future Steering Committee meeting as well and asked for any other Board members with similar complaints to let her know.
- Valentine: The City of Hawthorne recently held a groundbreaking ceremony for Measure R project MR312.33. The project will add a westbound right-turn lane at Aviation Blvd and Marine Ave. She also announced that West Basin Municipal Water District will be holding a "Water 101" class on August 1 at 1pm at City Hall.

XI. AGENCY REPORTS

- A. League of California Cities – Chair Goodhart reported that the LA Division did not meet in July, and the next meeting will be held on August 7 (which is when the new officers will be installed.) Jeff Kiernan talked about fines that will be imposed on those that are wasting water. He clarified that recycled water does not apply to emergency drought regulations and informed all of the City Managers. Board Member Franklin added that the City of Inglewood created a water conservation ordinance.
 1. LA Division Legislative Committee – Nothing to report
- B. South Coast Air Quality Management District – Nothing to report

THE FOLLOWING AGENCIES WERE DARK IN JULY, SO HAD NOTHING TO REPORT.

- C. SCAG & Committees - Board Member Gazeley reported that all SCAG Committees and Regional Council were dark in July.
- D. Santa Monica Bay Restoration Commission
- E. South Bay Association of Chambers of Commerce
- F. South Bay Workforce Investment Board – Chris Cagle distributed the SBWIB's 4th quarter report for 2014. He reported that the SBWIB has served 120,000K people in some capacity since January 2014. The SBWIB has identified a candidate to work at the SBCCOG office as part of the SBWIB's Transitional Subsidized Employment Program. Mr. Goodhart asked if the SBWIB had spoken to the City Managers Association about this program and he said that he would follow up.

XII. UPCOMING EVENTS & ANNOUNCEMENTS

- August 20 – Space X Tour – Jacki Bacharach announced that there is now a wait list for this event but the SBCCOG will see if more spaces can be procured. Those who can no longer attend need to let Natalie Champion at the SBCCOG know immediately.
- Jacki Bacharach - Summer 2014 *South Bay Watch* newsletters are hot off the press.
- Board Member Fuentes- West Basin will now hold an election to fill Director Little's seat. An appointment is no longer happening.

XIII. AUGUST SBCCOG COMMITTEE MEETINGS & WORKING GROUPS

Consult website for specific times and places for other meetings – www.southbaycities.org

XIV. ADJOURNMENT

There being no further business, Chair Goodhart adjourned the meeting at 7:50 pm to Thursday, August 28, 2014 at 6:00 pm.

Respectfully submitted,
Marcy Hiratzka
Recording Secretary

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South Bay Cities Council of Governments

August 28, 2014

TO: SBCCOG Board of Directors

FROM: SBCCOG Steering Committee

RE: Atkins North America, Inc. Contract Amendment for Integration of Natural Gas Strategies into the EECAP project

ADHERENCE TO STRATEGIC PLAN:

Goal A: Environment, Transportation and Economic Development. Facilitate, implement and/or educate members and others about environmental, transportation and economic development programs that benefit the South Bay

BACKGROUND

In May, 2013, Southern California Edison (SCE) awarded the South Bay Cities Council of Governments (SBCCOG) \$771,630 to draft the Energy Efficiency Chapter of Climate Action Plans (EECAPs) for the South Bay cities and the sub-region. The SBCCOG received a Notice to Proceed from SCE in November 2013 and SBCCOG awarded a contract to Atkins North America, Inc. (Atkins) as the consultant for the project in February 2014.

Atkins currently is under contract to assist the SBCCOG in developing the EECAPs. The scope of work includes updating the greenhouse gas (GHG) emissions inventories, setting GHG reduction targets, and identifying energy efficiency strategies to reduce GHG emissions for each city in the South Bay and the sub-region. While the GHG emissions inventories include all sectors and sources, the SCE funding can only be used for development of energy efficiency measures related specifically to electricity.

PROPOSED AMENDMENT

In an effort to comprehensively address energy efficiency strategies in the EECAPs, the SBCCOG staff has identified funds available from the Southern California Gas Company's Direct Implementation budget of the South Bay Energy Efficiency Partnership Program Agreement to integrate natural gas strategies. This integration would require added scope to the Atkins contract that would specifically identify strategies and estimate GHG emissions to reduce natural gas consumption in the South Bay cities and develop an implementation plan for these strategies. Where appropriate, compressed natural gas sources will be addressed in this contract as well.

SOLE SOURCE JUSTIFICATION

Atkins North America, Inc. is currently preparing the EECAPs for all of our cities and the subregion. The majority of the funding that we will be using ends in December 2014.

Therefore, there is not sufficient time to solicit another contractor. Additionally, using Atkins will allow for consistency of analysis and information for the energy chapters that are being prepared.

RECOMMENDATION

Approve Atkins contract amendment (attached) for inclusion of natural gas strategies into the EECAPs for an additional amount not to exceed \$20,000 to be completed by March 31, 2015. This contract has been reviewed by SBCCOG legal counsel.

AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This Amendment to Professional Services Agreement (“Amendment”) is made as of August 28, 2014 by and between the South Bay Cities Council of Governments, a California joint powers authority (“SBCCOG”) and Atkins (“Consultant”).

RECITALS

- A. SBCCOG and Consultant entered into a Professional Services Agreement as of January 23, 2013 (the “Agreement”) wherein SBCCOG engaged the services of Consultant as an independent contractor to provide specified professional services to SBCCOG as set forth in Exhibit A – Scope of Work of the Agreement to draft the Energy Efficiency Chapter of Climate Action Plans (EECAPs) for the South Bay cities and the sub-region.
- B. The parties desire to amend Consultant’s Scope of Work to include the identification of natural gas strategies and estimate GHG emissions to reduce natural gas consumption in the South Bay cities and develop an implementation plan for these strategies.
- C. The parties desire to increase the current \$405,000 budget of the Agreement by \$20,000 as compensation for the additional scope of work.

NOW, THEREFORE, in consideration of the foregoing, the parties agree to amend the Agreement as follows:

- 3. **Compensation.** SBCCOG shall pay for services based on the estimated budget. The total compensation is not to exceed \$425,000.

Exhibit A of the Agreement is hereby amended to include the following tasks:

Task 4: City-Specific and Subregional Energy Efficiency Measures, Programs and Policies Analysis Report (Measures Report)

Task 4.1

Atkins will identify existing programs related to natural gas efficiency and quantify energy and greenhouse gas (GHG) reductions that have been implemented since 2005, the baseline year of the EECAP. Next, Atkins will identify the potential to expand these programs to maximize existing resources. Atkins will also identify new natural gas programs and strategies that would result in additional energy efficiencies. The expanded and new programs will be offered to the cities as a menu of options along with the electricity-related programs. As with the electricity-related programs, Atkins will provide different levels of implementation for each program, where applicable, that will be presented to each city. Each city will choose the level of implementation for each strategy that would be feasible for their community. For example, a measure could be voluntary, incentivized, or required through code changes. Atkins will assist the cities in understanding each measure and level of

implementation. Based on input from the cities, Atkins will estimate the potential energy and GHG emissions reductions associated with each program. Atkins will present the findings to each city and identify whether the reductions meet the recommended reduction targets identified in Task 3.

Deliverables:

- Menu of potential natural gas reduction programs
- Discussion of menu with cities
- Draft analysis of programs chosen by cities for implementation

If necessary, Atkins will discuss the implications of not achieving the recommended targets, adjusting the targets, or identifying additional measures or implementation levels necessary to achieve the recommended targets. If necessary, Atkins will recalculate the estimated energy and GHG reductions based on input from the cities. Atkins will estimate the initial and ongoing costs and benefits as well as payback period for each program. In addition, Atkins will identify the co-benefits and funding sources for each program.

Deliverables:

- Discussion with cities of draft analysis
- Final analysis and report identifying energy and GHG reductions, costs, and co-benefits

Task 4.2 Subregional Measures Report

Atkins will prepare a summary report of energy and GHG reduction measures for the subregion as part of the existing Task 4.2, to include natural gas measures identified as part of Task 4.1.

Tasks 5 and 6: Draft and Final EECAP and Reporting Tools

The EECAP report will include a chapter on Energy Efficiency Strategies and GHG Reduction Measures. Atkins will describe the proposed natural gas programs, the potential level of energy and GHG reductions, level of implementation, co-benefits, and potential funding sources for each measure. These measures may be described separately from the electricity measures or, where applicable, in combination. Where the electricity and natural gas measures overlap (for example, in whole-home energy retrofits), the amount of electricity and natural gas and related GHG savings will be separated to the extent possible. Under the current scope, a report will be prepared for each city; the natural gas analysis would be included in that report.

Atkins will include a discussion of natural gas measures, energy and GHG reductions, and co-benefits at the subregional level in the subregional EECAP report.

The current scope of work includes Atkins preparing reporting tools and conducting two training sessions for electricity energy efficiency measures. Atkins will include natural gas efficiency reduction measures in the reporting tool being developed for electricity measures under the current scope of work. Atkins will prepopulate the tool with each city's natural gas

measures. At the training workshops for city staff, Atkins will include description and training of natural gas measures.

Both the report and tool will be provided to city staff for review and comment. Atkins will incorporate comments regarding natural gas into the final EECAP and reporting tool.

Deliverables:

- Draft and Final EECAP Reports with natural gas measures
- Draft and Final reporting tools with natural gas measures
- Training workshops for reporting tools with natural gas measures

Task 7: EECAP adoption documentation

Atkins will be assisting cities in EECAP adoption and documenting the process. Since the EECAP will include natural gas, the adoption and documentation will include the analysis of natural gas. Any specific items related to natural gas will be addressed under this task.

Natural Gas amendment proposal		SLL	MH	CL	HD	JK	Dsurrell	Expenses	Hours	Fee
Task	Name	\$225	\$225	\$165	\$125	\$75	\$110			
4.0	Natural Gas Measures	6	6	20	16	80	24		152	\$16,640
5.0	15 jurisdiction EECAP Reports - Draft	1	1	2		4	2		10	\$1,300
6.0	15 jurisdiction EECAP Reports - Final	1	1	2		1	2		7	\$1,075
7.0	15 EECAP Adoption Documentations		1	2		2			5	\$705
										\$0
Fee		\$1,800	\$2,025	\$4,290	\$2,000	\$6,525	\$3,080	\$0		\$19,720

Budget and Schedule: The not-to-exceed budget for Tasks 4-7 is \$20,000. The total budget of all Tasks is not to exceed \$425,000.

Atkins anticipates that work under Task 4 will be completed by December 31, 2014 and the remainder of the tasks will be completed in accordance with the current Term of Agreement, March 31, 2015.

Except as modified above, all other provisions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

"SBCCOG"
South Bay Cities Council of Governments

By: _____
James F. Goodhart

Title: Chairman

Date: _____

"Consultant"
Atkins

By: _____
Suzanne Leta Liou

Title: Senior Division Manager

Date: _____

Attest: _____
SBCCOG Secretary – Marcy Hiratzka

FUNDING AGREEMENT BETWEEN THE SOUTH BAY CITIES COUNCIL OF GOVERNMENTS AND THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

This Funding Agreement (“Agreement”) for the Los Angeles County Congestion Reduction Demonstration (“Metro ExpressLanes”) Project is entered into with an effective date of September 1, 2014 and is by and between the South Bay Cities Council of Governments (“Agency”) and the Los Angeles County Metropolitan Transportation Authority (“LACMTA”), hereinafter referred to collectively as the (“Parties”).

RECITALS

WHEREAS, on September 25, 2008, the LACMTA Board of Directors approved the programming of \$290.6 million in Federal and State funds to support the implementation of the Los Angeles County Congestion Reduction Demonstration Project (“Metro ExpressLanes”);

WHEREAS, the Metro ExpressLanes includes transit improvements and the conversion of high occupancy vehicle (HOV) lanes on Interstate 10 and Interstate 110 to high occupancy toll (“HOT”) lanes;

WHEREAS, the list of projects approved for funding in the ExpressLanes Project were agreed to after consultation with California Department of Transportation (Caltrans), the City of Los Angeles Department of Transportation, City of Gardena, City of Torrance, Foothill Transit, Metrolink, and LACMTA Operations and other regional partners;

WHEREAS, LACMTA Board authorized Federal and/or State funds for the Agency to resume targeted outreach in the South Bay to increase awareness of the Metro ExpressLanes and identify locations for the Mobile Van to open FasTrak® transponder accounts (“Project”), and has agreed to be the Administrator and Project Manager of the Project;

WHEREAS, LACMTA and Sponsor desire to agree to the terms and conditions of the provision of the Funds as described herein.

NOW THEREFORE, in consideration of the mutual terms and conditions contained herein, LACMTA and Sponsor hereby agree as follows:

The terms and conditions of this Agreement consist of the following and each is incorporated by reference herein as if fully set forth herein:

1. Specific Terms of the Agreement
2. General Terms of the Agreement
3. Attachment A – Project Funding
4. Attachment B - Statement of Work
5. Attachment C – FTIP Project Sheets
6. Attachment D - Reporting and Expenditure Guidelines

7. Attachment D1 - Quarterly Progress/Expenditure Report

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: _____
Arthur T. Leahy Date
Chief Executive Officer

APPROVED AS TO FORM:

Richard D. Weiss
Acting County Counsel

By: _____
Deputy Date

AGENCY:

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

By: _____
James F. Goodhart Date
Chair, Board of Directors

APPROVED AS TO FORM:

Michael Jenkins
Counsel to the South Bay Cities Council of Governments

By: _____

PART I
SPECIFIC TERMS OF THE AGREEMENT

1. Title of the Project (the “Project”): Metro ExpressLanes South Bay Outreach Program
2. Amount of Funds Programmed (the "Funds"): LACMTA Board of Directors’ action of September 25, 2008, programmed \$40,000 of Congestion Mitigation and Air Quality (CMAQ) funds (the “Funds”) to the Agency for the Project. The LACMTA funding plan reflects the programming of Funds over one (1) years, Fiscal Years (FY) 2014-15.
3. The Programming Agency for this Project is LACMTA.
4. The “Project Funding” documents all sources of funds programmed for the Project as approved by LACMTA and is attached as Attachment A. The Project Funding includes the total programmed budget for the Project.
5. Agency shall complete the Project as described in the Scope of Work. The “Scope of Work” for the Project is attached to this Agreement as Attachment B. The Scope of Work includes a general description of the Project and a detailed description of the work to be completed. The Scope of Work also includes a set schedule including Project tasks. Work shall be delivered in accordance with Project schedule unless otherwise agreed to by the parties in writing. The Project Budget (the “Budget”) documents the funds programmed for the Project in FY 15 as approved by the LACMTA Board and is included in Attachment B, Scope of Work. The Budget includes the total funding budgeted for the Project including funds provided by the Agency, if any, and LACMTA.
6. The “FTIP PROJECT SHEET (PDF)” is attached as Attachment C and is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document. The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at <https://program.metro.net>. Agency shall review the Project in ProgramMetro each year and update or correct the Project as necessary during a scheduled FTIP amendment or adoption. Agency will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after Agency is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should Agency fail to meet this date, it may affect Agency’s ability to access funding, delay the Project and may ultimately result in the Funds being lapsed.
- 6 Attachment D- the Reporting Guidelines; Agency shall complete the “Quarterly Progress/Expenditure Report.” The Quarterly Progress/Expenditure Report

is attached to this Agreement as Attachment DI in accordance with Attachment D - Reporting Guidelines. Agency shall submit Quarterly Progress/Expenditure Reports, in the form attached to this Agreement as Attachment DI, within sixty (60) days after the close of each quarter on the last day of the months of November, February, May and August, in accordance with the Reporting/Expenditure Guidelines attached to this Agreement as Attachment D. The quarterly invoice shall include all appropriate documentation such as expense summary and detail reports generated from the Agency's accounting system to provide backup documentation of invoice totals. The Quarterly Progress/Expenditure Reports shall contain the required information shown in both narrative and numeric form, as shown in Attachment DI. The last Quarterly Progress/Expenditure Report shall be due no later than August 31, 2015, in order to be eligible for reimbursement under this Agreement. If no activity has occurred during a particular quarter, Agency will still be required to submit the Quarterly Progress/Expenditure Report indicating that no dollars were expended in the quarter.

- 7 Prior to the obligation of the Funds, no material changes to the Project Funding or the Scope of Work shall be funded or allowed without prior written approval of LACMTA and Agency. Such prior approval shall be evidenced by an amendment to this Agreement, approved and signed by the LACMTA Chief Executive Officer or his designee and Agency. After the Funds have been obligated, no material changes will be allowed.

- 8 LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012
Attention: Kathy McCune, Mail Stop 99-9-2
mccunek@metro.net

- 9 Agency's Address:

Jacki Bacharach
Executive Director
South Bay Cities Council of Governments
20285 South Western Avenue, Suite 100
Torrance, CA 90501

PART II
GENERAL TERMS OF THE AGREEMENT

1. **PAYMENT OF FUNDS:**

1.1 Agency shall receive Funds directly from LACMTA. LACMTA shall contribute an amount not to exceed \$40,000 toward the Project.

1.2 Agency shall submit to LACMTA Quarterly Progress/Expenditure Reports, in the form attached to this Agreement as **Attachment DI.**

1.3 LACMTA shall reimburse Agency for amounts invoiced with proper documentation within thirty (30) working days of receipt of an acceptable invoice.

1.4 Agency shall be subject to, and comply with, all applicable requirements of LACMTA as required by LACMTA to fulfill its responsibilities as the programming agency. The allowability of expenditures, the cost reimbursement schedule, eligibility issues, resolution of disputes, and all other issues relating to this Agreement shall be subject to the rules, regulations, and requirements of LACMTA as the programming agency.

2. **TERM:**

2.1 The term of this Agreement shall be for a period of up to ten (10) months, from September 1, 2014 to June 30, 2015. Should the Agency be unable to expend the Funds by June 30, 2015, the Agency may request in writing that the Funds be extended for a period of time not to exceed six months ending December 31, 2015.

2.2 Prior to the obligation of the Funds, should LACMTA determine there are insufficient Funds available for the Project, LACMTA may terminate this Agreement by giving written notice to Agency at least thirty (30) days in advance of the effective date of such termination.

3. **USE OF FUNDS:**

3.1 Agency shall utilize the Funds to complete the Project as described in the Scope of Work.

3.2 The Funds, as programmed under this Agreement, can only be used towards the completion of the Scope of Work originally adopted by LACMTA unless modified by an amendment to this Agreement.

4. REPORTING AND AUDIT REQUIREMENTS:

4.1 Agency shall submit the Quarterly Progress/Expenditure Report, in the form attached to this Agreement as *Attachment DI*, within 60 days after the close of each quarter on the last day of the months November, February, May and August. The Quarterly Expense & Progress Report shall include all appropriate documentation and the status of Project funds obligations and expenditures. If no activity has occurred during a particular quarter, Agency will still submit the Quarterly Expense & Progress Report documenting the reason for no activity. These Reports shall be sent to the LACMTA at the address shown in Part I, Section 8, and said Reports will be reviewed and acted upon within thirty (30) days of that receipt; provided, however, if LACMTA fails to act upon any report, nothing shall preclude LACMTA from requesting any future corrective action. *Agency shall use LACMTA Agreement FA ID# on all correspondence.*

4.2 Agency shall maintain all source documents, books, and records connected with its performance of the work and procurement of and consultant or contractor and all work performed under this Agreement for three (3) years. Such documents, books and records shall include, without limitation, accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as "records") shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify, direct and indirect costs, (including overhead allocations) as they may apply to costs associated with the Project.

4.3 Agency agrees to establish and maintain proper accounting procedures, cash management records and related documents in accordance with State law, Agency's Budgetary Basis of Accounting, and generally accepted accounting principles ("GAAP"). Agency shall reimburse LACMTA for any Fund reimbursement received by Agency that is not in compliance with the terms and conditions of this FA. LACMTA shall use applicable 2CFR Part 225 or Federal Acquisition Regulations (FAR) whichever is applicable in determining the reasonableness of Project costs incurred.

4.4 LACMTA, or any of its duly authorized representatives, upon reasonable written notice, shall be afforded access to all of the records of Agency and its contractors related to the Project, and shall be allowed to interview any employee of Agency and its contractors through final payment to the extent reasonably practicable. LACMTA, as the programming agency, shall have the right, at its sole discretion, to audit the Project for compliance with

the terms of this Agreement and to assure that funding expenditures conform to the terms of this Agreement.

4.5 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of Agency and its contractors, shall have access to all necessary records, including reproduction, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this Agreement.

4.6 Any use of the Funds which is expressly prohibited under this Agreement shall be an ineligible use of the Funds and may be disallowed by LACMTA audit. Findings of the LACMTA audit are final. When LACMTA audit findings require Agency to return monies to LACMTA, Agency shall return such monies within thirty (30) days after the final audit is sent to Agency.

5. EXPENDITURE AND DISPOSITION OF FUNDS:

5.1 The expenditure and disposition of the Funds by Agency shall be subject to and in accordance with the terms and conditions of this Agreement. Agency shall not utilize the Funds in any other way or on any project other than that specified in this Agreement.

5.2 Agency shall be responsible for any and all cost overruns for the Project.

5.3 Agency shall be eligible for the Funds up to the programmed amount specified in Part I, Section 2 of this Agreement subject to the terms and conditions contained herein.

5.4 Any underruns to the funds shown in Attachment A shall be apportioned between LACMTA and Agency in the same proportion as the Sources of Funds from each party to this Agreement as specified in Attachment A to this Agreement. Upon completion of the Project described in the Scope of Work, any unused obligation of the Funds shall revert back to LACMTA for future programming at LACMTA's discretion.

5.5 The programming of the Funds does not imply nor obligate any future funding commitment on the part of LACMTA or the Agency.

6. TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS:

6.1 Agency must demonstrate timely use of the Funds by:

- (i) executing this Agreement within ninety (90) days of receiving formal transmittal of the Agreement from LACMTA, or by December 31 of the first Fiscal Year in

which the Funds are programmed, whichever date is later; and

- (ii) obligating the Funds programmed under this Agreement for allowable costs within 36 months from July 1 of the Fiscal Year in which the Funds are programmed. All Funds programmed for FY 2014-15 are subject to lapse on July 1, 2017.

If Agency fails to meet any of the above conditions, the Project shall be considered lapsed and will be submitted to the LACMTA Board of Directors for deobligation.

6.2 Agency must demonstrate evidence of timely use and obligation of Funds programmed for the Project within the time period described in Part II, Section 6.1 of this Agreement.

6.3 In the event this Agreement is not executed and/or evidence of timely obligation of Funds is not provided as described in Part II, Sections 6.1 and 6.2 of this Agreement, the Project will be reevaluated by LACMTA and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors. If Agency does not complete one element of the Project, as described in the FTIP Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA's sole discretion. In the event the Funds are reprogrammed, this Agreement shall automatically terminate without further action by either party.

7. SOURCES AND DISPOSITION OF FUNDS:

7.1 The obligation for LACMTA to program the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors, the United States Government or the State of California, as applicable. If such Funds are not made available for the Project, this Agreement shall be void and have no further force and effect, and LACMTA shall have no obligation to program the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

7.2 If the Funds identified in Attachment A are insufficient to complete the Project, Agency agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

8. COMMUNICATIONS:

8.1 Agency shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project as more particularly set forth in "Funding Agreement Communications Materials Guidelines" available on

line or from the LACMTA Project Manager. Please check with the LACMTA Project Manager for the web address. The Funding Agreement Communications Materials Guidelines may be changed from time to time during the course of this Agreement. Agency shall be responsible for complying with the latest Funding Agreement Communications Materials Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

8.2 For purposes of this Agreement, “Communications Materials” include, but are not limited to, press events, public and external newsletters, printed materials, advertising, websites radio and public service announcements, electronic media, and construction site signage. A more detailed definition of “Communications Materials” is found in the Funding Agreement Communications Materials Guidelines.

8.3 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. These guidelines and logo files including scalable vector files will be available through the LACMTA Project Manager.

8.4 Agency shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials for public and external purposes will comply with the requirements contained in this Section.

8.5 The LACMTA Project Manager shall be responsible for monitoring Agency compliance with the terms and conditions of this Section. Agency failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

9. OTHER TERMS AND CONDITIONS:

9.1 This Agreement constitutes the entire understanding between the parties, with respect to the subject matter herein. The Agreement shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original Agreement or the same level of authority.

9.2 In the event that there is any legal court (e.g. Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this Agreement to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorneys' fees.

9.3 Neither LACMTA nor any officer or employee thereof shall be

responsible for any damage or liability occurring by reason of anything done or committed to be done by Agency under or in connection with any work performed by and or service provided by Agency, its officers, agents, employees, contractors and subcontractors under this Agreement. Agency shall fully indemnify, defend and hold LACMTA, and its subsidiaries and their respective officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of the Project, including, without limitation: (i) use of the Funds by Agency, or its officers, agents, employees, contractors or subcontractors; (ii) breach of Agency's obligations under this Agreement; or (iii) any act or omission of Agency, or its officers, agents, employees, contractors or subcontractors in the performance of the work or the provision of the services in connection with the Project, including, without limitation, the Scope of Work, described in this Agreement.

9.4 Neither party hereto shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this Agreement.

9.5 Agency shall comply with and insure that work performed under this Agreement is done in compliance with Federal Agency Regulations (FAR), Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements and the applicable requirements and regulations of the Agency and LACMTA.

9.6 Agency shall not assign this Agreement, or any part thereof, without written consent and prior approval of the LACMTA Chief Executive Officer or his designee, and any assignment without said consent shall be void and unenforceable.

9.7 This Agreement shall be governed by California law. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

9.8 The terms of this Agreement shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

9.9 Notice will be given to the parties at the address specified in Part I, unless otherwise notified in writing of change of address.

9.14 Agency in the performance of the work required by this Agreement is not a contractor nor an agent or employee of LACMTA. Agency attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. Agency shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

9.15 Agency shall notify LACMTA in advance of any key Project staffing changes.

ATTACHMENT A - PROGRAMMED FUNDS

FTIP#: LA0G150
FA.CRD15222001

FEDERAL GRANT AGREEMENT

PROJECT TITLE: Metro I-110 ExpressLanes South Bay Outreach Program
PROJECT SPONSOR: South Bay Cities Council of Governments

AGREEMENT NO: FA.CRD15222001
(\$ in Actual Dollars)
(LACMTA Programmed Funding and Sponsors Match Only)

PROGRAMMED FUNDS	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	BUDGET	%
LACMTA PROGRAMMED FUNDING:								
Federal								
(RSTP) Regional Surface Transportation Program								
(CMAQ) Congestion Mitigation and Air Quality Program			40,000				40,000	100.0%
Other:								
-PA & ED								
-PS&E								
-R/W								
-Construction								
LACMTA SUBTOTAL							40,000	100.0%
GRANTEE/SPONSOR MATCH:								
PROJECT SPONSOR MATCH SUBTOTAL								
TOTAL PROJECT FUNDING			\$40,000				\$40,000	100.0%

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

**Los Angeles County Metropolitan Transportation Authority Partnership
Metro I-110 ExpressLanes South Bay Outreach Program
Statement of Work**

OVERVIEW

The South Bay Cities Council of Governments (SBCCOG) will resume its outreach activities to distribute information, conduct outreach, and build awareness for the Metro ExpressLanes and schedule Mobile ExpressLanes Van appearances for the purpose of opening FasTrak® transponder accounts. Information on the Silver Line services will also be included. This work will be done through the existing partnership between the SBCCOG and the Los Angeles County Metropolitan Transportation Authority (Metro).

The ultimate goal of this work is to continue to build awareness and increase the number of FasTrak® transponder accounts for vehicles using the I-110 corridor ExpressLanes as well as encourage use of the Silver Line bus services and vanpools. Using the SBCCOG extensive network, these efforts will focus on South Bay cities, residents, employers, public agencies, and multi-tenant buildings. The South Bay is geographically positioned along the I-110 to target the most likely users of these lanes and to increase vanpool commuters in the lanes.

Transportation Demand Management and system preservation has been a major interest of the SBCCOG and is supported in the SBCCOG *Strategic Plan Goal A Environment, Transportation, and Economic Development - Facilitate, implement, and/or educate members and others about environmental, transportation and economic development programs that benefit the South Bay*. The SBCCOG is actively working on programs such as vanpool outreach and South Bay Measure R Hwy Program. This work also mirrors Metro's Long Range Transportation Plan goals to encourage commuters to change from solo driving to alternative modes of transportation and increase efficiency by moving more people on the ExpressLanes. Collectively, this work will only deepen the partnership and will help both agencies meet their goals.

In addition, this partnership will take full advantage of the SBCCOG existing resources leveraging the ability of both agencies to reach a larger population. The SBCCOG is known for grassroots community outreach efforts and has developed strong working relationships with South Bay employers and residents. On average

annually staff attend 130 community/city events providing information on community sustainability and energy efficiency to thousands of individuals.

Part of the reason for this grassroots success is that the SBCCOG communicates with these groups several times each month not only through events, but trainings, workshops, meetings, publications, wireless media, and public speaking engagements. These solid relationships with organizations, local governments, residents, and employers have been developed and cultivated over time.

Metro also benefits from our coordinated approach to working with our partners: Southern California Edison, Southern California Gas Company, West Basin Municipal Water District, Torrance Municipal Water Department, South Coast Air Quality Management District, and Sanitation Districts of Los Angeles County. The SBCCOG may be asked to provide information on one of the partner programs and we make sure that all of the other partners' information is available at the same time.

SCOPE OF WORK

SBCCOG will distribute related ExpressLanes information, conduct outreach, and increase awareness for the Metro ExpressLanes and Silver Line service and identify locations for the Mobile Van to open FasTrak® transponder accounts.

Task 1: Information Distribution, Conduct Outreach, and Increase Awareness

Proactively contact employers, cities, school districts, chambers of commerce. In addition, display Metro provided materials at the SBCCOG office and make them available to city offices and chambers in the South Bay.

- a. Potential site managers, event coordinators and employers will be proactively contacted and meetings will be arranged to distribute information and conduct outreach specifically about the Metro ExpressLanes. At each site, attendees will be provided the MetroExpressLanes.net web address as the primary distribution channel for information about the ExpressLanes and FasTrak® transponder accounts and the Silver Line service
- b. Metro flyers, brochures, etc. will be included in packets handed out at public events and speaking engagements. In addition, SBCCOG will distribute these materials to all 15 South Bay cities and their respective chamber offices. At each event or engagement, the MetroExpressLanes.net web address will be promoted as the primary distribution channel for information.

- c. Metro ExpressLanes information will be displayed at the SBCCOG General Assembly along with the other programs of the SBCCOG programs. This event draws attendance by local elected officials, State legislative representatives, city management and staff, members of the media, and residents.
- d. Metro ExpressLanes information will be included in written and electronic publications such as the monthly e-newsletter, quarterly newsletters, posting on website, and summary of services. Metro created materials will be used. All electronic publications will include the MetroExpressLanes.net link, the Metro ExpressLanes Facebook link, and the Metro ExpressLanes and Mobile Van Twitter account links.
- e. Metro will provide training for SBCCOG staff as needed. For more advanced follow-up, SBCCOG staff will refer individuals to Metro.

Deliverables (in an Excel workbook format provided by Metro) and to be provided quarterly by SBCCOG to Metro:

- A list of all contacts, including name of business/city/chamber of commerce/school (or other), contact name, address, phone number, e-mail address and number of employees.
- A list of events and outreach activities focused on Metro ExpressLanes, including name and location of event, number of attendees and type of information provided.
- A list of materials distributed including type and number.
- A list of electronic materials distributed including to whom the e-mails were sent and if any recipients responded.

Task 2: Presentations for the ExpressLanes and Appearances for the Mobile Van

Incorporate information on Metro ExpressLanes, FasTrak® transponder accounts and Silver Line service into existing SBCCOG presentations and outreach meetings. In addition, there will be a total of at least thirty (30) outreach events that will include scheduling of two (2) Metro presentations focused specifically on the ExpressLanes program which should include the Mobile Van subject to the vehicle's availability.

- a. SBCCOG will follow up directly with interested individuals and schedule presentations for Metro staff. SBCCOG will record all interest contacts including name, date, contact information, and follow up actions.
- b. SBCCOG will work with its grassroots network to schedule Metro personnel at presentations at city locations, special events, multi-tenant buildings,

employer worksites, etc. The Mobile Van will be invited, but appearance is subject to vehicle availability. Through these presentations, there is an opportunity to reach at least 50,000 individuals. Currently, SBCCOG has 12,000+ on their active email distribution list and will provide information regularly to this interest list.

Deliverables:

- A minimum of thirty (30) outreach events will be scheduled over the term of this contract to promote Metro ExpressLanes. Information to be included in reporting: date, location, and contact name, phone number, and e-mail address, as well as number of attendees and materials distributed. Included in the 30 meetings shall be:
 - Two (2) presentations developed specifically to provide a Metro ExpressLanes focused meeting. The Mobile Van will be invited and arrangements will be made subject to the van’s availability. These presentations can be combined with a Rideshare Fair, Festival, other event or stand alone. SBCCOG staff will confirm site viability prior to sending contact information to Metro staff. Information to be included in reporting: date, location, and contact name, phone number, and e-mail address, as well as number of attendees

Task 3: Reporting and Invoicing

Prepare quarterly reports, spreadsheets, and invoicing according to the Task description and deliverables.

Schedule

Not to exceed 10 months. See detailed schedule below.

Month	1	2	3	4	5	6	7	8	9	10
Task 1										
Task 2										
Task 3										

Budget

The budget for the deliverables outlined in this Scope of Work is not to exceed \$40,000 for the ten (10) month period. As each deliverable or portion of deliverable is completed, invoices may be submitted for the work completed.

Each Task has been assigned as follows:

Task 1: Not to exceed \$14,000

Task 2: Not to exceed \$21,000

Task 3: Not to exceed \$5,000

The following attachments to the contract are on file and available upon request:

Attachment C – Federal Programming Document

Attachment D – Reporting & Expenditure Guidelines

Attachment D1 – Quarterly Progress/Expenditure Report

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**Water-Efficiency Program Partnership between
West Basin Municipal Water District and South Bay Cities Council of Governments
“SCOPE OF WORK”
September 1, 2014 – August 31, 2015**

This “Scope of Work” (SOW) covers the programs and activities that the South Bay Environmental Services Center (SBESC) will conduct in support of the West Basin Municipal Water District’s (West Basin) Water Reliability 2020 Program (WR2020) for a 12-month period, commencing on September 1, 2014 through August 31, 2015. The total Agreement amount will not exceed **\$175,000**.

“Scope of Work” Tasks

The SOW tasks include education, coordination, and implementation of West Basin’s WR2020 Programs, as shown below. With West Basin’s prior approval, this agreement can allow for the addition, removal, or substitution of programs in the event that the timing or budgetary process for one specific task makes its implementation infeasible during the duration of this agreement. If programs are added or substituted, the total not-to-exceed amounts will not exceed the Board approved contractual amount of this agreement.

This SOW includes activities for the following categories:

<p>1. Educational Outreach Support</p> <ul style="list-style-type: none"> a. Exhibit Events b. Kiosk c. Media/Web/E-mail d. On-Going Outreach <p>2. Support for Workshops & Events</p> <ul style="list-style-type: none"> a. California Friendly Landscape Training Classes b. Assist with Smart Sprinkler Controller Events c. Assist with Rain Barrel Distribution Events d. Assist with two “Lunch & Learn” Workshops e. Assist with Water Harvest <p>3. Water Reliability 2020 Program</p> <ul style="list-style-type: none"> a. WR2020 Presentations b. Obtain WR2020 Support Cards c. Coordinate Business Briefings <p>4. Administer Cash for Kitchens Program</p> <p>5. Assist with Car Wash Program</p>	<p>\$ 72,000 (\$6,000/month)</p> <p>\$ 43,683</p> <p>\$ 34,942</p> <p>\$ 21,125</p> <p>\$ 3,250</p> <p>Total</p>
	\$175,000

Billing Instructions for SOW

The tasks for the Educational Outreach Support category will be billed on a pro-rated monthly basis (\$6,000 per month) and all invoices will include the following: a summary of activities (by Director Division), copies of receipts, a year-to-date tracking of budgets and labor hours, copies of articles or press releases, sign-in sheets, photos and any other back-up that supports the deliverables on the invoice. **Also, the SBESC will include in its monthly reports the number of people reached at each event and the total estimated number reached.** The tasks associated with categories 2-5 above will be billed monthly based on a time and materials basis as work is completed.

1. Educational Outreach Support of West Basin's WR2020 Programs

The SBESC will help communicate West Basin's WR2020 Program to the public through its outreach efforts and existing communication channels. **The goal is to equally conduct program activities in each of West Basin's five electoral divisions in the South Bay.** SBESC will track all activities utilizing an Excel spreadsheet that is separated by each Director's division.

Activities

A. Exhibit Events – SBESC will inform the community about West Basin's Water Reliability 2020 Programs over a 12-month period at the various exhibit events it attends.

- The SBESC will outreach for West Basin at a minimum of 100 exhibit events. The SBESC staff and volunteers will take digital photos at the events and provide them to West Basin. These photos will provide visual examples of the work conducted by the SBESC.

B. Kiosk - Located at the Promenade on the Peninsula. The SBESC will be responsible for promoting West Basin's WR2020 Program in the Kiosk. The SBESC will provide photos and a list of items that are contained in the Kiosk and will coordinate with West Basin to keep the materials updated. The South Bay Environmental Services Center will also research other locations that may have Kiosks and provide additional promotional opportunities.

C. Media/Web/E-mail – The SBESC will disseminate WR2020 Program information through its existing communications options, including but not limited to its web site, e-mail blasts, facebook, twitter and other social media. SBCCOG communications such as its quarterly newsletter will also be used. At a minimum, the SBESC will conduct the following number of activities:

- Communicate WR2020 Program at a minimum of one article per SBESC e-Newsletter and also promote in 30 E-mail blasts.

D. On-Going Activities

- SBESC will coordinate with West Basin to provide 100% of all the new City Council members with an letter offering a WR2020 briefing;
- SBESC staff will provide the SBCCOG Board of Directors, City Managers and others at the SBCCOG Committee meetings with regular updates on West Basin's water-efficiency programs and WR2020 efforts. (The SBESC will track and document these efforts in the monthly invoicing and reporting);

- Cities - SBESC will communicate WR2020 to its cities through its contacts and committees;
- Chambers of Commerce – The SBESC will provide West Basin’s WR2020 Program information, as it relates to businesses, to the South Bay Chamber of Commerce and all other Chambers of Commerce located within West Basin’s service area, including the L.A. County Unincorporated areas covered by the SBESC service area;
- Other Contacts – The SBESC will also provide information concerning the WR2020 Program to its various contacts, including federal and state elected/appointed representatives, and to other public agencies;
- SBESC will forward the content of West Basin’s electronic newsletters on a quarterly basis to all the contacts in its database; and
- Education Center – The SBESC will keep West Basin’s display up-to-date at its office/education center, with current and relevant West Basin information.

WEST BASIN TASKS

- Train 100% of the SBESC volunteers on West Basin’s WR2020 & Water-Efficiency Programs;
- Continue to coordinate with the South Bay staff to ensure that the Center has adequate supplies of West Basin’s most updated WR2020 Program information and literature; and
- Provide the memory sticks and introductory letter to the SBESC.

2. Support of Workshops and Events (Tasks A - E)

- A. California Friendly Landscape Training Classes (CFLT) and Hands-on-Workshops (HOW’s)**
 The SBESC will assist in promoting a minimum of six and a maximum of 12 CFLT landscape classes and/or HOWs (a combination of either for a total of 12) to cities throughout the South Bay, the City of Torrance and L.A. County unincorporated areas.

The CFLT classes are being funded by the Metropolitan Water District (MWD). West Basin will work with MWD to schedule classes and secure a trainer for each class. MWD’s minimum class size requirement is 20 people, in order to hold a class.

West Basin will also schedule and coordinate the H.O.W. workshops. The tasks are shown below.

SBESC TASKS

- Promote every CFLT Class and HOW via all SBESC communication channels;
- Strive for an attendance of 20-50 participants per class and take class reservations by phone and online reservation system;
- The SBESC will attend each CFLT and HOW in the SBCCOG’s geographical area and provide the following:
 - Coordinate a healthy light breakfast, lunch or dinner for each class (depending on time of class). **Note:** 25% of the food will be vegetarian – no meat.
 - In order to comply with the green and sustainable practices of each city, the South Bay staff will try to use “green” and recyclable products and try to eliminate the use of packaging at the events.

- Conduct sign-in registration on day of each CFLT class and HOW and provide West Basin with a copy of the sign-in sheet; and
- Promote all West Basin programs at classes and HOWs.
Note: For the areas outside of the SBCCOG but within West Basin (such as Culver City and Malibu), the SBESC will provide the following services: take RSVP's, provide energy outreach materials to West Basin, send out class reminder e-mails, develop a RSVP electronic database and assist with ordering the refreshments.

WEST BASIN TASKS

- Work with the Board to select cities and locations to hold the classes;
- Will secure locations and coordinate with site contacts;
- Work with local water purveyors and cities to send flyers to high residential water users and invite them to the class;
- Provide instructor for classes and training materials;
- Provide SBESC with event/workshop flyer no later than 1 month prior to event;
- Develop a flyer and door hanger advertisements to promote the California Friendly Landscape Training classes; and
- Work with the Surfrider Foundation to assist with promoting the classes to the membership.

G3LA and SURFRIDER FOUNDATION TASKS

- West Basin, G3LA and the Surfrider Foundation will be responsible for locating and acquiring the sites for the CFLT's and HOWs, developing the promotional flyer and arranging the site.

B. Coordinate Smart Sprinkler Controller Exchange Events

West Basin is seeking the assistance of the SBESC to coordinate and implement three (3) free "Smart" Sprinkler Controller Exchange events. The events will target residents throughout West Basin and require residents to exchange their old inefficient sprinkler controller for a new "smart" controller. Residents will also be provided free training at the event by the controller manufacturer. The tasks will entail the following:

- Work closely with West Basin in the implementation of this task;
- West Basin is estimating 54 hours per event for taking RSVP's, event coordination, administration and working each event (54 hours per event x 3 events = 162 hours);
- Coordinate with West Basin's selected manufacturer to provide the correct amount and type of controllers at the day of the event;
- As part of Task 1 of this agreement, assist with promoting the events to the public through all communication channels;
- Maintain online and phone registration and day of event registration;
- Provide assistance to registered participants at the events (i.e. assistance with completing registration forms);
- Provide one staff member and several volunteers to assist with the various duties associated with these events; and
- Enter the customer information from the registration forms into a database and provide to West Basin, along with the forms.

WEST BASIN TASKS

- Supervise events and work closely with the SBESC and the controller manufacturers in order to implement successful events;
- Provide a contact list of all the key partners to the SBESC to assist with coordination and implementation of the tasks;
- Work with the irrigation equipment supply houses and controller manufacturers to obtain controller pricing and purchase equipment;
- Provide the registration forms and a database template; and
- Arrange for the storage of the devices that are exchanged.

C. Assist with Rain Barrel Distribution Events

The SBESC will assist West Basin with coordinating 5 Rain Barrel Distribution Events. The South Bay Center will provide a minimum of one person at the event to handle the participation forms. West Basin will provide non-profit groups and volunteers at each event. The South Bay Center will instruct and direct several of the volunteers to assist with the registration forms. West Basin staff will direct and assign the volunteers with traffic control and loading duties. The SBESC will conduct the following in coordination with West Basin:

SBESC TASKS

- Take RSVP's prior to the event and send out reminder notices;
- Attend the event and handle the registration process;
- Work with West Basin's non-profit Community-Based Organization (CBO) volunteers;
- Coordinate with the various partners and vendors;
- Provide breakfast, lunch or dinner (depending on time of day) for the event; and
- Sign guests in and develop a sign-in list and database to provide to West Basin.

WEST BASIN TASKS

- Work closely with the SBESC to coordinate distribution events;
- Provide the non-profit Community-Based Organizations (CBO) volunteers for each event;
- Schedule the event dates and secure the event locations; and
- Procure the Rain Barrels and have them delivered to the event site.

D. Coordinate Two "Lunch & Learn" Workshops

The SBESC will work with West Basin staff to coordinate two educational workshops. The SBESC will conduct the following in coordination with West Basin:

SBESC TASKS

- Take RSVP's and send out reminder notices;
- Coordinate with the various partners and vendors;
- Provide breakfast, lunch or dinner (depending on time of day) for the workshop;
- Sign guests in and develop a sign-in list to provide to West Basin; and
- Provide guest name tags.

WEST BASIN TASKS

- Work closely with the SBESC to coordinate this workshop;
- Arrange for a meeting between all the key partners;
- Provide the SBESC with a list of contacts for coordination and scheduling purposes; and
- Schedule 1st workshop no later than March 2015 and 2nd workshop no later than June 2015.

E. Assist with Water Harvest

The SBESC will assist West Basin with its Annual Water Harvest Event. The SBESC will promote the event through all the SBESC's channels of communication, including a minimum of 3 e-blasts per month for the two months prior to the Water Harvest Event.

SBESC TASKS

- D1. Assist with VIP Breakfast – Invite Council Members to Event and Breakfast striving to confirm a minimum of 5 City Council participants;
 - The SBESC will track the confirmed RSVP's and provide them to West Basin periodically and on the week of Water Harvest;
- D2. Provide one SBESC employee and 12 volunteers to work the event from 8: 00 A.M. to 3:00 P.M. (this includes set-up and break-down time);
- D3. Coordinate an orientation meeting with all the volunteers prior to the Water Harvest Event; the date/time of the orientation will depend on the availability of the volunteers;
- D4. Manage all volunteer assignments, schedules and responsibilities;
- D5. Develop a check-in / check-out procedure to verify hours worked for all volunteers;
- D6. West Basin will provide the SBESC with a "Volunteer Booth." The SBESC volunteer lead will man-the-booth during the hours of the event;
- D7. Schedule a weekly check-in meeting with Water Harvest lead one month prior to Water Harvest Event; and
- D8. Assist and receive instruction from West Basin's Water Harvest Lead.

WEST BASIN TASKS

- West Basin will lead and direct the SBESC Water Harvest staff member.

3. Water Reliability 2020 Focused Program (Task A – C)

The goal of this Activity is to garner broad public support for West Basin's WR2020 Program by the following actions:

SBESC TASKS

A. WR2020 Presentations

- The SBESC will schedule up to 40 WR2020 presentations to various attendees; and
- SBESC will notify West Basin as far ahead as possible, but with a minimum of one-week, prior to each presentation. This will assist West Basin with determining the level of West Basin staff attendance and whether West Basin will conduct the WR2020 presentation. The SBESC will also provide a status email the day of the presentation with a list of attendees and noting any VIPs.

B. Obtain WR2020 Support Cards

- SBESC will strive to achieve up to 427 WR2020 Support Cards for the contract year, from all outreach events; and
- West Basin will provide the SBESC with WR2020 cards that are in the color “green”. This will help West Basin identify the cards obtained by the SBESC.

C. Coordinate WR2020 Business Briefings

- SBESC will coordinate up to 24 “table-top” WR2020 briefings targeting businesses, and other influential leaders. It is estimated that the actual briefing will average 30 minutes in length and be presented by West Basin staff. SBESC attendance is mandatory within the SBCCOG boundaries; and
- SBESC will follow-up with a request for signed WR2020 support cards and/or letters of support from the business briefing.

4. Administer Cash for Kitchens Program

The goals of the Program are to visit commercial food facilities, provide water audits, distribute water-efficient devices, assist with training, provide post-visit reports and follow-up to ensure device installation that will improve overall water-use efficiency. SBESC will provide West Basin with all documentation associated with all the above.

SBESC TASKS

Coordinate and Perform Audits and Follow up Visits & Coordinate Training

SBESC will target 40 new restaurants; specifically 30 in West Basin’s service area and 10 within the City of Torrance (Note: West Basin has a funding partnership agreement with Torrance to conduct water-efficiency programs in their city). SBESC will promote the program using its contacts and make appointments for new site visits. SBESC will provide extensive follow up activity by conducting up to 50 random follow up visits. SBESC will use the extensive list of sites that have already participated for follow up visits. SBESC staff will determine if management would like a longer training session for their staff and provide West Basin staff with this information; SBESC will schedule these training sessions.

SBESC will also coordinate with the Southern California Gas Company’s Commercial Service Technician Program. The site visit will last approximately 1 to 1 ½ hours maximum, depending on the size of the site. This includes travel time, audit and presentation of recommendations, devices, collateral/training materials including information about staff trainings and on-line feedback survey to management.

SBESC will attempt to obtain WR2020 support from participating restaurants.

A. Administer Program:

- Perform outreach and marketing activities for the program;
- Schedule 40 new Cash for Kitchens (C4K) visits and perform up to 50 follow up site visits, and provide West Basin with a tracking list of follow-up site visits;

- Coordinate visits with the Gas Company and potentially coordinate with SCE staff, as well. When Gas Co cannot attend meeting, ensure all information for follow up visit is provided;
- Perform the kitchen facility audit;
- Distribute “Every Drop Counts” posters and present training manual to management; provide Spanish or Chinese (pending) translation, if necessary
- Distribute water-efficiency devices to replace qualifying equipment. Devices replaced through a prior program and still in working order will not be retrofitted; Potential items include:
 - waterbrooms
 - pre-rinse spray valves
 - faucet aerators
 - flow restrictors
- Provide customer with information about major equipment upgrades, such as ice machines and dishwashers, provide information on rebate incentives available through the Metropolitan Water District (MWD), Southern California Edison and Southern California Gas Company so that facilities can, on their own with technical assistance from SBESC, take advantage of them;
- Provide recommendations on long-term changes including investment in equipment upgrades. Promote on-bill financing provided by the Gas Company, especially for equipment that saves both water and energy;
- Provide the customer with the new West Basin kids coloring placemats and crayons;
- Inform owner/manager about the online Feedback Survey and how to enter opportunity drawing;
- Perform 50 random follow-up site visits at locations that have already participated in C4K
 - Document equipment distributed vs. equipment installed
 - Provide placemats to customers during follow-up site visits
 - Inform owner/manager about the online Feedback Survey and how to enter opportunity drawing
 - Take photo of “Every Drop Counts” poster (if displayed in the kitchen area); and
- Obtain WR2020 support cards/letters

B. Coordinate Training Sessions:

- Offer two (2) training sessions during new or follow up site visits or hand select sites to pursue.
- Coordinate date/time for training with kitchen owner/manager/staff, West Basin staff, Gas Company and SCE (potentially).
- Complete “Workshop Request” form to track lead contact person, how many employees will be attending, how long they would allow us to present, etc. (see attached)

WEST BASIN TASKS

Collateral Materials and Devices

- Provide all necessary equipment and training materials to SBESC for distribution of collateral materials, online feedback survey and devices;
- West Basin will conduct two training sessions (with SBESC) staff targeting the larger commercial kitchen service providers.
- Work with trade allies in the area to target customers ready to purchase new equipment.

5. Car Wash Program

West Basin has allocated 50 hours in this contract for assistance with West Basin's Car Wash Program. The South Bay Environmental Services Center will assist West Basin by conducting the following:

- Contacting and visiting Car Washes in West Basin's service area to provide water efficiency incentive information and to enroll the car wash in West Basin's Car Wash Coupon Program.
- SBESC will strive to sign-up 5 new car washes into the program.

Board Presentations

The SBESC in coordination with West Basin staff will provide the Board with an interim deliverables briefing mid-way through the year in February 2015 and a year-end recap in July 2015.

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South Bay Cities Council of Government

August 28, 2014

TO: SBCCOG Board of Directors

FROM: Measure R Oversight Committee

SUBJECT: Metro Measure R South Bay Highway Program (SBHP) Arterial Baseline
Performance Analysis Intelligent Transportation System (ITS) Study

ADHERENCE TO STRATEGIC PLAN:

Goal A: Environment, Transportation and Economic Development. Facilitate, implement and/or educate members and others about environmental, transportation and economic development programs that benefit the South Bay.

BACKGROUND

Measure R requires SBHP projects to demonstrate a nexus to operational improvement of the South Bay Freeway and State Highway network. Projects that are allocated Measure R SBHP funding must be on the South Bay freeways and state highways or on arterial corridors that serve or provide useful alternatives to the freeways / state highways. To provide guidance on how these funds should be invested, the SBCCOG developed a Strategic Transportation Element (STE) for the SBHP. The STE identified the need to create a performance database and a performance evaluation methodology for South Bay arterials comparable to the information that Caltrans currently maintains on its freeway and state highway network through the Caltrans' Performance Measurement System (PEMS), or through other existing sources. No similar methodology or database exists for the South Bay arterials.

The SBCCOG Board and the Los Angeles County Metropolitan Transportation Authority (Metro) previously approved an allocation of \$7 million in Measure R SBHP funding to develop and implement the STE as an element of the South Bay Intelligent Transportation System (SB ITS) Plan in the South Bay Highway Program (SBHP project #312.31) beginning in FY 13-14 with the SBCCOG as lead agency. Since the SBCCOG is not typically a project lead agency, the SBCCOG was identified as lead agency as a place holder with the understanding among participating agencies that the SBCCOG would not lead the project implementation, but would transition the lead agency role to another willing lead agency once a project scope, schedule and budget were determined and before the project was initiated.

The decision to combine the STE and ITS Plan envisioned a state-of-the-art Highway Management System (HMS) capable of gathering traffic system performance data using the same technology suite that would be used for real-time adaptive management of an integrated automated South Bay traffic control system and motorist communications network. However, several local agencies expressed concern with the complexity of the ambitious ITS Plan, questioned the benefits to be derived from an active traffic management system in the South Bay, and were concerned about ongoing operating and maintenance costs that would be borne by the local agencies that own and operate the signal systems. Although there was general acknowledgement that the SB ITS Plan provides a long term framework for development of advanced signal synchronization, active traffic corridor management, and advanced communication with motorists in the South Bay, no South Bay agency agreed to lead the ambitious \$7 million project. Absent a local agency willing to lead the study, at its July 24, 2014 meeting the SBCCOG Board approved deferral of SB ITS project 312.31 and de-obligated the \$7

million in South Bay Highway Program. SBCCOG staff noted it would return to the Measure R Committee and Board in August with a recommendation to undertake a more limited implementation study to begin the SB ITS Plan development.

CURRENT STATUS

Deliberations between Metro, L. A. County Department of Public Works, the City of Los Angeles, Caltrans, SBCCOG staff, and other South Bay jurisdictions have led to a recommended scope of work, schedule and budget for implementation of an initial STE ITS project. The initial SBCCOG-funded STE study will establish a baseline reference point for arterial conditions that can be used to prioritize SBHP Measure R operational improvement projects in the near term and supplement the end goal of deploying a Highway Monitoring System (HMS) for the South Bay that integrates performance measurement of the Caltrans freeway network and the Measure R-eligible arterial corridor network. The baseline conditions analysis will complement and be consistent with the SBHP STE.

The initial study scope will be to develop a South Bay Arterial Performance Measure Framework and to complete a South Bay Arterial Baseline Conditions Analysis. The analysis will identify and evaluate suitable arterial performance measures / baseline indicators, evaluate the applicability and use of third-party data evaluation, establish a baseline conditions analysis methodology and complete the baseline conditions analysis. Once these baseline conditions are documented, an ITS implementation strategy that incorporates the active traffic management and advanced motorist communications technologies can be defined for high-priority South Bay traffic corridors.

A major task of the recommended initial study will be to complete baseline arterial traffic volume counts at 104 South Bay locations. The counts are to be conducted one time over a 7 day period in 15 minute intervals. To avoid any skewing of the baseline data, the counts need to be completed during September and October, after the summer vacation period and before the year-end holidays. The proposed study scope of work is included in Exhibit 1. The proposed study schedule and not-to-exceed study budget of \$250,000 are included in Exhibit 2.

The traffic count schedule is driving the need for the study to be initiated by the end of August. The Metro Highway Section staff has agreed to procure and manage a consultant that Metro will select from its Highway Planning Bench to complete the study. However, Metro cannot issue a contract notice to proceed until the SBCCOG Board approves funding for the study to be allocated from the South Bay Highway Program fund in an amount not to exceed \$250,000.

Sufficient FY 14-15 funding for the study is included in the 2015 SBHP Metro Budget Request that was approved by the SBCCOG Board in February 2014 and by Metro in March 2014. Similar to an arrangement that Metro has with the Gateway Cities Council of Governments to use GCCOG's sub-regional funds, Metro staff will establish a contract control number within the Metro accounting system for the study and will prepare required SBHP monthly and quarterly progress reports. The study scope, schedule and budget must be approved by the SBCCOG Board but does not require approval of the Metro Board.

RECOMMENDATION

Approve the actions of the August 6 Measure R Oversight Committee that:

1. Metro will be the lead agency for the South Bay Arterial Performance Measure Framework and Arterial Baseline Conditions Analysis consistent with the scope of work, schedule and budget identified in Exhibits 1 and 2; and,
2. Metro will use SBHP project development funds in an amount not to exceed \$250,000 and Metro's Highway Planning Bench to complete the study.

Metro South Bay Performance Measurement Baseline Conditions Analysis: Draft Scope of Work

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South Bay Cities Arterial Performance Measurement Baseline Conditions Analysis

1. Introduction

In 2008, voters in Los Angeles County approved Measure R, a one-half percent sales tax dedicated to improving mobility in the region. A part of these funds (approximately \$906 million in 2008 dollars) is dedicated to funding operational improvements on state freeways/highways and adjacent arterials in the South Bay region of Los Angeles County. To provide guidance on how these funds should be invested, the South Bay Cities Council of Governments (SBCOG) has developed a Strategic Transportation Element (STE) for the South Bay Measure R Highway Program (SBHP).

Measure R requires SBHP projects to demonstrate a nexus to operational improvement of the South Bay Freeway network. These projects must be on the South Bay freeways or on arterial corridors that serve or provide useful alternatives to the freeways. As part of the development of the STE a series of performance measures were identified to support the evaluation and assessment of projects which are part of the SBHP. During this performance measurement assessment it was determined that the necessary data to support these measures for the freeways in the South Bay are already available, either through the Caltrans' Performance Measurement System (PEMS), or through other existing sources. This is not the case for the arterials. To address the lack of data available on the arterial network, a SBHP Intelligent Transportation System (ITS) project has been identified to enable the collection of the data need to support the calculation of the SBHP arterial performance measures.

While the SBCOG has begun to evaluate technology options for collecting the necessary data to support arterial performance measures (APMs), project deployment options, and estimated project costs, additional work is needed to develop consensus on how to proceed with the collection and reporting of APMs that is cost effective and institutionally feasible. While the SBCOG continues to work with regional and sub-regional stakeholders to address these matters, it has become clear that a preliminary assessment of current arterial corridor operating conditions is needed to establish a performance baseline as SBHP projects are being prioritized and constructed.

2. Overview

The SBCOG is attempting to establish a reference point for arterial conditions that can be used to prioritize SBHP Measure R operational improvement projects in the near term and supplement the end goal of deploying a Highway Monitoring System (HMS) for the South Bay that integrates performance measurement of the Caltrans freeway network and the Measure R eligible arterial corridor network. This Scope of Work outlines the tasks for consultant services to assist the SBCOG in the completion of an arterial baseline conditions analysis. It is expected that this baseline conditions analysis will complement and be consistent with the SBHP STE.

3. Arterial Performance Baseline Conditions Analysis

The SBCOG is seeking a qualified consultant or consultant team to conduct an arterial performance baseline conditions analysis. The analysis shall include all of the roadway corridors identified in the SBHP STE.

Table 1 - SBHP STE Roadway Corridors

	Facility	From	To	#
Highways	Western Ave (SR-123)	25th St	I-405	1
	Hawthorne Blvd (SR-107)	SR-1 (PCH)	I-405	2
	PCH/Lincoln Blvd/Sepulveda Blvd	I-110	Imperial Hwy	3
	Ocean Blvd (SR-47)	I-110	Navy Way	4
Primary Arterials	Manchester Blvd	SR-1 (PCH)	Central Ave	5
	La Cienega Blvd	El Segundo Blvd	Centinela Ave	6
	Imperial Hwy	Vista Del Mar	Central Ave	7
	El Segundo Blvd	SR-1 (PCH)	Central Ave	8
	Vermont Ave	SR-1 (PCH)	Gage Ave	9
	Figueroa St	SR-1 (PCH)	Gage Ave	10
	Inglewood Ave	190th St	Florence Ave	11
	Artesia Blvd	SR-1 (PCH)	Vermont Ave	12
	190th St	Inglewood Ave	Central Ave	13
	La Brea Ave	Century Blvd	Centinela Ave	14
	Hawthorne Blvd	I-405	Century Blvd	15
	Rosecrans Ave	Vista Del Mar	Central Ave	16
	Century Blvd	SR-1 (Sepulveda Bl)	Central Ave	17
Secondary Arterials	Manhattan Beach Blvd	SR-1 (Sepulveda Bl)	Van Ness Ave	18
	Florence Ave	Manchester Blvd	Central Ave	19
	Sepulveda Blvd	Hawthorne Blvd	Alameda St	20
	Carson St	Hawthorne Blvd	Alameda St	21
	Normandie Ave	SR-1 (PCH)	Gage Ave	22
	Aviation Blvd	Artesia Blvd	Manchester Blvd	23
	Crenshaw Blvd	Palos Verdes Dr	Florence Ave	24
	Torrance Blvd	SR-1 (PCH)	Main St	25
	Gaffey St	25th St	Vermont Ave	26
Hawthorne Blvd	Palos Verdes Dr	SR-1 (PCH)	27	

Period of Performance

The period of performance to complete the Arterial Performance Baseline Conditions analysis is six months from notice to proceed. The consultant proposal shall contain a task management schedule indicating how the complete scope of work can be accomplished within the specified time frame.

Project Oversight

Working with the SBCOG, the Consultant will create a Project Development Team (PDT) with representatives from the SBCOG, LA County Public Works, Metro, and other sub-regional stakeholders. PDT meetings will be conducted on an as needed basis, but at least every four weeks. The Consultant shall be responsible for coordinating PDT meetings including but not limited to setting the agendas, scheduling meetings, taking meeting minutes, and following up with PDT members to collect comments on deliverables.

Communications Protocol

During the execution of the Arterial Performance Baseline Conditions Analysis, communications with the Consultant and PDT members will be through the SBCOG unless directed otherwise. The Consultant shall be responsible for making informational presentations and/or conducting workshops at the request of the SBCOG and may be directed to work directly with specific PDT members as needed.

Task 1 – Project Management

The Project Manager (PM) will act as the principal contact for the SBCOG and the PDT and will be responsible for the completion of activities associated with the performance of this project. The PM is expected to oversee and participate in the day-to-day activities of this scope of work and should, therefore, have no concurrent assignments that would interfere with the successful and timely completion of all Tasks related to this Work. Additional responsibilities include management of project planning activities and tracking of resources associated with each aspect of the project. In addition, the PM will be responsible for preparations of invoices, billings, and other financial information for review and approval by SBCOG, as required. Task 1 Deliverables will be paid on a time and materials basis. Project management activities described under this task will be performed only up to the budget limit of this task.

Project Management activities for this task includes the following:

- Attend meetings as requested by the SBCOG and PDT
- Prepare meeting minutes summarizing discussions at all meetings attended. Minutes should include summaries and follow-up action items.
- Preparation of invoices
- Preparation of monthly progress reports related to current phase of work
- Communication with SBCOG and PDT staff
- Discussions related to contractual questions, scope, schedule, and financial issues
- Developing presentation materials, brochures, and newsletters related to project, as requested by the SBCOG

Monthly Reporting

The PM shall prepare and submit written monthly progress reports to the SBCOG detailing the status of work being performed. The reports shall include:

- A narrative of the Tasks accomplished in that month
- A review of any incomplete Tasks and the reasons why they were not completed
- An outline of the Tasks anticipated to be accomplished in the next month
- A list and status of outstanding issues, Deliverables and Invoices as required by this Contract
-

Quality Assurance / Quality Control

The Consultant shall have internal quality assurance/quality control procedures and will apply these to their work. QA/QC reviews must be completed prior to submission of all documentation to the SBCOG. The products must be prepared and reviewed by experienced professional staff to verify the methods, procedures, assumptions, conclusions, and recommendations are appropriate and accurate.

Deliverables: Meeting minutes, Monthly progress reports, Invoices, QA/QC Plan

Task 2 – Evaluate and Identify Suitable Performance Measures/Indicators

The Consultant shall review existing high level arterial performance measures identified by Metro as well as the performance indicators identified in the SBHP STE and determine what data and what specific performance measures/indicators are able to be collected immediately based on existing conditions and which are most suitable for the baseline conditions analysis. The Consultant shall work directly with the SBCOG and PDT members to determine the specific performance measures based upon the anticipated limitations of the data types identified in Tasks 3 and 4. During the course of this evaluation, the Consultant shall map the performance measures tied to the baseline conditions analysis to the requirements identified in the SBHP STE for the purposes of establishing purpose and need.

Upon final agreement, the Consultant shall develop a final list of arterial performance measures that will be used to guide the development of the baseline conditions analysis methodology and shape the selection of third party data sources and the collection of traffic count data as identified in Tasks 3 & 4.

Deliverable: Arterial performance measures list, definitions and data requirements

Task 3 – Third Party Data Evaluation, Recommendation and Purchase

The Consultant shall evaluate available third party traffic data capable of supporting the key performance indicators tied to the Arterial Baseline Conditions Analysis. The Consultant shall focus this evaluation on the accuracy and integrity of the different sources of data as well as the ease of use of the data for analytical purposes. Furthermore, the Consultant shall document how the data is generated by the different third party data providers and evaluate the cost of the data needed to support the baseline conditions analysis. The findings from this evaluation will be presented to the SBCOG and the PDT, and a decision will be made on what data provider to use and what type of dataset to acquire. Upon final selection, the Consultant shall procure the agreed upon dataset from the selected third party provider.

Deliverables: Third party traffic data evaluation and recommendation report

Procured third party data set

Task 4 - Traffic Volume Counts

The Consultant shall collect bi-directional tube counts at the following locations to support the baseline conditions analysis. While the locations for the counts have been predefined, the identified count locations will be re-evaluated by the SBCOG and the PDT and refined if necessary.

#	Main Street	Location	Cross Street
1	Western Ave	S/O	Carson St
		S/O	SR-1 (PCH)
		N/O	25th St
2	Hawthorne Blvd	S/O	Artesia Blvd
		N/O	Torrance Blvd
3	SR-1 (PCH)	S/O	Imperial Hwy
		S/O	Rosecrans Ave
		S/O	Artesia Blvd
		S/O	Anita St
		W/O	Hawthorne Blvd
		W/O	Western Ave
		E/O	Vermont Ave
4	Ocean Blvd	W/O	Avalon Blvd
		E/O	Harbor Blvd
		E/O	SR-1 (PCH)
		W/O	La Cienega Blvd
5	Manchester Blvd	W/O	Prairie Ave
		E/O	Vermont Ave
		W/O	Avalon Blvd
		S/O	Centinela Ave
		N/O	Lennox Blvd
7	Imperial Hwy	E/O	Main Street
		E/O	Douglas St
		E/O	Hawthorne Blvd
		W/O	Crenshaw Blvd
		E/O	Vermont Ave
		W/O	Avalon Blvd
8	El Segundo Blvd	W/O	Aviation Blvd
		W/O	Hawthorne Blvd
		W/O	Western Ave
		E/O	Vermont Ave
		W/O	Avalon Blvd

#	Main Street	Location	Cross Street
9	Vermont Ave	N/O	Manchester Blvd
		N/O	Imperial Hwy
		N/O	El Segundo Blvd
		S/O	Artesia Blvd
		S/O	190th St
		N/O	Carson St
		S/O	Sepulveda Blvd
10	Figueroa St	S/O	Florence Ave
		N/O	Imperial Hwy
		S/O	El Segundo Blvd
		S/O	Alondra Blvd
		S/O	190th St
		N/O	Carson St
		N/O	Sepulveda Blvd
11	Inglewood Ave	S/O	Century Blvd
		S/O	El Segundo Blvd
		N/O	Manhattan Beach Bl
		N/O	Artesia Blvd
12	Artesia Blvd	E/O	Sepulveda Blvd
		W/O	Hawthorne Blvd
		W/O	Crenshaw Blvd
		E/O	Vermont Ave
13	190th St	W/O	Hawthorne Blvd
		E/O	Van Ness Ave
		E/O	Western Ave
		E/O	Normandie Ave
		E/O	Avalon Blvd
14	La Brea Ave	S/O	Manchester Blvd
15	Hawthorne Blvd	S/O	Century Blvd
		N/O	El Segundo Blvd
		N/O	Manhattan Beach Bl
16	Rosecrans Ave	E/O	Pacific Ave
		E/O	Aviation Blvd
		W/O	Hawthorne Blvd
		W/O	Crenshaw Blvd
		E/O	Vermont Ave
		W/O	Avalon Blvd

#	Main Street	Location	Cross Street
17	Century Blvd	W/O	Airport Blvd
		W/O	La Cienega Blvd
		W/O	Prairie Ave
		E/O	Vermont Ave
		W/O	Avalon Blvd
18	Manhattan Beach Bl	E/O	Sepulveda Blvd
		W/O	Inglewood Ave
		E/O	Hawthorne Blvd
		W/O	Crenshaw Blvd
19	Florence Ave	W/O	Inglewood Ave
		E/O	Vermont Ave
		W/O	Avalon Blvd
20	Sepulveda Blvd	E/O	Crenshaw Blvd
		E/O	Western Ave
		W/O	Wilmington Ave
21	Carson St	E/O	Crenshaw Blvd
		E/O	Vermont Ave
		W/O	Avalon Blvd
		W/O	Wilmington Ave
22	Normandie Ave		No Counts
23	Aviation Blvd	N/O	Imperial Hwy
		N/O	Rosecrans Ave
		N/O	Artesia Blvd
24	Crenshaw Blvd	S/O	Manchester Blvd
		S/O	Imperial Hwy
		N/O	Rosecrans Ave
		S/O	Artesia Blvd
		N/O	190th St
		N/O	Sepulveda Blvd
		S/O	SR-1 (PCH)
25	Torrance Blvd	W/O	Hawthorne Blvd
		W/O	Vermont Ave
		W/O	Main Street
26	Gaffey St	N/O	9th Street
27	Hawthorne Blvd	S/O	SR-1 (PCH)

The counts shall be conducted one time over a 7 day period in 15 minute intervals. The Consultant shall be responsible for obtaining necessary city approvals prior to the deployment of the tube counters. If permits are required, it will be the responsibility of the Consultant to obtain the permits. For cost proposal purposes, it should be anticipated that any needed permits will be no-fee in nature.

Deliverable: Consolidated traffic volume counts report and raw data export

Task 5 – Arterial Performance Baseline Conditions Analysis Methodology

The Consultant shall develop a methodology for using the data procured under Task 3 and the traffic volume counts collected under Task 4 to generate the baseline performance measurement report identified under Task 2. In developing this methodology, the Consultant will clearly define the data inputs, data aggregation processes, data analytics approach, and the methodology outputs. The proposed methodology shall be developed in a manner that it can be readily duplicated without the use of overly sophisticated application tools, utilizing only those data elements collected and deployed through this contract. The methodology recommendations shall be presented to the SBCOG and the PDT for final review and approval.

Deliverables: Draft and final baseline arterial performance measurement report

Task 6 – Arterial Performance Baseline Conditions Analysis

The Consultant shall apply the methodology developed under Task 5 to the 27 arterial corridors identified in the SBHP STE. The findings from this analysis shall be presented as a written report and summarized in a PowerPoint presentation. In addition, the Consultant will graphically represent the analysis finding on a layered GIS map. The Consultant shall present the analysis to the SBCOG and the PDT for review and will work with them to adjust the findings to address any anomalies. The Consultant shall deliver any electronic databases, GIS files, standalone graphics, and spreadsheet files developed to support the analysis to the SBCOG.

The Consultant shall be prepared to support the SBCOG with the presentation of the findings at a maximum of four meetings. The Consultant shall be responsible for preparing and printing of all presentation materials.

*Deliverables: Draft arterial performance baseline conditions analysis report
Final arterial performance baseline conditions analysis report
Arterial performance baseline conditions analysis PowerPoint presentation
Meeting materials
Raw GIS files, spreadsheets, databases, graphics, etc.*

South Bay Arterial Performance Baseline Conditions Analysis Tasks	14-Sep	14-Oct	14-Nov	14-Dec	14-Jan	14-Feb	Cost \$
Kick-off Meeting							1,000
Project Management							40,000
Evaluation and Identify Suitable Performance Measures/Indicators							13,000
Third Party data Evaluation, Recommendation and Purchase							46,000
Traffic Volume Counts							60,000
Arterial Performance Baseline Conditions Analysis Methodology							25,000
Arterial Performance Baseline Conditions Analysis.							40,000
Total							225,000

South Bay Cities Council of Governments

August 28, 2014

TO: SBCCOG Board of Directors

FROM: Steve Lantz, Transportation Manager

SUBJECT: Status of Measure R South Bay Highway Program (SBHP) Technical Assistance Funding Agreements for Metro 2015 Call for Projects Applications & Approval of Funding Agreement with Torrance

ADHERENCE TO STRATEGIC PLAN:

Goal A: Environment, Transportation and Economic Development. Facilitate, implement and/or educate members and others about environmental, transportation and economic development programs that benefit the South Bay.

BACKGROUND

Local South Bay agencies are beginning preparation of project applications for Metro's 2015 Call for Projects. Metro requires Call for Projects (CFP) funding applications in some CFP categories to include a formal Project Study Report (PSR) if a project is on a state highway or a Project Study Equivalent (PSRE) if the project is on a city street. Because Caltrans typically requires 60 days to approve a PSR, the draft document must be submitted by the lead agency to Caltrans by October 31, 2014 to meet the January submittal deadline for Metro's 2015 CFP.

The SBCCOG has offered to provide SBHP funding assistance to interested local agencies that are preparing applications. Lead agencies are procuring and will manage consultant resources needed to complete the technical sections of their CFP applications. SBCCOG will reimburse the lead agencies for SBHP-eligible costs. The lead agencies were asked to request SBCCOG funding assistance for preparation of the applications and for the Metro-required local minimum matching funds by June 30, 2014. Exhibit 1 includes the final list of funding requests.

SBCCOG distributed a sample funding agreement in early July. Lead agencies are reviewing the sample agreement with their legal counsel and have been asked to submit final agreements to SBCCOG during August. At the July 24, 2014 meeting, the SBCCOG Board approved delegation of authority to approve execution of CFP-related funding agreements during August 2014 to the Measure R Oversight Committee or the Steering Committee.

Consistent with the delegation of authority approved by the SBCCOG Board on July 24, 2014, the Measure R Oversight Committee approved funding agreements with the Cities of Gardena, Hermosa Beach, and Lawndale. A funding agreement with the City of Manhattan Beach was approved by the Steering Committee on August 11, 2014. The funding agreement with the city of Torrance is on this agenda for approval. It is expected that no subsequent funding agreements will be considered since there would be insufficient time to prepare the PSR prior to the October 31 Caltrans submittal deadline.

RECOMMENDATION

That the SBCCOG Board of Directors approves execution of attached CFP-related funding agreement between the SBCCOG and the City of Torrance for SBHP Task Order 2012-2.

Reviewed and approved by Jacki Bacharach

**FUNDING AGREEMENT BETWEEN
SOUTH BAY CITIES COUNCIL OF GOVERNMENTS
AND
CITY OF TORRANCE**

THIS FUNDING AGREEMENT is entered into this <DATE OF THE MONTH> day of <MONTH & YEAR> by and between the SOUTH BAY CITIES COUNCIL OF GOVERNMENTS, a joint powers authority (“**SBCCOG**”), and the **CITY OF TORRANCE**, a municipal corporation (“**LEAD AGENCY**”). The Parties agree as follows:

1. **SBCCOG** agrees to award to **LEAD AGENCY** and **LEAD AGENCY** agrees to accept from **SBCCOG** the maximum award for the following eligible South Bay Highway Project Development projects:

	Project Description	Maximum SBHP \$ Award
A.	Hawthorne Boulevard Corridor Improvements PSR	\$70,000
B.	Sepulveda/Western Intersection Improvements PSR	\$80,000

The Parties agree that **LEAD AGENCY** will retain a qualified consultant to complete the related scopes of work for the projects listed above, and **SBCCOG** will reimburse eligible expenses for those services.

2. The period of this Funding Agreement extends from the date that this Funding Agreement becomes effective through the date this agreement expires <DATE>.
3. **LEAD AGENCY** must submit quarterly progress reports for each project funded under this agreement to **SBCCOG**, due no later than the 10th of each following month, in the Measure R Reporting format provided by the Metropolitan Transportation Authority (Metro)
4. **LEAD AGENCY** agrees to bill the SBCCOG for reimbursement for all work performed under this Funding Agreement up to the contracted amount through <DATE> unless a written extension is approved by the **SBCCOG**. It is understood that the SBCCOG will not reimburse expenses to the LEAD AGENCY until the SBCCOG is reimbursed by Metro.
5. As appropriate, LEAD AGENCY shall include in all of its promotional literature and appropriate exterior and interior signage language crediting the SBCCOG Measure R Highway Program as the financial supporter of the LEAD AGENCY and its programs.
6. **LEAD AGENCY** agrees that **SBCCOG** may, at any time, audit any and all of **LEAD AGENCY's** books, documents, or records relating to this Funding Agreement.
7. SBCCOG may terminate this agreement for cause. All terms, provisions, and specifications of this Agreement are material and binding, and failure to perform any material portion of the work described herein shall be considered a breach of this Agreement. Should the Agreement be breached in any manner, the SBCCOG may, at its option, terminate the Agreement not less than five (5) days after written notification is received by the LEAD AGENCY to remedy the violation within the stated time or within any other time period agreed to by the parties. In the event of such termination, the LEAD AGENCY shall be responsible for reimbursing the SBCCOG, upon the SBCCOG's determination of expended funds, up to the full amount of the grant.
8. If the LEAD AGENCY fails to meet the requirements of this Agreement, LEAD AGENCY will be required to reimburse the SBCCOG all funds spent on the project.
9. Assignments of any or all rights, duties, or obligations of LEAD AGENCY under this Agreement will be permitted only with the express consent of SBCCOG.

10. **LEAD AGENCY** agrees to indemnify, defend (at **SBCCOG's** option) and hold harmless **SBCCOG**, its officers, agents, employees, representatives, and volunteers from and against any and all claims, demands, reasonable defense costs, actions, liability, or consequential damages arising from bodily injury, death, or property damage arising out of the negligent acts or omissions of **LEAD AGENCY** in its performance or failure to perform, under the terms of this Funding Agreement.
 11. Without limiting **SBCCOG's** right to indemnification, it is agreed that **LEAD AGENCY** must secure before commencing any activities under this Funding Agreement, and maintain during the term of this Funding Agreement, insurance coverage (if applicable) and consistent with standards in such agencies as follows:
 - A. Workers' Compensation Insurance as required by California statutes or qualified self-insurance as allowed under California law;
 - B. Comprehensive General Liability Insurance, or Commercial General Liability Insurance, including coverage for Premises and Operations, Contractual Liability, Personal Injury Liability, Products/Completed Operations Liability, Broad-Form Property Damage (if applicable) and Independent Contractor's Liability (if applicable) in an amount of not less than one million dollars (\$1,000,000) per occurrence, combined single limit.
 - C. Comprehensive Automobile Liability coverage (if applicable) including owned, non-owned and hired autos, in an amount of not less than five hundred thousand dollars (\$500,000) per occurrence, combined single limit.
 12. A certificate of insurance naming the **SBCCOG**, its officers, agents, employees, representatives, and volunteers must be provided before execution of this Funding Agreement. Before the execution of this Funding Agreement, **LEAD AGENCY** must deliver to **SBCCOG** insurance certificates confirming the existence of the insurance required by this Funding Agreement, and including the applicable clauses referenced above.
 13. Nothing herein contained must be construed as limiting in any way the extent to which **LEAD AGENCY** may be held responsible for payments of damages to persons or property resulting from **LEAD AGENCY's** or its subcontractor's performance of the work covered under this Funding Agreement.
 14. This Funding Agreement supersedes any and all Funding Agreements, either oral or written, between the parties hereto with respect to the services by the **LEAD AGENCY** for **SBCCOG** and contains all of the covenants and Funding Agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Funding Agreement acknowledges that no representations, inducements, promises, or Funding Agreements, either orally or otherwise, have been made by any party, which are not embodied herein, and that no other Funding Agreement, statement, or promise not contained in this Funding Agreement must be valid or binding. Any modification of this Funding Agreement will be effective only if it is in writing signed by the party to be charged.
 15. Notices and communication concerning this Funding Agreement must be sent to:

SBCCOG
Jacki Bacharach, Executive Director
20285 Western Avenue, Suite 100
Torrance, CA 90501

LEAD AGENCY
<NAME>
Director of Public Works
<ADDRESS>
 16. The effective date of this Funding Agreement is <DATE>.
- IN WITNESS WHEREOF, the parties hereto have caused this Funding Agreement to be executed on the day and year first written above.

For LEAD AGENCY:

<NAME>, City Manager or Equivalent

Approved as to Form:

<NAME>, Lead Agency Legal Counsel

By:

<NAME>,
Assistant Lead Agency Legal Counsel

Attest:

<NAME>, City Clerk or Equivalent

For SBCCOG:

<NAME>, Chair

PROJECT	Technical Assistance Requested to prepare CFP App.	Minimum Local Match Requested	Local match funds required in Metro CFP Category	CFP Category	Estimated Total Project Cost	Funding Agreement Executed for Tech. Support
EL SEGUNDO						
Park Place Extension		✓	35%	RSTI	\$45 mill	N/A
GARDENA						
Redondo Beach Blvd Arterial Improvements from Crenshaw Blvd to Vermont Ave	✓	✓	35%	RSTI	\$3.6 mill	8/6/14
Crenshaw Blvd Arterial Improvements from Redondo Beach Blvd to El Segundo Blvd	✓	✓	35%	RSTI	\$1.926 mill	8/6/14
Artesia Blvd Arterial Improvements from Western Ave to Vermont Ave	✓	✓	35%	RSTI	\$3.119 mill	8/6/14
Normandie Ave Arterial Improvements from El Segundo Blvd to 177th Street	✓	✓	35%	RSTI	\$5.993 mill	8/6/14
Traffic Signal Reconstruction on Vermont at Redondo Beach Blvd and at Rosecrans Ave	✓	✓	35%	RSTI	\$1.793 mill	8/6/14
Park and Ride Lots* (Southwest corners of El Segundo Blvd at Vermont Ave and at Western Ave)	✓	✓	20%	TRANSIT CAPITAL IMPRVMENTS	\$3.513 mill	8/6/14
HERMOSA BEACH						
PCH/Aviation Mobility Improvements Project (on PCH from Artesia Blvd to Herondo Street and on Aviation Blvd from PCH and Prospect Ave)	✓	✓	20%	RSTI	\$26 mill	8/6/14
LAWNDALE						
Redondo Beach Blvd. Mobility Improvements from Prairie to Artesia	✓	✓	city requested about 13%	RSTI	\$5.832 mill	Will be executed between 8/19 and 8/28
MANHATTAN BEACH						
A single application and PSR for 7 intersections along Sepulveda Blvd corridor that were identified in the 2009 PCH Study conducted by SCAG and the SBCCOG (in order of priority): Sepulveda at Rosecrans Ave., Marine Ave. / Cedar Ave., Valley Dr., 33rd St., 30th St., 14th St., and 2nd St.	✓	✓	35%	RSTI	tbd in PSR	8/14/15
TORRANCE						
Western Ave at Sepulveda Blvd Intersection Improvements	✓	✓	35%	RSTI	\$6.898 mill	
<i>Same project but different funding alternative: To increase the application's ranking, the design of these two project can be separately funded through Measure R SBHP (approx. \$880K for Hawthorne Corridor and \$1,840 K for western/ Sepulveda) and then the following estimate is based on applying for ONLY construction for the Hawthorne Corridor project and ONLY construction and ROW for the Sepulveda/Western project.</i>	✓	✓	35%		\$5.058 mill	
Hawthorne Blvd Corridor Improvements (intersections of Lomita Blvd, Emerald, Spencer, and 182nd Streets)	✓	✓	35%		\$3.480 mill	
<i>Same project but different funding alternative: To increase the application's ranking, the design of these two project can be separately funded through Measure R SBHP (approx. \$880K for Hawthorne Corridor and \$1,840 K for western/ Sepulveda) and then the following estimate is based on applying for ONLY construction for the Hawthorne Corridor project and ONLY construction and ROW for the Sepulveda/Western project.</i>	✓	✓	35%		\$2.6 mill	

NOTE: Estimated total project costs are initial estimates that will be modified following preparation of the PSR / PSRE. Project costs may have to be reduced to stay within the funding cap in the Metro CFP category or to reflect the actual Metro funding award amount. SBHP matching funds will be determined once CFP projects are awarded and will not exceed the minimum required local match for the Metro funding awarded. A funding agreement for technical assistance in the preparation of a CFP application will be executed between the lead agency and SBCCOG once the lead agency selects its PSR / PSRE consultant and confirms the cost of the services as determined by the lead agency's procurement process.

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South Bay Cities Council of Governments

August 28, 2014

TO: SBCCOG Board of Directors

FROM: Steering Committee

RE: Bills to Monitor and for Action – Status as of August 28, 2014

Adherence to Strategic Plan:

Goal B: Regional Advocacy. Advocate for the interests of the South Bay.

ECONOMIC DEVELOPMENT

AB 1147 (Gomez, Muratsuchi)	Massage Therapy. Revises the qualifications for certification as a massage practitioner and massage therapist, and <i>would require an applicant for a certificate as a massage practitioner to pass a massage and bodywork competency assessment examination that meets generally recognized psychometric principles and standards, and that is approved by the council.</i>	SUPPORT (6/27/13) (Letter sent 2/10/14 to author & SB Senators & 5/14/14 letter to Sen BPED Comm)	8 /27/2014-Re-referred to Com. on B.,P. & C.P. pursuant to Assembly Rule 77.2. Joint Rule 62(a), file notice suspended.
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ENVIRONMENT

AB 2188 (Muratsuchi)	Solar Energy: permits. This bill would require a city or county to process and approve any permit application for a residential rooftop solar energy system of up to 10kW on the same day it has been submitted. AMENDMENT: REQUIRED PERMIT INSPECTION WITHIN 5 DAYS AMENDED TO 'IN A TIMELY MANNER'.	OPPOSE (5/22/14) (Ltr 6/20/14 to Sen. Gov & Finance Comm.Committee)	8/21/14 To Enrollment
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FINANCE

AB 2711 (Muratsuchi)	Oil and gas: loan to City of Hermosa Beach. This bill would appropriate \$11,500,000 from the General Fund, from certain oil and gas revenues deposited by the commission, to the Controller for a loan to the City of Hermosa Beach, to be made if the city is obligated to make payment pursuant to a specified settlement agreement. The bill would require the State Board of Equalization, if the city fails to make any payment on the loan when due and upon the order of the Controller, to deduct the amount of the payment from the sales and use taxes to be paid to the city. The bill would also require the Controller to deposit moneys received in repayment of the loan into the General Fund	RECOMMEND SUPPORT (At informal request of Hermosa Beach)	8/28/14 Assembly Inactive File
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TRANSPORTATION

<p>SB 1037 (Hernandez)</p>	<p>Los Angeles County Metropolitan Transportation Authority: transactions and use tax. Would require the MTA, prior to submitting an amended ordinance to the voters, to amend the expenditure plan previously prepared for the voter-approved Measure R transactions and use tax with respect to certain matters relating to projects and programs to be funded under Measure R and to develop a transparent process to determine the most recent cost estimates for those projects and programs. Would also require the MTA to include the updated expenditure plan in the Long Range Transportation Plan. Would require the updated Long Range Transportation Plan to include capital projects and capital programs that are adopted by each subregion, as specified, and that are submitted to the MTA for inclusion in the Long Range Transportation Plan.</p>	<p>MONITOR</p>	<p>8/15/2014 Chaptered</p>
<p>SB 1298 (Hernandez)</p>	<p>High Occupancy Toll Lanes. Removes the limitations on the number of HOT lanes that the California Transportation Commission may approve and would delete the January 1, 2012 deadline for HOT lane applications. Would also delete the requirement for public hearings on each application.</p>	<p>MONITOR</p>	<p>8/22/14 To Enrollment</p>
<p>HR 2468 (Matsui)</p>	<p>Safe Streets Act of 2013 - Requires each state to have in effect within two years a law, or each state department of transportation and metropolitan planning organization (MPO) an explicit policy statement that requires all federally-funded transportation projects, with certain exceptions, to accommodate the safety & convenience of all users in accordance with certain complete streets principles. Defines "complete streets principles" as federal, state, local, or regional level transportation laws, policies, or principles which ensure that the safety and convenience of all users of a transportation system, including pedestrians, bicyclists, public transit users, children, older individuals, motorists, freight vehicles, & individuals with disabilities, are</p>	<p>SUPPORT (4/24/14 Letter sent to author 5/29</p>	<p>6/21/2013 Referred to the Subcommittee on Highways and Transit</p>

	<p>accommodated in all phases of project planning and development.</p> <p>Allows such law or policy to make project-specific exemptions from such principles only if: (1) affected roadways prohibit specified users by law from using them, the cost of a compliance project would be excessively disproportionate to the need, or the population, employment densities, traffic volumes, or level of transit service around a roadway is so low that the expected roadway users will not include pedestrians, public transportation, freight vehicles, or bicyclists; and (2) all such exemptions are properly approved.</p> <p>Requires the Secretary of Transportation (DOT) to establish a method for evaluating compliance by state departments of transportation and MPOs with complete streets principles.</p> <p>Requires the Access Board to issue final standards for accessibility of new construction and alterations of pedestrian facilities for public rights-of-way.</p> <p>Requires the Secretary to conduct research regarding complete streets to: (1) assist states, MPOs, and local jurisdictions in developing and implementing complete streets-compliant plans, projects, procedures, policies, and training programs; and (2) establish benchmarks for, and provide technical guidance on, implementing complete streets policies and principles.</p>		
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BILLS THAT HAVE DIED:

- ECONOMIC DEVELOPMENT – AB 2216 re: Regional Occupational Centers affecting SoCal ROC
- ELECTION PROCESS – AB 2550 and AB 2715 (see above, now AB 1383) re: election dates and districts which the Board opposed.
- ENVIRONMENT – AB 1970 California Global Warming Solutions Act of 2006: Community Investment and Innovation Program.
- PUBLIC SAFETY – AB 1893 re: Sharps waste; AB 1894 re: medical marijuana
 SB 1262 re: Medical marijuana: regulation of physicians, dispensaries, & cultivation sites.

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South Bay Cities Council of Governments

August 28, 2014

TO: SBCCOG Board of Directors

FROM: Steve Lantz, SBCCOG Transportation Consultant

RE: SBCCOG Transportation Update –August 2014

Adherence to Strategic Plan:

Goal A: Environment, Transportation and Economic Development. Facilitate, implement and/or educate members and others about environmental, transportation and economic development programs that benefit the South Bay.

FOLLOW THE MONEY...

TRANSIT / HIGHWAY

Congress Patches Together A Short-term Highway Funding Extension Bill

Congress gave final approval on July 31st to HR5021, a \$10.8 billion bill to keep federal highway funds flowing to states highway and transit programs at current levels through May 2015. By temporarily preventing a bankruptcy of the Highway Trust Fund, lawmakers acted to take advantage of the summer construction season and get past the fall elections when a newly elected Congress takes office. The bill also defers a threatened average 28% cut in state subventions from the federal Highway Trust Fund that the USDOT said would start if the fund ran out of reserves in August.

Passage of HR5021 follows more than a month of political posturing in both houses of Congress regarding the ultimate funding sources and amounts for the Highway Trust fund, the duration of a long-term reauthorization, and even the length of the interim measure.

The bill reflects the horse trading and creative accounting that was needed to obtain passage in the House and Senate in an election year. The trust fund gets its money from the 18.4 cents per gallon gas tax, which has not been increased since 1993 and has struggled to keep up with rising costs of transportation infrastructure projects as cars grow more fuel-efficient and fewer gallons of gas are sold. At its current rate, the gas tax only generates \$34 billion of the \$50 billion in federal funds being spent on transportation infrastructure per year.

The cost of the Highway Trust Fund extension was partially covered from a \$1 billion transfer of revenues from a separate trust fund established to clean up leaking underground storage tanks at gas stations which generates more annual revenue than the cleanup work requires.

President Creates Private Sector Transportation Investment Clearinghouse

Frustrated by Congressional gridlock on long-term funding for transportation infrastructure projects, President Obama on July 17th issued an executive order to create the Build America Transportation Investment Center, a “one-stop shop” within the U. S. Department of Transportation, to forge partnerships between state and local governments, private developers and investors. The executive actions the president announced provided no new funding, but promised accelerated approval of private public partnerships that can provide financing to accelerate investments using existing federal credit programs.

The White House will also create a Build America Interagency Working Group that officials said would “expand and increase” private investment and collaboration by addressing “barriers” to private investment in the transportation area. The Treasury Department will host an Infrastructure Investment Summit in September.

Metro Approves 2014 ExpressLanes Net Toll Revenue Reinvestment Expenditures

At its July 24th meeting, the Metro Board approved nearly \$26 million in surplus I-10 and I-110 Express Lane revenues. Related to the I-110 revenues, the board funded nearly \$16 million in new community projects, provided \$3.4 million for continued transit service, and deposited nearly \$600,000 into reserve accounts. In addition, the Board removed \$1.75 million originally recommended for a Metrolink smartphone ticketing project and recommended that staff return in September with recommendations for funding the Metrolink Enhanced Ticketing project from other Metro sources. The Board also instructed staff to return in September with recommendations for using the \$1.75 million savings to approve other project applications that were recommended “pending available funding” or to increase reserves within each of the I-10 and I-110 corridors. The Metro staff report, including a two-page table breaking down the funded and un-funded applications, can be found [here](#). Approximately 40% of the funded applications are for active transportation.

Metro Delays Fare Increase By Two Weeks To September 15th

Metro has slightly postponed its fare increase that had been approved in May for September 1. The new fares will take effect on Monday, September 15th. Staff moved to the Sept. 15th date to allow a consistent price for, and not impact sales of, the countywide EZ Monthly Pass that is sold to customers from the 25th of the preceding month through the 10th of the month for which the pass is valid.

The base bus/train fare will increase 17 percent, going from \$1.50 to \$1.75. Senior fares and all daily/monthly/weekly passes also increase 25-40 percent. With the new fares, Metro is instituting a new 2-hour-free transfer window, though it only applies to customers paying via TAP card. The Metro board also deferred raising student cash fares from the current \$1.00 per boarding and clarified that the new 2-hour free transfer will not apply to students paying the reduced fare and only applies for continuation in the direction of travel (not for a round trip).

Board Approved Fares Effective September 2014

	Current Pricing	Approved FY 15
Regular		
Base Fare ¹	\$1.50	\$1.75
Day Pass	\$5.00	\$7.00
Weekly (7 Day)	\$20.00	\$25.00
Monthly (30 Day)	\$75.00	\$100.00
EZ Pass	\$84.00	\$110.00
Muni Transfers	\$0.35	\$0.50
Monthly Zone Upcharge (EZ/Silver/Express)	\$22.00	\$22.00
Student/College		
Student Cash ²	\$1.00	\$1.00
Student 30 Day ²	\$24.00	\$24.00
College 30 Day	\$36.00	\$43.00
Silver		
Regular Silver ¹	\$2.45	\$2.50
Silver Upcharge ³	\$0.25 - \$0.95	\$0.75
Express		
Express Fare ¹	\$2.20 - \$2.90	\$2.50
Express Zone Upcharge ³	\$0.70 - \$1.40	\$0.75

¹ Under the approved fare structure, base fare payments on a TAP card include 2 hours of transfers.

² Student fares are frozen at current levels per an approved Board motion and thus student cash fare does not include free transfers.

³ The two Express zones have been consolidated into a single surcharge.



3

Metro Is Struggling To Reduce Fare Evasion

The L.A. Times reported on July 28th that even though Metro had an estimated 115 million riders last year (up 5 percent from the previous year), the MTA could only produce a documented 70 million rides — a difference of 40 percent.

What accounts for this discrepancy? How many people are riding L.A.'s subways and trains without paying? How much money does the Los Angeles County Metropolitan Transportation Authority lose each year to fare evasion? Nobody really knows, and that's a problem, the LA Times noted in a July 29th editorial, particularly as Metro hikes its fares in September and makes the case for future fare increases and, potentially, for a sales tax increase in 2016 to help expand the region's rail system.

Metro's ridership estimates, which are based on a six month rolling average, may be too high. Or, riders that purchase day, weekly or monthly TAP passes may not tap each time they board a bus or enter a rail station. One promising statistic is that, in cases where stations have been upgraded with turnstiles, the gap between ridership and revenue numbers closed from 46% in January 2013 to 13% by April 2014, although it is unclear how 13% of riders continued to board at gated stations without paying their fare. Only about half of the station entrances have turnstiles and many of the remaining station designs preclude the retrofit of fare gates.

The ratio between revenues and ridership is important since Metro could lose federal funding if it cannot keep its fare box recovery ratio above 25%. The agency's Long Range Transportation

Plan assumes a 33% ratio, but Metro's fare revenues currently generate approximately 26% of the cost to operate their bus and rail services. Metro's bus system carries the lowest passenger loads of any major transit operator in the nation and opening of new rail lines such as Expo 2, the Gold Line extension to Azusa, and the Crenshaw LAX line will add pressure to increase fares or reduce service frequencies.

TRANSPORTATION INNOVATION: STARTS AND STOPS ...

TRANSIT / RIDESHARING / CARSHARING

Metro Board Seeks Next-Steps Study Of Acceleration Of Airport Metro Connector Project
At its July 24th meeting, the Metro Board approved a motion that instructed Metro staff to report back to the Board in September at the Planning and Programming and Construction Committees and at the September 25, 2014 full Board Meeting, with written details on the strategic next steps and plan to "accelerate" completion of the Green Line to LAX/Airport Metro Connector Project.

The Board motion asked for a detailed timeline and the specific MTA Board actions that are needed to accelerate delivery of the project that may be necessary to complement, align and expedite project delivery to match the completion date of the Crenshaw/LAX Light Rail Project in 2019 and the South Bay Green Line Extension Project, which are connected to and share the Green Line Corridor.

The Board motion also requested a detailed action plan that includes an array of funding alternatives, formal arrangements for working with LAWA, as well as local, state, and federal partners, to fund and implement the Green Line to accelerate the LAX/Airport Metro Connector Project. In addition, the Board requested staff to provide a specific approach to advocacy efforts with relevant federal agencies including the FTA and FAA to better coordinate and align with the federal review process, including resolving any road blocks to project funding, implementation and acceleration.

HIGHWAY

"Century Crunch" Bridge Demolition Project Finishes 41/2 Hours Early

Demolition of the old freight railroad bridge across Century Boulevard near Aviation was supposed to take 57 hours over the weekend beginning July 25th. But the bridge was removed, lanes were re-stripped, new signals installed, and K-rail was installed in time for Century Boulevard to reopen at 1:30 am on July 28th, 41/2 hours ahead of schedule. Century Boulevard will be limited to one lane in each direction for the next 16 months while a new elevated light rail station is constructed for the Crenshaw / LAX light rail line.

Caltrans Calls For Toll Lanes On I-405 In Northwest Orange County

Caltrans officials on July 25th reiterated their interest to add 14 miles of toll lanes on Interstate 405 between Seal Beach and Costa Mesa in Orange County. The stretch of freeway is already slated for a \$1.3 billion Orange County sales tax-funded expansion project but Orange County Transportation Authority has previously declined not to designate the new capacity for toll lanes.

Caltrans has proposed converting existing carpool lanes to toll lanes and adding another toll lane in each direction, but it doesn't have the extra \$400 million to make the idea a reality. Caltrans' version

of the plan -- including the future toll lanes -- projects that by 2020 drivers in regular lanes of I-405 could travel between State Route 73 and I-605 in 29 minutes. With only one new general-purpose lane in each direction and no toll lanes, Caltrans says the same trip would take 57 minutes. However, cities along the freeway in northwest Orange County told a meeting of the Orange County Transportation Authority that voters never were told before they approved a half-percent county sales tax in 2006 that funds from the road construction ballot measure might be used to help build freeway toll lanes.

The Orange County Transportation Authority expects to start construction on its widening project by 2016 and finish by 2021, with or without the toll lanes. Although Caltrans claims the toll roads provide drivers choices and expedite travel, opponents contend that one of the Caltrans' motivations for implementing toll lanes on its state-owned freeways is that any surplus revenues from the toll lanes could help close California's \$6 billion annual funding gap for state highway maintenance.

The issue is made more important by the impending decisions facing L. A. Metro and Caltrans as they determine whether or not to complete planning on its southern Los Angeles County toll roads using the I-405 or the I-105 to link Orange County to LAX. In addition, the state legislature must approve the permanent designation of the I-10 and I-110 ExpressLanes and deliberations may include which agency controls use of the surplus revenues being generated by the newest toll lanes.

SOUTH BAY

Metro Board Approves South Bay ExpressLane Expansion Studies On I-105 and I-405

At its July 24th meeting, the Metro Board directed the CEO to begin preparation of a Project Approval / Environmental Document study for conversion of the I-105 High Occupancy Vehicle lanes to ExpressLanes between the I-605 and I-405 and to undertake a similar study to extend the I-110 ExpressLanes south to the I-405 / I-110 interchange.

TRANSFORMATIVE SOUTH BAY TRANSPORTATION PLANNING ...

California Energy Commission Awards Hydrogen and Electric Recharging Grants

The California Energy Commission on July 24th approved \$46.6 million in grants for hydrogen refueling and electric charging construction projects throughout the state. California's zero-emission vehicle goal is to get 1.5 million hydrogen, battery electric and plug-in electric vehicles on the roadway by 2025. The majority of the CARB grant funding was approved for new projects that will accelerate the state-wide hydrogen refueling station network that will support the commercial launch of hydrogen fuel cell electric vehicles in 2015.

The approved list included a \$200,000 grant to the US Hybrid Corporation in Torrance to install electric vehicle chargers for its employees. In all, \$2.8 million in grants were awarded for 175 electric vehicle chargers stations in local communities, at key locations on I-5, SR 99, in 12 California State Parks and at two baseball parks. The CARB Clean Vehicle Rebate Program received \$5 million and \$3.1 million was awarded for two medium-duty electric repower demonstration grants for a school bus project and a delivery vehicle project.

There are currently 10 operational hydrogen refueling stations in California—the most recent opened in May 2014 on the CSU Los Angeles campus. With the announcement of Energy Commission funding for additional stations, California is slated to have 51 public hydrogen refueling facilities on line by 2017.

In another initiative California is working with other states to harmonize regulations and building codes to ease the location and construction of refueling stations for hydrogen and electric vehicles. An eight-state ZEV Action Plan released last month lays the foundation to coordinate efforts among California, New York, Maryland, Connecticut, Oregon, Massachusetts, Vermont and Rhode Island. The goal of this collaborative effort is to put 3.3 million ZEVs on the highways in those states by 2025.

Could Automated Electric Vehicles Use South Bay Rail Rights of Way?

The [Tracked Electrical Vehicle \(TEV\) Project](#) is futuristic concept that might transform rail rights of way to create a network of compact, electrically powered roadways on which conventional electric vehicles (EVs) can drive indefinitely under computer control. The electric roadways would supplement traditional roadways and operating rail lines.

The TEV roadways would be controlled by a computer system in a similar way to Automatic Train Operation on metro rail systems. The electric highways could be designed to be used by rubber-tired EVs as well as other transport modes like mini-buses, taxis and light freight vehicles. A road user would enter their destination then use the system as a guideway and power source. Vehicles could be automatically “entrained” while on the guideway and would be powered directly with electricity embedded in the guideway s as they travel, meaning they would never need to stop to recharge.

The system would also create energy savings over traditional private vehicles through eliminating the need for headlights, using steady vehicle speeds, reducing aerodynamic drag, and many other features. The TEV project could represent one means of shifting to a cleaner form of transport while improving the quality of travel.

Although innovative technology has a role to play in the future of safe, sustainable transport, the project would have many hurdles to overcome before it could be operational. For example, how could a breakdown of one car not prevent the rest of the cars behind it from moving forward? Or, how could the automated system be protected from computer hacks that might endanger the safety of road users?

South Bay Cities Council of Governments

August 28, 2014

TO: SBCCOG Board of Directors

FROM: Jacki Bacharach, SBCCOG Executive Director
Kim Fuentes, Deputy Executive Director

SUBJECT: Environmental Activities Report

Adherence to Strategic Plan:

Goal A: Environment, Transportation, and Economic Development. Facilitate, implement and/or educate members and others about environmental, transportation, and economic development programs that benefit the South Bay.

I. PROGRAMS - TECHNOLOGY, PLANNING, & RESEARCH

Climate Action Planning

Climate Action Plans: The SBCCOG is working with ICLEI to bring a solar workshop for local governments to the South Bay this September. ICLEI has partnered with the U.S. Department of Energy (DOE) on its Solar Outreach Partnership (SolarOPs), which is designed to help accelerate solar energy adoption on the local level by providing timely and actionable information to local governments. Through this program, expert trainers will provide a local governments solar workshop on communitywide and municipal solar strategies and resources. SBCCOG staff will reach out to city staff with more information as the workshop is finalized.

Energy Efficiency Climate Action Plan: Atkins and SBCCOG staff continue to work with city staff to review and finalize the first task deliverables to: 1) finalize the Assessment and Planning reports (A+P report) for each city and the sub-region and 2) to collect municipal and communitywide data for the greenhouse gas (GHG) emissions inventory updates. In July, Atkins and the SBCCOG sent final A+P reports to 12 cities that had provided comments and feedback to the first draft. The data collection process for the inventories is almost complete and Atkins, with SBCCOG input and review, has been calculating each city's GHG emissions for the inventory updates and drafting the GHG emissions inventory report template.

The SBCCOG hosted a Statewide Energy Efficiency Collaborative (SEEC) field training on SEEC's newest online emissions management platform, SEEC ClearPath California, on Wednesday July 23, 2014 at the SBCCOG office. The workshop was broken into two sessions for local government practitioners to learn more about the new emissions management tools through SEEC. The morning session provided a high level overview of SEEC and SEEC

ClearPath California and the afternoon session was a hands-on experience of working with the online platform. This software is the newest generation of the ICLEI software that the SBCCOG used to develop the original 2005 and 2007 GHG emissions inventories.

Energy Efficiency

Flex Alert Took Kit

SCE has provided a Flex Alert Tool Kit for each of our cities filled with information on how to reduce energy consumption. Cities are encouraged to pass along the information to residents to help them better prepared for summer heat waves and potential outages. The Tool Kit includes visual displays that can be placed around city facilities where the public has access. The three basic messages in the information include the following: 1) turn off lights, computers, and appliances when not needed; 2) postpone usage of major appliances and equipment until after 6 pm; and 3) adjust your air conditioning thermostat to 78 degrees or higher or use a fan.

Middle Income Direct Install Pilot Program (MIDI)

There is a new pilot Energy Upgrade California™ Middle Income Direct Install (MIDI) Program which is no-cost, targeting customers whose income just exceeds the upper threshold for qualification in the Energy Savings Assistance Program (total annual income between \$31,461 – \$120,270 depending on number of persons in household). The program is only available for SCG and SCE customers with certain zip codes in the South Bay and includes both gas and electric measures. SBCCOG staff is promoting the program during community events More information can be found at: <http://www.socalgas.com/for-your-home/assistance-programs/midi/>

Zip Codes Eligible for Participation in the MIDI Program*	
Carson	90745-90746, 90247, 90810
Gardena	90247-90249
Hawthorne	90250-90251
Hermosa Beach	90254
Inglewood	90301-90313, 90397-90398
Lawndale	90260-90261
Lomita	90717
Manhattan Beach	90266
Palos Verdes Estates	90274
Rancho Palos Verdes	90275
Redondo Beach	90277-90278

Rolling Hills	90274
Rolling Hills Estates	90274
Torrance	90501-90510
San Pedro	90731-90732
Harbor City	90710
Wilmington	90744

SCE Faith Based Direct Install

Preliminary numbers have come in from the Faith Based Direct Install for those entities that have completed their installation. Status report by organization is listed below:

Faith Based Initiative 2014						
Name	City	kW	kWh	Project Cost	Estimated Annual Savings	Installation
Truevine Baptist Church	Inglewood	0.56	2,444.01	\$1,384.67	\$366.60	completed
Yitzie Magalnic of Chabad of Palos Verdes	Rancho Palos Verdes	2.93	12,091.64	\$4,040.43	\$1,813.75	completed
Christ Center A.R.M.E.D.	Inglewood	1.42	6,357.90	\$5,679.27	\$953.69	completed
Congregation Ner Tamid	Rancho Palos Verdes	3.67	15,214.54	\$9,920.79	n/a	awaiting install date
Holy Trinity Lutheran Church	Inglewood	0.275	1,343	\$944.80	n/a	project to be restarted
Pacific Unitarian Church	Rancho Palos Verdes	2.04	8,731	\$6,567.13	1,310	completed
Wesleyan Methodist	Lawndale	1.91	8,886	\$5,668.33	n/a	awaiting install date
Seaside Community Church	Torrance	1.2	5,545	\$3,949.90	\$3,102	completed
Resurrection Church	Redondo Beach	n/a	n/a	n/a	\$9,953.67	project to be restarted

SCE Water Leak Detection Program

On July 25th draft Pressure Management technical memos were provided to the project team at each participating cities (Lomita, El Segundo, Manhattan Beach, and Inglewood) as a follow up from the pressure management plan site visits made in June by WSO (SBCCOG's sub-

consultant). Final water balance/consumption memos will be sent to the cities within a few weeks.

Energy Leader Partnership (ELP) Community Outreach & Demand Response Awareness

One of the criteria for moving up the tier levels in the ELP program is community outreach activity. The cities were able to use their recently obtained Flex Alert Kits to provide materials for a kiosk/display thus fulfilling their community criteria. During the month of July, approvals for Community Criteria were received from SCE for the cities of **Hawthorne** and **Carson**. Another criteria for tier level advancement is a demand response awareness activity. For the month of July, demand response awareness approvals were received for the cities of **Torrance** and **Hermosa Beach**.

Enterprise Energy Management Information System (EEMIS)

Staff currently has been focusing EEMIS efforts on the city staff reports as the Strategic Plan funding winds down. In addition, city customized EEMIS trainings are in the process of being conducted and the cities of Lawndale, Carson, and Redondo Beach have been completed. The remaining cities are anticipated to complete their training in August 2014.

Also, preparation for the Strategic Plan Final Report is underway to close-out project by October 15, 2014.

During the development of the EEMIS staff reports, SBCCOG staff has been thoroughly reviewing facility energy usage across the recently ended FY 2013/2014 and comparing with FY 2012/2013. During this data analysis, facilities with increased energy use and energy cost are being identified and included in EEMIS staff reports. The overall value given to cities is to minimize energy waste within the General Fund.

Redondo Beach had the most recent EEMIS staff report completed, and includes the following findings:

Summary of Findings - City of Redondo Beach

Finding	Description	FY 2013/2014 Cost (approximate)
#1 – Main Library	Energy use and energy cost increased from prior fiscal year	\$16,800
#2 – Zero energy use	City paid for no energy use electric accounts	\$5,000
#3 – Low energy use	City paid for low energy use (<50 kWh) electric accounts	\$9,200
#4 – Soil Gardening in Riviera Village	City paid for electric bill with meter located on building occupied by Soil Gardening in the Riviera Village	\$600
#5 – Tariff evaluation	Tariff change for traffic controls on TOU-GS-1 tariff	--
#6 – Utility Bills and Departmental End-Use	Review of service accounts organization and locational details	--
Total		\$31,600

Beacon Award Champion

The cities of **Hawthorne and Rancho Palos Verdes** are in the process of scheduling a Beacon Resolution for approval at upcoming Council Meetings in the next month.

The Institute for Local Governments (ILG), the educational arm of the League, will be hosting a reception for all Beacon Program participant cities in September, which include for the South Bay the cities of Carson, Gardena, Hermosa Beach, Lawndale, Manhattan Beach, Rolling Hills Estates, and Torrance. The program will include a presentation of the 2014 Spotlight Award winners and recognition of past winners. Event information:

Beacon Program Reception

Date: Thursday, September 4th, 5:30-6:30pm

Location: JW Marriott Los Angeles, 2nd Floor Platinum Salon Rooms I and J.

Water Conservation/West Basin Municipal Water District Programs (West Basin)

The new West Basin contract is scheduled for approval by both the West Basin Board and the SBCCOG Board during the month of August. The new contract will begin September 1, 2014. Highlights of the past program year's achievements to date are listed below:

Water Reliability 2020

Contract goals: Collect 1,000 WR 2020 support cards

Status of goals: collected 1,334 cards collected as of July 31, 2014

Contract goals: Schedule up to 40 WR 2020 presentations

Status of goals: Scheduled 32 presentations as of July 31, 2014. (Note: this goal is dependent upon West Basin's availability)

Contract goals: Schedule up to 24 tabletop WR2020 business briefings

Status of goals: Scheduled 18 scheduled as of July 31, 2014

One table top business briefing was held during the month of July at Convaid Advanced Seating & Mobility.

Cash for Kitchens

Contract goals: Complete 40 kitchen audits

Status as of July 31, 2014: 36 audits completed

Contract goals: Complete 50 follow-up visits at 50 previously audited sites

Status as of June 30, 2014: 50 follow-up visits completed

Contract goals: Complete 2 training sessions

Status as of July 31, 2014: 2 training sessions completed

Activities for July included SBCCOG staff contacting the following businesses in Torrance: Mezontle Mexican Grill, All Indian, Seafood Port Chinese Restaurant, Trading Post, Pit-Stop Burgers, Scardino's Italian Restaurant, Thai Rama Restaurant, Cicus Pizza, Dino's Burgers, Thai Food to Go, Alpine Village, Rascals Teriyaki Grill, Shakey's Pizza, Moo's Restaurant, and Moog Café.

Also, flyers were delivered to the Torrance Green Committee for members to circulate to local restaurants.

Rain Barrel

Staff completed 82 registrations for the Rain Barrel program during the month of July.

Ocean Safe Car Wash

The Ocean Save Car Wash program provides qualifying car wash companies the ability to participate in the West Basin coupon program. West Basin provides e-coupons, which are distributed via the internet and at local events. Not only does the program benefit companies that are "Ocean Safe" it also encourages residents to take their vehicles to car washes reducing water usage. Through the efforts of the SBCCOG staff two additional car wash company joined the program.

MWD Caucus Meeting

July meeting focused on an update on the State Water Project contract, including what the 5% allocation means to water contractors. . The primary message from the presentation: water suppliers shall educate and provide outreach about the state's water crisis. Use education and tools at <http://saveourwater.com>. Water suppliers shall increase local supplies by completing projects that conserve potable water, improve leak reporting, conduct water loss audits, evaluate rate structures, and plan for another dry year. As of August 1st, prohibited activities will be in place such as: cannot use potable water to water landscape that causes runoff; cannot use a hose to wash a car unless fitted with a shut-off nozzle; cannot use potable water to wash/sweep driveways or sidewalks; cannot use potable water in a fountain or decorative feature without a recirculating system. Engaging in prohibited activities could result in a fine up to \$500 per day. Water retailers must also provide the State Water Resources Control Board with a monthly report beginning in October that includes the amount of potable and treated water the urban water supplier produced for the preceding month. The water retailer must also report the information for the same calendar month in 2013, and the water retailer must estimate the gallons of residential water use per person per day. West Basin's EJ Caldwell provided an update on the Water Bond, set for the November 2014 ballot. Polling suggests it will fail; Governor Brown opposes the current water bond. The Governor wants the water bond reduced to \$6 billion.

Transportation

Vanpool Program

Through the efforts of the SBCCOG staff, a vanpool was formed at Pacific Corporate Towers (PCT). It is important to note that the lead for this business contact was a direct result of the partnership the SBCCOG has with West Basin. West Basin invited the SBCCOG to participate in an Earth Day, hosted by PCT. The SBCCOG was able to share an exhibit with Metro staff where they met with the CBRE, the management company for PCT. A vanpool lunch and learn was scheduled and conducted which resulted in the forming of the vanpool.

SBCCOG staff also hosted a vanpool information meeting on July 8th to introduce vanpool to companies located geographically close to the SBCCOG/SBESC building. Forty-one companies were invited; eleven companies had indicated they would send a representative to the meeting, but unfortunately, only 3 companies were represented. The attendance may have been small due to the time of year and the meeting date which was the Tuesday following the 4th of July holiday weekend. Plans are in the works to offer the information meeting again in September.

II. MARKETING, OUTREACH, & IMPLEMENTATION

Workshops & Trainings

The following chart lists an overview of all workshops held in July 2014:

Event Date	Event Name	No. Attended/ No. of RSVPs	Marketing Info. (how did they hear about the workshop):	Staff Lead
7/19/14	CFLT Hands-On-Workshop – Hermosa Beach	35/54	Email: 38 Flyer: 4 Friend/Family: 1 Local Publication: 1 Website: 1	MS

City Training

Discussions are underway at the request of Torrance staff to provide “Green Building” training for city staff through Build It Green (BIG) in the South Bay as most of the BIG trainings are in Northern California. The ultimate goal is to have city staff become GreenPoint Rated Advisors. The first step is to receive basic green building education which would be accomplished through BIG’s Certified Green Building Professional (CGBP) training. BIG is very interested in working with the SBCCOG to bring their trainings to the South Bay. BIG is currently putting together a proposal. The CGBP training is currently offered as a 2-day, 16 hour course and includes the final/certification exam. The proposal is to offer the 16 hour training over a 4-day period so that city staff can be staggered. Module 1 offered in the AM of day 1, repeating in the afternoon. Module 2 offered in AM of day 2, repeating in the afternoon, etc. The Torrance staff is looking

for space to hold the trainings as we expect attendance to be high and need larger room accommodations. The trainings would be open to all SBCCOG cities.

Outreach Events

In the month of July, SBCCOG staff:

- Exhibited at **2** community events, **1** employee events. **2** business events scheduled to participate in **3** community events; **1** employee event in July. Calendar year-to-date (through July 31st): **45** community events; **9** employee events; **2** business events; **11** presentations/workshops
- During the month of July, efforts were focused on scheduling Spanish-language presentations/workshops in Lennox; one workshop is scheduled for August 19th in Lennox. Staff will be working on scheduling an additional Spanish-language presentation/workshop in September/October.

Media

Earned Media Received in July

“City Reaches Platinum Energy Status” – Manhattan Beach Sun – July 3, 2014

Social Media

As of July 31, 2014 social media follower base are as follows:

Facebook: 329 likes

Twitter: 262 followers

LinkedIn: 47 followers

Volunteer Program

Volunteers

On June 5th volunteers and staff went on a field trip to Los Angeles International Airport (LAX).

Volunteer hours for the month of July 2014 are as follows:

- 213.5 hours
- Grand total as of 7/31/14 = 11,842.18 (Starting April 2008)

Annual Volunteer Recognition

The date for the Volunteer Recognition is November 20 just prior to start of the November Board of Directors Meeting in the Client Theater. All Board members are encouraged to attend.

III. SPECIAL PROJECTS/INITIATIVES

Annual Holiday Light Exchange

The dates for the 2014 Holiday Light Exchange program will be November 13 and 14 from 9a.m. to 5p.m. each day, at the South Bay Environmental Services Center, As in the past, the South Bay SCE customers will be asked to bring in their old energy guzzling holiday lights in

exchange for light emitting diode (LED) holiday lights that use less electricity and do not create heat. The old lights are taken off the grid and disposed of properly through a recycle facility

Annual Energy Efficiency and Energy Leader Recognition Luncheon

The 2014 annual recognition luncheon is scheduled for December 11. The keynote speaker CPUC Commissioner Michael Florio has confirmed. This event celebrates the 2014 energy saving accomplishments of our cities' staff. Details regarding the location and agenda will be forthcoming in future updates.

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South Bay Cities Council of Governments

August 28, 2014

TO: SBCCOG Board of Directors

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: Dominguez Channel Coordinated Integration Program Contract Administration

ADHERENCE TO STRATEGIC PLAN:

Goal A: Environment, Transportation and Economic Development. Facilitate, implement and/or educate members and others about environmental, transportation and economic development programs that benefit the South Bay

BACKGROUND

The Dominguez Channel Watershed Management Area Group has requested that the SBCCOG serve as the contract administrator for its Coordinated Integrated Monitoring Program (CIMP). The group includes the following jurisdictions: Cities of Los Angeles, Lomita, Hawthorne, Inglewood, El Segundo, the County of Los Angeles and the Los Angeles County Flood Control District.

The City of Los Angeles is the lead for the group and they will perform the monitoring outlined in the Plan. Estimated monitoring costs are about \$500,000 which would be collected through an annual fee paid for by the members of the group who are referred to as Individual General Permittees (IGPs). The City of Long Beach would also share in the monitoring costs. The assessment is based on land area.

The SBCCOG would not go to meetings of the group and would solely handle the annual invoicing and processing of MOUs as members join. Throughout the year, there could be multiple agreements (boilerplate) that the SBCCOG would process between the SBCCOG and the IGP's. The SBCCOG would not be performing the monitoring or meeting Regional Water Quality Control Board deadlines so the SBCCOG would not be responsible for fines and our legal counsel believes that liability would not be much of a concern.

This project is expected to continue to at least the year 2032. The agreement with the SBCCOG would be for a five year period at the end of which it would be updated.

CONSIDERATIONS

- Staffing – The type of work anticipated fit into existing staff work and could be accommodated through current and/or future hires who would work on other programs as well.
- Legal Counsel – Currently SBCCOG is receiving pro bono services from Jenkins and Hogin. Since this project would require legal review of contracts, I spoke to Mike Jenkins and requested a fee for these services. Understandably, he would not want to take on this project's work pro bono and has given me a fee of \$250/hour.

- Funding – The time required for this work is currently not known but in discussions with the staff, we believe that we can establish a rate for the first year and re-evaluate it if it is insufficient at the end of the year.

RECOMMENDATION

Consider, subject to negotiations with the Dominguez Channel Watershed Management Group, SBCCOG serving as contract administrator for the Dominguez Channel Coordinated Integrated Monitoring Program (CIMP) under the following terms:

- The SBCCOG will receive \$25,000 or 5% of the budget, whichever is greater, per year.
- In addition to the SBCCOG's fee, there would be a charge of \$250/hour for legal fees for review of MOUs.
- The agreement would be for five years with the understanding that after the first year the fee to the SBCCOG will be reviewed to ensure that it is sufficient.