



**Anaheim Transportation Network
Board of Directors Meeting Minutes
Wednesday, April 24, 2013
3:00 P.M. – 5:00 P.M.**

**Anaheim Convention Center
Mezzanine Conference Room
800 West Katella Avenue, Anaheim, CA 92802**

Board members in attendance:

Diana Kotler, ATN
Jerry Alder, Anaheim GardenWalk
Kevin Anderson, The Catch
Sergio Bocci, Hilton Anaheim
Marcus Bowman, Anaheim Marriott
Fred Brown, Desert Palm Hotel & Suites
Grant Dawdy, The Walt Disney Company
Christina Dawson, AOCVCB
Sven Grunder, Holiday Inn & Staybridge
Jeff Morse, DoubleTree Guest Suites
Tom Morton, City of Anaheim
Bill O'Connell, BW Stovall Hotels

ATN Staff Present:

Diana Kotler, ATN
Barbara Adams, ATN

Legal Counsel:

Fred Whitaker, Cummins & White, LLP

Ex-Officio Members:

Robert Johnson, MV Transportation, Inc.

ATN Members Present:

Linda Johnson, City of Anaheim

Members of the Public Present:

Eron Hodges, Hyatt Huntington Beach
Todd Priest, Curt Pringle & Assoc.
Sue Zuhlke, OCTA

Others Present:

Joe Escobedo, MV Transportation, Inc.
Denis Jackson, Bauer's Transportation
Kevin Mulcahy, Bauer's Transportation

AGENDA

Call To Order: ATN Board of Directors meeting called to order at 3:02 p.m.

WELCOME & INTRODUCTIONS

SPECIAL CALENDAR

1. Diana Kotler presented a resolution for Blanca-Estela Bajados the Anaheim Resort Transportation Operator of the Month of March.

ADDITIONS/DELETIONS TO THE AGENDA -- NONE

PUBLIC COMMENTS –

Eron Hodges, Hyatt Huntington Beach and also representing the Waterfront Hilton, commented about the potential for an ART route to Huntington Beach that has been being discussed by the ATN Board of Directors. He commented that many of the visitors to the Anaheim Resort area also visit the beaches while they are in town and that an ART route to these visitors would be beneficial. Mr. Hodges encouraged the ATN Board of Directors to move forward with the expeditious approval and implementation of this route.

CONSENT CALENDAR:

By Motion (Brown/Morton) items 2 – 8 on the consent calendar were acted on by one roll call vote.

2. Received and approved minutes of the ATN Board of Directors meeting held on Wednesday, February 27, 2013; and Special ATN Board of Directors meeting held on March 6, 2013
3. Received and filed status report pertaining to the Anaheim Transportation Network operations *ATN Focus Area Reports – February 28, 2013*
4. Received and filed ART Operating Reports through February 28, 2013
5. Received and filed ATN membership report.
6. Received and closed Audited Financial Statements, Supplementary Information, and Auditors' Reports as Required by Office of Management and Budget (OMB) Circular A-133 and Government Auditing Standards – June 30, 2012.
7. Received and filed draft financial reports for the period of January 31, 2013. File draft financial reports for the period of February 28, 2013.
7. Received and filed customer service summary for February 28, 2013.
8. Receive and file report pertaining to the ATN bus order. The report on the status of the rem

aining three low floor El Dorado Passport Compressed Natural Gas buses is provided with estimated delivery date slated for May 2013

AYES: 11
NOES: 0
ABSTAIN: None

OPERATIONAL REPORT

9. ART operational update – monthly report provided by MV Transportation, Inc.

Robert Johnson, MV Transportation’s General Manager for the Anaheim division provided an operational update for the Anaheim division. In addition, Mr. Johnson informed the ATN Board of Directors about transportation service to be provided for DECA, in coordination and at the request of the ATN operations staff. Mr. Johnson also informed the Board that is currently in town and that they 24 individuals are currently going through training in preparation for the upcoming high summer season.

ACTION CALENDAR:

10. Authorized Executive Director to release Request for Proposals for construction services for the new ATN operating facility at 1354 South Anaheim Boulevard, Anaheim

Staff requested authorization to release an Invitation for Bids (IFB) for construction services of the ATN’s new facility at 1354 South Anaheim Blvd., Anaheim. ATN is currently working with Ware Malcomb architects to develop construction documents which will be provided as part of the IFB documents. ATN expects to release this solicitation document in three to four weeks.

By Motion (Brown/Morton), the ATN Board of Directors authorized the Executive Director to IFB for Construction Services to adjust solicitation schedule to correspond with the availability of construction documents.

AYES: 11
NOES: 0
ABSTAIN: None

11. Authorized Executive Director to release Request for Proposals to conduct annual ATN auditing and financial review services

ATN staff requested authorization from the ATN Board of Directors for release of a Request for Proposals (RFP) Financial Auditing Services. The ATN’s financial auditing services have been provided, for the past seven years, with Carpenter Petersen & Associates. However, costs for these services have been steadily increasing, and in accordance with the recently revised ATN Procurement Guidelines, which state that all contracts over \$100,000 must undergo a formal Request for Proposals process. The ATN will need to expedite this solicitation schedule in order to retain an auditing firm and execution of the agreement by the end of June 2013. This schedule would allow the Board to award an agreement for services, for three years with two one-year options, just in time for the initiation of Fiscal Year 2012/13 financial and single A-133 audit.

By Motion (Morton/Brown), authorized the Executive Director to release the RFP 13-005 for Auditing Services.

AYES: 11
NOES: 0
ABSTAIN: None

12. By Resolution 13-007, authorize Executive Director to transfer ATN funds from Bank of America and to open new bank account(s) with Citizens Business Bank

Pursuant to the financing agreement between the ATN and Citizens Business Bank (CBB), approved by the ATN Board of Directors at its March meeting, the ATN Board of Directors needs to authorize staff to establish a banking relationship with CBB and transfer ATN funds from its current financial services institution, Bank of America, to CBB.

By Motion (Brown/Grunder), approved Resolution 13-007 and authorize Executive Director to transfer ATN funds from Bank of America and to open new bank account(s) with Citizens Business Bank.

AYES: 11
NOES: 0
ABSTAIN: None

BOARD WORKSHOP

13. Discuss ART transportation service strategies for the properties located in the City of Garden Grove -- Information Item -- No Action Required

Executive Director provided an introduction with history and background on the ART service for the hospitality establishments located in the City of Garden Grove. Staff also brought to the Board's attention some concerns with the use of the service names and logos by the Garden Grove providers. One of the services is call Area Regional Transit System (ARTS) as well as a new provider call OC Trolley.

ARTS service is provided by the existing company – Parking Company of America. OC Trolley service is a new start-up operating with one bus serving multiple routes to Buena Park, Huntington Beach and Orange.

Staff requested assistance from the ATN board members with the communication with appropriate representatives from the City of Garden Grove. Since Garden Grove hospitality community is serving in the leadership capacity on several Anaheim boards, in conjunction with the Anaheim representation, assistance from the key ATN Board members would be of benefit to begin preliminary discussions.

In addition to the ongoing proactive discussions, other options maybe available to the ATN in a form of compliance measures as such as the alternative fuel requirements through the City of Anaheim Resort Specific Plan and the franchise requirements of the city's Charter.

At the recommendation from Todd Priest, the ATN Board members were requested to form a task force to look into this matter further. Board members Morse and O'Connell volunteered to assist with this task.

14. Other Business -- Update on Request for Qualifications for ART Service – Information Item -- No Action Required

Executive Director explained that ATN reached out to 32 companies regarding the FRQ for ART Service. 22 companies came to the pre-proposal meeting. ATN received proposals from 7 companies.

A “Pass/Fail” evaluation was conducted for all respondents on issues such as financial ability to perform, no pending legal issues, no debarment, etc. All 7 of the responding were successful in the initial “Pass/Fail” evaluation.

Each person on the Evaluation Committee has been sent binders from each respondent and has been asked to fill out their evaluation forms and bring them to the meeting scheduled for April 30th.

The Evaluation Committee will be seeking to create a short list of 4 or 5 companies to be sent the RFP.

Adjourn ATN Board of Directors Meeting at 3:40 pm.

Next regular ATN Board of Directors meeting will take place at the Anaheim Convention Center Room 206, 800 West Katella Avenue, Anaheim, on Wednesday, May 22, 2013.