



**Anaheim Transportation Network
Board of Directors Meeting Minutes
Wednesday, August 28, 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:

Jerry Alder, Anaheim GardenWalk
Todd Ament, Anaheim Chamber of Commerce
Kevin Anderson, The Catch
Fred Brown, Desert Palm Hotel & Suites
Jay Burress, Anaheim Visitors and Convention Bureau
Grant Dawdy, The Walt Disney Company
Bill O'Connell, Best Western Stovall Hotels
Paul Sanford, Hilton Anaheim

ATN Staff Present:

Diana Kotler, ATN
Barbara Adams, ATN
Lita Aguilar, ATN

ATN Legal Counsel:

Fred Whitaker, Cummins & White, LLP

Ex-Officio Members:

Robert Johnson, MV Transportation, Inc.

ATN Members Present:

Jamie Lai, City of Anaheim

Members of the Public Present:

Terry Davis, MV
Joe Escobedo, MV
George Lee, MV
Todd Priest, CP&A
Nancy Rincon, National Express
Larry Slagle, YCC
Emelio Vasquez, MV
Sue Zulke, OCTA

AGENDA

Call To Order Anaheim Transportation Network Board of Directors Meeting at 3:05 pm.

WELCOME & INTRODUCTIONS

SPECIAL CALENDAR

1. Presentation of a Resolution to Terry Davis for the Anaheim Resort Transportation Operator for the Month of July.

ADDITIONS/DELETIONS TO THE AGENDA - None

PUBLIC COMMENTS - None

CONSENT CALENDAR

Items 2 – 8 on the consent calendar will be acted on by one roll call vote unless members of the ATN Board of Directors, staff or the public request the item to be discussed and/or removed from the consent calendar for separate action:

2. Receive and approve minutes of the ATN Board of Directors meeting held on Wednesday, July 24, 2013
3. Receive and file status report pertaining to the Anaheim Transportation Network operations ATN Focus Area Reports – July 31, 2013
4. Receive and file ART Operating Reports through July 31, 2013
5. Receive and file ATN membership report for July 31, 2013
6. Receive and close financial reports for the periods of June 30, 2013. File draft financial reports for the period of July 31, 2013
7. Receive and file customer service summary for July 31, 2013
8. Receive and file sales report summary for July 31, 2013

END OF CONSENT CALENDAR

By motion (Brown/O'Connell) Items 2 – 8 on the Consent Calendar were acted on and approved by one roll call vote.

AYES: 8

NOES: 0

ABSTAIN: 0

OPERATIONAL REPORT:

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

Robert Johnson, MV General Manager, discussed MV's key performance indicators, and upcoming extra demands from increased ridership, deviated routes for events such as D23 and Disneyland's ½ Marathon and continued demand for service. George Lee, Operations Supervisor, MV, discussed driver statistics pertaining to personnel training and staffing levels, supplement driver workforce, driver retention, MV regional support, and reduction of negative comments by 29% year over last year.

Informational Item – No action required.

ACTION CALENDAR:

10. ART Service Provision Strategy Overview for Route 20 and Other Related Services. Authorize staff and ATN legal counsel to commence contractual negotiations with the Walt Disney Company

ATN staff, legal counsel and government relations consultant held several meetings with Disneyland Resort Transportation team members to discuss a plan for transportation services for:

1. Existing Route 20 – Toy Story;
2. The Anaheim Convention Center;
3. GardenWalk; and
4. Pumbaa Parking facilities

Based on these discussions, existing ART service routes will continue to operate based on the current service delivery methodology:

Route 20 – Toy Story

No changes to the service delivery methodology and/or routing are recommended and/or assumed in the revised plan.

Anaheim Convention Center

Numerous existing ART routes operate to serve the Anaheim Convention Center. Should service needs necessitate additional capacity to accommodate increases in the demand for service, the ATN will provide additional bus capacity to meet projected demand for service.

Two (2) existing ART stop locations exist to serve the Anaheim Convention Center. These locations are:

1. Grand Plaza; and
2. Transit Plaza.

ART stop locations at the Anaheim Convention Center are frequently deviated based on the events scheduled at the Center, to accommodate event demand for service, parking patterns, events' use of the facilities, street closures, requests of the Anaheim Convention Centers' personnel and Anaheim Police Department. ATN will adjust its pick-up/drop-off location(s) based on the mutually agreed upon conditions to ensure adequate traffic circulation, demand for service and enhanced passenger experience.

GardenWalk

Most of the existing ART routes serve GardenWalk. ART stop locations serving GardenWalk are at the Transportation Center, Harbor Boulevard and Katella Avenue, Katella Avenue at the OCTA bus stop in front of Cheesecake Factory and eastbound on Disney Way.

For the purposes of circulator operations, ATN recommends the use of the bus stop at the Transportation Center. Proximity to the retail facilities, restroom and customer service inquiries would enhance overall passenger experience.

Upon decision to expand passenger service needs for additional capacity to accommodate increases in the demand for service, the ATN will provide additional bus capacity to meet projected demand for service at agreed upon stop location(s).

Pumbaa Parking Facility

Should the need arise to use Pumbaa Parking facilities, the ATN proposes to add a stop internal to the Pumbaa Parking Lot and directly across the street from the existing ART bus stop location on eastbound Disney Way. The stop at Pumbaa will only be activated as necessitated by the demand for service. The stop will remain inactive during all other operations.

Methodology for increases in the demand in bus capacity and activation of the ART stop at Pumbaa will be the same as required to meet demand for ART services at other service/event areas served by ART.

ATN BUS FLEET

ATN's current fleet of Liquefied Natural Gas (LNG) buses will be used for the circulator service. A minimum of 30 LNG buses will be needed to meet adequate demand for services. This fleet of LNG buses will be leased from the Orange County Transportation Authority (OCTA) through 2014. Upon completion of the existing service agreement between the ATN and OCTA, the ATN will acquire LNG buses for the above described uses.

Once the asset transition from OCTA to ATN occurs, maintenance and fueling of the LNG buses will be assumed by the ATN. This transition may occur on April 1, 2014, or December 1, 2014, pending contractual negotiations between the ATN and OCTA. Cost considerations and projections to account for this upcoming transition are provided in the Projected Cost section of the plan.

ATN will continue to explore availability, funding, and deployment of zero emission bus technologies for future operations in the circulator service. Contingent upon funding availability and award, the ATN will dedicate the entire fleet of zero emission buses to the circulator service. The final number of buses, zero emission technologies and potential for partnerships will be addressed at a future time and upon funding availability. Yet to be finalized associated operating costs for zero emission buses are presented for discussion purposes only in this scenario. Final rates will need to be agreed upon at a future date.

In addition to the 35 LNG buses, the ATN's fleet consists of 18 Liquefied Propane Gas (LPG) buses and 21 Compressed Natural Gas (CNG) buses. All buses are fully accessible and ADA-compliant. For the circulator services, ATN may need and/or choose to use this fleet of buses to meet demand for service. Only LNG buses will be used on Route 20 – Toy Story.

ATN ADMINISTRATION AND MAINTENANCE FACILITY

Current operations are conducted out of two facilities – Anaheim Base at 1280 South Anaheim Blvd., Anaheim; and Garden Grove Base – 11790 Cardinal Circle, Garden Grove.

The ATN completed purchase of its permanent location at 1354 South Anaheim Blvd., Anaheim and anticipates relocating to the new facility in January 2014. All current operations out of the Anaheim Base will be moved to the 1354 South Anaheim Blvd. facility. The ATN has confirmed with the City of Anaheim a satellite parking facility to accommodate additional bus parking over flow. This facility is adjacent to the Anaheim Sports Center and will be available to the ATN through 2045.

Upon completion of the current lease/maintenance agreement with OCTA and acquisition of the 35 LNG buses, this fleet will either be moved to the new ATN facility or will remain with OCTA. Final determination for the location, maintenance and fueling of the LNG fleet will be jointly decided upon and will be based solely on the most cost advantageous basis for the ATN and its members.

ATN MAINTENANCE PROGRAM

Our maintenance program follows requirements of the Federal Transit Administration (FTA).

CONTRACTED SERVICE PROVIDER

ATN contracts with MV Transportation Inc. (MV) to provide driving personnel for all ART services. The current contract between MV and ATN will terminate on July 30, 2014.

A Request for Proposals (RFP) for the provision of driving personnel will be released by the ATN in mid-September. Final selection of the service provider will be completed in early 2014.

ADDITIONAL ITEMS FOR CONSIDERATION AND DISCUSSION

Bus Wraps

Should a decision be made to re-wrap the existing bus fleet, the cost of a re-wrap is \$7,000 per 40-ft bus and \$5,500 for 32-ft bus.

LED Real-Time Advertising

If there is a desire to replace existing static advertising panels in the LNG buses with real-time advertising system, the cost is estimated at \$7,000/bus for hardware and \$75/month/bus for on-going cellular communications.

Voice Annunciation System

The desire to reduce the number of announcements made by the drivers can be accommodated through the installation of an automated Voice Annunciation System driven by GPS coordinates. The ATN currently operates a Voice Annunciation System on the rest of the ART system. All non-LNG buses have this system installed and fully functional. Installation of the Voice Annunciation System on the LNG bus fleet would be an additional one-time expense of \$5,000 per bus

These additional items represent straight pass-through costs.

By motion (Brown/Sanford) board authorized the staff and ATN legal counsel to commence contractual negotiations with the Walt Disney Company.

AYES: 8

NOES: 0

ABSTAIN: 0

11. Review ATN draft RFP#13-006 for Anaheim Resort Transportation Contracted Services. Authorize staff to release RFP#13-006 upon receipt and incorporation of final comments

At its May 2013, the ATN Board of Directors approved a short list of pre-qualified firms to move forward into the Request for Proposals (RFP) phase of the evaluation process to submit proposals for the Anaheim Resort Transportation (ART) services. The ATN is following a two-step process for selection of the best qualified transportation services contractor. This process began with submission of Qualification Statements in April 2013. ATN received seven (7) Qualification Statements and approved five (5) shortlisted firms:

1. MV Transportation, Inc.
2. Veolia Transportation
3. McDonald Transit
4. First Transit
5. National Express

The RFP for the provision of ART services is ready for release and is scheduled to be posted for distribution on September 19, 2013. Since all proposers expressed a desire to bid on all three components of the RFP the ATN combined all three delivery methods and is seeking proposals to award one (1) contract for a five (5) year term.

The Evaluation committee for the RFP will be composed of the same committee that evaluated the Qualification Statements. Interviews will be scheduled with the Evaluation Committee. Further interviews by the entire ATN Board will be determined and scheduled at the discretion of the Evaluation Committee.

ART services RFP #13-006 allows the contractor to submit proposals for all three ART services based on the following Revenue Vehicle Hours (RVH). The contractor requirements include provision of adequate personnel (administrative, operational and safety staff) and a comprehensive safety and training program. Liquidated damages associated with the performance of contracted work have been updated to reflect reduced contractor responsibilities and the ATN's desire to enhanced service quality and safety. A full list of Liquidated Damages is included in the RFP as TABLE 2.

The RFP evaluation criteria were developed to allow the ATN to select the best qualified transportation services provider based on the:

- 1. Relevant experience and qualifications 20%
- 2. Management Plan and Operations Plan 25%
- 3. Ability to Hire and Retain Personnel 25%
- 4. Cost 30%

TABLE 1	
Contract Year	RVH
Year 1 (Aug. 1, 2014 thru 6/30/2015)	165,969
Year 2 (July, 1, 2015 thru 6/30/2016)	174,167
Year 3 (July, 1, 2016 thru 6/30/2017)	182,180
Year 4 (July, 1, 2017 thru 6/30/2018)	182,180
Year 5 (July, 1, 2018 thru 6/30/2019)	182,180

ATN staff tried to keep, to an extent possible, liquidated damages as objective as possible. Specific performance criteria for on time performance, valid complaints, accident reports, filling of key positions, and failure to provide adequate personnel available for service have been established

As part of final agreement and best and final offer negotiations, a determination will be made and recommended for Board further deliberation if a cap on liquidated damages should be considered and if, yes, what criteria and/or amount should be used to determine an equitable cap and what parameters will be used to determined the grounds contract termination provisions.

By motion (Brown/Ament) Board authorized staff to release RFP#13-006 upon receipt and incorporation of final comments.

AYES: 8
 NOES: 0
 ABSTAIN: 0

12. Approve revised and updated ATN Anaheim Resort Transportation Fleet Plan

In March 2012, the ATN Board of Directors approved Anaheim Resort Transportation (ART) Fleet Plan, in compliance with the federal requirements. A fleet plan is a snapshot of the fleet requirements. In addition, the plan provides an overview of the projected fleet needs for future operations and sets a direction for the acquisition of rolling stock assets. The revised 2013 ART Fleet Plan was presented and showed an improvement of the ATN’s fleet needs due to the completion of acquisition of 20 Compressed Natural Gas (CNG) buses and disposition of the aging equipment.

Current ATN fleet is comprised of a total of 73 buses as presented in the table below:

Quantity	Service Type	In Service Date	Retire Date	Status
35	NABI/LNG	December 2010	March 2014	Lease from OCTA
0	E-BUS/Electric	May 2002	October 2012	Retired March 2013
8	El Dorado/LPG	March 2006	March 2013	Contingency Fleet
9	Starcraft/LPG	May 2011	May 2019	Cut-Away Propane Fleet
18	Glaval/CNG	October 2012	October 2020	Cut-Away CNG Fleet
3	EZ Rider	May 2013	May 2026	Low Floor BRT CNG Fleet

After the procurement of 20 new buses and allocation of eight (8) buses to contingency fleet, ATN's active revenue fleet will consist of 65 vehicles. However, with allocation of eight (8) buses to contingency fleet, ATN shall anticipate revenue fleet shortfall of one (1) bus.

Total Fleet Currently Available	65	
TOTAL FLEET FY 2013/14	65	
# of Contingency Buses	8	2013/2014
TOTAL AVAILABLE FLEET FY 2013/14	73	
Buses Needed for Future Service	66	
ANTICIPATED SHORTFALL	1	
Section 5307 Funding FY2011 & 2012 (Procurement 2015)	0	
REMAINING SHORTFALL	1	

At present time, future fleet expansion is contingent on the funding availability for 35-ft pure electric buses with capacity to accommodate up to 35 seated passengers each. Should these funds be awarded to the ATN, and the Board of Directors authorization for retention of the entire rolling stock, the ATN spare ratio and fleet availability of the performance of service be significantly improved.

Total Fleet Currently Available	65	
TOTAL FLEET FY 2013/14	65	
# of Contingency Buses	8	2013/2014
TOTAL AVAILABLE FLEET FY 2013/14	73	
Buses Needed for Future Service	66	
ANTICIPATED SHORTFALL	1	
Section 5312 Funding	15	
TOTAL FLEET FY 2015/16	80	
Spare Buses (Spare Ratio 20% or 16 buses)	14	

Given current and future demand for service, the ATN continues to face funding challenges and cope with the shortage of buses. The current economic conditions, further compound the funding shortage, the ATN has to reprioritize the limited funding in the FY2014 capital budget, and the fleet plan and assume a limited expansion of the fleet with available, guaranteed funding of approximately \$550,000 annually with Section 5307 funds, which would be equate for approximately two (2) to three (3) 32-ft cut-away buses per year.

Therefore, it is staff recommendation, that at this time, retirement of buses should be based, solely, on the availability of grant funding sources. Without availability of grant funding, buses that exceed useful life, shall be used to meet spare ratio requirements and contingency needs.

The ATN relies of federal Section 5307 funds which represent ATN's Capital Improvement Program of \$600,000 in apportionments per fiscal year. Recently authorized transportation legislation, MAP 21, will provide additional funds for Bus and Bus Facilities Programs. These funds will be forthcoming from OCTA as an exchange of federal for local funds.

By motion (Brown/Ament) board approved revised and updated ATN Anaheim Resort Fleet Plan.

AYES: 8
NOES: 0
ABSTAIN: 0

13. Approve ATN Anaheim Resort Transportation Fleet Maintenance Plan

The ATN Fleet Maintenance Plan has been prepared and encompasses the following:

- Equipment and Facilities
- Maintenance and Service Inspections
- Preventative Maintenance Scheduling
- Parts and Inventory Control
- Training Program
- Use of Manufacturer's Maintenance Manuals and Recommendations
- Warranty Procedures
- Bus Renovation Program
- Engine Component Rebuild
- Quality Assurance
- Vehicle Information Systems
- Evaluation of ATN Existing Maintenance Program

The goal of the Fleet Maintenance Plan is to provide quality service and safety. The standards include daily and weekly inspections, as well as continuous training.

By motion (Brown/Sanford) board approved ATN Anaheim Resort Transportation Fleet Maintenance Plan.

AYES: 8
NOES: 0
ABSTAIN: 0

14. Approve ATN Anaheim Resort Transportation Capital Asset Management Plan

The ATN Anaheim Resort Transportation Capital Asset Management Plan has been prepared as required by the Federal Transit Administrations requirements for the continued receipt of federal funds. The Capital Asset Management Plan encompasses:

- Capital Assets
- Responsible Departments
- Asset Custodians Duties and Responsibilities
- Tagging of an Asset

- Location Codes / Space Plans
- Asset Transfers
- Disposition / Retirement of Assets
- Redistribution of Assets
- Sale or Surplus of Scrap Items
- Missing / Stolen Assets
- Physical Inventory Procedures
- Capital Asset Physical Inventory Instructions
- Capital Asset Forms

By motion (Brown/Ament) board approved ATN Anaheim Resort Transportation Capital Asset Management Plan.

AYES: 8
 NOES: 0
 ABSTAIN: 0

15. Status Updates:

Informational Items – No action required

Triennial Review – report provided by Todd Priest, ATN’s government relations consultant. Mr. Priest informed the Board that earlier today, at OCTA Finance and Administration Committee, a staff report on the ATN’s Triennial Review Compliance report was presented. ATN made significant strides in the development of all federal compliance reports and procedures, certain items still need to be addressed. A letter from OCTA will be forwarded to the ATN Board of Directors identifying areas that need further development.

ATN Facility Relocation – ATN Facility Relocation – An Invitation for Bid (IFB) for a Direct Contractor for Tenant Improvement for the new ART Facility has been updated to redefine the Scope of Work and reduce costs of the project.

The new IFB has been written as a Guaranteed Maximum Price type of project that allows greater flexibility for the contractor and ATN to work together to find value engineering solutions.

Key dates for the IFB:

IFB Release	August 29, 2013
Bids Due	September 20, 2013
Contract Award	September 30, 2013

Angels/Ducks Express Service Update – On April 10, 2013 with the Angel’s Home Opening game, the ATN began provision of Angel Express service funded by the Mobile Source Air Pollution Review Committee (MSRC). The Anaheim Resort Transportation (ART) service, known as Angels Express service was put into service on Tuesday, April 9, 2013 to coincide with the Angels Home Opener and Rihanna concert at the Honda Center. Since that time, and on an on-going basis, Angels Express service was operated on weekends (Friday-Sunday) with service beginning 90 minutes before the game start. Return services begin at the bottom of the 7th inning and continue until the end of the game. At this time, the ATN is beginning discussions with Ducks and the Honda Center to begin

transition to NHL operations which will commence on October 10, 2013.

Employer Transportation Plans – Implementation has begun in August 2013. Throughout the months of September and October, ATN and consultant staff will be reaching out to the local Orange County employers to encourage greater participation and involvement in the regional rideshare program.

16. Other Business

ATN Board of Directors Meeting adjourned at 4:30 p.m.

Next regular ATN Board of Directors meeting will take place at the Anaheim Convention Center, Room 206, 800 West Katella Avenue, Anaheim, on Wednesday, September 25, 2013.

ATN Board of Directors Meeting

August 28, 2013

3:00 p.m. – 5:00 p.m.

Anaheim Convention Center

Mezzanine Conference Room

800 West Katella Ave.

Anaheim, CA 92802

<u>Name</u>	<u>Affiliation</u>
Barbara Adams	ATN
Tom Morten	COTA
George Lee	MV Transportation
Jerry Alder	Garden Walk
Todd Amont	Chamber
Bill O'CONNELL	BW STEWART HOTELS
Tony Burgess	Anaheim / OC VCB
Jamie Lai	City of Anaheim
Todd Priest	Court of Principals Association
LARRY SLAGLE	YCC
Steve Zuhike	OCTA
Paul Soufason	Disney
GRANT DAUDY	



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Name

Affiliation

John M. L. Stett

CDW

FRED BROWN

DESERT PALMS HOTEL

Alita Aguilar

ATN

JOE ESCOBEDO

MU

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