Governments SANBAG Working Together

San Bernardino Associated Governments

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TRANSPORTATION MEASURE I

•San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
•San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies

AGENDA

Board of Directors Meeting

July 1, 2009

Start Time: 9:30 a.m.

LOCATION
San Bernardino Associated Governments
Santa Fe Depot - SANBAG Lobby 1st Floor
1170 W. 3rd Street, San Bernardino, CA

Board of Directors

President
Paul Eaton, Mayor
City of Montclair

Vice-President
Brad Mitzelfelt, Supervisor
County of San Bernardino

Charley Glasper, Mayor
City of Adelanto

Rick Roelle, Mayor
Town of Apple Valley

Julie McIntyre, Mayor Pro Tem
City of Barstow

Bill Jahn, Mayor Pro Tem
City of Big Bear Lake

Dennis Yates, Mayor
City of Chino

Gwenn Norton-Perry, Council Member
City of Chino Hills

Kelly Chastain, Mayor
City of Colton

Mark Nuaimi, Mayor
City of Fontana

Bea Cortes, Council Member
City of Grand Terrace

Mike Leonard, Council Member
City of Hesperia

Larry McCallon, Council Member
City of Highland

Rhodes "Dusty" Rigsby, Mayor Pro Tem
City of Loma Linda

Jeff Williams, Mayor
City of Needles

Alan Wapner, Council Member
City of Ontario

Diane Williams, Council Member
City of Rancho Cucamonga

Patricia Gilbreath, Mayor Pro Tem
City of Redlands

Ed Scott, Council Member
City of Rialto

Patrick Morris, Mayor
City of San Bernardino

Jim Harris, Council Member
City of Twentynine Palms

John Pomierski, Mayor
City of Upland

Ryan McEachron, Council Member
City of Victorville

Richard Riddell, Mayor
City of Yucaipa

William Neeb, Council Member
Town of Yucca Valley

Gary Ovitt, Supervisor
County of San Bernardino

Paul Biane, Supervisor
County of San Bernardino

Neil Derry, Supervisor
County of San Bernardino

Josie Gonzales, Supervisor
County of San Bernardino

Ray Wolfe, Caltrans
Ex-Officio Member

Deborah Robinson Barmack
Executive Director

San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.

In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:

> ***The San Bernardino County Transportation Commission,*** *which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.*
>
> ***The San Bernardino County Transportation Authority,*** *which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.*
>
> ***The Service Authority for Freeway Emergencies,*** *which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.*
>
> ***The Congestion Management Agency,*** *which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.*
>
> *As a* ***Subregional Planning Agency,*** *SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.*

Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.

San Bernardino Associated Governments
County Transportation Commission
County Transportation Authority
County Congestion Management Agency
Service Authority for Freeway Emergencies

Board of Directors

AGENDA

July 1, 2009
9:30 a.m.

Location:
San Bernardino Associated Governments
Santa Fe Depot
SANBAG Lobby, 1st Floor
1170 W. 3rd Street, San Bernardino

To obtain additional information on any items, please contact the staff person listed under each item. You are encouraged to obtain any clarifying information prior to the meeting to allow the Board to move expeditiously in its deliberations. Additional meeting procedures and agenda explanations are attached to the end of this agenda.

Call to Order - 9:30 a.m. by Mayor Paul Eaton

I Pledge of Allegiance
II. Attendance
III. Announcements: Year of Accomplishments
- Calendar of Events (Pg. 14)

IV. Agenda Notices/Modifications – Vicki Watson

Notes/Actions:

1. Possible Conflict of Interest Issues for the Board Meeting of July 1, 2009 Pg. 15

Note agenda item contractors, subcontractors and agents, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

CLOSED SESSION

Conference with Legal Counsel pursuant to
Government Code Section 54956.9(a)
Case Nos. 37-2009-00082535 and 37-2008-00079230

Notes/Actions:

Consent Calendar

Items listed on the Consent Calendar are expected to be routine and non-controversial. These items have been discussed at SANBAG Policy Committee meetings and made available for public review as noted in the agenda. The Consent Calendar will be acted upon as a single motion. Items on the Consent Calendar may be removed for discussion by Board Member Request. Items pulled from the consent calendar will be brought up under Agenda Item 31.

Administrative Matters

2. Board of Directors Attendance Roster Pg. 17

3. Procurement Report for May 2009 Pg. 21

Receive Monthly Procurement Report. **William Stawarski**

This item was unanimously received by the Administrative Committee on June 10, 2009.

4. Changes to Policy 10111, Work Requirements, Leaves, and Absences Pg. 23

Approve changes to Policy 10111 to incorporate Military Family Medical Leave Entitlements. These are new military family leave entitlements enacted under the National Defense Authorization Act for FY 2008 and became effective January 16, 2009. **Duane Baker**

This item was reviewed by the Administrative Committee on June 10, 2009 and has been reviewed by SANBAG Counsel

5. Purchase of Modular Workstations for SANBAG Offices Pg. 28

Approve Purchase Order No. P09224 with G/M Business Interiors for an amount not to exceed $80,000 for modular workstations for positions authorized in previous budgets. **Duane Baker**

This item was approved by the Administrative Committee on June 10, 2009.

6. Amend Employment Contract for Major Projects Special Assignments Pg. 30

Approve Amendment No. 1 to Contract No. C08196 with Paula Beauchamp for management of Major Project's special assignments, to increase the amount by $226,000 for a new not to exceed total of $450,000. **Garry Cohoe**

This item was reviewed and unanimously recommended for approval by the Administrative Committee on June 10, 2009. SANBAG Counsel has reviewed and approved the amendment as to form.

Notes/Actions:

Consent Calendar Continued....

Administrative Matters (Cont.)

7. 2009 Sales Tax Revenue Note 2008/2009 and 2009/2010 Budget Amendments Pg. 36

1. Amend the 2008/2009 SANBAG Budget to reflect receipt of revenue in the amount of $260,474,213.65 from the 2009 Sales Tax Revenue Note issuance.

2. Amend the 2008/2009 SANBAG Budget to increase the budget for Task No. 94209000 – Financial Management, by $1,416,001.92 from 2009 Sales Tax Revenue Note.

3. Amend the 2009/2010 SANBAG Budget to change the funding source from Measure I Valley Major Projects funds to 2009 Sales Tax Revenue Note for the following tasks including encumbrances:

Task 82509000 – I-10 Corridor Project Development $4,726,282
Task 82609000 – I-10/Cherry/Citrus Interchanges $4,234,972
Task 86909000 – Glen Helen Parkway Grade Separation $664,194
Task 87309000 – Valley Blvd. Grade Separation $496,970
Task 87409000 – Palm Avenue Grade Separation $340,860
Task 87509000 – Main Street Grade Separation $308,126
Task 87609000 – So. Milliken Avenue Grade Separation $703,371
Task 87709000 – Vineyard Avenue/UPRR Grade Separation $711,856
Task 87809000 – Archibald Avenue Grade Separation $707,671
Task 88009000 – I-15/I-215 Devore Interchange $3,782,616

4. Retain the remaining proceeds from the 2009 Sales Tax Revenue Note in the amount of $49,010,293.73 for capitalized interest and unallocated fund balance, pending further budget authorization. **William Stawarski**

This item was reviewed by the Administrative Committee on June 10, 2009 and unanimously recommended for approval.

Regional & Quality of Life Programs

8. Alternative Fuel Grant Opportunities and Clean Cities' Coalition Pg. 39

1. Receive report and provide direction, if required, on the funding request from the Department of Energy's (DOE) Petroleum Reduction Projects for the Transportation Sector and the California Energy Commission (CEC's) Assembly Bill 118 funding; and

2. Direct Staff to develop and submit an application to the DOE requesting that SANBAG be designated as the Clean City Coalition for San Bernardino County. **Michelle Kirkhoff**

This item was reviewed and unanimously recommended for approval by the Plans and Programs Committee on June 17, 2009.

Notes/Actions:

Consent Calendar Continued....

Regional & Quality of Life Programs (Cont.)

9. Request for Proposal (RFP) for Freeway Service Patrol (FSP) Towing Services Pg. 43

Approve the release of RFP 09214 for the provision of FSP Towing Services along Interstate (I) 10 (Beat 8) and State Route (SR) 60 (Beat 4). **Kelly Lynn**

This item was reviewed and unanimously recommended for approval by the Plans and Programs Committee on June 17, 2009. The RFP, Scope of Work and Contract have been reviewed as to form by SANBAG legal counsel, as well as the Freeway Service Patrol CHP officers.

Program Support/Council of Govts.

10. Request for Proposal for SANBAG's State Advocacy Services Pg. 62

Approve the release of a Request for Proposal (RFP) 09-223 for State Advocacy Services to be provided from October 2009 through September 2014. **Jennifer Franco**

This item was reviewed by the Administrative Committee on June 10, 2009.

Project Development

11. Appointment of Garry Cohoe, Registered Civil Engineer, to serve as SANBAG's Agency Engineer as required for federal funding applications Pg. 65

Appoint Garry Cohoe, Registered Civil Engineer, to serve as SANBAG's Agency Engineer for purposes related to the requirement of federal funding applications. **Garry Cohoe**

This item was reviewed and unanimously recommended for approval by the Major Projects Committee on June 11, 2009.

12. Amendment No. 5 to Contract No. 03-013 with Lim and Nascimento Engineering Corporation (LAN) for construction management services for SR 210, Segments 9-11 and I-10 East Projects Pg. 66

Approve Amendment No. 5 to Contract No. 03-013 with Lim and Nascimento Engineering Corporation (LAN) increasing the contract total amount from $27,959,179 to $28,159,179 and to extend the period of performance to June 30, 2010. **Garry Cohoe**

This item was reviewed and recommended for approval (13-0-3; Abstained: Paul Biane, Neil Derry and Alan Wapner) by the Major Projects Committee on June 11, 2009.

Notes/Actions:

Consent Calendar Continued....

Project Development (Cont.)

13. Amendment No. 1 to Contract No. 06-044 with Ninyo and Moore for Materials Testing Services for Interstate 215 Segments 1 and 2 in the City of San Bernardino Pg. 73

Approve Amendment No. 1 to Contract No. 06-044 with Ninyo and Moore for Materials Testing Services for Interstate 215 Segments 1 and 2 in the City of San Bernardino for an additional $3,882,666.56 to increase the total contract value to $4,350,166.56. **Garry Cohoe**

This item was reviewed and unanimously recommended for approval by the Major Projects Committee on June 11, 2009.

14. Amendment No. 1 to Contract No. 06-045 with David Evans and Associates, Inc. for Construction Surveying Services for Interstate 215 Segments 1 and 2 in the City of San Bernardino Pg. 87

Approve Amendment No. 1 to Contract No. 06-045 with David Evans and Associates, Inc. for Construction Surveying Services for Interstate 215 Segments 1 and 2 in the City of San Bernardino for an additional $5,392,784.44 to increase the total contract value to $6,694,503.44. **Garry Cohoe**

This item was reviewed and unanimously recommended for approval by the Major Projects Committee on June 11, 2009.

15. Cooperative Agreement No. C09-216 with the City of San Bernardino for reimbursement of sewer relocation design work for Interstate 215 Segments 1, 2 and 5 in the City of San Bernardino Pg. 108

Approve Cooperative Agreement No. C09-216 with the City of San Bernardino for reimbursement of sewer relocation design work up to $300,000 for Interstate 215 Segments 1, 2, and 5 in the City of San Bernardino. **Garry Cohoe**

This item was reviewed and unanimously recommended for approval by the Major Projects Committee on June 11, 2009.

Notes/Actions:

Consent Calendar Continued....

Project Development (Cont.)

16. Amendment No. 6 to Contract No. A02-009 with AECOM for preparation of plans, specifications, and estimate for Interstate 215 Segments 1 and 2 in the City of San Bernardino Pg. 114

Approve Amendment No. 6 to Contract No. A02-009 with AECOM to include the preparation of plans, specifications, and estimates for the relocation of City of San Bernardino sewer facilities for the Interstate 215 project Segments 1 and 2 increasing the amount by $214,150, for a new total of $16,767,071, and to extend the Period of Performance to July 31, 2009. **Garry Cohoe**

This item was reviewed and recommended for approval (13-0-3; Abstained: Gary Ovitt, Paul Biane and Neil Derry) by the Major Projects Committee on June 11, 2009.

17. Amendment No. 5 to Contract 04-008 with AECOM USA, Inc. (formerly DMJM+HARRIS, Inc.) for Construction Management Support services for I-215 Segment 5 in the City of San Bernardino Pg. 122

Approve Amendment No. 5 to Contract 04-008 with AECOM USA, Inc. (formerly DMJM+HARRIS, Inc.) increasing the contract amount by $220,000 for a new total of $5,281,673.30 and extend the period of performance to December 31, 2015. **Garry Cohoe**

This item was reviewed and recommended for approval (12-0-4; Abstained: Gary Ovitt, Paul Biane, Neil Derry and Josie Gonzales) by the Major Projects Committee on June 11, 2009.

18. Request for Qualifications (RFQ) No. 09-203 for Interstate-10 Westbound Widening Construction Management Pg. 129

Authorize staff to release Request for Qualifications (RFQ) No. 09-203 for Interstate-10 Westbound Widening Construction Management. **Garry Cohoe**

This item was reviewed and unanimously recommended for approval by the Major Projects Committee on June 11, 2009.

Notes/Actions:

Consent Calendar Continued....

Project Development (Cont.)

19. Approve appraisals and authorize offers for properties necessary for the Hunts Lane and Union Pacific Railroad Company (UPRR) Grade Separation Project Pg. 164

1. Approve appraisals of 5 parcels required for the railroad grade separation project (Project) at Hunts Lane and Union Pacific Railroad Company (UPRR) in the Cities of San Bernardino and Colton.

2. Authorize proceeding with the acquisition of 5 parcels for an estimated value of $1,800,000. **Garry Cohoe**

This item was reviewed and unanimously recommended for approval by the Major Projects Committee on June 11, 2009.

20. Amendment to Contract with Best, Best & Krieger Pg. 167

Approve Amendment No. 6 to Contract No. 05-016 with Best, Best & Krieger (BB&K), Attorneys at Law, to provide legal counsel for the Colonies Lawsuit and the Cactus Basin Flood Control Channel lawsuit in the amount of $600,000 for a total contract amount of $1,425,000. **Garry Cohoe**

This item was reviewed and recommended for approval by the Legal Ad Hoc Committee on June 11, 2009

Transit/Commuter Rail

21. Loan to Mountain Area Transit Agency Pg. 171

1. Authorize a loan in the amount of $506,733 from the Local Transportation Fund (LTF); and

2. Approve Agreement C10002 for the loan to Mountain Area Regional Transit Agency for the purchase of four 29', 24 passenger, wheelchair accessible buses. **Mike Bair**

This item was reviewed by the Mountain/Desert Committee on June 19, 2009 and unanimously recommended for approval.

Transportation Programs & Fund Administration

22. Allocation of Local Transportation Funds (LTF) and State Transit Assistance Funds (STA) for Fiscal Year 2009/2010 Pg. 183

Adopt Resolution 10-001 authorizing the allocation of Local Transportation Funds (LTF) and State Transit Assistance Funds (STA) for Fiscal Year 2009/2010. **Mike Bair**

This item was reviewed by the Administrative Committee on June 10, 2009 and unanimously recommended for approval.

Notes/Actions:

Consent Calendar Continued....

Transportation Programs & Fund Administration (Cont.)

23. Triennial Performance Audit of the San Bernardino Associated Governments for Fiscal Years 2005/2006 thru 2007/2008 Pg. 187

Receive the Triennial Performance Audit of the San Bernardino Associated Governments for Fiscal Years 2005/2006 thru 2007/2008 and direct staff to implement the audit recommendations. **Mike Bair**

This item was reviewed by Administrative Committee on June 10, 2009 and unanimously recommended for approval.

24. Fiscal Year 2009/2010 Transportation Development Act (TDA) Unmet Transit Needs Public Hearings Pg. 239

1. Adopt Definitions of "Unmet Transit Needs" and Reasonable to Meet" as identified in Attachment A.

2. Set Times, Dates and Locations for TDA Unmet Transit Needs Public Hearings. **Mike Bair**

This item was reviewed by the Mountain/Desert Committee on June 19, 2009 and unanimously recommended for approval.

25. Transportation Development Act (TDA) Triennial Performance Audits Pg. 243

Approve the TDA Triennial Performance Audits for Fiscal Years 2005/2006 thru 2007/2008 for the following transit agencies: Omnitrans, Victor Valley Transit Authority, Mountain Area Transit Authority, Morongo Basin Transit Authority and the Cities of Barstow and Needles. **Mike Bair**

This item was reviewed by the Plans and Programs Committee on June 17, 2009 and unanimously recommended for approval.

26. Capital Project Needs Analysis (CPNA) and Measure I Capital Improvement Plans (CIPs) Pg. 277

Information on upcoming request for CPNAs and CIPs by SANBAG **Ty Schuiling**

This item was discussed at the Comprehensive Transportation Plan Technical Advisory Committee on June 8, 2009, and was reviewed by the Plans and Programs Committee on June 17, 2009 and the Mountain/Desert Committee on June 19, 2009.

Notes/Actions:

Consent Calendar Continued....

Transportation Programs & Fund Administration (Cont.)

27. Mojave Desert Air Basin (MDAB) Congestion Mitigation and Air Quality (CMAQ) Program Opportunity Notice Pg. 281

1) Approve the Program Opportunity Notice (PON)

2) Authorize SANBAG staff to work with MDAB jurisdictions to develop candidate project list as outlined in the PON. **Ty Schuiling**

This item was reviewed and unanimously recommended for approval by the Mountain/Desert Policy Committee on May 15, 2009

DISCUSSION ITEMS

Administrative

28. Notice of Presidential Appointment to Southern California Association of Governments (SCAG) Transportation and Communications Committee (TCC) Pg. 283

Note Presidential Appointment of Upland Mayor John Pomierski to fill a vacancy on the SCAG Transportation and Communications Committee. **Duane Baker**

This item has not received prior policy committee review.

Subregional Transportation Planning & Programming Prog

29. Local Stimulus Program Pg. 285

Approve a Local Stimulus Program that distributes $31.4 million to the County and the cities as outlined in the Recommended Funding Option below and further defined in Exhibit A and B. **Duane Baker**

This item was reviewed and approved by the Major Projects Committee on June 11, 2009 and the Mountain/Desert Committee on June 19, 2009.

Notes/Actions:

Discussion Items Continued….

Transportation Programs & Fund Administration

30. Candidate Projects for Federal Recovery Act: Transportation Investment Generating Economic Recovery (TIGER) Discretionary Program Pg. 309

Approve the Interstate 10 Westbound Widening, Interstate 10 Auxiliary Lanes, Hunts Lane and Monte Vista grade separations as SANBAG's potential candidate projects for TIGER grant funds in partnership with Caltrans. **Ty Schuiling**

This item was reviewed and unanimously recommended for approval by the Plans and Programs Policy Committee on June 17, 2009.

Other Matters

31. Consent Calendar Items Pulled for Discussion

Items pulled from the consent calendar shall be taken under this item in the order they were presented on the calendar.

Comments from Board Members

Brief Comments from Board of Directors

Public Comment

Brief Comments by the General Public

ADJOURNMENT

Additional Information

Agency Reports/Committee Memberships

Commuter Rail Report Pg. 322
Mayor Pro Tem Patricia Gilbreath

South Coast Air Quality Management Report Pg. 325
Mayor Dennis Yates

Mobile Source Air Pollution Reduction Review Committee (MSRC) Pg. 327
Council Member Gwenn Norton-Perry

Notes/Actions:

SCAG Committees Pg. 329
SCAG Regional Council
SCAG Policy Committees
Community, Economic and Human Development
Energy and Environment
Transportation and Communications

SANBAG Policy Committees Pg. 330
Acronym List Pg. 333

Complete packages of this agenda are available for public review at the SANBAG offices and our website: www.sanbag.ca.gov. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Meeting Procedures and Rules of Conduct

Meeting Procedures
The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

Accessibility
The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Agendas – All agendas are posted at 1170 W. 3rd Street, 2nd Floor, San Bernardino at least 72 hours in advance of the meeting. Complete packages of this agenda are available for public review at the SANBAG offices and our website: www.sanbag.ca.gov. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Agenda Actions – Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.

Closed Session Agenda Items – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

Public Testimony on an Item – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the SANBAG Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item when an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

Agenda Times – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

Public Comment – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board's authority. *Matters raised under "Public Comment" may not be acted upon at that meeting. The time limits established in "Public Testimony on any Item" still apply.*

Disruptive Conduct – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

SANBAG General Practices for Conducting Meetings of Board of Directors and Policy Committees

Basic Agenda Item Discussion.

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on "Request to Speak" forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.

The Vote as specified in the SANBAG Bylaws.

- Each member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

Amendment or Substitute Motion.

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he would like to amend his motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is not addressed until after a vote on the first motion.
- Occasionally, a motion dies for lack of a second.

Call for the Question.

- At times, a member of the Board/Committee may "Call for the Question."
- Upon a "Call for the Question," the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair's discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

The Chair.

- At all times, meetings are conducted in accordance with the Chair's direction.
- These general practices provide guidelines for orderly conduct.
- From time-to-time circumstances require deviation from general practice.
- Deviation from general practice is at the discretion of the Board/Committee Chair.

Courtesy and Decorum.

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.

Adopted By SANBAG Board of Directors January 2008

Important Things to Know for...

July 2009

SANBAG Meetings – Cancelled:
None

SANBAG Meetings – Scheduled:			
Administrative Committee	July 8	9 a.m.	The Super Chief
Major Projects Committee	July 9	9 a.m.	The Super Chief
Plans and Programming Committee	July 15	12 noon	The Super Chief
Commuter Rail Committee	July 16	12 noon	The Super Chief
Mountain-Desert Committee	July 17	9 a.m.	Town of Apple Valley

Other Meetings/Events:			
IEERC Home Foreclosure Prevention Seminar	July 25	8 a.m.	CSUSB Santos Manuel Student Union

For additional information, please call SANBAG at (909) 884-8276

CalendarJuly09-ayf.doc