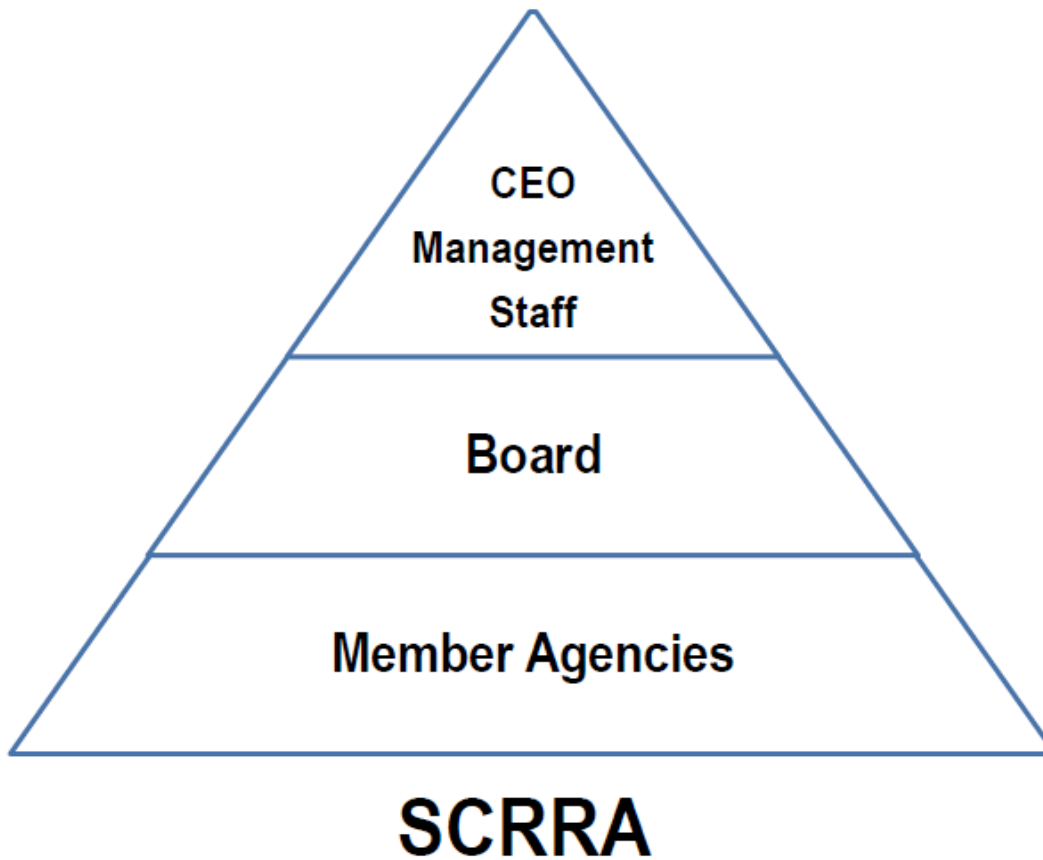


**METROLINK®**



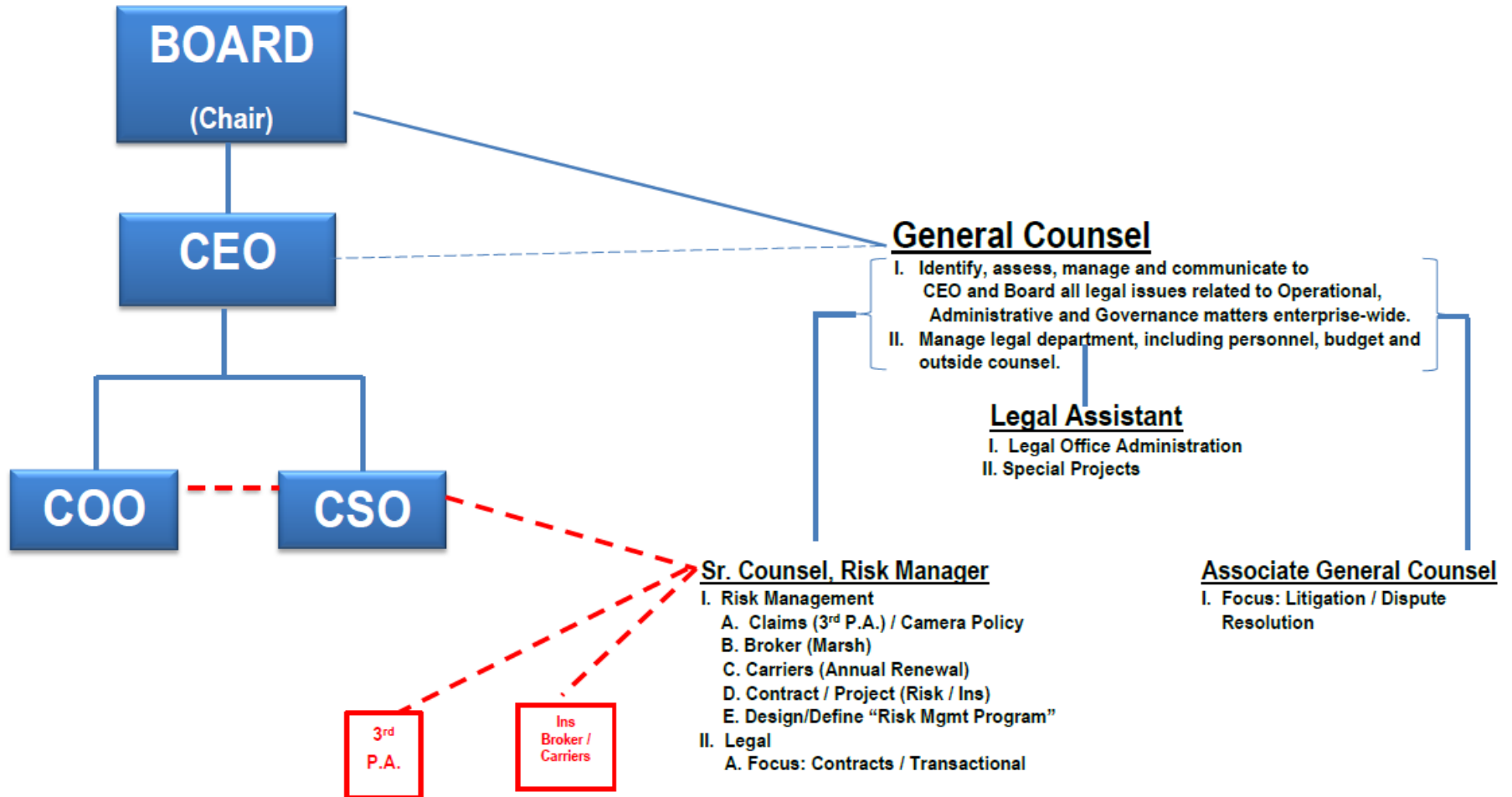
# APTA PRESENTATION: SCRRA LEGAL DEPARTMENT

Don O. Del Rio  
General Counsel



## **L.A. County Counsel Legal Counsel to SCRRRA**

- Since inception (1992)
- Board decided to establish in-house legal department (2012)





## **OPERATIONS**

- "Big Five" (Amtrak, Bombardier, VTMI, Mass Electric, Sheriff)
- PTC
- Tier IV
- TAP

## **ADMINISTRATIVE**

- Contracts / Procurement Department
- HR Department
- Acct / Finance Department
- All others

## **GOVERNANCE**

- Member Agencies
- Board / Committee Meetings



## Enterprise Matrix - Legal Alignment

	DON	GEOFF	BILL	MARIA	NOTES
<b>OPERATIONAL</b>					
<b><u>V. BIG 5 CONTRACTS</u></b>					
A. Amtrak	X	X	X		
1. Other Amtrak Agreements: Intercity, Rail to Rail, JMC, TVM, Easement, Union, Station Access Agmt					
B. Bombardier			X		
C. VTMI			X		
D. Mass Electric			X		
E. Sheriff			X		
<b><u>VI. OPERATIONAL PROJECTS / ITEMS OF "SPECIAL SIGNIFICANCE"</u></b>					
A. PTC	X				
B. Tier 4 RFP (Silo/Lilo)	X				
C. FIS	X				
D. TAP	X				
E. S.D. Service	X				
F. High Speed Rail	X				
G. LOSSAN	X				
<b>ADMINISTRATIVE</b>					
<b><u>VII. HR DEPARTMENT: LEGAL ISSUES; EMPLOYMENT LAW</u></b>					
A. HR related legal items (includes pre-litigation issues) / Quarterly Litigation Tracking Report		X			
B. Dispatch Group – Railroad Retirement	X				
<b><u>VIII. ACCOUNTING FINANCE DEPARTMENT</u></b>					
A. Budget	X				
B. Revenues: Farebox; Dispatching; Maintenance of Way	X				
1. Farebox: Ticket sales, Corporate Pass Program					
2. Dispatching: Amtrak Intercity Agmt, Shared Use with UP & SF					
3. Maintenance of Way: Amtrak Intercity Agmt, Railyard Ops, Shared Use with UP & SF					



## Enterprise Matrix - Legal Alignment

	DON	GEOFF	BILL	MARIA	NOTES
C. Expenses: General and Administrative; Fuel; Big Five; Rail and Transfer agreements; Labor and Fringe; Equipment and Maintenance of Way	X				
1. General and Administrative:					
2. Fuel:					
3. Big Five:					
4. Rail and Transfer agreements:					
5. Labor and Fringe:					
6. Equipment and Maintenance of Way:					
D. Capital (Rehab, Equipment and New Capital)	X				
E. Fed / State / Local Grant Funding (Tracking / Reporting / Compliance)	X				
F. Annual CA Controller Compensation Report (Metrolink website)	X				
G. Annual CA Public Agency Roster Filing	X				
H. Quarterly Investment Report	X				
I. Quarterly Accounts Receivable Report	X				
J. Types of Audit	X				
1. Internal Audit Activity Report (use our bench to audit Metrolink contractors)	X				
a. Pre-Award Audit; Interim Audit; Overhead Rates Audit; Fully Burdened Labor Rates Audit; Operation Audit; Internal Controls Audit; Close-Out Audit.	X				
2. External Audit Activity Report (audits of Metrolink)	X				
a. Annual CAFR / Single Audit	X				
b. Member Agencies (MTA, Measure R)	X				
c. FED	X				
i. FTA	X				
• FTA Procurement System Review (annually)	X				
• FTA Triennial Review (every 3 years)	X				
• FTA (FMO) Review (discretionary)	X				
• Title VI / EJ (discretionary)	X				
ii. IRS	X				
d. State	X				
e. Local	X				





## Enterprise Matrix - Legal Alignment

	DON	GEOFF	BILL	MARIA	NOTES
<b><u>IX. CONTRACTS AND PROCUREMENT (TRANSACTIONAL)</u></b>	<b>X</b>		<b>X</b>		
A. Contract Dispute / Litigation (Litigation Tracking Report)		<b>X</b>	<b>X</b>		
B. Cons / Compliance					
C. Public Works Contracting			<b>X</b>		
D. C&M Agreements			<b>X</b>		
E. Cooperative Agreements					
F. Right of Entry Agreements			<b>X</b>		
G. MOU's			<b>X</b>		
H. Shared Use Agreements		<b>X</b>	<b>X</b>		
I. Quiet Zone Issues			<b>X</b>		
J. DBE / SBE; Labor Compliance	<b>X</b>				
1. Waiver Request (FRA; DOT)	<b>X</b>				
<b><u>X. MARKETING / COMMUNICATIONS</u></b>					
A. CEO Update (every other week)	<b>X</b>				
B. Metrolink Matters (every other month)	<b>X</b>				
C. Board Comm	<b>X</b>				
D. Fare (structured/other) / Service changes (Title VI, CEQA Analysis)	<b>X</b>				
E. Special Projects / Agreements / Policies: (Holiday Train)	<b>X</b>				
1. Fly-A-Way Agreement					
2. CalTrans: (Rail-To-Rail, Mitigation Coop Agmt)					
3. Transfer Agreements					
<b><u>XI. FED, STATE &amp; LOCAL LOBBYING</u></b>	<b>X</b>				
A. Fed Issues / Strategy (Quarterly Disclosure)	<b>X</b>				
B. State Issues / Strategy (Quarterly Disclosure); Cap / Trade	<b>X</b>				
C. Local Issues: CMF / Taylor Yard	<b>X</b>				
D. Fed Preemption (State / Local Reg, Permitting, Environmental); 13(c).	<b>X</b>	<b>X</b>	<b>X</b>		
E. State Preemption (Local Reg, Permitting, Environmental)	<b>X</b>				
<b><u>XII. IT DEPARTMENT SUPPORT</u></b>	<b>X</b>				
A. Special Projects: FIS, CIS, PTC	<b>X</b>		<b>X</b>		



## Enterprise Matrix - Legal Alignment

	DON	GEOFF	BILL	MARIA	NOTES
B. IP issues	X				
<b>GOVERNANCE</b>					
<b><u>I. FULL BOARD / BROWN ACT</u></b>	X	X	X		
<b><u>II. STANDING COMMITTEES / BROWN ACT</u></b>					
A. EMAC	X				
B. Planning & Finance	X				
C. Safety & Operations		X	X		
D. Legislative Communications		X			
<b><u>III. PUBLIC RECORDS ACT REQUESTS</u></b>	X				
A. Staff meetings (at time of receipt and approve prior to distribution)	X				
B. Camera Policy			X		
<b><u>IV. CONFLICT ISSUES / FORM 700 / ETHICS POLICY</u></b>	X				
<b>LEGAL DEPARTMENT</b>					
<b><u>XIII. LEGAL ADMINISTRATION</u></b>			X		
A. Legal Budget Tracking Report				X	
B. Legal Team Meetings: weekly, status budget (Weds @ 1030a)				X	
<b><u>XIV. PERSONAL INJURY LITIGATION (CLAIMS REPORT)</u></b>		X			
A. Monthly Litigation Tracking Report (internal)		X			
B. Quarterly Litigation Board Report		X			
C. CEO / Board: Approvals / Settlements (closed session)	X	X	X		
<b><u>XV. INSURANCE POLICIES: METROLINK INS SUMMARY REPORT</u></b>			X		
<b><u>XVI. RISK MANAGEMENT</u></b>			X		
A. Claims Management (TPA)			X		
B. Broker			X		
C. Carriers / Annual Ins Renewal			X		
D. Project and Contracts / Risk Assessment Advice			X		
E. Risk Management Program			X		
F. FRA Violations			X		