

Meeting Minutes – Draft

Los Angeles County Metropolitan Transportation Authority

POLICY ADVISORY COUNCIL

Tuesday, April 9, 2019, 2:00 – 4:00 p.m.

Attendance

Jasneet Bains	Karen Heit (for Nancy Pfeffer)	Linda Silva (for Paul Albert)
Colin Bogart (for Eli Kaufman)	Richard Hernandez	Marquez)
John Bwarie	Randy Johnson	Arthur Sohikian
Mark Christoffels	Steve Lantz	Cynde Soto
Martha D’Andrea (for Seleta Reynolds)	Bryn Lindblad	Joss Tillard-Gates
Roderick Diaz	Megan McClaire	Ann Wilson
Cecilia Estolano	Hilary Norton	Thomas Yee
David Feinberg	Stephanie Ramirez	
	Mary Reyes	

PAC Business and Minutes

The meeting started with roll-call. Chair Cecilia Estolano introduced new PAC members, including Karen Reside, Cynde Soto, Megan McClaire, Jasneet Bains, and Eli Kaufman. Ms. Estolano then moved to approve minutes from December 2018 and February 2019 which was seconded by Mr. Christoffels; minutes were approved.

The Re-Imagining of LA County

Ms. Estolano thanked the PAC for all their hard work in contributing to the letter that was sent to the Metro Board regarding the Re-Imagining of LA County. Ms. Estolano underlined how much can be done if the three sides work together as they did with the letter. She then introduced Metro’s Kalieh Honish to recap, and discuss recommended actions and next steps.

Ms. Honish also thanked the PAC for their efforts as it was exactly the role for which PAC was created. Ms. Honish then gave a high level summary of the Re-Imagining of LA County and the [recommendations](#) to begin a feasibility study as well as to look at a fee on transportation network companies (TNCs). She also stated that equity would still play a key role in any studies and that the Re-Imagining of LA County will be separate and apart from the Twenty-Eight by ’28 discussion. In July, it is anticipated that Metro staff will come back to the Board with a funding plan. Also, in April the scope of work (SOW) for the congestion pricing feasibility study will go to the Board, with award in June.

Steve Lantz (alternate for Ms. Jacki Bacharach) then asked whether the funding needs and cost estimates for the Twenty-Eight by ’28 projects considering the most recent Board decision to decouple Twenty-Eight by ’28 from congestion pricing and will the aforementioned project list be shortened based on potential funding constraints. Ms. Honish responded that the financial forecast is updated annual and typically in July so these questions will be answered at that time.

Roderick Diaz asked what it would mean considering that Metro is no longer pursuing the Re-Imagining of LA County. Ms. Honish replied that Twenty-Eight by '28 and congestion pricing are still going forward, just that they are no longer linked. Future considerations will look at the benefit to all of LA County.

LRTP Update

Ms. Honish introduced the [LRTP Update](#) and noted that the “modules” are now being referred to as “chapters” to illustrate a more familiar approach to the LRTP.

Ms. Honish went on to discuss the current status of public engagement by explaining the current ranking tool and how it will feed into the scenario testing. Ms. Honish then asked PAC members to share the ranking tool with their constituents and mentioned that they would be receiving an email to share soon; a late May deadline to share and rank was set. Ms. Stephanie Ramirez kicked off the comments for this item by asking if the Our Next LA* and related ranking tool are available in Spanish to which Ms. Honish stated that it would be ready in two weeks.

Ms. Bryn Lindblad then asked if the scenario testing was unconstrained, to which Ms. Honish confirmed that it was unconstrained since it is difficult to move the needle in regards to Los Angeles County congestion but also to highlight the good and bad impacts. This will involve outreach as well and is anticipated to take place in August 2019.

Mr. Joss Tillard-Gates asked if Metro was tracking the demographics of those participating in the survey. Ms. Honish stated that demographics were tracked in round 1 but the current tool does not ask for demographics nor were they popular during the first round. Forthcoming Facebook ads will target certain demographics according to ZIP codes to ensure a broad base. Mr. Tillard-Gates then followed up by asking if there is available demographic data for the first round, to which Ms. Honish confirmed it was available and embedded in a Board Report which could be forwarded to Mr. Tillard-Gates.

Mr. Steve Lantz asked where “the trip not taken” was represented in the Long Range Plan since this can contribute to overall congestion relief. Ms. Honish referred to the performance measures discussion that would happen later in the meeting, specifically those measures related to the mode shift.

Mr. Colin Bogart of LACBC (substitute for Mr. Eli Kaufman) asked why Metro does not use “bike/pedestrian infrastructure” instead of “complete streets” since many may not understand what defines a complete street. Ms. Honish replied that the scenario testing will encompass safer and complete streets in addition to more robust bike/pedestrian infrastructure; not just more lanes but better lanes. “Complete streets” captures the most of what the public stated was important to them in the first round of outreach. Chair Estolano then commented that the stress testing seemed a little bit of an odd exercise since some of the combined tests would net a better result, specifically mentioning that better transit and congestion pricing would complement each other. Ms. Honish stated that Metro is looking at these possibilities and that the results are expected in July.

Equity

Ms. Honish preface the discussion by stating that the equity portion of the LRTP will identify the communities most in need, and examine the impact on planned investments with respect to equity and the communities' access to opportunity. However, the LRTP will not reevaluate commitments already made, nor will it define equity itself. Mr. Jonathan Overman of Cambridge Systematics then went over the [slideshow](#).

Mr. Lantz started discussion on the topic by asking what will be done with the resulting work especially as it relates to the entire county as this seems like an unanswered question. Ms. Honish replied that these data will be used in an overarching look at investments throughout the county but reiterated that she could not speak to the investments tied to it. Ms. Ann Wilson echoed Mr. Lantz's concerns.

Interim Chief Planning Officer, Laurie Lombardi, arrived and discussed that Metro would be taking an item to the Board to discuss the planning process. Metro is also taking a look at capital investments, New Starts in particular. With respect to Equity, CEO Phil Washington is looking to hire an Equity officer to oversee the platform and its implementation in the agency, and recently Metro met with GERE to discuss ideas on racial equity and items on which to focus. To Mr. Lantz's and Ms. Wilson's question, Ms. Lombardi could not answer definitively on how the Equity Platform would affect current investments.

Mr. Andres Ramirez asked how communities are being identified for the purposes of equity and what will be done with the ongoing studies. Ms. Honish stated that this study creates data for decision making; it is a place to start.

Ms. Megan McClaire had similar questions and wondered what Metro was attempting to change specifically. In that respect, the Equity officer needs to have a clear charge and/or budget. Ms. McClaire then raised a concern about the term "risk factors" since it can have a loaded meaning when it comes to race. Ms. Honish replied that this was a truncated term for what the working group saw as risks involved in accessing opportunities, though she agreed that the term may come across as negative. Ms. McClaire suggested adding the aforementioned context to help in understanding the term.

Mr. Thomas Yee, stepping in for Ms. Jessica Meaney, noted the participants in the equity working group and that the work presented here is a big step in recognizing the decisions made. Further, this work has been less about reevaluating and reallocating investments than about knowing how decisions will impact various communities; this is a start to a very important process and not just an LRTP exercise. Mr. Yee then asked if Metro would like to hear comments about applicability of the data, and if Metro could provide an EFC map with subregions/COGs overlaid to see how communities are impacted. Ms. Honish stated that once the performance metrics are honed PAC can revisit the applicability of data, and that Metro would provide subregions/COGs overlay.

Ms. Ramirez asked how the new Equity officer position would look in terms of hierarchy. Ms. Lombardi stated that this new position would report to the Office of the CEO with some staff as support.

Performance Measures

Mr. Michael Snavelly of Cambridge Systematics presented on [performance measures](#). Mr. Snavelly spent some time discussing performance measure 5 since it focuses on EFCs. Ms. Lindblad then asked if it was possible to add travel time to goal 3, to which Mr. Snavelly agreed. Mr. Bogart asked if Metro would consider expanding the radius for walk modes, which Mr. Snavelly stated that he thought this was a recommendation based on Vision 2028 but would be happy to look at accommodate this. Mr. Lantz commented that the measures mention bikes and pedestrian but that having a broader range of mode options like scooters and carts would be better. Mr. Snavelly suggested talking about it so that such verbiage could be included.

Mr. Tillard-Gates thanked staff and PAC for their efforts thus far but the definition of equity seems to be a foregone conclusion since the factors that make up equity have already been determined. Mr. Tillard-Gates then went on to say that defining equity and how to address inequity would best be served by visiting the communities affected; the definition of equity is key. Ms. Honish agreed that a definition of equity is needed but as part of this work Metro is trying to simply measure the impacts.

On measure 8, Chair Estolano pointed out that there was a measure for greenhouse gas emissions (GHGs) and air quality pollutants but not nested within EFCs, which she felt was important. Mr. Snavelly agreed and would look into including. Ms. McClaire asked how Metro defines “activity centers” to which Mr. Snavelly stated that it was essentially “any place that people go to”. Chair Estolano mentioned the inclusion of economic zones were important as well and Ms. Hilary Norton echoed this comment by saying that anywhere Metro can “double down” on these areas with transit would be welcomed. Mr. Snavelly highlighted that these are systemwide performance, as is the REMI model, so it is hard to parse them into specific zones.

Ms. Karen Heit, stepping in for Nancy Pfeffer, commented on the need for goods movement measures and Mr. Snavelly responded by saying Metro is doing a separate goods movement study.

When discussing goal 4 of the performance measures, Mr. Lantz suggested that this is where the trip not taken can be input. Chair Estolano and Mr. Snavelly concurred. Mr. Snavelly elaborated that travel demand management strategies that reduce the number of driving trips taken will be captured in this outcome; however, currently no data available for teleworking or trips not taken. Mr. Roderick Diaz, also discussing goal 4, suggested a measure related to linked trips. Mr. Snavelly commented that this may be an upcoming measure, especially considering the NextGen Bus Study. Mr. Diaz wrapped up his comments by stating that State of Good Repair should take into account Metro-assisted assets such as some Metrolink assets. Mr. Snavelly followed up by suggesting that Mr. Diaz give input on how this could be accomplished.

Mr. Bogart, in reference to measure 11, asked why increasing bike and pedestrian modes is not included. Mr. Snavelly stated that since there is no data for these modes they cannot include it but would love to do so if Metro moved forward on a bike and pedestrian count.

BRT Vision and Principles

Ms. Lauren Cencic discussed the general idea of BRT Vision and Principles and gave a status report of the work to date. [\[link\]](#)

Ms. Norton asked how this study would prioritize access versus speed and used the North Hollywood to Pasadena BRT project as an example. Ms. Cencic replied to say that the study does not have the full answer yet but this study would take a look at questions like that but it comes down to the right balance of access versus speed. Ms. Cencic also summarized Ms. Norton's comment to mean that Ms. Norton preferred erring on the side of more access over speed, to which Mr. Norton agreed.

Ms. Martha D'Andrea, stepping in for Seleta Reynolds, asked if this study would go back and look at the Metro Rapid program as a reference point. Ms. Cencic confirmed Ms. D'Andrea's thoughts on using the Rapid program, as well as other studies, as a reference point to see what potential it may offer.

Mr. Lantz asked if PAC would see milestone reports and be able to provide input as to potential corridors. Ms. Cencic stated that she would welcome input from PAC in any capacity. Mr. Lantz suggested that milestone drafts and comments before going to the Board would be a good starting point. Chair Estolano generally agreed that the COGs are interested in hearing more. Mr. Yee commented that the PAC generally thinks this is something on which it would have some oversight.

Ms. Wilson asked if this would have an influence on the current four BRT projects in Measure M regarding financials. Ms. Cencic stated that, as related to these four BRT projects, it is not something with which this study is tasked; this study is mostly concerned with building consensus and design criteria.

NextGen Bus Study Update

Mr. Conan Cheung presented on the NextGen Bus Study and its status [\[link\]](#), including an announcement on the following week's working group specifically related to equity.

Ms. D'Andrea asked how affordability of transit factors into the study and Mr. Cheung responded that affordability is not a factor in this study though there were comments at workshops related to fares.

Congestion Pricing

Mr. Joshua Schank, of the Office of Extraordinary Innovation, introduced Ms. Tham Nguyen who would be presenting on the congestion pricing topic. [\[link\]](#)

Chair Estolano commented that the Westside Cities COG is very interested in participating in this feasibility study.

Mr. Lantz asked how this would be coordinated with local initiatives throughout this process. Ms. Nguyen responded that staff would like to engage the municipalities during this phase and that this is part of the fact finding of this study.

Ms. Linda Silva, stepping in for Paul Albert Marquez, asked why there is nothing in the various studies discussing the construction aspect, namely how workers get to construction sites.

Ms. Lindblad commented that the NextGen Bus Study and the Congestion Pricing study need to mesh in some way.

PAC Announcements

Ms. Honish offered Our Next LA* magnetic clips to all PAC members as a way of saying thank you.

The meeting adjourned at 4:03p.

Meeting Minutes – Draft

Los Angeles County Metropolitan Transportation Authority

POLICY ADVISORY COUNCIL

Tuesday, June 11, 2019, 1:30 – 3:30 p.m.

Attendance

Jasneet Bains

Bryn Lindblad

Mary Reyes

John Bwarie

Juan López-Rios

Paul Albert Marquez

Kerry Cartwright

Hilary Norton

Arthur Sohikian

Mark Christoffels

Romel Pascual

Joss Tillard-Gates

Martha D’Andrea

Nancy Pfeffer

Ann Wilson

Terry Dipple

Stephanie Ramirez

Randy Johnson

Karen Reside

PAC Business and Minutes

The meeting started at 1:37 pm with roll-call. Jessica Meaney, stepping in for Chair Cecilia Estolano, asked if PAC member had changes to the minutes. Mr. Terry Dipple spoke on behalf of Jacki Bacharach and stated there needed to be more background regarding Mr. Steve Lantz’s funding question. Mark Yamarone agreed that more context could be added and PAC would approve minutes at a later date once changes were made.

Congestion Pricing Feasibility Study Update

Ms. Tham Nguyen updated PAC on the Congestion Pricing Feasibility Study by stating that Metro is currently in the blackout period of the solicitation process. Ms. Nguyen also stated that Metro intends to leverage PAC in various aspects of the feasibility study; it will be one of two advisory panels, the other comprised of pricing and equity experts. Ms. Meaney then thanked Ms. Nguyen and Metro for including the PAC as part of the Congestion Pricing advisory council. Ms. Bryn Lindblad then asked about a timeline for this process, to which Ms. Nguyen answered that the study would kick off in late Summer 2019 and would take approximately 24 months to complete.

NextGen Bus Study Update

Mr. Conan Cheung discussed the NextGen Bus Study [[slideshow](#)]. The first question asked of Mr. Cheung was whether the service change roll outs would focus on certain areas, to which Mr. Cheung agreed that it would most likely be phased and with significant outreach. Ms. Lindblad asked what kind of transit priority would be considered. Mr. Cheung replied that Metro is looking at “more immediate term implementation” but also identifying and then providing solutions for hot spots along approximately seven pilot corridors. A member of PAC asked if this was based on the 7 million service hours, to which Mr. Cheung responded that this would be a starting point but then look at plans that would add 10 percent, based on working group feedback; the key is to re-baseline the system and then add to what is working well. Ms. Meaney then mentioned that the Flower Street pop up bus lane has been very successful and that the Investing in Place video on it has gotten lots of views, further illustrating its

success. Mr. Cheung added to that saying that, anecdotally, operators report a 5 min improvement in travel time as well as reliability increase; it has been a big success.

Metro Active Transportation (MAT) Program

Mr. Jacob Lieb discussed the Measure M Active Transportation 2% program [[slideshow](#) w/ attachments]. After wrapping the presentation, Mr. John Bwarie asked how the proposed funding would work, namely if only the top ranked projects from the attached list would be selected. Mr. Lieb clarified and stated that Metro would take a broader range of projects in order to be able to whittle down to the number of recipients outlined in the slideshow, especially with First-Last Mile projects as selecting from a variety of jurisdictions is ideal. Ms. Meaney then asked Jacob to summarize the PAC's role in MAT program and Mr. Lieb clarified to say staff will seek approval from Board in September for program with consideration for further vetting (via PAC or the MAT working group, depending on PAC's preference) and authorization to release solicitation; then come back to Board in late 2019/early 2020 for approval of selected projects.

Mr. Kerry Cartwright stated that the Port of LA is pushing some active transportation projects so this discussion is important to their agency. Mr. Cartwright then asked how these projects relate to Metro's Multi-Year Subregional Program (MSP) and where the safety element for non-commute trips is represented. Mr. Lieb stated that the MSP projects are largely shaped by the subregions whereas the MAT projects are based on policy objectives shaped by the working group, equity, etc. As to the safety issue, Mr. Lieb stressed that all projects must abide by Measure M's focus on safety. Mr. Cartwright then replied that his agency's bike bridge project was rejected despite its safety element and Mr. Lieb stated that they could talk later about this but with the understanding that the need for project funding outstrips supply.

Mr. Terry Dipple asked whether the criteria for MAT would affect active transportation projects submitted under the MSP to which Mr. Lieb replied that these are separate pots of money with separate criteria.

Ms. Nancy Pfeffer asked if the high needs areas mentioned in the slideshow are the Cycle One Screening and Prioritization Methodology, specifically the Disadvantaged Community Scores, Healthy Places Index, and Communities of Concern. Mr. Lieb confirmed it is. Ms. Pfeffer then asked if the use of "active transportation corridors" is the same as the Gateway Cities COG's "complete streets"; Metro versus city roles. Mr. Lieb responded that corridor projects are multi-jurisdictional with Metro as a service to connect jurisdictions. Ms. Pfeffer wrapped up her comments by asking if COGs are able to apply to which Mr. Lieb commented that an offline conversation may be required but that the rules state a COG project must be sponsored by a jurisdiction with authority over right-of-way.

Mr. Mark Christoffels asked about large scale projects, knowing that these projects often times are rejiggered owing to funding and jurisdictional constraints, and their ability to be partially funded through the MAT program should they be repackaged. Mr. Lieb responded saying that, if these large projects are broken up into smaller pieces, they would be re-scored and re-ranked. Mr. Christoffels then asked about the disparity between Metro asking projects to limit parking at new stations and the

inability for first-last mile projects at stations to compete in the MAT program; could this be rethought? Mr. Lieb stated that it is a possibility to rethink this process but that Metro has been heavily involved in including first-last mile options when it comes to station design; there will be other opportunities for the projects with which Mr. Christoffels is concerned.

Ms. Meaney felt that the funding sources and data underlying Active Transportation 2% was still not very clear to her or the PAC and large, therefore, she floated a motion to receive 10-Year Financial Forecasts. This motion was seconded by Mr. Dipple. Ms. Martha D'Andrea amended the motion to include these financial forecasts for the next 40 years. Ms. Laurie Lombardi agreed to this request. Ms. Meaney then suggested a 3 p.m., July 8, 2019 meeting to discuss the forthcoming financial forecasts.

BRT Vision & Principles Study Update

Ms. Lauren Cencic gave an update on the BRT Vision & Principles Study [[slideshow](#)]. Ms. Stephanie Ramirez asked how this effort is connected to the NextGen Bus Study, to which Ms. Cencic stated that they are sharing data as well as coordinating study approaches, identifying corridors, and sharing of outreach. However, beyond that they are separate studies in that NextGen is looking at the system as a whole while this study focuses on BRT only.

L RTP Update

Mr. Mark Yamarone gave an update on the L RTP Update [[slideshow](#)]. Ms. Pfeffer asked about how the L RTP performance metrics might overlap with SCAG's RTP performance metrics as there may be common ground. Mr. Yamarone stated that Metro coordinates closely with SCAG as he chairs the technical advisory committee for SCAG's RTP Update.

Ms. Ramirez asked the reasoning behind capturing the over-65 population when Metro's senior passes allow for 62+ years old. She also stated that, in regards to slide 4, the over-65 population is at 18% (versus 12% in the slide) by way of City and County of LA studies. Mr. Yamarone stated that the over-65 data is from the census and from earlier years which may explain both discrepancies.

Mr. Cartwright stated that performance measure 12 (re: goods movement) does not align with goal 4 (transform LA County through regional collaboration and national leadership). Mr. Yamarone stated that he did not disagree but after discussions with the goods movement team this is where they felt it best as compared to the other goals.

Ms. Jasneet Bains asked how activity centers are defined (performance measure 9) and Mr. Yamarone stated that these are destinations such as parks, hospitals, schools, etc., not so much commercial centers.

Ms. Meaney asked a clarifying question about whether the performance measures would be adopted at the upcoming Planning & Programming Committee. Mr. Yamarone stated that if there are no comments by the public or committee members, these performance measures would be incorporated into the L RTP Update, slated to be made public by June 2020.

Mr. Cartwright asked where Metro is in terms of the tasks of the LRTP and Mr. Yamarone replied that Metro is currently in the scenario testing phase with outreach forthcoming at the end of summer 2019; a hybridized recommended plan based on this outreach would be incorporated into the LRTP Update.

Ms. Meaney expressed concern about how the LRTP works in relation to the other funding mechanisms such as the MAT and MSP programs. Ms. Lindblad stated that Metro has already submitted an investment list to SCAG for their RTP and Mr. Yamarone confirmed.

PAC Announcements

Ms. Meaney introduced the Draft PAC Attendance Policy and that PAC memberships end in September, after a two year term. A draft attendance policy was created in order to add meaning to the PAC and its meetings. Ms. Meaney then opened the floor up for discussion.

Concerns with the policy included the thought that one absence is too restrictive to the idea that there needs to be clarification on whether both primary and alternate need to attend in order for attendance for a group to count. Much of the PAC wanted to address the members that frequently miss meetings instead of pushing out rules that may not affect them (i.e., COGs cannot lose their representation). However, Ms. Meaney, while understanding that attendance affects each of the 3 groups differently, stressed that she felt it important that an attendance policy that everyone could agree on is important for the sake of the PAC. Mr. Yamarone added that this policy is simply a mechanism to nudge affected groups with a policy to reference; working groups would not be counted toward absences. Ms. Meaney wrapped up the subject by asking for comments to the attendance policy with follow up in August.

The meeting adjourned at 3:31 p.m.

State Active Transportation Program Update

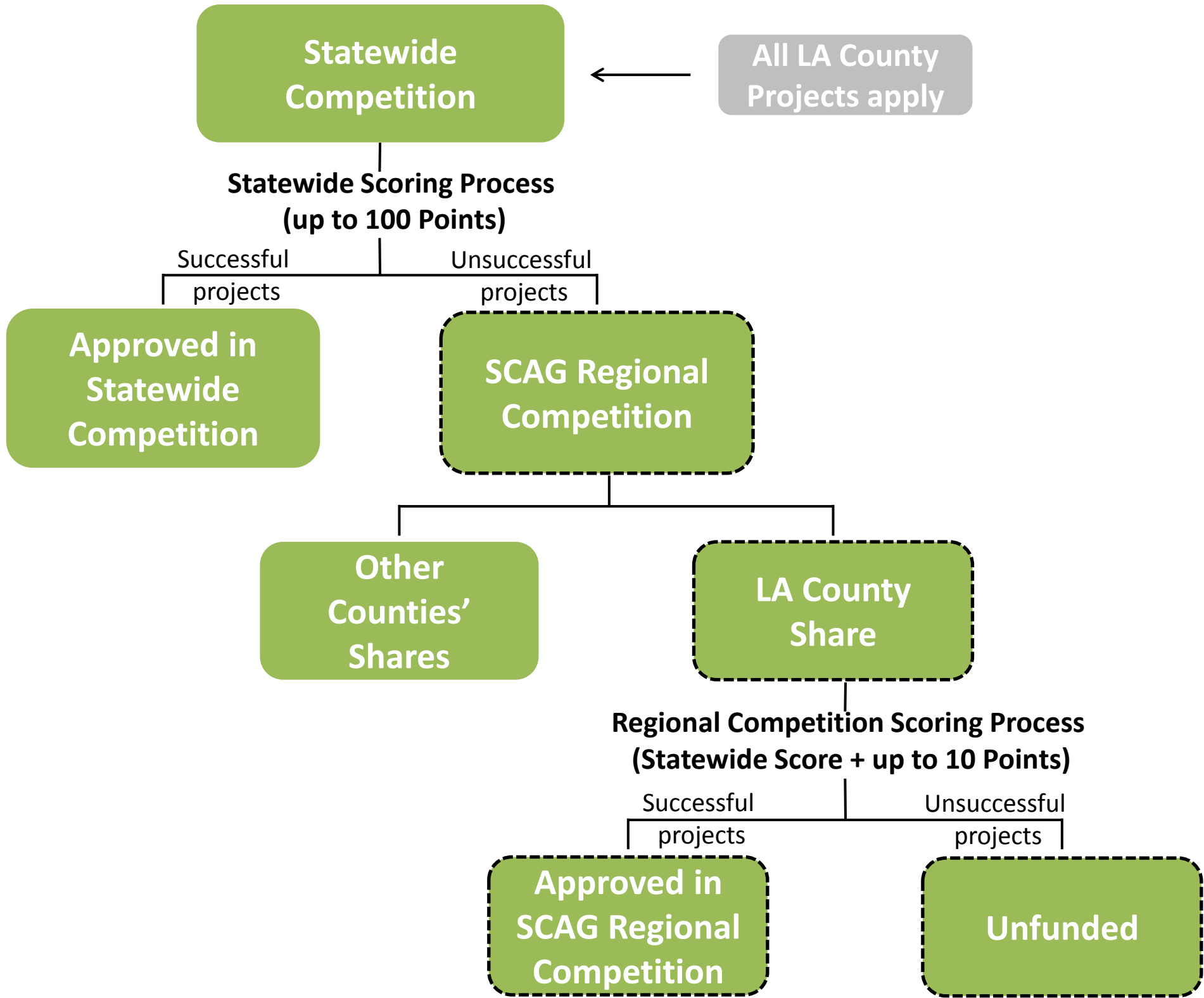
Metro Policy Advisory Council
September 2019

Outline

- State Active Transportation Program (ATP) Overview
- Metro ATP Grant Assistance
- Metro 10 Point Policy

State Active Transportation Program (ATP) Overview

- Established 2013 to increase bicycle/pedestrian mode share
- 4 cycles to date: \$1.6 billion for 840 projects total
 - \$458.7 million for 152 projects in LA County
- 3 tiers of competitions:
 - Statewide
 - Small Urban & Rural (LA County ineligible)
 - Large MPO (SCAG)



State Active Transportation Program (ATP) Overview

- ATP Cycle 5
 - \$445 million across FY 22, FY 23, FY 24, and FY 25
 - Fall 2019 = Guidelines/Application development workshops
 - Spring 2020 = Call for Projects
- Metro ATP Policies
 - Metro ATP Grant Assistance Framework
 - 10 Point Policy

Metro ATP Grant Assistance

- Established in ATP Cycle 1 to support mandatory reapplication
- Cycle 3 transition to voluntary and competitive grant assistance program
- Tool to support projects that help implement Metro active transportation plans and policies

Metro ATP Grant Assistance

- > 50% of LA County ATP awards supported by Metro Grant Assistance
- Grant assistance policy pending Metro Board approval
- What we did last cycle:
 - Priority for agencies with resource deficits
 - Focus on first/last mile ATP projects
- What's proposed:
 - Focus on Metro Active Transport (MAT) Program
 - Priority for agencies compliant with Complete Streets Policy
 - Screening to ensure project deliverability:
 - Community vetting/input
 - History of project delivery

Metro ATP Grant Assistance

- Approximately 25 slots available
- Apply through a Letter of Interest
- Anticipated timeline:

October 2019 – January 2020	Letter of Interest submission period
February 2020	Project selection
February 2020 – March 2020	Project sponsor submits existing project data/information to Metro consultant
March/May 2020 – June/July 2020	Metro consultant prepares application, project sponsor reviews drafts

Metro 10 Point Policy

- Metro 10 Point Policy guides project selection for SCAG MPO Component
- 10 Point Policy pending Metro Board approval
- What we did last cycle:
 - Disadvantaged communities
 - Consistency with local/regional plans
 - First/last mile
- What's proposed:
 - Complete Streets Policy compliance **REQUIRED**
 - Screening to ensure project deliverability
 - MAT Program

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Roles and Responsibilities of the Metro Policy Advisory Council

Overview

The Metro Policy Advisory Council (PAC) has been established to review, comment and provide input on the draft Measure M Master Guidelines (Guidelines), the Long Range Transportation Plan (LRTP), and possibly other work plans and policy areas that the Metro Board may request. The PAC will report directly to the Board, and its Committees as appropriate, on the issues being addressed at the PAC meetings. In order to ensure an equal, representative voice of all constituencies, the PAC is made up of three major constituency categories, each with ~~9-10~~ representatives reflective of a diverse coalition of stakeholders. The categories include: transportation consumers – those who use or are impacted by our complex transport system; transportation providers – those who supply or regulate transportation infrastructure and services; and jurisdictions – representatives of elected bodies accountable to the needs of consumer and provider constituencies. In total, there are ~~27-30~~ representatives and ~~27-30~~ alternates on the PAC.

The PAC will provide high level policy input on the large policy issues facing mobility in the county. As an example, an area of focus could be on issues of equity, system performance and delivery as it relates to countywide transportation projects or programs, as opposed to promoting project specific advocacy or debate, or addressing technical matters. Members do not represent their individual organization on the council—rather the constituency related to the seat—for example: air passenger and freight issues, not LAX or Burbank airport issues; clean air and water concerns, not EnviroMetro’s agenda; the entirety of cities within the boundaries of the San Gabriel Council of Government (COG), not the COG itself. A member should never advocate for any single or individual agenda when receiving a variety of views from those represented. At its core, the PAC is advisory in nature. There will not be votes on any issues—indeed feedback to the board should reflect the full range of perspectives, not just the “majority” view on any subject. We anticipate robust, vigorous discussions amongst the PAC members where there will be areas of consensus, as well as areas of disagreement.

Outreach

In order to ensure broad input on our policy directives such as the Guidelines and the LRTP, the PAC will be Metro’s partner in providing community outreach. Therefore, a key responsibility of all PAC members will be to outreach and broadly disseminate information to and solicit input from their constituencies and stakeholders. Metro will outreach to its network of organizations,

however it is expected that the PAC will provide outreach to their own network and database. Methodologies for outreach can include, but are not limited to: social media, eblast messaging, webinars/virtual town halls, providing information on your organization's website, and holding meetings. Additionally, we strongly encourage the representatives and alternates assigned to each seat of the PAC to work collaboratively to ensure the broadest outreach possible.

- **Commentary vs Comments**

In the course of gathering input, it is important to distinguish between commentary and comments. General commentary through discussion forums, meetings with your stakeholders and constituencies can be brought forth to Metro through the representative/alternate. However, if a stakeholder/constituent wants to make a specific comment on the record that comment needs to be made on the designated comment page of Metro for the policy matter in discussion. ~~In the case of the Guidelines, comments can be submitted at <http://theplan.metro.net/>~~

- **Outreach by Category**

Outreach is used broadly; however, there may be distinct differences in the categories/constituency as outlined below.

Consumers – Consumers comprises a diverse coalition representing the interests of the ~~Elderly/Disabled~~ Older Adults, Individuals with Disabilities, Students, Business and Small Business, Labor, Metro's Citizen Advisory Council, and three representatives in the Enviro/Social Equity community with a focus on Social Justice, Low-Income Communities and the Environment. We encourage Consumer representatives to network and work collaboratively through partnerships with other like organizations in order to maximize participation and input in the process. While each category has its own network and broad base constituency, it is important to highlight specific outreach efforts in the areas of Students and the Business/Small Business Community. The Student representative should make direct outreach to the student community through avenues such as student government, student publications, organizations, and should not be limited to the administrative arm of the academic institution. With the Business/Small Business Community, these representatives are encouraged to work together to ensure a breadth of business interests throughout the county is covered, with particular attention given to the wide network of small business organizations and chambers of commerce.

Providers – Providers represent a wide range of agencies and organizations that play a pivotal role in the provision of transportation/transport and planning services. It is important that these representatives keep their constituencies informed and seek input from key stakeholders within their organizations, such as committees, task forces, and

key leadership. Additionally, it is requested that the representatives from the Ports and Airports keep their counterparts informed and seek their input.

Jurisdictions - Jurisdictions include representation from the seven Councils of Government (COGs), the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA), and the County of Los Angeles and City of Los Angeles. The PAC member serves as the voice and conduit for perspectives of all the cities within their COG, and in the case of the City of Los Angeles and County of Los Angeles, all the individual communities within those jurisdictions. It is critical to keep all city/county leadership engaged and informed.

Terms and Vacancies

Council representative and alternate terms will be for two years commencing in July 2017; however, in the categories of Airports, Ports and Labor, which have a limited number of agencies in the specific category, the agencies have agreed to rotate as representatives and alternates on a yearly basis.

If a vacancy occurs within the two-year term for either a representative or alternate of an organization/agency, the vacancy may be filled by a qualified member of said organization/agency. If an organization/agency no longer wishes to participate on the PAC as a representative, the alternate may fill the vacancy. If an alternate does not wish to fill the vacancy created by a representative or no longer wishes to participate on the PAC as an alternate, Metro will seek a qualified individual to fill the vacancy.

Attendance

Council representatives or their alternates shall participate in PAC meetings including, but not limited to, assigned working groups, subcommittees or workshops. These appointments are not transferable including for attendance.

Governance

For governance, there will be three Officers– Chair, Vice-Chair and Second Vice-Chair. There will be one officer for each of the three major constituency categories. Elections will be held in July/September, at the beginning of the new fiscal year, and the term of office will be for one year. A straw poll will determine the selection of Chair, Vice-Chair and Second Vice-Chair and officers will rotate yearly. For example, whoever is the chair of the jurisdiction group will become the chair of the overall PAC, followed by the provider group, and then consumer group. Every year, each group will get to decide who their chair is and will rotate within the PAC chair accordingly.

The role of the Officers will be to run the meetings of the PAC, represent the PAC before the Metro Board and, as appropriate, committees; and to coordinate with staff the agenda for PAC meetings and materials that will be distributed.

Meetings

Generally, meetings will occur ~~monthly~~quarterly on the second Tuesdays of March, June, September and December. Special meetings will be convened as appropriate. ~~During the review of the Guidelines, the PAC will meet monthly. Thereafter, meeting times will be determined by the work plan under review.~~ Additionally, the Officers will present input of the PAC to the Metro Board and committees when appropriate.

Metro Support

Metro staff will assist the PAC by preparing/posting agendas, distributing materials and coordinating meeting spaces as requested. Metro staff will also take minutes for the PAC, should the officers request it. Metro has a PAC webpage (<https://www.metro.net/about/pac/>) ~~dedicated to the various Metro sponsored committees~~ and information regarding the PAC will be posted there. Metro staff will be coordinating the PAC meetings and working with the Officers to prepare accordingly.