

Agenda

Los Angeles County  
Metropolitan Transportation Authority  
**Community Advisory Council\***  
**Executive Committee Meeting**  
**Virtual Online Meeting**

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Councilmembers:

Hank Fung, Chair  
Tammy Ashton, Vice Chair  
Brian Bowens, Secretary  
Dalila Sotelo, Chair Emeritus  
Greg Anderson  
James Askew  
Tony Banash  
Darrell Clarke  
Michael Conrad  
Russ Davies  
Malcolm Harris

Danielle Lafayette  
David Lara  
Anna Martin  
Keith Martin  
Penelope Meyer  
Jazmin Ortega  
Anne Reid  
Wally Shidler  
Chris Wilson  
Bob Wolfe

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## AGENDA

### 10 AM

1. Call to Order: Pledge of Allegiance, Introductions (5 min)
2. Approve Executive Committee Meeting Minutes (Action) (5 min)
  - a. Dec. Holiday Mtg. Minutes (**Attachment A**)
  - b. Nov. Exec. Committee Mtg. Minutes (**Attachment B**)
  - c. Oct. Exec. Committee Mtg. Minutes (**Attachment C**)
3. Selection of January and potential future General Assembly Mtg. Presentations/Topic(s) (30 min).
  - a. Metro Countywide Sustainability Program Updates
  - b. Metro Recovery Task Force Latest Updates on Recommendations & Final Draft Report
  - c. Metro Countywide Coordinated Plan (plan's emphasis is on ensuring enhanced mobility for Older Adults and Individuals with Disabilities) – in depth presentation to Council offered.
  - d. Metro Better Bus Initiative Updates
  - e. [TAP updates – new contactless payment introduced in Sept. 2020](#)
  - f. Follow-up on Vice Chair's Traffic Reduction Study Questions, Council inputs, Draft Report status
  - g. Crenshaw North Extension Project Updates
  - h. I-105 Project Updates
  - i. Metro LRTP and Short Range Transportation Plan updates
  - j. Homelessness Task Force Updates
  - k. Other CAC Member suggestions?
4. Administrative Items & Announcements (5 min.)
  - a. Anticipated 2021 CAC Meeting Dates (**Attachment D**)
  - b. Metro Recovery Task Force [Draft Final Report out for review](#)- public comment through Feb. 8<sup>th</sup>.
5. CAC Requested Follow-up Items (10 min.):
  - a. [Metro Countywide Sustainability Program](#)
    - i. Metro Sustainability Program invitation to CAC Member(s) to attend and/or have a seat on the [Sustainability Council](#) (discussion and potential action). This Council meets once every other month.
    - ii. Weblink to [Metro's "Moving Beyond Sustainability" Strategic Plan Report](#)
  - b. [Requested Microtransit information \(service map, Fact Sheet and overview materials\)](#).
    - i. [Requested Microtransit Board Report](#)
  - c. [Metro Public Safety Advisory Committee information](#)
  - d. CAC Members' monthly reminder to send pic and 3-bullet bio if they have not yet.
6. Open Discussion for CAC Members
7. Public Comment, Non-Agenda Items (2 min. per speaker)
8. Consider items not on posted agenda, including items to be presented and referred to committee members and/or staff; items to be placed on agenda at a future CAC meeting; and items requiring immediate action due to an emergency situation or where the need to take immediate action came to the attention of the CAC subsequent to posting of the agenda.
9. Adjournment
  - a. PUBLIC COMMENT WILL BE TAKEN AFTER EACH AGENDA ITEM FOR A MAXIMUM OF TWO-MINUTES PER COMMENT. COMMENTS ON NON-AGENDA ITEMS BUT WITHIN THE SUBJECT MATTER JURISDICTION OF THE CAC WILL BE HEARD AT THE END OF AGENDA FOR A MAXIMUM OF TWO-MINUTES PER COMMENT. CAC Members **R.S.V.P. TO (213) 922-1249**.  
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Community Advisory Council\*

Code of Conduct

*Adopted on July 23, 2003*

- Respect all Citizens' Advisory Council (CAC) member opinions by not interrupting them to disparage them as to content of opinion or intent of individual member.
- When called on during CAC meetings keep within a reasonable timeframe all comments and questions to prevent anyone from dominating the proceedings or in any way preventing the flow of varying opinions.
- Strive to conduct meetings in an orderly fashion by staying within agreed to time frames and allowing each member a fair amount of time to speak and ask questions.
- Do not in any way disrespect or call into question the credibility of any MTA employee.
- Do not make statements attributed to unnamed sources unless the source is identified.

**\*(The Community Advisory Council or CAC is legislatively identified in Pub. Util. Code §13000 et seq. as the Citizens' Advisory Council).**

## **Attachment A**

December 4, 2020 Holiday Meeting Minutes

(Re: Agenda Item #2a)

### **CAC Dec. 4th 2020 Holiday Meeting Minutes**

Attendees: Fung, Bowens, Wolfe, Lara, Clarke, Davies, Shidler, K. Martin, Anderson,

1. Call to Order: Pledge of Allegiance, Introductions (5 min)
2. Remarks from Metro Executive Leadership & Q&A with CAC Members (60 min).
  - Metro Chief-of-Staff Nadine Lee provided agency updates on Metro's recent groundbreaking on LA County's new SEED school which will prepare students for careers in transportation, as well as shared latest updates on operations and service levels in context of the pandemic and NextGen.
  - Updates on transit safety, the budget, traffic reduction study, fareless study initiative, and latest developments related to key projects were also touched upon.
  - Ms. Lee also highlighted accomplishments over this past year and provided a brief "sneak preview" of the Metro "Better Bus" initiative that is just getting underway.
  - Guiding principles for creating a better bus experience are: 1) Speed 2) Ease 3) Safety & Comfort.
  - Ms. Lee encouraged the Council to continue to engage on this new initiative with Metro staff in the months ahead and provide inputs on an ongoing basis throughout the development of this initiative.

Discussion and Q&A with Council:

Q: How do the surveys capture needs of disabled and teens/youth?

A: Metro's goal is to address the issues of the most vulnerable populations (including disabled and teens), thereby making bus work for everyone. We'll welcome additional in-depth discussions about the needs of teens/youth so that we can make sure we have incorporated those needs.

Q: Concerns for the physical safety and health of operators. Will they be considered high priority for the COVID vaccine?

A: Metro staff will check on this.

Q: Why don't we do more Silver Line-style buses?

A: BRT doesn't have to be done on a corridor by corridor basis, but we can implement elements of BRT to deliver benefits sooner.

Q: General expressed support for Metro helping today's riders now with Better Bus efforts.

Q: Concerns that buses may not be considered when proposed changes are made to interchanges— Council Member referenced new ramp at Adams and Harbor Freeway. Concern that new ramp may have impact or pose conflicts with the current Silver Line operation.

A: Metro staff offered to look into this concern.

Q: 7<sup>th</sup>/Metro doesn't have signage that denotes bus connections.

A: This is a challenge. We want to convey the multimodal nature of our system. When our signage is updated for the Olympics, we will need to incorporate all modal connections.

Q: Expressed interest to implement better bike lanes along with Better Bus.

A: There was inclusion of bike lanes in the recent downtown bus lanes implementation. We are discussing this type of approach with the cities.

Q: Concern expressed that we are not thinking of the discretionary riders.

A: We need to get the fundamentals right for our current riders and make the system work well for them. Once we do that, we hope our improvements will also attract discretionary riders. The key is to ensure that the riders who have limited choices should have the best experience available in their limited choices.

Q: Concern expressed that the “Better Bus” branding is using terminology (bus) that doesn’t always resonate well with people. Council Member recommended using “motorcoach” instead of “bus.”

A: Project Team has heard from people that they don’t care what it is called; they just want it to be improved.

Q: Comment that bus stops are bleak and unwelcoming and hoping that this initiative will improve the experience.

A: Bus stops are a gateway, welcoming riders to the system. If the gateway is unpleasant why would people ride?

Q: Expressed interest in seeing increased coordination between Metro and the various cities and jurisdictions when it comes to improving bus stops and making them more welcoming to the transit riders.

3. CAC Chair’s Report- December 2020 (**Attachment A**)
  - a. Chair briefly shared highlights from Chair’s Dec. Report, including reminder to CAC Members to seek re-appointments with new Metro Board Directors if interested to continue service on Metro CAC and their current Board appointer will be departing Metro Board.
  - b. Confirmation of request by Exec. Committee for most recent CAC follow-up informational items to be noted included January Agenda instead of December Holiday Mtg. agenda.
4. Announcements (5 min.)
  - a. Move LA virtual transportation event (free) Dec. 8<sup>th</sup>- announced by CAC Member
  - b. CAC 2021 Anticipated Meeting Dates to be posted on Metro CAC website shortly.
  - c. Thank you to CAC Members for their dedicated service this past year despite the great disruptions of the pandemic and for consistently providing critical inputs on agency-wide initiatives and projects.
5. Open Discussion for CAC Members (10 min.)
  - a. None.
6. Public Comment, Non-Agenda Items (2 min. per speaker)
  - a. None.
7. Consider items not on posted agenda, including items to be presented and referred to committee members and/or staff; items to be placed on agenda at a future CAC meeting; and items requiring immediate action due to an emergency situation or where the need to take immediate action came to the attention of the CAC subsequent to posting of the agenda.
8. Adjournment

*(Meeting Minutes Prepared by Metro Staff)*

## Attachment B

November 6, 2020 Executive Committee Meeting Minutes  
(Re: Agenda Item #2b)

### CAC November 6th 2020 Executive Committee Meeting Minutes

Meeting Attendees: Fung, Ashton, Shidler, Sotelo, Conrad, Wilson, K. Martin

1. Call to Order: Pledge of Allegiance, Introductions (5 min)
2. Approve Executive Committee Oct. 2<sup>nd</sup> Meeting Minutes (**Attachment A**) (Action) (5 min)
  - Meeting Minute approval tabled until next Exec. Committee Mtg. in December
3. Select Nov. CAC General Assembly Meeting Topic and Consider Future Topics (25 min)
  - a. Metro Countywide Sustainability Program Updates
  - b. Metro Recovery Task Force Latest Updates on Draft Recommendations released in Oct. 2020.
  - c. Metro Countywide Coordinated Plan (plan's emphasis is on ensuring enhanced mobility for Older Adults and Individuals with Disabilities) – in depth presentation to Council.
  - d. [TAP updates – new contactless payment introduced in Sept. 2020](#)
  - e. Follow-up on Vice Chair's Traffic Reduction Study Questions and Council inputs (**Attachment B**)
  - f. Crenshaw North Extension Project Updates
  - g. I-105 Project Updates
  - h. Metro Microtransit Updates
    - CAC Chair proposed this topic for Nov. Gen. Assembly Mtg. on behalf of other CAC Members that had expressed interest.
    - K. Martin expressed openness to the proposal.
    - Discussion amongst members ensued on the value of this topic to be contextualized within the lens of fiscal responsibility and to address costs associated (and potential impacts and concerns) to lower income transit riders. Council reached consensus to add to Nov. GA Agenda. No disagreements expressed.
  - i. Discussion of Line 30 & Gold Line Shuttle – suggestion to better publicize
  - j. Metro Farebox Collection Updates- approx. timing for resuming fare collection.
  - k. Homelessness Task Force Updates
  - l. Other CAC Member suggestions?
4. Metro Sustainability Program (20 min.)
  - a. Metro Sustainability Program invitation to CAC Member(s) to have a seat on the Sustainability Council (discussion and potential action)
    - Executive Committee shared consensus to revisit this invitation at November General Assembly Meeting for 10-15 minutes to see if any others on Council may wish to serve.
    - Links to current Sustainability Council Members and overview of the program to be re-inserted into Nov. GA Agenda packet.
  - b. Motion by Tony Banash expressing interest in a CAC Ad-Hoc Sustainability Committee (**Attachment C**) (Potential Action)
    - Tabled for future meeting due to absence of Banash from meeting
5. Chair request for items to be forwarded for future General Assembly action (discussion and possible action) (25 min.)
  - a. Draft Letter regarding adjustments to staffing support for CAC (**Attachment D**)
    - Per expressed inputs from Secretary Ashton, Chair Fung suggested withdrawal of Staffing Support Letter.
    - Request made by Sotelo for Metro Organizational chart to be added with this topic for future discussions to help CAC Members understand where CAC is positioned within the Metro Organization.
    - Shidler indicated that Metro CAC was previously under Metro Communications Dept. when Rich Morallo supported the Council.
    - Executive Committee reached consensus that Chair Fung's original Memo on Staffing topic, along with Metro Org. Chart be included as discussion topic for next CAC GA Agenda.
  - b. Draft Letter to CEO seeking compensation for Public Safety Advisory Committee Community Members (**Attachment E**)
    - Executive Committee reached consensus to include this item on Nov. Gen. Assembly Mtg. Agenda.

- Draft Letter by Chair to CEO seeking compensation for Metro's developing Public Safety Advisory Committee (PSAC) Members to be included on Nov. Gen. Assembly Mtg.
  - Shidler expressed concern of proposed compensation for one advisory council setting precedent for all other advisory councils and committees wanting similar compensation.
  - Chair Fung and Exec. Committee suggested these issues get discussed in greater detail at Nov. Gen. Assembly Mtg.
6. Administrative Items & Announcements (10 min.)
- a. Chair's Report (**Attachment F**)
    - Chair Fung highlighted his submitted updates to Council and reminded Council of Nov. 13<sup>th</sup> deadline to apply to the PSAC.
  - b. Chair's Draft Suggestions for CAC Policy for vetting/inviting external speakers (**Attachment G**)
    - Ashton expressed concerns about Chair Fung's Draft Suggestions for CAC Policy and requested "policy" reference is replaced with another word (i.e. guidelines).
    - Sotelo suggested "clarifying guidelines" by CAC and Metro instead of the "policy" reference. Sotelo emphasized focusing guidelines on how CAC is to treat speakers and guests to attend CAC and present at future meetings.
    - Sotelo shared that these types of tools can be useful to help a Chair with leading and managing the meetings.
    - Chair Fung agreed that the suggestions he submitted were draft discussion points for Council Members to consider, give input, propose suggested edits, and further develop.
  - c. Metro's Community Conversations Series- Tongva representation in public art to take place Nov. 17<sup>th</sup> Details on this and others in [Conversation Series here.](#)
  - d. Recovery Task Force reminder shared at Sept. CAC mtgs. [re: upcoming mtgs.](#)
7. CAC Requested Follow-up Items (10 min.):
- a. Traffic Reduction Study- CAC's requested Board Reports: Award of contracts, September 2019: <https://boardagendas.metro.net/board-report/2019-0649/>; Response to Board motions and draft Request for Proposal scopes, April 2019: <https://boardagendas.metro.net/board-report/2019-0210/>.
  - b. CAC Members' monthly reminder to send pic and 3-bullet bio if they have not during month of October.
    - A high number of CAC Members submitted their pics and 3-bullet bios during the month of October. (Seven CAC Members during the month of October).
8. Open Discussion for CAC Members
- Chair Fung suggested copy of full presentation being shared to Service Councils this month regarding Metro response and latest updates on Mutual Aid agreement and emergency response be included in CAC Nov. Gen. Assembly Agenda Packet.
  - Request to include Metro Board Box Mutual Aid Update/Emergency Response document distributed with Oct. Gen. Assembly Mtg. packet with Nov. Gen. Assembly Mtg. Agenda packet.
9. Public Comment, Non-Agenda Items (2 min. per speaker)
- No public comments
10. Consider items not on posted agenda, including items to be presented and referred to committee members and/or staff; items to be placed on agenda at a future CAC meeting; and items requiring immediate action due to an emergency situation or where the need to take immediate action came to the attention of the CAC subsequent to posting of the agenda.
11. Adjournment
- Meeting adjourned at 11:40 a.m.

*Meeting minutes prepared by Metro CAC Support Staff*



## **Attachment C**

October 2nd, 2020- Executive Committee Meeting Minutes  
(Re: Agenda Item #2c)

### **CAC October 2<sup>nd</sup> 2020 Executive Committee Meeting Minutes**

Meeting Attendees: Fung, Bowens, Ashton, Clarke, Harris, Shidler

1. Call to Order: Pledge of Allegiance, Introductions (5 min)
2. Approve Meeting Minutes (5 min.)
  - a. September Exec. Committee Mtg. (**Attachment A**) (Action)
  - b. August Exec. Committee Mtg. (**Attachment B**) (Action)
  - c. Ashton made motion for approval of August and September Exec. Meeting Minutes. Malcom Harris seconded the motion. CAC approved.
3. CAC consideration and selection of October and Future CAC General Meeting Topics (30 min.)
  - a. Metro Sustainability Program approved their Sustainability Plan last month with Metro Board. Metro Sustainability staff also presented latest updates to Metro CAC on their programs and initiatives in late 2019.
  - b. Malcolm Harris expressed the value of CAC hearing about Metro topics of particular community concern in transportation.
  - c. Ashton requested to discuss Agenda Item #7 first and there were no objections. Committee discussed having a community representative speak at the October General CAC meeting. Chair Fung moved item #7 up for immediate discussion.
    - i. Chair Fung suggested CAC Members consider reaching consensus on basic criteria and process for Council's selection of any guest presenters external to Metro that would help Council understand the nexus of the requested external guest presenter with community needs and concerns regarding transportation. Harris expressed his general agreement. Chair Fung suggested that CAC Member proposing any external group to formally present share the "the how, the why, and the relationship" with Metro and Metro CAC for Council to further evaluate external guest presenter suggestions.
    - ii. Malcolm Harris made motion to extend an invitation to Fight for the Soul of the City to personally invite a representative from this group to present at the October CAC General Meeting. 30 minute presentation with 10-15 minute Q&A. Clarke seconded the motion. CAC approved.
  - d. Potential Upcoming CAC Presentation Topics
    - i. October - Fight for the Soul of the City
    - ii. Upcoming Metro Presentation (date) TBD - Congestion Pricing/Traffic Reduction
    - iii. Fareless System Initiatives (FSI) Updates
    - iv. Metro Countywide Sustainability Program Updates
    - v. Traffic Reduction Study Draft Questions for discussion (submitted by Vice Chair Bowens)
  - e. Bylaws of the CAC will need to be updated to represent the new positions added to Executive Committee and other proposed potential updates.
4. CAC Chair Signed Letter Regarding Proposed Name Change (Attachment A) (**Attachment C**) (Action) (10 min.)
  - a. The signed letter regarding Proposed CAC Name Change was transmitted to staff of the CEOs office and the staff of Board Secretary's office (included as attachment in Oct. 2<sup>nd</sup> CAC Exec. Committee Mtg. Agenda Packet circulated to office of Metro Executive Leadership and Board Secretary staff).
5. Discussion of CAC Vice Chair's Questions regarding Metro Traffic Reduction Study (**Attachment D**) (10 min.)
  - a. Traffic reduction questions will be tabled until the October General Meeting. CAC Draft Report from Vice Chair may be generated based on a discussion at General Assembly Mtg. and approval of the draft questions.
6. CAC Discussion Regarding Staff Support (**Attachment E**) (30 min.)

- a. Discussion if additional staff support and/or staff support realignment of the CAC is necessary. This issue was raised to see how CAC could potentially be more closely aligned to Metro Board given CAC Members are direct Board appointees. Five questions were proposed by Chair Fung for Council's consideration before changing the status quo.
  - b. General consensus by Council to elevate the CAC's role and likely need for more staff support.
  - c. Feedback at the October General Assembly CAC Mtg from rest of Council may help determine if Metro staff support will be an action item or if status quo will remain.
  - d. Staff asked to review/fact check Attachment E to provide updated approximate percentage of staff time attributed to CAC.
  
7. Discuss list of outside groups and consider CAC process for screening and scheduling any future organizations. **(Attachment F)** (10 min.)
  - a. (Discussed in Agenda item #3 above)
  
8. Administrative Items & Announcements (10 min.)
  - a. Traffic Reduction Study- upcoming public meetings reminder
  - b. Recovery Task Force reminder shared at Sept. CAC mtg. re: upcoming mtgs.
    - a. Virtual public meeting on October 1, 2020- Watch the [English](#) meeting and audio.
    - b. View the English presentation here: <http://media.metro.net/2020/Recovery-Task-Force-Powerpoint.pdf>
  - c. Metro Sept. Budget Report Discussion (Fare Capping vs. Fareless System Policy Questions, Item 33.1)
  
9. Follow-up / action Items:
  - a. Banash – requested contact information for Metro Sustainability staff and Group (Council)
    - i. Chair Fung reported that Banash reached Dr. Liban (contact to Metro's sustainability group) and Banash was pleased with his experience.
  - b. Ashton - requested update from FSI Group – What was discussed at the 9/1 meeting.
    - i. Ashton requested updates and presentation.
  - c. Ashton - requested information from Exec. Board – Regarding suspension of service and how that would be handled in the future.
  - d. Banash – requested information from Traffic Reduction Study – What is the Cost to put this into Effect.
  
10. Open Discussion for CAC Members
  
11. Public Comment, Non-Agenda Items (2 min. per speaker). None.
  
12. Consider items not on posted agenda, including items to be presented and referred to committee members and/or staff; items to be placed on agenda at a future CAC meeting; and items requiring immediate action due to an emergency situation or where the need to take immediate action came to the attention of the CAC subsequent to posting of the agenda.
  - a. Chair Fung led discussion to consider a dedicated pause for a public comment after guest or keynote presentations. Chair prefers allowing public to share their comments first and then move to CAC Member comments and questions. Chair mentioned that a similar suggestion was raised by a public commenter at September CAC General Meeting for Council consideration.
  - b. CAC Member discussions regarding the pros and cons of Lifesize, Microsoft Teams, Zoom and other virtual platforms for hosting their Council meetings and the CAC Members' overall expressed preferences to date with Zoom.
  
13. Adjournment

## **Attachment D**

2021 CAC Meeting Dates (per CAC Bylaws guidance)  
(Re: Agenda Item #4a)

### **Metro CAC** **Anticipated Meeting Dates for 2021**

#### **Executive Committee Meetings**

Typically held the First Friday of each month, starting at 10 a.m., unless an alternative date is noted below:

- January 8th (adjusted due to New Year/ holiday)
- February 5th
- March 5th
- April 2nd
- May 7th
- June 4th
- July 9th (adjusted due to July 4<sup>th</sup> holiday)
- August 6th
- September 3rd
- October 1st
- November 5th
- December 3rd

#### **General Assembly Meetings:**

Typically held the Fourth Wednesday of each Month, starting at 6 p.m., unless alternative date is noted below.

- January 27th
- February 24th
- March 24th
- April 28th
- May 26th
- June 23rd
- July 28th
- August 25th
- September 22nd
- October 27th
- November 17<sup>th</sup> (adjusted due to Thanksgiving Holiday)

**IMPORTANT NOTE:** Meeting Dates are Subject to Change. Please always reference final posted CAC meeting Agendas on Metro website for final dates and times.