Agenda

Los Angeles County Metropolitan Transportation Authority

TECHNICAL ADVISORY COMMITTEE

William Mulholland Conference Room, 15th Floor

1. Call to Order/Roll Call Action (Rena Lum, Brian Lam)

2. Agenda Reports by Standing Committees
   Bus Operations Information (Jane Leonard)
   Local Transit Systems (Sebastian Hernandez)
   Streets and Freeways (Fulgene Asuncion)
   TDM/Sustainability (Mike Bagheri)
   Attachment 1: Subcommittee Agendas
   Attachment 2: Subcommittee Actions 5 min

3. Chairperson’s Report Information (Rena Lum) 5 min

4. Consent Calendar Action
   • Approval of Minutes
     Attachment 3: Draft July 11, 2018 Minutes

5. Ratify Updated LTSS Bylaws Action (Sebastian Hernandez)
   10 min
   Attachment 4: Summary of changes
   Attachment 5: Revised LTSS Bylaws

6. LRTP Information (Mark Yamarone) 10 min

7. ATP Update Information (Shelly Quan) 5 min

8. CTC Update Information (Patricia Chen) 5 min
9. Metro Orange Line BRT Improvements
   Information
   (Fulgene Asuncion)
   15 min

10. Legislative Update
    Information
    (Michael Turner/Raffi Hamparian)
    15 min

11. MicroTransit
    Information
    (Rani Narula-Woods)
    15 min

12. Green Line Extension to Torrance
    Information
    (Meghna Khanna)
    15 min

13. Other Business

14. Adjournment

TAC Minutes and Agendas can be accessed at: http://www.metro.net/about/tac/

Please call Brian Lam at (213) 922-3077 or e-mail lamb@metro.net with questions regarding the agenda or meeting. The next meeting will be on October 3, 2018 at 9:30 a.m. in the William Mullholland Conference Room on the 15th Floor.
Attachment 1

Subcommittee Agendas
Agenda

Los Angeles County
Metropolitan Transportation Authority

BUS OPERATIONS SUBCOMMITTEE
Mulholland Conference Room – 15th Floor
9:30 am

1. Call to Order
   (1 minute)
   Action
   Jane Leonard

2. Approval of May 15, 2018 Minutes
   (1 minute)
   Action
   BOS

3. Chair’s Report
   (5 minutes)
   Information
   Jane Leonard

4. Metro Report
   (5 minutes)
   Information
   Mercedes Meneses

5. LIFE Operator Reimbursement Policy
   (15 minutes)
   Information
   Armineh Saint

6. FY16-18 Triennial Performance Review of
   the Operators and Review of Metro as the
   Regional Planning Entity
   (15 minutes)
   Information
   Armineh Saint

7. FTA Update
   (10 minutes)
   Information
   Arianna Valle/Adam
   Stephenson/Stacy Alameida

8. Access Update
   (10 minutes)
   Information
   Matthew Avancena

9. Transit Industry Debriefing/Updates
   (5 minutes)
   Information
   All

10. New Business
    Information
    All
11. Adjournment

Information Items:

90-day Rolling Agenda
Subsidy Matrix FY 2018
TDA-STA Capital Claims FY 2018
TDA-STA Claims FY 2018
Summary of Invoices FY 2018
Summary of EZ Pass Invoices FY 2018

BOS Agenda Packages can be accessed online at:
https://www.metro.net/about/bos/

Please call MERCEDES MENESES at 213-922-2880 if you have questions regarding the agenda or meeting. The next BOS meeting will be held on Tuesday, August 21, 2018, at 9:30 am in the William Mulholland Conference Room, 15th Floor of the Metro Headquarters Building.
Agenda

Los Angeles County Metropolitan Transportation Authority

LOCAL TRANSIT SYSTEMS SUBCOMMITTEE

Webinar link

Not Available

Join by phone on

CONFERENCES

CALL –

(213) 922-4930

1. Call to Order  Action  Sebastian Hernandez, Chair

2. Approval of Minutes  Action  Sebastian Hernandez, Chair

3. LTSS Bylaws  Action  Sebastian Hernandez, Chair

4. LIFE Operator Reimbursement Policy (Rider Relief Program – Low Income Fare is Easy “LIFE”)  Information  Armineh Saint, Metro

5. FY16-18 Triennial Performance Review of the Operators and Review of Metro as the Regional Planning Entity  Action  Armineh Saint, Metro

6. New Business – TAC update  Information  Sebastian Hernandez, Chair

Metro will validate your Parking ticket for this meeting’s attendance. Take your parking ticket to the 15th floor for validation.
Thursday, July 19, 2018  9:30 a.m.

Agenda

Los Angeles County
Metropolitan Transportation Authority

Streets and Freeways Subcommittee

William Mulholland Conference Room – 15th Floor

1. Call to Order
   1 min
   Action (Bahman Janka)

2. Approval of Minutes
   Attachment 1: June 21, 2018 Minutes
   Attachment 2: Attendance Sheet
   Attachment 3: 90-Day Rolling Agenda
   Action (Subcommittee)

3. Chair Report
   5 min
   Information (Bahman Janka)

4. Metro Report
   5 min
   Information (Fulgene Asuncion)

5. Caltrans Report
   5 min
   Information (Steve Novotny)

6. 2018 Call for Projects
   Recertification/Deobligation/Extension
   Attachment 4: Recertification List
   Attachment 5: Deobligation List
   Attachment 6: Extension List
   Attachment 7: May 2, 2018 TAC Appeals Summary
   15 min
   Information/Possible Action (Fanny Pan)
7. Sepulveda Transit Corridor  
   Information (Cory Zelmer/Peter Carter)  
   15 min

8. LRTP Baseline Understanding Survey  
   Information (Paul Backstrom)  
   5 min

9. Legislative Update  
   Information (Raffi Hamparian/Michael Turner)  
   5 min

10. CTC Update  
    Information (Patricia Chen)  
    15 min

11. ATP Update  
    Information (Shelly Quan)  
    10 min

12. New Business  
    Information (Subcommittee)

13. Adjournment  
    1 min

The next meeting for the Streets and Freeways Subcommittee will be held on September 20th at 9:30 a.m. on the 3rd floor, Union Station Conference Room. Please contact Fulgene Asuncion at (213) 922 – 3025 should you have any questions or comments regarding this or future agendas.

Agendas can be accessed online at: http://www.metro.net/about/sfs/
Attachment 2

Subcommittee Actions
Disposition of Subcommittee Actions

July 2018

Bus Operations Subcommittee:

- Approved the June 2018 meeting minutes

Local Transit Systems Subcommittee:

- Approved the May 2018 meeting minutes
- Approved the draft Revised LTSS Bylaws

Streets and Freeways Subcommittee:

- Approved the June 2018 meeting minutes

TDM/Sustainability Subcommittee:

- Did not meet in July
Attachment 3

July 11, 2018 TAC Minutes

July 11, 2018 Sign-In Sheets
Meeting Minutes

Los Angeles County
Metropolitan Transportation Authority

TECHNICAL ADVISORY COMMITTEE

1. Call to Order/Roll Call
Rena Lum (Chair) called the meeting to order at 9:30 A.M. Brian Lam (Alternate Chair) took roll and declared a quorum was present.

2. Agenda Reports by Standing Committees
   Bus Operations Subcommittee (BOS)
   - Last met on June 19, 2018
   - Received updates on:
     - FY 19 SB1 STA/SGR Project Submission
     - TAP
     - FTA
     - Access Services
   - Next meeting is scheduled for July 17, 2018

   Local Transit Systems Subcommittee (LTSS)
   - Did not meet in June 2018
   - Next meeting is scheduled for July 19, 2018

   Streets and Freeways Subcommittee
   - Last met on June 21, 2018
   - Received updates on:
     - West Santa Ana Branch Transit Corridor
     - Transit Oriented Communities Policy
     - ATP
     - CTC
     - State and Federal Legislation
   - Next meeting is scheduled for July 19, 2018

Transportation Demand Management (TDM)/Sustainability Subcommittee
• Did not meet in June 2018
• Next meeting is TBD

3. Chairperson’s Report
Ms. Lum reported that at the June 28, 2018 Board meeting, the Board approved a contract to begin construction work on Westside Purple Line Extension Section 3. The Board also adopted the Metro Vision 2028 Plan and the Transit Oriented Communities Policy.

Ms. Lum welcomed Phil Doudar (County of Los Angeles), who is replacing Pat Proano, as a primary representative for the County of Los Angeles.

4. Consent Calendar
A motion to approve the June 6, 2018 TAC minutes was made by Jane Leonard (BOS) and seconded by Eric Widstrand (City of Long Beach). Greg Farr abstained. The minutes were approved.

5. 2018 Call for Projects Recertification/Deobligation/Extension (Fanny Pan, Metro)
It was reported that in the annual 2018 Call for Projects Recertification/Deobligation/Extension process, $161 million will be recertified, $9.6 million deobligated and recommended to hold in reserve, and $5.3 million reallocated. Ms. Pan reported that the Board report also include a Receive and File item on the future Call for Projects considerations. (The approach was refined after the presentation at the TAC)

The Board report will include Metro’s full commitment to all existing Call funding. The latest 2015 Call cycle programmed funding through FY 21. However, given the changed funding landscape, Metro staff would like to propose a comprehensive evaluation of the current Call process. This will include assessments of past and current recipient performance in project delivery, administrative challenges for both Metro and recipients, and the ability to address Board investment priorities in a post Measure M environment. To begin the process, staff will soliciting input from Metro advisory committees including the TAC and the Subcommittees, Municipal Operators, as well as the Council of Governments (COGs), and will develop recommendations for next steps in winter 2018.

It was asked what the timeline and plan is for coordinating with the subcommittees? Metro staff responded that following the TAC meeting and the board staff briefing, staff will meet with the subcommittees to begin outreach process and obtain early input.

It was asked if SB1 is repealed, are there projections being conducted to consider what funding will be available? Metro staff responded yes, those scenarios are also being considered, and staff have been working very closely with Board staff to discuss related concerns.

6. Sepulveda Transit Corridor (Peter Carter, Metro)
Peter Carter is the Deputy Project Manager for the Sepulveda Transit project. Staff is currently conducting the first phase of outreach to describe the study process, explore initial concepts, and to gather feedback. Rail transit concepts are being studied to form connections to
existing/planned transit corridors. Alignments, station locations, including park & ride, and maintenance facility requirements will be developed in this process. The study area is divided into two sections: Valley-Westside and Westside-LAX.

Staff is currently conducting outreach meetings on the concepts developed for the Valley-Westside section. Next steps include evaluation of the initial concepts, development and evaluation of concepts for the Westside-LAX section, conceptual design of the selected concepts, and further public outreach throughout the process.

There are four transit modes under consideration: Heavy Rail Transit (HRT), Light Rail Transit (LRT), Monorail, and Rubber Tire Transit. The initial Valley-Westside concepts include 2 HRT Concepts, 2 LRT Concepts, and 2 Monorail or Rubber Tire concepts. These concepts will be evaluated based on: community input, cost, reliability, environmental effects, sustainability, travel time savings, and compatibility with local and regional plans.

The study is anticipated to be complete in summer 2019 with environmental analysis to begin in 2020.

It was asked if the Metro unsolicited proposal process was also being included in the Sepulveda Transit Corridor project? Metro staff responded that the Metro unsolicited proposal process is run through Metro’s Office of Extraordinary Innovation (OEI). OEI is a partner on the Sepulveda Pass project, and OEI staff is currently putting together a Pre-Development Agreement (PDA), which will bring on one or more teams to provide recommendation on how the project can be improved. The two teams are working in parallel and to help contribute to this project.

It was requested that the BOS and General Managers (GM) email distribution list be included in the outreach efforts. Metro staff replied that the distribution lists will be added to the outreach efforts.

7. LRTP (Paul Backstrom & Mark Yamarone, Metro)
Metro staff reported that an e-mail survey will be sent to public sector partners within the next two weeks. The purpose of the survey is to inquire what the key strategic initiatives are in planning documents that are most important to city planning agencies. This information is going to be used to inform the baseline funding model of Metro’s Long Range Transportation Plan. Metro wants to know what local priorities are important within cities. Contact Paul Backstrom at BackstromP@metro.net for more information.

Community engagement is also part of this outreach effort. The larger campaign of the outreach effort includes a survey that can be accessed at http://OurNext.la/. The website also has more information the general public can engage in.

Metro staff reported that as part of the community engagement effort, a consulting team has identified 100 different community based organizations throughout the County. Staff has reviewed the list to ensure that the organizations are representative of all regions to get a sense of the community and mobility issues.
Please contact Rena Lum at LUMR@metro.net if there are recommendations of community based organizations that should be reached out to.

8. ATP Update (Shelly Quan, Metro)
Metro staff reported that ATP Cycle 4 application due date is July 31. It was noted that there were some technical issues with earlier electronic versions of the application. An updated version 1.3 has been released on the cycle 4 website. Previous versions can still be used if technical issues are not hampering completion of the application. Hard copy and electronic submittal is required. Submissions must be sent to Metro and SCAG. Metro requires an electronic copy e-mailed to Shelly Quan at QuanS@metro.net.

9. CTC Update (Patricia Chen/Anna Lee, Metro)
The CTC met in Sacramento on June 27-28, 2018. The repeal of SB1 has qualified to be on the November 2018 ballot. There was a joint CTC/ARB meeting that was also held on June 27th and will occur annually from now on. At the meeting there was discussion regarding coordination between the CTC and ARB and how the two agencies intersect. At the joint meeting, CTC requested to not allow state funds for projects that increase vehicle miles traveled (VMT).

CTC staff requested photos of SB1 projects including before, after, or during construction. Photos can be sent to Patricia Chen at ChenP@metro.net or CTC staff member Jose Oseguera at jose.oseguera@ctc.ca.gov. Photos requested are wide-lens photos that feature the project scope and reach.

Comprehensive Corridor Planning Guidance and Workshops will be held on July 16th and 20th. In the future if a project sponsor is looking for funding for a large significant corridor project, there needs to be a Comprehensive Corridor Plan. A key aspect of the Comprehensive Corridor Plan is that it needs to be multi-modal.

CTC staff are looking at different scenarios if SB1 is repealed. If SB1 is repealed, additional tax collection would cease November 2018.

In June, the CTC adopted an initial list of cities and counties that are eligible to receive Local Streets and Roads funding for FY18/19. Cities interested in applying must submit a project list through the SB1 intake toll that is available online and pass a resolution through the city council to adopt the project list. Applications can be accessed online. Applications must be submitted and resolutions must be passed by August 1. The 11 cities eligible to apply are:

1. Santa Monica
2. Commerce
3. Huntington Park
4. Pomona
5. San Marino
6. Avalon
7. Beverly Hills
8. Inglewood
9. Montebello
10. Rancho Palos Verdes
11. El Segundo

There was discussion on the efforts to educate on the benefits of SB1. The League of Cities website has an SB1 toolkit on how cities can provide information on SB1 and how people can
vote on their own interest. The CTC is also working on language that will focus on SB1. It’s important for cities to share what local efforts are being supported through SB1.

There was discussion on the Highway Bridge Program. The program has 20 years of programming which Caltrans wishes to shrink down to 15 years. Additional detail on this policy can be found in Office Bulletin #18-02.

10. Legislative Update (Michael Turner/Marissa Yeager)

State Update
It was reported that the Legislature is on recess through August 2018. There are three bills that Metro is sponsoring:

- AB 1205 – Assembly Member Jones Sawyer – The bill makes a change to small business set aside program to implement a medium sized business program, and re-writes the statute.
- AB 1594 – Assembly Member Bloom – The bill changes the 2/3 authorization that Metro is required to use for design/build. Metro was the first agency to implement design/build projects and is the only agency that requires 2/3 authorization.
- AB 2548 – Assembly Member Friedman – Authorizes the implementation of a commuter benefit ordinance in the county. Would provide a pre-tax benefit to provide employers with a deduction for employees that use transit. The bill will not supersede transit benefits already being applied within cities.

Proposition 6 is the repeal of SB1 on the November ballot. Staff are finalizing a packet of information that will address the projects being pursued by Metro and the funds that go to the subregions for the Caltrans projects. It was noted that there are certain limitations of what information can be provided as public agencies cannot advocate, but can educate. Individual cities can put information out on their own. The League of Cities website has a lot of information on what information cities are allowed to provide. It was recommended that city staff work with their respective city attorneys to ensure that the language used meets legal requirements.

Federal Update
It was reported that the Fixing America's Surface Transportation (FAST) Act will be expiring in 2019. Metro has been participating in the discussions on reauthorization proposals. The Senate anticipates addressing the Transportation Appropriations Bill for FY 19. As there is no appropriations agreement yet, no federal grants can be awarded until that time.

Appropriations for FY 2019, the Senate will be addressing transportation appropriations bill, and there will be updates coming up. The House is still to be determined. No funding agreement has been met, and no grants can be awarded until the funding agreement is met. It was reported that a “Dear Colleague” letter was recently released noting that the FTA is proposing a possible rule-making to count TIFIA loans as a federal contribution and not a local contribution. Metro will be working with delegation on that proposed role-making.

Staff will be presenting two federal legislation proposals to the Board in July:
1. House Resolution 6016 – Congress Woman Grace Napolitano – The Bus Operator and Pedestrian Protection Act – Staff is suggesting support work with author. The bill notes additional increase in protections for bus operators threatened with assault.


11. East San Fernando Valley Transit Corridor (Walt Davis, Metro)
At the June 28, 2018 meeting, the Board approved the locally preferred alternative (LPA) which selected Alternative #4 (modified) at-grade light rail transit (LRT) with 14 stations, and a site for a maintenance and storage facility. The Board also authorized staff to finalize the EIS/EIR and authorized scope modifications to complete additional studies.

The locally preferred alternative project is a 9.2 mile at-grade LRT alignment with 14-stations, consisting of 6.7 miles on Van Nuys Blvd. and 2.5 miles on railroad right-of-way along San Fernando Road. No new park-ride lots are planned for the project. The study area is within the proximity of numerous freeways and highways and is the 7th busiest bus corridor in the Metro system. 460,000 people reside in the study area. The corridor has the 2nd highest bus boarding in the SFV, second only to the Metro Orange Line. Measure M and SB1 provides $1.3 billion for this project.

As the Metro Orange Line BRT Improvements Project is progressing, additional analysis will be conducted to study better connections to the Metro Orange Line at Van Nuys Blvd. The First/Last Mile Plan will be initiated in fall/winter 2018. It is anticipated that the project will break ground in 2022 and be completed in 2027.

A question was asked about the travel speeds along the corridor. Metro staff responded that the environmental document estimates an average speed of 18 MPH, which includes the stop time at stations and intersections.

There was discussion on the parking capacity of the Sylmar/San Fernando station. Metro staff noted that the current parking occupancy at the Sylmar/San Fernando station is 85%. The Metro Parking Management Team recommended that additional parking should not be provided until the alignment is built, and then permit parking where it is needed.

12. West Santa Ana Branch Transit Corridor (Teresa Wong, Metro)
Teresa Wong (Metro) provided an update on the West Santa Ana Branch (WSAB) transit corridor, a proposed new 20-mile long transit system. The WSAB project will connect downtown Los Angeles to the southeast Los Angeles County. The WSAB study area is highly dense in terms of population and employment densities.

The WSAB project has 5 overarching goals:
1. Provide mobility improvements
2. Support local and regional land use plans and policies
3. Minimize environmental impacts
4. Ensure cost effectiveness and financial feasibility
5. Promote Equity
The WSAB project started with the development of the Alternatives Analysis completed by SCAG in 2013, followed by the Technical Refinement Study completed by Metro in 2015. The project is currently in the environmental clearance process with upcoming scoping meetings scheduled in July. The draft environmental document is expected to be released for review in the year 2020. The project is included in the Measure M expenditure plan, and is also a project identified with an aspirational schedule in the 28 by 2028 plan.

Public scoping meetings were initially held in 2017. At that time, four northern alignment alternatives were shared with the public:

- Option A: Pacific/Alameda (7.4 miles)
- Option B: Pacific/Vignes (7.2 miles)
- Option C: Alameda (8.0 miles)
- Option D: Alameda/Vignes (8.1 miles)

All four alignments terminated at Union Station with variation of aerial or underground configurations. A large portion of comments received were specific to the northern alignments; and as a result, further technical analysis was conducted and additional northern alignment concepts were developed:

- Alternative E: Alameda underground
- Alternative F: Alameda/Center
- Alternative G: Downtown transit core
- Alternative H: Arts District/6th Street

At the May 24, 2018 Board meeting, the Metro Board approved Alternative E and G to be carried forward for further study in the environmental document.

13. Adjournment
Ms. Lum adjourned the meeting and reported that the next scheduled TAC meeting is September 5, 2018 in the William Mulholland Conference Room on the 15th floor at 9:30 am. If you have questions regarding the next meeting, please contact Brian Lam at (213)922-3077 or email lamb@metro.net.
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Attachment 4

Summary of LTSS Bylaw Changes
9/5/2018
Local Transit Systems Subcommittee (LTSS)

LTSS Bylaws Subcommittee

- Members of the Bylaws Subcommittee
  - Joe Barrios, City of Santa Fe Springs
  - Martin Browne, City of Whittier
  - Luz Echavarria, City of Los Angeles
  - Kathryn Engel, City of Glendale
  - Martin Gombert, Palos Verdes Peninsula Transit Authority
  - Sebastian Hernandez, City of Pasadena
  - Susan Richan, Metro Local Programs
  - Joyce Rooney, City of Redondo Beach

Process

- January 18, 2018 LTSS Meeting: Presented the concept and invited participation in LTSS ByLaws Subcommittee
- Bylaws Subcommittee meetings
  - February 20, 2018
  - March 6, 2018
  - March 14, 2018
  - April 16, 2018
  - May 7, 2018
- May 17, 2018 LTSS Meeting: Draft bylaws presented
- July 19, 2018 LTSS Meeting: Voted to approve update by 2/3 of the committee

Purpose for Bylaws update:

- Changes in the region where nonprofits and private operators are no longer primary local transit operators
- Eight of the 23 membership seats, nonprofits and private operators, no longer active in this process resulting in difficulty to reach quorum for several years
- Last update was in 1990’s.

Changes

- Updated and expanded scope to reflect what LTSS already reviews
- Updated member agencies to reflect current fixed route and demand response providers. Grouped member agencies into geographical clusters in order to select voting representatives and make quorum (total 15 w/quorum 8)
  - Removed the eight non-profits and private operators
  - 13 city members made up of 7 clusters representing geographical areas. 2 votes per cluster (except Westside with 1)
    - City of LA
    - County of LA
    - Metro Ex-Officio
- Voting member appointed by cluster for term of up to 2 years (ending in even year)
  - Other members in cluster are alternates if rep can’t make it
- Officers
- Chair (moves up automatically from chair elect, if vacated, is filed by vote)
- Chair Elect (elected)
- Vice Chair (elected)
- Non-voting Secretary (Metro)

New bylaws if approved will take effect in October to start the election process and committee officers by first meeting of the next calendar year.
Attachment 5

Revised LTSS Bylaws
LOCAL TRANSIT SYSTEMS SUBCOMMITTEE

to the Technical Advisory Committee

Los Angeles County Metropolitan Transportation Authority

DRAFT BYLAWS FOR REVIEW

To Be Effective October 1, 2018
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*2018 Bylaws Update Committee*

Joe Barrios, City of Santa Fe Springs  
Martin Browne, City of Whittier  
Luz Echavarria, City of Los Angeles  
Kathryn Engel, City of Glendale  
Martin Gombert, Palos Verdes Peninsula Transit Authority  
Sebastian Hernandez, City of Pasadena  
Susan Richan, Metro Local Programs  
Joyce Rooney, City of Redondo Beach
ARTICLE I – AUTHORITY

I.1 Authority
Under the authority of the Los Angeles County Metropolitan Transportation Authority, hereinafter referred to as “Metro”, the Local Transit Systems Subcommittee, hereinafter referred to as “LTSS” is established as a standing subcommittee of the Technical Advisory Committee (TAC) to the Metro Board of Directors.

I.2 The LTSS is created by Metro and shall have no authority separate or apart from that of Metro.

ARTICLE II – PURPOSE AND SCOPE

II.1 Purpose
LTSS is established to provide technical input and assistance to Metro on issues affecting local transit systems or transportation programs in Los Angeles County, including, but not limited to, fixed route services, commuter services, demand response service, ADA paratransit, transportation demand management, and rail feeder services.

II.2 Scope
LTSS may engage in such related activities as appropriate to carry out its purpose and may bring matters of special concern to local transit operators and to the attention of Metro through the TAC and/or appropriate Metro policy committees. To achieve its purpose, LTSS will conduct meetings, appoint committees or working groups, and engage in such activities as it deems necessary.

LTSS intends to provide technical review of and advise Metro on the following topics including, but not limited to:
- Coordination of transit services among local operators; and, between local operators and regional operators including Metro;
- Long and short range regional transportation planning;
- Local Return transit program development and coordination including legislation, regulations, guidance, reporting, and funding allocations;
- Proposition A 5% of 40% Discretionary incentive program guidance, reporting, and funding allocations;
- Unmet transit needs;
- Regional fare collection program plans, funding, implementation, guidance, and reporting including Universal Fare Card Systems (TAP);
- Regional ADA transportation services (Access);
- Regional transportation studies, initiatives, pilot programs and services that affect or would benefit LTSS agencies such as Rapid Bus, NextGen, Micro-transit, and First Mile-Last Mile programs;
- Legislation and regulatory issues effecting local transit systems;
- Federal, state and local grant programs including but not limited to FTA 5310; and
- Potential new funding programs for local transit providers.

ARTICLE III – MEETING LOCATION
III.1 Principal Meeting Location
The principal meeting location for the transaction of LTSS business is hereby fixed and located at Metro, Local Programs, One Gateway Plaza, Los Angeles, California 90012.

III.2 Alternate Meeting Location
LTSS shall have the authority to change the location of the principal meeting location from time to time by a simple majority vote of the LTSS voting representatives present at a duly authorized meeting, and will provide 10 days advance notice of such change for the affected meeting.

ARTICLE IV - MEMBERSHIP

IV.1 Membership
All agencies that expend Los Angeles County Local Return funds for “Local Transit” demand response or fixed route services are entitled to participate in LTSS activities. See Exhibit A for the current listing of Local Transit agencies.

With the exception of Los Angeles County and City of Los Angeles, all agencies are combined into six geographical clusters for the purpose of balancing geographical representation, improving communication channels, and simplifying business practices.

Exhibit A may be amended annually at the first meeting of each calendar year to best maintain geographical representation and allow updates to agency participation based on changes to eligible services.

IV.2 Voting Member
A voting member is specified as a representative from the following: Los Angeles County, City of Los Angeles, or an agency within a cluster, and will have one (1) vote each.

Voting members are determined by the following:
  a. Clusters comprised of five (5) or more agencies will self-select two (2) representatives that will serve as voting members;
  b. Clusters comprised of four (4) or less agencies will self-select one (1) representative that will serve as a voting member;
  c. Los Angeles County and City of Los Angeles will each have one representative that will serve as their respective voting member; and
  d. Metro is a non-voting Ex-Officio member.

IV.3 Terms
The term for the voting members from Los Angeles County and the City of Los Angeles will not expire.
Each cluster may appoint a voting member(s) for a term of up to two (2) years ending on the last day of each even numbered calendar year. There is no maximum number of terms a voting member may serve.

IV.4 Voting Member Appointment
By December 31 of each even numbered calendar year, the cluster agencies will submit their appointment of voting member(s) for the next term to the Secretary. Appointees will be seated at the first LTSS meeting of the following calendar year.
Los Angeles County, the City of Los Angeles, and each cluster agency is responsible for the voting member(s) in their own agency/cluster. Each agency/cluster may appoint a voting member at any time a vacancy arises, and must notify the Secretary within ten (10) days of the appointment(s).

IV.5 Alternates
If a cluster’s voting member is unable to attend an LTSS activity, called for the purpose of conducting business, an alternate may be self-selected from among its own designated cluster agency to serve as Alternate voting member, for that specific activity. The Alternate will have the same voting rights as the cluster’s appointed voting member and is responsible for notifying the Secretary at the start of the meeting.

IV.6 Voting Member Removal
Clusters will be requested to replace appointees, within their respective cluster, that fail to participate in three (3) consecutive meetings or four (4) meetings within a calendar year. LTSS may expel an appointee from LTSS participation as warranted.

ARTICLE V – OFFICERS AND APPOINTEES

V.1 Annual Meeting
The LTSS shall, at its first meeting of each odd numbered calendar year, and at such other times as there may be vacancies, elect officers and appoint representatives.

V.2 Officers
The officers of the LTSS shall consist of the Chair, Chair Elect, and Vice Chair, each of whom shall be elected from among individuals representing member agencies of the LTSS. The individual member shall be considered as the elected officer and not the represented agency or organization.

V.3 Secretary
Metro will self-appoint staff to serve as Secretary to the LTSS. Secretary is a non-voting Ex Officio position.

V.4 Appointees
Appointees are two TAC representatives and their alternate(s). The Chair may appoint representatives and alternates to the TAC.

V.5 Term
The terms of office of the Officers and Appointees shall be two years, commencing during the odd numbered years. The term will begin at the first meeting of the calendar year immediately upon election and will conclude two years later at the time of the biennial election. No officer may serve more than three consecutive terms in the same office.

V.6 Nomination and Election of Officers
The Officers shall be elected in the following manner:
  a. Each LTSS voting member may place any other member of the LTSS in nomination for the Officers;
  b. Each LTSS member shall cast one vote for the candidate of his or her choice for each office;
  c. Only voting members may make and second motions; and
d. Elections will be held as needed to fill vacancies.

ARTICLE VI - DUTIES OF OFFICERS, SECRETARY, AND APPOINTEES

VI.1 Duties of the Chair
The Chair shall preside at all meetings of the LTSS and shall exercise and perform such powers and duties as may be assigned by the LTSS or prescribed herein. The Chair shall appoint representation to the TAC and all other standing committees as appropriate. Upon the death, incapacity, or vacancy in the office of the Chair, the Chair Elect shall succeed to such office automatically, subject to ratification by the LTSS at its next meeting, at which time the LTSS shall also elect a new Chair Elect.

VI.2 Duties of Chair Elect
The Chair Elect shall perform the duties of the Chair in his/her absence and, when so acting shall have all the powers of and be subject to the restrictions upon the Chair. The Chair Elect is responsible to monitor and report on Board, TAC, BOS agendas and activity of other regulatory bodies as warranted.

VI.3 Duties of Vice Chair
The Vice Chair shall perform the duties of the Chair Elect in his/her absence and, when so acting shall have all the powers of and be subject to the restrictions upon the Chair.

VI.4 Duties of Secretary (Ex Officio)
The Secretary shall keep, or cause to be kept, minutes of all meetings of the LTSS. The Secretary shall have such other powers and perform such other duties as may be assigned by the LTSS, or prescribed herein. The Secretary shall maintain, or cause to be maintained, an up-to-date roster of members, keep attendance records, notify the LTSS and Metro staff of vacancies, and conduct periodic contact with inactive members.

VI.5 Duties of Metro Technical Advisory Committee (TAC) Representatives
There shall be two LTSS members and up to two alternates appointed as TAC representatives. They shall attend all meetings of the TAC. Representatives shall accurately reflect position(s) taken by the LTSS and in keeping with the voting procedures of the TAC, vote accordingly. Representatives shall report positions and meeting activities of the TAC during general meetings of the LTSS.

ARTICLE VII - COMMITTEES

VII.1 Standing Committees
There shall be an Executive Committee and a Nominating Committee.

a. Executive Committee
The elected officers, TAC Representatives, Immediate Past-Chair and Secretary shall constitute the Executive Committee. The LTSS Chair shall chair the Executive Committee.

b. Nominating Committee
The Chair shall appoint the Nominating Committee composed of a minimum of two voting members in good standing for the purpose of nominating officers for the next term. The Nominating Committee shall submit its recommendations to the chair at
least 30 days in advance of elections.

c. **Standing and Ad Hoc Committees**
The Chair may create standing committees or ad hoc subcommittees; shall appoint
committee membership as needed; and, determine sunset dates as appropriate.
Such committees may include, but are not limited to: legislation, policy, bylaws,
operations advocacy, program review, and membership.

VII.2 **Committee Operations**
a. Members of a committee shall remain members of that committee until such time as
the LTSS appoints new members to the committee, the committee is dissolved by the
LTSS, or the purpose has been completed and there are no more responsibilities
assigned to the committee.

b. A quorum of a committee created under this section shall be a majority of the
members of the committee. All actions by such committee shall require a majority
vote of those in attendance, unless otherwise specifically stated.

c. Except for the Executive and Nominating Committees, each committee shall appoint
a Chair who shall call and preside at the meetings.

**ARTICLE VIII - MEETINGS**

VIII.1 **Notice**
All regular and special meetings of the LTSS shall be conducted in accordance with the
Ralph M. Brown Act (Government Code Section 54950) as it now exists or may be
amended from time to time. The Secretary shall cause notice to be given of all meetings.

Secretary shall provide meeting agendas and supporting material for meetings, except
special meetings, providing required notice to the members. Agenda content, meeting
time and location shall be determined by the Executive Committee.

VIII.2 **Quorum**
LTSS may conduct business when a quorum is present at the meeting. A quorum
consists of a majority of the LTSS voting members, or in the absence of a voting
member, the Alternate(s). Vacancies shall not be counted in determining a quorum.

VIII.3 **Minutes**
The Secretary will record the minutes. An official set of minutes of all LTSS meetings
shall be kept at the principal executive offices of the LTSS.

VIII.4 **Voting**
All matters duly noticed and within the purview of the LTSS may be decided by a simple
majority of those members or their alternates in attendance at a regular or special
meeting.

No voting member shall vote on any grant review issue or any recommendation for
funding when he/she represents an agency or group that directly benefits from said grant
or funding proposal.

VIII.5 **Required Meetings**
LTSS shall have at least one regular meeting, not less than quarterly, per calendar year.

VIII.6 Other Meetings
Meetings of the Executive Committee shall be held at the determination of the Chair, or upon request of any member of the Executive Committee.

Pursuant to Government Code Section 54956, a special meeting of the LTSS may be called at any time by the Chair, or in his/her absence, by the Chair Elect, or in his/her absence, the Vice Chair, with 24 hours’ notice, stating the time and place of such meeting and the matter to be discussed. Such notice may be delivered personally, by way of electronic transmission (other than voice communication) or by mail. Notice by mail or electronic transmission must be received by members at least 24 hours prior to the meeting.

VIII.7 Meeting Cancelation
All meetings may be postponed or cancelled by the Chair or in his/her absence, by the Chair Elect, or in his/her absence, by the Vice Chair, with at least 24 hours prior electronic notice.

ARTICLE IX- LIMITATIONS

IX.1 Restrictions to Authority
An affirmative vote of two-thirds of the voting members is required for the following:

a. To amend these Bylaws; and
b. To remove a voting member.

ARTICLE X - AMENDMENTS

These Bylaws may be amended, provided that any amendment is compatible with the purposes of Metro, is not in conflict with the intent of LTSS.

Amendments must be submitted to the Chair in writing at least 30 days in advance of a meeting. Any such amendments are subject to ratification of Metro and effective immediately, unless otherwise designated. Votes may be cast electronically for the purpose of this section.
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Ex-Officio
Metro/Secretary