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
   - Local Transit Systems
   - Streets and Freeways
   - TDM/Sustainability
   - Attachment 1: Subcommittee Agendas
   - Attachment 2: Subcommittee Actions
   Information
   (Jane Leonard)
   (Sebastian Hernandez)
   (Fulgene Asuncion)
   (Mike Bagheri)

3. Chairperson's Report
   Information
   (Rena Lum)

4. Consent Calendar
   - Approval of Minutes
     Attachment 3: Draft September 5, 2018 Minutes
   Action

5. Metro's Role in SCAG's Regional ATP
   Possible Action/Information
   (Patricia Chen/Shelly Quan)

6. ATP Update
   Information
   (Shelly Quan)

7. CTC Update
   Information
   (Patricia Chen)

8. LRTP
   Information
   (Mark Yamarone/Paul Backstrom)

9. Mobility on Demand
   Information
   (Emma Huang)
10. Transit Line Operational Naming Convention
   Information
   15 min
   (Pauletta Tonilas/Glen Becerra)

11. FTIP Update
    Information
    10 min
    (Nancy Marroquin/Doreen Morissey)

12. Green Line Extension to Torrance
    Information
    15 min
    (Ivan Gonzalez)

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

14. Crenshaw North Update
    Information
    15 min
    (Alex Moosavi)

15. Other Business

16. Adjournment

TAC Minutes and Agendas can be accessed at: [http://www.metro.net/about/tac/](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 November 7, 2018 at 9:30 a.m. in the University Conference Room on the 4th 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 July 17, 2018 Minutes
   (1 minute)  Action
   BOS

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

4. LIFE Operator Policy
   (5 minutes)  Action
   Armineh Saint

5. FY19 STA Efficiency Test – 1st Draft
   (15 minutes)  Information
   Susan Richan

6. SCAG Draft System Performance
   (20 minutes)  Information
   Matt Gleason

7. SCRTTC Updates
   (5 minutes)  Information
   Jane Leonard

8. Election of BOS Officers and TAC
   Representatives
   (5 minutes)  Action
   Jane Leonard

   Information
   Arianna Valle/Adam
   Stephenson/Stacy Alameida

9. FTA Update
   (5 minutes)  Information
   Matthew Avancena

10. Access Update
    (5 minutes)
11. Transit Industry Debriefing/Updates
   (10 minutes) Information
   All

12. New Business
    (5 minutes) Information
    All

13. Adjournment

Information Items:

A. 90-day Rolling Agenda
B. FY18 Subsidy Tracking Matrix
C. FY18 TDA-STA Capital Claims
D. FY18 TDA-STA Claims
E. FY18 Summary of Invoices
F. FY18 Summary of EZ Pass Invoices
G. FY19 Subsidy Tracking Matrix
H. FY19 TDA-STA Capital Claims
I. FY19 TDA/STA/SB1 Claims
J. FY19 Summary of Invoices
K. FY16 Section 5307 Fund Balance
L. FY17 Section 5307 Fund Balance
M. FY18 Section 5307 Fund Balance
N. FY16 – FY18 Combined Fund Balance
O. 2015-16 Assessment of System Performance (SCAG)

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, October 16, 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
Meeting room – 3rd Floor Union Station Conference Room

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1. **Call to Order**  
   Action  
   *Sebastian Hernandez, Chair*

2. **Approval of Minutes**  
   Action  
   *Sebastian Hernandez, Chair*

3. **LTSS Bylaws – final version approved by LTSS and TAC**  
   Information  
   *Sebastian Hernandez, Chair*

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

5. **FY19 Incentive Fundmarks (2nd standard) corrections in formula**  
   Information  
   *Susan Richan, 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.
Revised Agenda

Los Angeles County
Metropolitan Transportation Authority

Streets and Freeways Subcommittee

Union Station Conference Room – 3rd Floor

1. Call to Order
   1 min

2. Approval of Minutes
   Action (Subcommittee)
   Attachment 1: July 19, 2018 Minutes
   Attachment 2: Attendance Sheet
   Attachment 3: 90-Day Rolling Agenda

3. Metro Report
   5 min

4. Caltrans Report
   Information (Steve Novotny)
   5 min

5. CTC Update
   Handout in Lieu of Oral Report

6. LRTP Update
   Information (Paul Backstrom)
   15 min

7. Signal Synchronization and Bus Speed Improvements
   Information (Eva Pan Moon)
   5 min

8. Metro’s Role in SCAG’s Regional ATP
   Information (Michael Cano)
   20 min
9. Metro Bike Share Program
   Information (Dolores Roybal-Saltarelli/Lia Yim)
   15 min

10. North San Fernando Valley BRT
    Information (Sarah Syed/Jenny Cristales-Cevallos)
    20 min

11. Metro Orange Line BRT Improvements
    Information (Fulgene Asuncion)
    10 min

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

13. Adjournment
    1 min

The next meeting for the Streets and Freeways Subcommittee will be held on October 18th at 9:30 a.m. on the 15th floor, William Mulholland 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

September 2018

Bus Operations Subcommittee:
  • Approved the July 2018 meeting minutes

Local Transit Systems Subcommittee:
  • Approved the July 2018 meeting minutes

Streets and Freeways Subcommittee:
  • Approved the July 2018 meeting minutes

TDM/Sustainability Subcommittee:
  • Did not meet in September
Attachment 3

September 5, 2018 TAC Minutes

September 5, 2018 Sign-In Sheets
Wednesday, September 5, 2018 9:30 A.M.

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 9:33 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 July 17, 2018
   - Received updates on:
     - LIFE Program
     - FY 16-18 triennial performance review of TDA & STA
     - FTA micro purchase
     - Access Services
   - Next meeting is scheduled for September 18, 2018

   Local Transit Systems Subcommittee (LTSS)
   - Last met on July 19, 2018
   - Received updates on:
     - LIFE Program
     - FY 16-18 triennial performance review
     - LTSS Bylaws
   - Next meeting is scheduled for September 20, 2018

   Streets and Freeways Subcommittee
   - Last met on July 19, 2018
   - Received updates on:
     - 2018 Call for Projects Recertification/Deobligation/Extension
     - Sepulveda Transit Corridor
     - LRTP Baseline Understanding Survey
   - Next meeting is scheduled for September 20, 2018
Transportation Demand Management (TDM)/Sustainability Subcommittee
- Did not meet in July or August 2018
- Next meeting is September 19, 2018

3. Chairperson’s Report
Ms. Lum acknowledged the retirement of John Walker, who served TAC for many years and represented Public Works. The county will be appointing a new representative.

4. Consent Calendar
A motion to approve the July 11, 2018 TAC minutes was made by Larry Stevens (League of California Cities – San Gabriel Valley COG) and seconded by Sebastian Hernandez (LTSS). Robert Beste (League of California Cities (Las Virgenes Malibu COG) abstained. The minutes were approved.

5. Ratify Updated LTSS Bylaws (Sebastian Hernandez)
Sebastian Hernandez is the chair of the LTSS, which provides technical assistance on locally funded transit services. The LTSS recently approved the revised bylaws and is seeking TAC approval of the changes. It was reported that there were three primary changes to the bylaws.

1) Scope
The bylaws were updated to elaborate on the scope in order to incorporate additional items not included in the original scope or past bylaws, which was last revised in 1993. The changes better describe the focus of the LTSS and incorporate considerations that didn't exist in 1993. The LTSS focuses on legislative and regulatory issues affecting transit, as well as federal, state, and local programs. The changes in scope also include potential new technologies such as TAP and micro transit.

2) Membership
Per the current bylaws, there are 23 members of the LTSS. Four of these members are non-profit transit operators, four are private transit operators, and the remaining are city or government transit operators. It was reported that it has been difficult to fill the non-profit and private transit operator seats for the last ten years, making it difficult to reach a quorum. It was reported that much of how transportation is provided has changed throughout Los Angeles County in the last 15 years, and that most of this is now provided through cities. The revised bylaws state that all cities providing local transit with local return funds will automatically be members of the LTSS. These cities will be grouped into six geographical clusters, each with up to two voting members. If one of the voting members is not present for an LTSS meeting, anyone in their cluster can serve as an alternate. There will be 15 voting members who will self-select and change every other year.

3) Officers
Currently the LTSS has an elected Secretary, Vice Chair, and Chair. In the revised bylaws, the secretary will no longer be an elected position, but will be a Metro Ex-Officio position. The revised bylaws include an elected Vice Chair, Chair Elect, and Chair, with the hope of
providing more continuity with the Chairs. The Chair Elect will become the Chair after two years.

It was reported that the LTSS began revising the bylaws in January 2018 with a working group. A draft was presented to LTSS in May 2018, and with no changes the final was brought for approval on July 19, 2018. The revised bylaws were approved by the LTSS with a two thirds majority of the committee. If approved by the TAC, the revised bylaws will be effective on October 1, 2018.

It was asked how the non-profit and private transit operators were notified that they were no longer going to be part of the LTSS. It was noted that the LTSS reached out multiple times to potential non-profit and private transit operator members with no success, so there were not opportunities beyond these efforts to notify agencies.

It was asked why the Westside only has one vote within its cluster. Mr. Hernandez clarified that clusters with five cities have two voting members, and clusters with fewer than five cities have one voting member. The Westside cluster has three cities: Culver City, West Hollywood, and Beverly Hills. Further concern was expressed for the definition of the Westside cluster, which does not include Santa Monica and portions of Los Angeles County and the City of Los Angeles. It was reported that due to their size, Los Angeles County and City of Los Angeles are not part of a cluster and each have one voting member. It was determined that Santa Monica should be added to the Westside cluster, which will be amended into the bylaws. It was also clarified that the bylaws identify that each year these clusters can be changed and updated.

It was asked how many clusters are made up of five or more cities. It was reported that five of the clusters (all but one) have five or more cities.

It was asked how staff determined that the clusters with five or more cities have two votes, and those with fewer have one vote, and that Los Angeles County and City of Los Angeles each have their own vote. Mr. Sebastian replied that the intent was to create a geographic break down, and to provide equity in votes.

A motion to accept the revised LTSS bylaws with the addition on Exhibit A of the City of Santa Monica was made by Jane Leonard (BOS) and seconded by Larry Stevens (League of California Cities – San Gabriel Valley COG). The modifications to the bylaws were accepted.

6. LRTP (Paul Backstrom, Metro)
Mr. Backstrom provided an update on the Long Range Transportation Plan (LRTP) activities staff is undertaking to prepare the updated plan.

Outreach
Staff will be conducting four major outreach pushes throughout the LRTP Development.

1) Baseline activity
Staff is currently engaged in this process which allows the public to give open ended comment on the plan. A project website has been developed at http://OurNext.la/ where the public can take a survey to provide feedback. Staff will be distributing this survey to Metro
employees next week, followed by distribution to County employees and to major employers in the area, as well as Facebook and other ad campaigns. Staff is also conducting a round of community events. They have held 10 meetings to date and expect to have covered two major events in every sub region of the county throughout this phase of outreach.

Staff is conducting outreach to community-based organizations to solicit input for the baseline outreach activities and to build a robust network of stakeholders to draw from throughout all of the outreach phases of the LRTP development. Staff is also conducting elected official and key stakeholder briefings. The Metro LRTP website has been updated to include all related Board Reports and connects to the [http://OurNext.la/](http://OurNext.la/) site.

2) Values framework
Staff will use the information from the Baseline to define tradeoffs and take input from the public.

3) Development of alternative investment scenarios

4) Preparation of the plan itself, which staff will receive public input on.

Ongoing Activities with Plan Development
Staff is currently focused on the first three of the seven modules of the plan:

1) Vision
This module addresses the question of what Metro wants to achieve. The vision uses the Vision 2028 strategic plan developed by Metro’s Office of Extraordinary Innovation for context.

2) Orientation Context
This module addresses the question of who Metro is and what the agency does. Staff developed a framework and is populating this information.

3) Baseline of Understanding
This module defines the existing conditions and future commitments based on Metro's adopted plans and policies.

Next Steps
Staff will be concluding the baseline activity outreach in the next month. Staff will then begin the values framework outreach one month after the baseline is closed and will begin discussing tradeoffs based on the information from the baseline outreach. As part of this outreach, staff will develop an online tool where the community can be engaged and develop performance metrics.

Staff will take part in ongoing coordination with other activities in the agency including the Equity Platform, NextGen Bus Study, BRT Visions and Principles Study, the Transit Oriented Communities Policy, and the SCAG RTP SCS.
7. **CTC Update (Patricia Chen, Metro)**

The CTC met on August 15-16. Commissioner Dunn from Orange County urged staff to create an expanded definition of disadvantaged communities. Staff has requested that CTC streamline this definition so that there are not different definitions across the counties. This definition development will be discussed further among the counties.

The Local Streets and Roads Reporting Guidelines were adopted. Under these guidelines, recipients can advance projects and receive reimbursement. All cities and counties in the state became eligible for FY 19 funds, with the exception of Fort Jones, which has forgone its share of funding. Those funds will be redistributed to other cities. This will not require any additional paperwork or processes.

Handouts from the tri state meeting with CTC, WTC and OTC were offered for distribution. Presentations at this meeting were on innovation, automated vehicles, and mileage road charges.

A summary of the financial actions taken place was provided. $290 million was approved with a letter of non-prejudice for the Metro Gold Line Foothill Extension – Azusa to Montclair from Transit Intercity Rail Capital Program funds. Metro will be advancing the funds and is developing an agreement for repayment. The City of Los Angeles received an allocation of $36 million for zero emission vehicles from Transit Intercity Rail Capital Program funds.

It was asked if the expanded definition of disadvantaged communities would impact Transit Intercity Rail Capital Projects. Staff replied that the Transit Intercity Rail Capital Projects are programmed by the California State Transportation Agency and they might not be following the definitions created by the CTC for the ATP. The expanded definition might be limited to the ATP. It was discussed that the definition may be used as a model for other programs.

It was asked what the process is for completing a funding agreement. It was reported that Caltrans is preparing a training that will go through the agreements, allocations, reporting requirements, and other procedures.

8. **ATP Update (Shelley Quan, Metro)**

**ATP Cycle 4 Statistics**

Applications were due July 31, 2018. Los Angeles County submitted 87 applications, requesting a total of $522 million. This is an increase from Cycle 3, where Los Angeles County submitted 71 applications, requesting a total of $257 million. The next steps are the application evaluation, which is currently ongoing. In December 2018, CTC staff will publish their recommendations for the statewide component and will adopt the recommendations in January 2019. The unsuccessful applications will be considered within SCAG’s ATP competition, and the results for this will be will be adopted by the CTC In June 2019.

**ATP Progress Reporting**

The adoption of the SB1 Accountability Guidelines has altered the progress report. All ATP projects are considered SB1 projects for the purposes of reporting and are subject to quarterly reporting through June 2019. Beginning July 2019, this will revert to semi-annual reporting. A table of reporting due dates was provided. The purpose of these reports is to communicate
progress and to show the public that there are good efforts being made with these funds. The reports will be presented to the CTC. Any projects that do not submit reports will be published on a list of non-compliant agencies.

New Allocation Request Form
The State has developed a new request form and is enforcing its usage for allocation requests beginning in December 2019. This form replaces exhibits 22-N and 22-O for ATP requests, and all other attachments, including the environmental clearance documents and PPRs, must be submitted. This new request form is also used for the State Transportation Improvement Program, Local Partnership Program, Solutions for Congested Corridors Program, and the Trade Corridors Enhancement Program.

Upcoming Planning Grant Opportunities
1) Caltrans FY19-20 Sustainable Transportation Planning Grants.
This program includes several different categories depending on planning needs. The guidelines for this program are still being developed and there is an opportunity to comment on them at the end of this month at a workshop in SCAG’s headquarters. Following the finalization of the guidelines, the call for applications will be in October 2018 with applications due in November 2018. Project awards will be announced in spring of next year.

2) SCAG 2018 Sustainable Communities Program
This program is similar to SCAG’s Sustainable Planning Grants Program. SCAG programs some ATP funds through this competition as well as other funds. The call for application is next week. There will be a workshop to go over the program in October 2018 and applications will be due in November 2018. Awards will be announced next year.

It was asked if the first progress reports for ATP have been submitted to Caltrans. Staff replied that Metro’s ATP projects have submitted their reports and the local agencies had been reminded. It was discussed that all have submitted.

9. Metro Orange Line BRT Improvements (Fulgene Asuncion, Metro)
The Orange Line is a Bus Rapid Transit Line in the San Fernando Valley that runs nearly 18 miles from the Metro North Hollywood Red Line station, running primarily east-west to Canoga and north to Chatsworth and connects to the Metrolink station. The Orange Line also provides a number of connections with the future East San Fernando Valley Transit Corridor Project (ESFVTC). It will also provide connections to the planned North San Fernando Valley line. Staff is also coordinating with the Sepulveda Transit Corridor on how it will connect to the Orange Line, as well as the North Hollywood to Pasadena BRT line.

The goals and objectives of the Orange Line BRT Improvements project are to reduce travel times for passengers and improve the safety of the line. Currently, the corridor experiences numerous right turn violations onto the busway, and staff has developed improvements to the operations of the line as part of the project. The project has a construction groundbreaking date of FY2019, with a planned opening in 2025. The project is also part of Metro’s Twenty-Eight by ‘28 Board approved project list and has funding from Measure M and SB1 in the amount of $228 million.
Background
In October 2017, staff completed a technical study that looked at improvements along the line including identifying locations that would benefit from grade separation. The Metro Board approved these findings in October. In July 2018, the Metro Board approved the project description as well as the CEQA statutory exception. The approved project description includes up to 35 rail road style gates from North Hollywood to Chatsworth. Grade separations are proposed at Sepulveda and Van Nuys Boulevard.

Staff is working on the preliminary engineering of the grade separations of the busway and station, as well as the bike path at Sepulveda and Van Nuys. Staff is also continuing the design of the gate systems and is working with DOT to conduct a traffic impact analysis that is expected to be complete this fall. Staff is looking at ways to improve the operations of the buses. Currently, during the peak, the Orange Line runs buses every four minutes. With the gates, buses may run less frequently, or run two at a time, to reduce the number of times the gates are activated and reduce delays at the crossings. Staff is constructing a pilot gate east of Sepulveda to make sure the gate can be reliably activated with the BRT. The only other application of gating a BRT is in Fort Collins, but is used differently from what is planned with this project. Staff is coordinating with the ESFVTC to make sure the station connectivity at Van Nuys will be effective for passengers.

Staff will continue to work on the preliminary engineering design and refine the project cost estimate. Staff plans to go to the Board after the completion of the preliminary engineering to recommend the life of project budget and the final project description. Staff will continue coordinating with the ESFVTC. The station connectivity will be environmentally cleared as part of the ESFVTC project, and community engagement will begin when the traffic impact analysis is complete to inform the public on the results of the analysis.

It was clarified that the project would implement quad-gates, similar to what is in place on existing rail lines. At each intersection, there is a dedicated busway, and there will be four gates at each crossing, so cars are not able to drive around them. This will also include pedestrian gates.

10. Legislative Update (Michael Turner/ Raffi Hamparian, Metro)

State
Mr. Turner distributed a SB1 brochure that summarizes SB1 expenditures in Los Angeles County. The brochure is informational and not an exhaustive list of everything that is funded. Fact sheets were also distributed that show information broken down by subregion. These materials are handed out at pop up events.

Legislative session ended on August 31, 2018 and there were two bills being moved. AB 2548 by Assemblyman Friedman was signed by the Governor. The bill allows Metro to adopt the commute benefits ordinance, which will allow employers to offer employees the ability to claim a deduction for their transit costs. Staff will be working to roll this out by the beginning of next year. Staff will be coordinating with local governments because there is a provision in the bill that states that Metro will not implement the ordinance where the city has something similar in place.
AB 1205 by Assemblyman Jones-Sawyer was approved by the legislature. This bill allows Metro to operate a medium-sized business assistance program. This is the first medium-sized business assistance program in the country. This program aims to address an issue seen by Metro where small businesses succeed through Metro’s small business assistance programs, and grow, but are not large enough to become a prime contractor. These businesses are too small to compete with large contracts and too large to compete with small contracts, and this conflict causes some businesses to fall back into a small business.

It was asked if Metro is following the bill benefiting BART that takes away local land use authority around transit stations on BART-owned property. It was reported that Metro is following this bill and cares about the relationship between housing and transit, but this bill is BART specific. Metro’s perspective generally is to work together with local governments on solutions, rather than look to legislative action.

Federal
Mr. Hamparian reported on Federal transportation policy updates. The Appropriations bill for FY 19 shows steady funding on all programs. Congress has ignored large parts of the President’s budget regarding transportation that call for elimination of certain grant programs and broad cuts across the board. The FY 19 Transportation, Housing, and Urban Development bill is expected to be passed in late September. This will be almost identical to what was adopted last year. The grant programs are expected to be announced in the next couple of months. Metro has applied for two bill grants, one for the I-605/SR-91 interchange and one for the SR-71. Metro has succeeded in getting around $45 million from the INFRA grant program for the I-5 in North County. It is expected that a notice of funding availability be issued in October 2018. These grants will likely be issued in the first quarter of 2019.

11. MicroTransit (Rani Narula-Woods, Metro)
Ms. Narula-Woods works in Metro’s Office of Extraordinary Innovation and one of her responsibilities is to identify opportunities to test new technology for new opportunities for the agency. As ridership is an area of focus in the agency, the office believes that using on-demand technology and integrating that into services may be a ridership opportunity for the agency and the region.

MicroTransit is envisioned to be a service similar to a bus, but using a smaller vehicle, and leverages on-demand technology. It operates in a shared ride format similar to the privately-operated Uber Pool or Lyft Line. There have been a few deployments in the state that have not been largely successful, but staff is looking at these to understand why and whether or not Metro should invest and test this technology as a ridership tactic. There are four phases of this project:

1) Research
Staff spoke to a number of partners in the country and across the globe to better understand the other projects that have been done. Staff found that, for the most part, when transit agencies have considered using on-demand technology it has been to solve a specific problem, fill a transit gap, or because of political excitement. It was reported that these agencies have mostly taken the software as is, rather than considering what planning needs to be done to ensure that the software matches the problems or goals.
Staff reached out to project managers of micro transit deployment, particularly in Alameda Contra Costa County, VTA, and KCATA. It was reported that some reasons for their lack of success was because these agencies had a lot of challenges in being roped into a specific way of introducing on-demand technology. In some cases, a transit agency had very specific collective bargaining agreements that did not allow for flexibility in the service. Some agencies noted that they did not invest in marketing to explain how to hail a ride from the mobile application, which is different from how riders traditionally take transit.

2) Procurement
Staff decided to turn to the private sector to look into the data on customer demand for this type of service and put together a flexible procurement tool. This flexible RFP asked the private sector to develop a proposal hand-in-hand partnership with Metro, rather than providing the software they think the agency wants. Staff asked for eight deliverables:

- Transportation analysis and modeling
- Software/Technology Solution Plan
- Performance plan and metrics
- Cost structure
- Capital programming
- Communications plan
- Innovations
- Consistent reporting and timeline management

Staff was hoping for five proposals, and received eight. Most other transit agencies received two or three proposals. Because Metro has much to learn on this service, Metro will invest in three companies that are now in competition to be partners with Metro. Each of these three companies has a contract to complete all the deliverables.

3) Planning and Design.
Staff is currently in this phase. The contracts for the three companies each began in May 2018. Each team submitted an interim report on August 15th and will submit final reports, which will be full proposals on January 4, 2019. If fully funded, the pilot project will operate for three years. With this schedule, staff plans to finish the design work on this service by the end of this calendar year, going to the Metro Board in early 2019, and launching the on-demand service in 2019. It was reported that staff is intending to use an employee-operated model, to invest in workforce development opportunities for the agency, and for this to be a government service rather than contracting it out to the private sector.

4) 2019 Next Steps
With Board approval after the final reports are submitted, staff will assemble a project team and will bring on the workforce for the deployment of the service. If fully funded, a minimum of 90 vehicles will be deployed. Zones for trips will likely be seven miles, to capture short trips that connect to other transit service or are complete trips. Staff has provided the direction to the private sector teams that this service is meant to be complementary to other service lines and is a way to drive ridership. The next phase will be to move to on-street testing, aiming for deployment in late 2019.
It was asked if staff is still looking at different sized vehicles, and if they expect to include a focus on individuals with disabilities. Staff noted that this consideration is a central part of the design, and that the goal of mixed fleet is to be customizable and adaptable to the needs of each individual. Staff has focused on a heavily data driven approach to understand these needs.

It was asked if the zones have been predetermined, or if that will be looked at in the planning and design. It was clarified that Metro staff did not provide direction to the three teams on the geographies, but did specify that passengers should only be in the vehicle for 20 minutes. The teams each submitted 12 zones in their interim reports that staff is currently reviewing. There is some overlap in the zones submitted by each team, leaving staff to review 30 unique geography zones.

It was asked how this service is different from Uber or Lift. Staff noted that this service is meant to have more of a customer focus rather than being a solution that is exclusively driven by making money, and that this is aimed at providing access and connections to transit. It was asked if people will be able to use their TAP cards to access this service. It was reported that this is the intention and staff is working with TAP to integrate into the service.

It was asked what the intended timeline is for bringing this information to the other agencies in the region. It was reported that the first discussion will be at the general manager’s meeting next week. Staff also plans to communicate with other agencies on the geographies of this service, to understand where it is desired. The three companies are considering political viability as one of the factors in their geography proposals. Each company will submit six zones, and the agency will receive 18 zones.

It was asked if staff has an idea of the fare for this service, and if it will be inclusive of the transfer policy. Staff replied that the fare structure is in design, but staff asked the three teams to keep in mind Metro’s plans, programs, and passes as well as to develop proposed transfer policies.

It was asked if there will be any zero emission requirements on the vehicles. It was reported that staff did not provide the companies direction on the vehicles, but some of the companies have submitted this as part of the mixed fleet. It was asked if any companies have considered having bike racks on the vehicles, and it was reported that these vehicles are meant to encourage people to be multimodal and staff welcomes any ideas.

12. Green Line Extension to Torrance (Meghna Khanna, Metro)
This item was postponed until the October 2018 meeting.

13. Other Business

14. Adjournment
Ms. Lum adjourned the meeting and reported that the next scheduled TAC meeting is October 3, 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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<tr>
<td>AUTOMOBILE CLUB OF CALIFORNIA</td>
<td>1. Marianne Kim/Stephen Finnegan</td>
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<td>BICYCLE COORDINATOR</td>
<td>1. Rich Dilluvio/Vacant</td>
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<td>BUS OPERATIONS SUBCOMMITTEE (BOS)</td>
<td>1. Michelle Caldwell/Robert Portillo</td>
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<td>2. Jane Leonard/Dana Pynn</td>
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<td>CALIFORNIA HIGHWAY PATROL</td>
<td>1. Lt. Joe Zizi/Sgt. Steve Branconier</td>
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<td>CALTRANS</td>
<td>1. Paul Marquez/Steve Novotny</td>
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<td>2. Greg Farr/Kelly Lamare</td>
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<tr>
<td>CITIZEN REPRESENTATIVE ON ADA</td>
<td>1. Ellen Blackman/Vacant</td>
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<tr>
<td>CITY OF LONG BEACH</td>
<td>1. Eric Widstrand/Michelle Mowery</td>
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<td>CITY OF LOS ANGELES</td>
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<td>2. Carlos Rios/Michael Hunt</td>
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<td>3. Kevin Minne/Audrey Netsawang</td>
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<td>COUNTY OF LOS ANGELES</td>
<td>1. Richard Marshalian/Ayala Ben-Yehuda</td>
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<td>2. John Walker/Mario Rodriguez</td>
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<td>3. Phil Doudar/Mary Reyes</td>
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<td>LEAGUE OF CALIFORNIA CITIES</td>
<td>1. David Kriske/Roubik Golanian</td>
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<tr>
<td>Arroyo Verdugo Cities</td>
<td>2. Mohammad Mostahkani/Lisa Rapp</td>
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<tr>
<td>Gateway Cities COG</td>
<td>3. Robert Brager/Nicole Benyamin</td>
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<tr>
<td>Las Virgenes Malibu COG</td>
<td>4. Candice Vander Hyde/Mike Behen</td>
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<td>North Los Angeles County</td>
<td>5. Larry Stevens/Craig Bradshaw</td>
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<td>San Gabriel Valley COG</td>
<td>6. Jason Smisko/Dennis Ambayec</td>
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<td>San Fernando Valley COG</td>
<td>7. Robert Beste/Ted Semaan</td>
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<td>South Bay Cities COG</td>
<td>8. David Feinberg/Hany Demitri</td>
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<td>LOCAL TRANSIT SYSTEMS SUBCOMMITTEE (LTSS)</td>
<td>1. Sebastian Hernandez/Perri Goodman</td>
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<td>METROPOLITAN TRANSPORTATION AUTHORITY (Metro)</td>
<td>1. Rena Lum/Brian Lam Countywide Planning &amp; Development</td>
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<td>PEDESTRIAN COORDINATOR</td>
<td>1. Dale Benson /Valerie Watson /Dale Benson</td>
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<td>PUBLIC HEALTH REPRESENTATIVE (Ex-Officio)</td>
<td>1. Vacant/Vacant</td>
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<td>1. Anne Louise Rice/Karen Sakoda</td>
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<td>SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD -- Ex-Officio)</td>
<td>1. Eyvonne Drummonds/Kathryn Higgins</td>
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<td>SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG -- Ex-Officio)</td>
<td>1. Warren Whiteaker/Annie Nam</td>
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<td>GOODS MOVEMENT REPRESENTATIVE (Ex-Officio)</td>
<td>1. Lupe Valdez/LaDonna DiCamillo</td>
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<tr>
<td>TRANSPORTATION DEMAND MANAGEMENT/SUSTAINABILITY SUBCOMMITTEE</td>
<td>1. Mike Bagheri/Vacant</td>
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<td>2. Mark Hunter/Vacant</td>
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## TAC Audience Attendance
#### September 5, 2018

<table>
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<tr>
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<tr>
<td>1</td>
<td>Juanda Martinez</td>
<td>NCE</td>
<td>(714) 848 892</td>
<td><a href="mailto:jmartinez@ncnet.com">jmartinez@ncnet.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Robert Portillo</td>
<td>BOS</td>
<td>323 556 1625 X105</td>
<td><a href="mailto:rportillo@cityofmontebello.com">rportillo@cityofmontebello.com</a></td>
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<td>3</td>
<td>Michael Frain</td>
<td>Sup. Hahn</td>
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<td>Eugene Asuncion</td>
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<td><a href="mailto:mervin@bos.lacounty.gov">mervin@bos.lacounty.gov</a></td>
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