1. CALL TO ORDER/ROLL CALL
   Renee Berlin (Chair) called the meeting to order at 9:35 a.m. Randy Lamm (MTA) took roll and declared a quorum was present.

2. APPROVAL OF MINUTES
   The minutes from the September 4th meeting were approved without corrections.

3. AGENDA REPORTS BY STANDING COMMITTEES

   BOS (Brynn Kernaghan)
   - Met October 1st.
   - Ms. Kernaghan mentioned that she would be discussing a motion later during today’s TAC meeting. She reported that the BOS at their meeting yesterday, adopted a motion to reserve the FY 03 Transit Capital funds for the next Call cycle in 2005.
   - Regional Short Range Transit Plan (R-STP): BOS adopted the Municipal operators portion of the Regional Short Range Transit Plan, which will be transmitted to the General Managers for final review. The following month it will be presented to the MTA Board. The plan identified six items that were given priority for implementation over the next year. The LTSS operators will be included in implementation, and will discuss how they could be involved in future plan development. The final Regional-Short Range Transit Plan then goes to the Board for action. It will also be incorporated into the Short Range Transportation Plan.
   - Discussed the Metro Rapid Expansion and how to include more operators in its implementation.
   - Received training on Reserved Service areas and Service Change policies.
   - Elected officers for the next year: Joseph Loh of Gardena as Secretary; Andre Colaiase of Culver City as Vice-Chair; and Brynn Kernaghan of Long Beach as Chair.
   - Next meeting is October 29.

   LTSS (Mark Maloney)
Draft TAC Minutes, October 2, 2002
• Met on September 26th;
• Received an ASI update and Consolidated Transit Service Agency action plan presentation;
• Discussed National Transit Database and reviewed final corrections and needs for the different cities so that MTA staff can finalize and transmit to FTA;
• Discussed changes to the Call for Projects Transit Capital application;
• Had a presentation on the Regional Short Range Transit Plan;
• Discussed UFS systems for the various taxi operations;
• The next LTSS meeting will be on October 24th

Streets and Freeways (Bill Winter)
• Met on September 19th;
• Received a report on the TSM evaluation study by MTA's consultant (URS). There are four tiers in the TSM modal category; 1) conventional traffic engineering; 2) transit priority; 3) computerized control and monitoring; and 4) ITS and smart corridors. There are not a lot of completed projects in Tiers 3 and 4
• Had a report on STPL regarding cities requesting time extensions for their lapsing funds
• Received an update from each of the Modal leads on the 2003 Call for Projects Modal application. Discussed MTA staff consideration of adding mobility as a performance measure and evaluating speed as an index. There was consensus that speed is a problematic index as it is difficult to measure.
• Next meeting rescheduled to Oct 31 (cancelled 10/17 meeting subsequent to TAC)

TDM/Air Quality (Mark Yamarone)
• Met on September 10th
• Received a report on the Mobile Source Reduction Review Committee (MSRC) - Air Quality Funding program. David Sutton (MTA) made a presentation regarding the rideshare program and discussed the reorganization of the SCAG staff into the MTA.
• Next meeting was scheduled for October 8th but has been postponed until early November in order to have the Draft Call TDM Application available to review and comment on.

4. CHAIRPERSON’S REPORT (Renee Berlin) See handout at end of minutes
• Ms. Berlin directed TAC members to Attachment 1 in their packets which contains an evacuation plan for the Union Station Room.
• She noted that copies of revised TEA-21 Board report, which was approved by the Board with an amendment by Director Burke were available on the sign in table. The Burke amendment requests the Board to include in the TEA-21 reauthorization revised list of projects under the other supported projects list to revive the Metro Redline extension from Western to Fairfax.
• She reminded members to sign the roster and also have their parking validated.
• MTA’s primary Goods Movement representative has been replaced. Mr. Bob Curry, Sr. had not been able to attend the meetings, so MTA has appointed Gerry Flynn from TCI Leasing as the primary member. Greg Owen with Tri-Modal Express continues to serve
as the alternate Goods Movement representative. The Goods Movement appointee continues to be a non-voting, ex-officio member.

- Ms. Berlin announced that Shahrzad Amiri has been promoted to Director of the San Gabriel Valley Area Team and Doug Kim has been promoted to Director Long Range Planning under Brad McAllester.

- The County of Los Angeles, MTA and Trans Core have won this year’s California Alliance for Advanced Transportation Systems- (CAATS) ITS Award for Excellence for Best California Public Innovation for the Information Exchange Network (IEN) project. The IEN establishes a coordinated network for sharing information and control of various traffic control systems as well as improving incident response and management activities. This project was funded through the Call for Projects.

- Ms. Berlin mentioned two items on the October Board agenda: 1) The Annual update on the MTA debt policy which requires an annual review and update by MTA staff and Staff is not recommending any changes to the debt policy; and 2) Refunding of Prop C Bonds. These older Prop C Bonds will be refunded to enable MTA to take advantage of the current interest rates, which are much lower than the rates in 1993 when the Bonds were issued.

- The MTA TAC Subcommittee Chairs held their quarterly meeting prior to today’s meeting. There were two items on the agenda. The first item concerned how motions are made and Joyce Rooney will provide some information on Roberts Rules of Order that will provide basic information on motions. The other item concerned the format and content of the TAC agendas.

- Randy Lamm will no longer be assisting with the TAC. Starting next month Linda Hui will take over helping Ms. Berlin with the future TAC meetings. Ms. Berlin commended Mr. Lamm for his hard work on the TAC.

**Board Recap:**

**Approved:**

- At the September Board Meeting, Roger Snoble announced that the House Appropriations Committee released its FY 03 Transportation Appropriations Recommendations. North Hollywood is recommended for $40.5 million, East Side LRT $8.2 million, Buses and Bus Facilities $3.5 million, Jobs Access/Reverse Commute $2 million. Funding for the Sierra Madre Villa Intermodal Center in FY 02 shall be available for other MTA Bus and Bus related facilities in the service area. Other recommendations included: AVTA $3.0 million, Chinatown Intermodal facility $2.5 million, Foothill Transit $3.0 million, Municipal Transportation Operators Coalition $2.5 million, Redondo Beach Bus Transfer Station $1 million, San Fernando Valley East/West and Ventura Blvd. Park and Ride $1 million. S. Pasadena Circular Bus $300k, City of Inglewood ITS $500k, Metrolink Union Station Passenger Information Delivery System $500k, Alameda Corridor East $1 million, High Speed Rail California Corridor $1 million. The Senate Appropriations Committee recommendations included: North Hollywood $40 million, Eastside LRT $10 million, Buses and Bus Facilities $5 million, Municipal Operators Coalition $1.7 million, and Job Access/Reverse Commute $750,000. Staff is waiting to hear when the House and Senate Conference Committee will convene. There is the possibility that the FY 03 Appropriations could become part of a continuing resolution and be taken up after the first of the year.
• The Board presented a resolution to Martha Welbourne. Martha is one of the reasons MTA developed the Rapid Bus Program.
• Took an oppose position on AB 1677 (Koretz) which requires mandatory rest periods and lunch breaks for transit operators.
• Approved the revised Bike on Rail policy
• Took an oppose position on Proposition 51

Approved as amended by Burke and Fasana/O’Connor:
Authorized staff to negotiate and execute a cost plus fixed fee contract with DMJM/Harris for the Mid-Cities Exposition LRT. Deferred exercising any contract options until after the November election for design of below ground segments pending separate review and approval by the Board.

Burke Amendment:
To request study during preliminary engineering of at-grade segments at the following intersections: Exposition/Vermont, Exposition/Normandy, Exposition/Western, Exposition/Crenshaw, Exposition/La Brea, for safety mitigations and consider grade separations at those intersections, look at the cost and work through the PUC guidelines. Also MTA shall study alternative alignments for the non-revenue connector between Hill Street and Long Beach Avenue.

Fasana/O’Connor Amendment:
To appoint an independent peer review panel comprised of high level project managers from other properties with experience in building cost effective light rail systems and familiar with urban traffic and community mitigations and look at costs with comparable projects and make recommendations to the Board. The peer review panel should also reassess the entire project budget and make recommendations to reduce the cost through value engineering, cost containment based on experience from other comparable systems. The Peer review panel to meet at specific times or critical milestones.

Approved as amended by Molina:
• Received the Capacity Enhancement/System Preservation Needs Assessment Report;
• Continue to focus MTA’s highway and arterial expenditures on capacity enhancement projects due to the large unmet funding need for these types of projects;
• In recognition of the significant need for system preservation (3R):
  – Continue to allow a system preservation component as part of a capacity project in the Call;
  – Reduce the Call for Projects RSTI Local Match from 35% to 20%;
  – Amend the Maintenance of Effort Requirement in the Prop C 10%, 20%, and 25% guidelines;
  – Work with the Steering Committee to explore the feasibility and cost of developing a standardized Pavement Management System to provide a normalized countywide pavement condition index;
  – Advocate for increased funding for System Preservation;
Gain a better understanding of the effects of deferred maintenance on the cost of reconstruction, resurfacing, and reconstruction (3R) work;
− Provide assistance to local jurisdictions in accessing funds;
− Add $5 million to the RSTI Modal category in the Call for Projects.

Molina Amendment:
Directed staff that should additional funds be available through TEA-21 Reauthorization, specify a percentage for system preservation along with other potential uses of these funds and create an incentive program for cities to participate and report back to the Board.

Approved as amended by Burke:
The $3.854 million of Proposition C 40% funds be programmed to the Universal Fare System (UFS) project for implementation of the Regional UFS for participating local and muni operators and establishing a task force including representatives from muni operators to re-evaluate a more efficient and equitable system for all regional funding.

Approved as amended by Molina/Hahn:
Adopted policies for Service Sector Governance Councils: Molina/Hahn amendment: Council bylaws require that at least 50% of the council members be transit users and live or work in the area. The proposed bylaws will be uniformly applied to all the service sector councils.

Approved on Consent Calendar:
− The HOV Performance Evaluation report and adopted the HOV guiding principles to guide operations and development of a Countywide Freeway HOV system;
− The 5 year Metro Rapid Bus Implementation Plan report findings and accelerated the County-wide Expansion Plan; $92.3 million of future regional funds were set aside to complete the 5 year Implementation Plan. Also, authorized the CEO to negotiate and execute agreements with local jurisdictions in each corridor to expedite deployment of the 5 year Implementation Plan.
− Authorized the CEO to execute an MOU with SCRRA to design and construct on behalf of MTA, 140 replacement parking spaces at the Chatsworth Park and Ride.
− Established Prop C Local Return Capital Reserve Accounts for the Cities of Pomona and San Gabriel.
− Found the City of Industry in non-conformance with the Congestion Management Program (CMP).
− Received and filed and directed staff to return in November with two options for ASI management. The option include: 1) ASI to continue as is with ASI as a countywide centralized administrative broker of services that are competitively contracted; 2) to contract with a private management company to operate ASI.

5. LEGISLATIVE UPDATE (Michael Turner)
No update this month
6. ACCESS SERVICES INC (ASI). (Jim McLaughlin --MTA Operations)

Mr. McLaughlin summarized events with ASI. Input received by ASI showed that the public was opposed to proposals in their 2003 Paratransit Plan. The MTA Board voted not to move forward with the recommendations that the ASI Board had approved in the Paratransit Plan and directed MTA staff to look at the ASI organizational structure and keep the structure of the service the same with no increase in funding. This month MTA staff reported to the Board that a good working relationship with the disability community has been restored. The disability community believes that they will be able to work with MTA and the interim leadership at ASI in the preparation of a Paratransit Plan that can be implemented. Terry Slimmer from West Hollywood (ASI Board Chair) has assumed the leadership role for the day to day operation of ASI. There is an adhoc working group that meets frequently to review efforts to resolve some of ASI’s problems. The staff report to the Board evaluated four options, two of which were eliminated from further consideration that 1) MTA to take over ASI entirely, and 2) MTA assume the administrative functions of ASI -- similar to the way MTA assumed the Rideshare program from SCAG. The remaining two options will be considered by the MTA Board at the Operations Committee meeting on November 21st and the Full Board on December 12th: 1) keeping ASI as a separate entity with perhaps more MTA and member agency participation with MTA becoming a member of the ASI Board; and 2) implementing a brokerage function by bringing in private entities to manage the ASI program.

With regard to member agency participation, ASI recommended forming a group with participation from BOS and LTSS members, along with ASI’s Transportation Professionals Advisory Committee (TPAC) to assist with the development of the FY 04 Paratransit Plan. In particular, if there are functions being done by ASI, that could be better accomplished elsewhere. An example would be lobbying efforts done by ASI, which instead could be done by MTA or the County. In the current fiscal year, preliminary estimates indicated that ASI would need about $10 million more in additional funds. Due to efficiencies made by ASI and a slight decrease in demand, the estimate is now in the area of $5-6 million. The ASI target budget for FY 04 is $61.8 million, arrived at by using ASI’s previous 5-year business plan and escalating it by CPI. Efforts will now focus on working with the community to maintain mobility options and still hit the FY 04 budget target. The difficulties are that it has been hard to estimate the recent past dramatic increase in demand for ASI’s service, and the overall effect of improved mobility for persons with disabilities resulting from new low floor busses that increase demand by serving people with disabilities, and new transit services like the expansion of the Red line, light rail, Rapid Bus and the aging of America. Los Angeles has more same day service than anywhere in the Country, but the ADA minimum requirement is only for next day service. Those involved with developing strategies to manage ASI need to think about these factors that have the potential to dramatically increase demand. Policy discussions are now focusing on separating services that are required by the ADA laws, and additional premium services that are not mandated. In summary, those involved in setting and reviewing policy need to consider the potential for increased demand, building more partnerships between related agencies and securing additional dedicated sources for paratransit funding. James Okazaki (City of LA) asked if the privatization plan is to change ASI to be run by some other private organization?
Mr. McLaughlin replied that the closest analogy would be Foothill Transit. A private company would manage the contracts, but would not be the operator of the service.

7. UPDATE ON THE 2003 CALL FOR PROJECTS (Heather Hills - Countywide Planning)

Ms. Hills updated TAC on recent and upcoming activities. The application package is being developed by the modal leads and other planning staff. A draft application is planned for mail out on Friday, October 25th. At the November TAC meeting, members will be asked to take formal action on the application package. Staff will carry forward TAC's recommendations on the draft application to the MTA Board at their meeting on December 5th (since changed to December 12th). Whatever changes directed by the Board will be mailed in a supplemental application.

The emphasis of the 2003 Call for Projects is on regional significance and the mobility improvement of the project. The evaluation criteria have slightly changed. Project Readiness is no longer an evaluation criterion, but rather strictly pass/fail. Ms. Berlin commented in order for the sponsor to continue in the evaluation process, the sponsor needs to pass the Project Readiness criterion. Mark Bozigian (North Los Angeles County) asked if the sponsor will answer the pass/fail question based on whether they have a PSR or PSRE completed for the project. Ms. Berlin responded that sponsoring agencies should take into account whether the community (city council or neighborhood groups) have taken a support or oppose position on the project. Other questions the sponsor needs to consider include when will the environmental work be started and completed? Mr. Bozigian commented that people need to be clear on what is failing. Ms. Hills responded that the term Pass/Fail might be too strong a term, rather staff will look at how far along the sponsor is in developing the project so that if funding is granted, the project will be delivered according to the schedule documented in the project application. Ms. Hills emphasized that this is not a big change from prior Call's in terms of how staff will review the response to this question. The only change is that sponsors will not be earning points by answering the question. Mr. Okazaki commented that if MTA staff is going to fail a sponsor on the Readiness question, staff should contact the sponsor first, in order to clear up any confusion. Ms. Hills responded yes, as long as the contact person can clarify any questions that MTA staff may have.

For the most part the application will ask the same questions as in the past. Bill Winter (County of Los Angeles) asked if a project sponsor submits a project on the MTA list recommended for TEA-21 earmarks, will the project get funded in the Call? Ms. Hills responded that the current thinking is yes. In the past, a Call grant for such a project was capped at 10% of the total project cost.

The deadline for sponsors to submit their Call applications is Friday, January 31, 2003 at 4 p.m. Mr. Bozigian asked when funding marks be available? Ms. Hills responded that conservatively probably in January. Mr. McAllester suggested that an estimate is already available in the MTA's adopted LRTP. Mr. Bozigian requested that the funding mark issue be put on the next TAC agenda as the amount of Proposition C funds available for the Call should be known. Mr. Okazaki suggested that Calls from 9 to 10 years ago be looked at to give an estimate of the amount available for the Call.
apportionment of the total budget by funding categories. Mr. McAllester commented that the LRTP would really be a better estimate. Mr. Okazaki commented that the modal amounts from previous Call's have not changed that much.

Brynn Kernaghan discussed a motion adopted at the Bus Operators Subcommittee (BOS) meeting to request that all the Transit Capital Modal category funds be reserved for the 2005 Call. Applicants would benefit because they would have a much better idea of the projects they want funding for as the funding would be available the very next year in FY 06. Mr. Bozigian commented that other agencies besides the Muni Operators are eligible to apply for funding in the Transit Capital category. By reserving the funding for a future Call, there is a risk that the funding will be taken away if it’s not programmed. With the MTA's uncertain needs due to the Consent Decree, it may not be a good idea to wait to allocate those funds. Mr. Lantz (SCRRA) commented that SCRRA is working with cities around the Metrolink system to improve their parking capacity. The faster these cities supply parking at Metrolink stations, the better for Commuter Rail ridership. He stated that Metrolink will not be applying in the Call for Metrolink’s major capital needs, but is working with local jurisdictions to increase the stations parking capacity. Andre Colaiace (BOS) commented that if the planning horizon is too far out then projects in those plans are sometimes less likely to be delivered. Ms. Berlin responded that in the past there was more local funds in the Call and now the MTA is programming mostly STIP funds which are more at risk due to the current state budget situation. Mr. McAllester commented that if the STIP money is left uncommitted, then the CTC can decide to give it to another county. Another strategy could be for applications to identify projects that are ready to go and the MTA may be able to accelerate some funding for those ready to go projects. Ms. Kernaghan responded that under these circumstances there should be more flexibility granted towards applicants in how these funds are used in case sponsors plans for their projects change. Ms. Kernaghan commented that there are other applicants other than the Munis, like the COG's, who feel the same way. Ms. Berlin asked the League representatives on TAC if they had any comments on reserving the Transit Capital funds for the 2005 Call? Greg Herrmann (Arroyo Verdugo Cities) commented that the City of Burbank is planning on applying for funding from the Transit Capital category in the 2003 Call for a transit facility. Mr. Thorsen (Las Virgenes/Malibu Council of Governments) recommended to program the funds in this Call cycle, and not to place the funds in reserve for future Calls. David Liu (San Gabriel Valley Council of Governments) deferred expressing an opinion until he conferred with his cities. Mr. Okazaki commented that MTA has been very flexible in accommodating changes in timing for securing funding for projects. Mr. Colaiace commented that he will take TAC’s input back to BOS.

8. SHORT RANGE TRANSPORTATION PLAN (Brad McAllester -- Countywide Planning)
Mr. McAllester noted that included in the TAC agenda package is the second SRTP Progress Report which was presented to the Planning and Programming Committee at their last meeting. Staff has initiated out reach meetings with the COGs and will begin meeting in October with the cities and operators along the congested corridors to start discussing strategies and projects. There will be two meetings. The first will be to introduce the SRTP effort and the other meeting will be a “brainstorming” session to gather ideas. During November and December, staff will
be looking at the strategies that have been presented, analyzing the mobility benefit and the best performers will be candidates for the plan. The Board recommended that in addition to looking at strategies for the congested corridors, staff should also review the same for the COG areas. The study period is for both the short term six year period (FY 04 - FY 09) as well as the mid term (FY 10 - FY 14). Mr. McAllester also noted that the initial performance analysis is showing that if no improvements are made beyond the current system and adding the forecasted population in 2009, that congestion gets worse, air quality gets better (due to improvements in pollution technology for cars), and transit gets worse due to congestion. The work completed during this quarter covered three areas: 1) Congested Corridor profile development, 2) performance analysis and 3) analysis of funding availability. Preliminary estimates of funding available over the 2004 to 2014 period will be $39.5 billion, including projects that are already committed by the Board. The next step is to determine how much uncommitted funding is available for projects that arise from the SRTP. Haripal Vir (City of Los Angeles) asked how will staff develop the initial ideas for short term improvements, is there any kind of model that staff will use, will the Area Teams propose projects, will staff ask the cities? Mr. McAllester said that they would be meeting with both the corridor cities and the COGs to identify strategies as well as internal brainstorming. He commented that these activities are to start discussions.

**9. SURFACE TRANSPORTATION PROGRAM–LOCAL (Raquel Ramage - Capital Planning)** *See handout at end of minutes*

Ms. Ramage provided an update on the status of Surface Transportation Program Local (STPL) funds subject to lapse as of October 1, 2002. Currently, there are 30 cities with balances subject to lapse. The total amount subject to lapse is $6.5 million. MTA first notified the agencies of the funds subject to lapse in a memo sent to all city managers and public works directors on June 1, 2002. The memo included background information on the STPL program, the lapsing process, as well as contact information. The second notice was mailed to all agencies on August 15th with updated balance information. Also, all of the cities with balances subject to lapse were contacted by telephone. As a result of these efforts, the MTA has been able to communicate with the city representatives and assist them with any questions or concerns. MTA is now accepting requests for administrative extensions. Staff has received requests from 22 of the 30 cities subject to lapse. Staff will begin reviewing the extensions next week and if granted, the extensions will be for three months. In January, another notice will be sent to cities that still have remaining lapsing balances. At the February 2003 meeting, TAC will have an opportunity to comment on cities that have made extension requests, but are still being recommended for lapsing by MTA. Ms. Berlin suggested that the League Representatives distribute the STPL lapsing list to their cities. Magan Champaneria (City of LA) commented that Caltrans had sent out a memo from their office of accounting that there is a balance of about $1.16 billion in federal transportation funds from all cities statewide that have been obligated, but not yet drawn down. The City of Los Angeles has drawn down their obligated balance, but it appears there has been no activity to draw down funds for other jurisdictions projects which were previously obligated.

**10. NEW BUSINESS/ANNOUNCEMENTS**
• Steve Lantz announced new Metrolink System Maps are available and encouraged TAC Members to take a copy. SCRRRA will hold its 10th anniversary birthday party/breakfast mixer at the Hyatt Hotel on October 18th in downtown Los Angeles at 7:30 am. Contact Steve Lantz to reserve a seat.

• Renee Berlin announced the Mobility 21 Summit on November 18th.

11. ADJOURNMENT
The next TAC meeting will be held on Wednesday, November 6th in the 3rd Floor Union Station Room.