

# Agenda

Los Angeles County  
Metropolitan Transportation Authority

## BUS OPERATIONS SUBCOMMITTEE

Board Overflow Room — 3rd Floor

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| 1. Call to Order<br><i>1 minute</i>  | Action<br><i>Bob Hildebrand</i>        |
| 2. Approval of Minutes –<br>Attachment 1<br><i>1 minute</i>                | Action<br><i>BOS</i>                   |
| 3. Chair’s Report<br><i>1 minute</i>                                       | Information<br><i>Bob Hildebrand</i>   |
| 4. 2004 RTIP Schedule (FY 2004/2005 –<br>FY2009/2010)<br><i>10 minutes</i> | Possible Action<br><i>Herman Cheng</i> |
| 5. Adopt Funding Marks for FY2005<br><i>10 minutes</i>                     | Action<br><i>Nalini Ahuja</i>          |
| 6. UFS Report - CMAQ Fund Transfer Process<br><i>1 minute</i>              | Information<br><i>Paula Faust</i>      |
| 7. Continuation of 5307—15% and 1% Fund<br>Allocation Process              | Action<br><i>BOS</i>                   |
| 8. New Business  | Discussion<br><i>BOS</i>               |
| 9. Adjournment   |  |



Metropolitan Transportation Authority

**Metro**

Information Items:

- 90-day Rolling Agenda
- 5307 85% Fund Balances
- 5307 15% Discretionary Fund Balances
- CMAQ Fund Balances
- TE 1% Fund Balances
- Summary of Invoices — FY04
- 2004 Subsidy Tracking Matrix
- 2002 Document Requirement Status
- 2003 Document Requirement Status
- Summary of EZ Pass Invoices — FY03
- Summary of EZ Pass Invoices — FY04

Please call Desirée Portillo-Rabinov at 213-922-3039 or Susan Chapman at 213-922-6908 if you have questions regarding the agenda or meeting. The next BOS meeting will be held May 18, 2004 at 9:30am in the Windsor Conference Room, 15th Floor, Gateway Building.

**Bus Operations Subcommittee**  
**Draft Minutes/Action Items**  
 April 20, 2004

AGENDA ITEM	ACTION/DISCUSSION REQUESTED	ACTION TAKEN	FOLLOW-UP DATE	LEAD
1. Call to Order	Chair called the meeting to order at 9:10 am.		N/A	Bob Hildebrand
2. Approval of March 16, 2004 Minutes	Changes to the minutes include the following: Under the Chairs report, regarding the cancellation of the TAC meeting was changed from the APTA legislative conf. to the League of Cities meeting. Under the preliminary funding estimate for FY 2005, Long Beach was removed from the list of cities that didn't submit their TPM data report.	Minutes approved as amended.	N/A	
3. Chair's Report	<p>Bob Hildebrand reported on the following items: TAC update, MTA Board Meeting and the MTA budget, Metro Connections, GM's meeting, and TPM/FAP working group. MTA budget draft presentation was also distributed along with the Chair's report.</p> <p>Legislative TAC Summary: The House passed a \$275 billion Transportation Reauthorization bill. Next, it moves forward to conference committee for reconciliation with the Senate's \$318 billion version. The House version does include "re-opener" language that would be permitted after 18 months. The full funding grant agreement for the Eastside Light Rail project has been sent to Congress. For state news, we are waiting for the Governor's Budget May revision to be reported at May BOS.</p> <p>MTA Board Meeting: The Board approved the UFS agenda item discussed at March BOS. The Board also held another special budget workshop on April 12. The handout from that meeting has also been distributed here. Bob asked MTA staff to schedule a briefing on the Budget for BOS in early May. The Board plans to approve FY2005 Budget at their May meeting. The Budget does not include costs for any new consent decree service, which will need to be amended mid-year. Fuel costs could be a risk, with the increase budgeted at 22%. Homeland Security Funding is also unknown. ATU labor arbitration has also not yet been completed.</p> <p>There was no Metro Connections Working Group Meeting, since the last BOS meeting. The next meeting is scheduled for April 27 at 10 am in the San Marino Room, 7<sup>th</sup> Floor MTA.</p> <p>Two GM meetings were held since the last BOS meeting. The MTA is leading lobbying Washington D.C. for more rail and bus security funding. John Catoe reported on MTA budget developments. The structural deficit should be eliminated with about 240 positions being reduced. Sixty fare inspectors have been added. MTA projects additional consent decree service will cost \$10 million for a half year in FY2005 and then \$20 million annually thereafter. The budget for ASI will be carefully scrutinized, as it is expected to increase in the near future, which MTA cannot fund. Leland Wilcox from the CTA presented on</p>	Information	N/A	Bob Hildebrand

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	<p>their Tort Reform Bill, AB 2737. You may contact him for more information.</p> <p>TPM/FAP Working Group was held this month. Julie Austin is continuing to work with the working group reviewing TPM Guidelines. Notes from the last meeting were distributed. Julie will be invited to attend the next BOS meeting to give an update.</p>			
<p>4. 2004 RTIP Amendment Schedule</p>	<p>Herman Cheng reported data was sent to SCAG earlier this year. He is still working with SCAG over specific details. The TIP should be approved by SCAG in August with Federal approval in October. Any new projects can still be submitted now but there is no guarantee that they will make it into the Base TIP of FY2004. They will otherwise become part of TIP Amendment #1 2004. SCAG will assess the TIP Amendment #1 in October 2004 and it will be approved by December 2004. A member questioned the deadline of October 2003 and how that was established since the project submittals have not yet been approved. Herman replied that review process takes one to two months and SCAG modeling data and coordination is another reason for delay. Submittal of projects for the next three years is always encouraged. This could mean using the previous year's allocation for the future as a backup. Then, an amendment to change the funding type (i.e. federal to local) can be easily done. Brynn Kernaghan then asked Herman to report back quarterly. Herman replied that agencies should send projects to him when they are ready as opposed to waiting for an announcement from him.</p> <p>It was noted that a Caltrans document deadline is approaching. If transfer of project funds are expected (i.e.,FHWA to FTA), please submit to Herman Cheng by April 27, 2004. Caltrans's deadline is May 1.</p>	<p>SCAG will approve Base 04 projects by August and Federal approval will occur in October. Changes or new projects can be submitted now.</p>	<p>Quarterly updates by Herman Cheng on TIP Schedule is April 27, 2004.</p>	<p>Herman Cheng</p>
<p>5. Adopt Funding Marks for FY2005</p>	<p>David Reyno stated, according to the Booz Allen audit, that the initial funding marks looked fine and no outstanding documentation is needed. Nalini Ahuja stated she recently gathered and reviewed the initial numbers and it seems there is a question with Foothill Transit audited data. Additionally, there are some questions regarding the fund marks for several agencies. There are three categories, TSCP, BSIP, and MOSIP this would apply to. The funding programs were designed to fund specific routes and levels of service. Expanded or new service may need to be funded from another source. Nalini is planning to meet with the auditor to discuss this issue in more detail. Nalini proposed two options which are: Service expansion is either rolled into the formula or not. Nalini stated that a policy should be adopted immediately, before the next BOS meeting. At the next TPM working group this issue will put on the agenda as an action item. All operators should go back and look at their FAP/TPM data. Nalini stated that if Foothill Transit methodology is accepted, then the other agencies data will be recalculated to be consistent with Foothill's. A special meeting was scheduled for Thursday, May 6 at 10:00 am for adopting the funding marks.</p>		<p>Special BOS Meeting to Discuss and Adopt Funding Marks for FY2005 and Capital Allocation Plan  10:00 am  May 6, 2004  @MTA</p>	<p>Nalini Ahuja</p>

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6. UFS Update	Paula Faust reported that Montebello Bus Lines had a few problems getting their CMAQ money approved. Since then, they have resolved these issues that were presented by Caltrans. For information purposes, she shared that Caltrans noted that Montebello needed a DBE on file. As it turns out, the DBE requirement is only applicable to obtain additional highway money, not for getting a fund transfer. Secondly, whether pre-award authority is eligible with CMAQ dollars. Ray Telles, from FTA Los Angeles confirmed that pre-award authority could be used.	Info		Paula Faust
7. Continuation of 5307 Fund Allocation Process	<p>Steve Henley updated BOS on agency's eligibility for 5307 and TE 1% discretionary funds. The following agencies were reported to be non-eligible according to program rules: AVTA for outstanding TE1% discretionary funds unprogrammed in the TIP, Claremont for the same reason, Redondo Beach for outstanding RTAA CMAQ funds unprogrammed in the TIP, and Torrance for outstanding 15% discretionary funds unprogrammed in the TIP. Claremont and Torrance did not submit application request for funding. The definition of "outstanding funds" was discussed. "The agency will not be eligible to apply for these federal transit dollars if the agency has outstanding or lapsing 15% and 1% funds. This does not apply to agencies which have these funds in obligated grants programmed in the TIP with the TIP project already submitted to LACMTA."</p> <p>There was discussion about La Mirada eligibility whether they applied for federal funding. La Mirada is currently determined to be ineligible because they have outstanding discretionary CMAQ funds that are not programmed in the TIP. La Mirada claimed to have submitted a request and was denied. Norwalk will facilitate La Mirada's grant requests for FTA approval. There were two 5307 discretionary grants received by La Mirada. La Mirada will put the old \$88,000 CMAQ funds in their current grant.</p> <p>In addition, AVTA was allocated \$2,560,000 in 15% discretionary funds for completion of its Administration, Operations and Maintenance facility. Later, AVTA received Section 5309 Bus Capital Congressional Earmark funds for \$1,227,825 for the same facility. BOS rule #5 prohibits 'double-dipping' and thus, the funds should be returned to the pot for reallocation.</p> <p>Redondo Beach will be a federally eligible grant recipient by the end of this fiscal year. Discussion regarding Redondo Beach's replacement of old MTA lines as service expansion was suggested. It was agreed that the vehicles are for service expansion. Redondo Beach agreed to reduce \$16,000 from their original 15% discretionary fund project in order to meet funding threshold.</p>	<p>BOS approved a motion for La Mirada to put their 15% capital monies from 1998 into a grant in the upcoming year with Norwalk's assistance and to pursue the extension of the deadline of CMAQ dollars that remain outstanding through Norwalk and MTA.</p> <p>BOS approved a motion for AVTA to pursue Phase II of their project using the Federal earmark and BOS funding; any monies left will be returned to BOS.</p> <p>Redondo Beach will deduct \$16,000 from their original 15% discretionary funds request and become a Federally eligible grantee by the end of the fiscal year 2004.</p> <p>BOS approved a motion to fund priority projects first and then the other category projects mitigated with proportional reduction.</p> <p>BOS approved a motion to fund in total TE 1% three small</p>		BOS

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	<p>The three motions from the April 7<sup>th</sup> 5307 Funding Allocation Meeting were confirmed.</p> <p>Continued discussion and presentations of the 15% and 1% applications and identified a shortfall within each category. Several agencies recommended reducing their grant requests and some of them submitted revised applications, which were down-scoped. BOS approved a motion to fund 15% priority projects first, then the other category projects. The shortfall in other category mitigated with proportional reduction from all other category projects.</p> <p>Concerning the 5307 1% funds, BOS approved a motion to fund in total the three small projects, (Gardena's trash receptacle purchase, La Mirada's bus bench replacements, and Santa Clarita's bike racks) with the rest of the 1% requests to be proportionally reduced to match the balance of the 1% fund available, and that Redondo Beach would secure operating funding within one year.</p> <p>Motions from April 7<sup>th</sup> meeting were concurred by BOS as distributed.</p>	<p>projects, including Gardena, La Mirada, and Santa Clarita. The remaining 1% funding shortfall will be reduced proportionally, and Redondo Beach will secure operating funding within one year.</p>		
8. New Business	No new business was discussed.			
9. Adjournment	Meeting adjourned at 12:30 pm.			Bob Hildebrand