

Agenda

Los Angeles County
Metropolitan Transportation Authority

BUS OPERATIONS SUBCOMMITTEE

Windsor Conference Room — 15th Floor

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| 1. Call to Order
<i>1 minute</i> | Action
<i>Bob Hildebrand</i> |
| 2. Approval of Minutes –
Attachment 1
<i>1 minute</i> | Action
<i>BOS</i> |
| 3. Chair's Report
<i>5 minutes</i> | Information
<i>Bob Hildebrand</i> |
| 4. Appointment of Nominating Committee
<i>2 minutes</i> | Possible Action
<i>Bob Hildebrand</i> |
| 5. Transit Performance Measures Review
Attachment 2
<i>15 minutes</i> | Possible Action
<i>Julie Austin</i> |
| 6. Caltrans Park-n-Ride lot Study
Attachment 3
<i>15 minutes</i> | Information
<i>Paul Jewel/Tom Choe</i> |
| 7. SRTP Update
<i>5 minutes</i> | Information
<i>Annelle Albarran</i> |
| 8. State and Federal Legislative Update
<i>5 minutes</i> | Information
<i>Michael Turner/Marisa Yeager</i> |
| 9. Vehicle Technology Coordination
<i>5 minutes</i> | Information
<i>John Drayton</i> |

10. New Business

Discussion
BOS

11. Adjournment

Information Items:

- 90-day Rolling Agenda (*to be e-mailed*)
- 5307 85% Fund Balances
- 5307 15% Discretionary Fund Balances
- CMAQ Fund Balances
- TE 1% Fund Balances

Handouts:

- 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 September 21, 2004 at 9:30am in the Windsor Conference Room, 15th Floor, Gateway Building.

Bus Operations Subcommittee
Minutes/Action Items
 August 17, 2004

AGENDA ITEM	ACTION/DISCUSSION REQUESTED	ACTION TAKEN	FOLLOW-UP DATE	LEAD
1. Call to Order	Chair called the meeting to order at 9:40 am.		N/A	Bob Hildebrand
2. Approval of July 20, 2004 Minutes	David Rzepinski moved to approve the July 20, 2004 BOS Meeting Minutes as submitted. The motion was seconded and BOS approved.	The July 20, 2004 BOS meeting minutes were approved as submitted.	N/A	
3. Chair's Report	<p>Bob Hildebrand reported that the TAC did not meet in August. Bob attended the July MTA Finance and Budget Committee and board meetings at which BOS funding mark items were passed without changes.</p> <p>Bob gave a brief update on the Metro Connections working group. Meetings are proceeding slowly; SCAG and Booz-Hamilton have almost completed modeling and analysis. The next working group meeting is tentatively scheduled for Sept. 28 at 10 am.</p> <p>Bob then reported about the items discussed at the GM meeting held on August 11 in Norwalk. The Mobility 21 conference was successful with 480 attendees. The court has halted the Orange Line construction. MTA is appealing this and Assemblyman Levine has introduced legislation to exempt the project from conducting an environmental impact report. As for the TPM/FAP review project it was commented that GM's and their staff should be sufficiently briefed so that they are on the same page before the next meeting. Finally, a task force was created regarding on-board surveillance cameras, which is chaired by Jaime Becerra from Norwalk Transit. The next GM meeting will be Sept. 8, 2004 at 10 am at the MTA.</p>	Information	N/A	Bob Hildebrand
4. Appointment of Nominating Committee	Bob Hildebrand reported that nominations may be made from the floor. The election will be held during the September meeting. David Feinberg will be the chair of the nominating committee.	Possible Action	September election	Bob Hildebrand
5. Transit Performance Measures Review	<p>Julie Austin led the discussion and presentation on the Transit Performance Measures (TPM) Review. She distributed a handout highlighting the Proposed TPM Revisions.</p> <p>The updated TPM Guidelines include revisions to Transit System Performance Monitoring and Productivity Guidelines and Financial Standards. The performance indicators required under the revised TPM Guidelines for annual system-wide Transit System Performance Monitoring are as follows:</p> <ol style="list-style-type: none"> 1. Operating cost pre vehicle service hour. 2. Operating revenue plus local subsidies plus auxiliary revenues over operating 	<ol style="list-style-type: none"> 1. Dana Lee of Long Beach Transit motioned to approve the Revised Transit Performance Measurement Program Guidelines presented by Julie Austin with exception to the TPM Reporting form of Appendix C, which will be subject to Working Group and MTA staff input. Ron Cunningham seconded the 	N/A	Julie Austin

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	<p>cost.</p> <p>3. Passenger revenue over operating cost (farebox recovery ratio).</p> <p>4. Unlinked passengers per vehicle service hour.</p> <p>5. Regional operating subsidy per unlinked passenger.</p> <p>6. Fare revenue per unlinked passenger.</p> <p>7. Operating cost per vehicle service mile.</p> <p>The PUC requires the TPM program to include productivity guidelines and financial standards. Four financial and/or productivity standards were included in the revised Guidelines as follows:</p> <p>Performance Indicator #1: Operating Cost Increases. Performance Indicator #2: Farebox Recovery. Performance Indicator #3: Subsidy Per Passenger. Performance Indicator #4: Unlinked Passengers.</p> <p>The focus of these indicators is on individual progress, removing the countywide mean comparisons. These indicators must be met for the total system (FAP and non-FAP), calculated separately for local, express, and DAR service. Farebox requirements are subject to penalty.</p> <p>In addition to these revisions, some definitions were revised such as making the auxiliary definition more inclusive. The revisions also include citing rather than merely referencing specific authorization language. The reporting calendar has also been revised.</p> <p>Ron Cunningham suggested including geographically constrained individuals in the unlinked passengers per vehicle service hour provision. Susan Lipman asked what geographically constrained meant. Julie Austin agreed to the language and intended to get a copy of the official definition of geographically constrained from Ron. Discussion continued and then a vote on the revisions occurred, led by Bob Hildebrand. It was decided to vote only on the Program Guidelines, leaving the reporting form to be updated further. See "Action Taken" Column. Dana Lee moved to approve the TPM Program Guidelines as revised and Ron Cunningham seconded the motion. The Revised TPM Program Guidelines were approved with the exception of the TPM Reporting Form of Appendix C, which will be subject to Working Group and MTA staff input.</p> <p>These updated guidelines were approved with the following revisions:</p> <p>a. Adding language to Section II similar to PUC 330385, which would allow a process for transit operators that disagree with any portion of the TPM program to appeal to the MTA.</p> <p>b. In Section III: Productivity Guidelines and Financial Standard, changing from</p>	<p>motion, and BOS approved by majority.</p> <p>2. Andre Colaiace motioned to amend the Revised TPM Program Guidelines to include an appeal process for the late penalty with a friendly substitute motion by Bob Hildebrand that reduces the penalty from 5% to 1%. Ron Cunningham of AVTA seconded the motion, and BOS approved by majority.</p>		

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	<p>"Performance Indicator" references to "Standard".</p> <p>The vote proceeded with 13 in favor, 2 in opposition (Torrance Transit and Antelope Valley Transit Authority), and 1 abstention (Gardena Municipal Bus Lines). Torrance's opposition is based on their position that the TPM Guidelines overreach existing TDA law in establishing penalties and does not address important differences between operators. Torrance believes that this will lead to unfair impacts on smaller operators. AVTA's opposition was based on their belief that Standard #4, Unlinked Passengers per Vehicle Service Hour, was not achievable due to their service area.</p> <p>Andre Colaiace proposed an amendment to the Revised Transit Performance Measurement (TPM) Program Guidelines to include an appeal process for the late penalty. Bob Hildebrand then proposed a friendly substitute motion to reduce the penalty from 5% to 1%. Ron Cunningham seconded this motion. The vote amended Standard 4: Guidelines For Reporting Operator Data to MTA, Subsection D: TPM Reporting, bullet 4. Previously the section read: "There will be a 5% automatic penalty for late submittal of TPM". It now reads as follows:</p> <p style="padding-left: 40px;">Subject to appeal by BOS, late submittal of TPM Reporting Forms (estimated or audited) will result in automatic withholding of 1% of the sum of the operator's regional formula operating funds for the following year.</p> <p>This amendment was approved by a vote of 13 in favor, 0 in opposition, and 1 abstention from Santa Monica's Big Blue Bus.</p>			
6. Caltrans Park-n-Ride lot Study	<p>Tom Choe gave a presentation on the Caltrans BusPool project. There are 7 statewide districts and 450 park and ride lots that need to be assessed. Tom reported on field surveys to one third of these lots. Under-utilization is a major problem for many of the lots. Security, convenience, and information are the key factors in determining utilization of the park and ride lots. Access is also considered a problem. Fifteen percent of the lots have on site personnel, such as a Goodwill drop-off point. Vehicle patrols occur in some cases, and are usually done by the California Highway Patrol as a quick drive through of the lot. The SCAG website hosts an excellent array of detailed information on the Los Angeles area park and ride lots, though the information is being transferred away to other agencies. The next step is to prioritize the lots according to their need for improvement in order to increase utilization. Further information can be found in the final draft</p> <p>The timeline of this project is that it will end by the close of this year. Metro Connections was also brought up in that the locations may be worth considering.</p>	Information		Tom Choe

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	Susan Lipman suggested selling unused lots and using the money to relocate the lots to increase use. To beef up or to add security another recommendation under consideration is charging a user fee. Andrea Burnside brought up a Caltrans policy, which prevents revenue collection on Caltrans property so there could not be a fee for security at the lots. David Reyno of Foothill Transit explained how Foothill has a program with its member cities that is a mini-call for projects.			
7. Short Range Transit Plan (SRTP) Update	Annelle Albarran led the discussion on the Short Range Regional Transit Plan. Annelle urged committee members to return their "Transit Fact Sheet" by the end of August. SRTP sub-group membership was reviewed for solicitation of volunteers to participate. Bob encouraged members and their staff to participate in the process. Annelle reported on the schedule; to have action plans completed by October 30 th and then report to the GMs and present preliminary findings by November 15 th . Presentation to TAC will occur December 1st and the final report will be completed by the end of December.	Information		Annelle Albarran
8. State Legislative and Federal Update	<p>Marisa Yeager reported on Federal issues. The feds are still in recess. FY 05 appropriations have seen no changes. The Reauthorization extension expires on September 30th. Marisa expects another extension until after the November presidential election. CMAQ reauthorization is also occurring and the language is being monitored. Also monitoring the Dept. of Defense bill to see if the obligation authority was addressed. Marisa gave thanks for those who attended Mobility21. The next Mobility21 coalition meeting is Sept. 14 at the Hollywood Renaissance hotel and the next quarterly meeting will be on December 14th, location to be announced. The Rail-Volution conference is being held September 18-22; the early registration deadline was August 16th however, MTA is still accepting applications.</p> <p>Michael Turner reported on the State current affairs. The California Transportation Commission has a website with a good document outlining the history of the transportation funding shortfall. The legislature suspended Proposition 42 for this year. AB 687 The Tribal State Gaming Compact would repay transportation funds through Indian gaming revenues. Two propositions, 68 and 70, must fail in the November elections and the governor must negotiate with other tribes in order for this to work. The CTC has been very active on this issue. Michael also reported on the California Performance Review report, which can be viewed in Volume 2, Chapter 7 in the report at www.cpr.ca.gov. There is a proposal to have a statewide California Infrastructure Agency that would consolidate various infrastructure functions from other agencies. Michael Turner will be going to the MTA Board with input in September. Marisa Yeager reported on a Bill being pushed through to address the Orange Line busway lawsuit regarding alternatives in environmental impacts. Also, some Bay Bridge</p>	Information		Michael Turner/Marisa Yeager

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	issues are currently being monitored. There was nothing new to report regarding Homeland Security.			
9. Vehicle Technology Coordination	Steve Schupak, from Metro Vehicle Technology and Support, reported on Vehicle Systems and Technology and the status of the implementation of current procurement and technology programs. A PowerPoint handout was distributed summarizing the programs, specifically bus procurement, ATMS, TAP (UFS), and M3. The handout can be referred to for further details. After Steve's presentation, Bob Hildebrand suggested a logical merge of the vehicle procurement with the ITS group for the SRTP sub-committees.	Information		John Drayton
10. New Business	Dana Lee of Long Beach Transit mentioned a new educational program her agency has implemented with the local police officers/agents. In response to a bus hijacking, LBT is educating their local police department on the operating basics of their buses. She has offered to share their training video, which is ten minutes in length, to other agencies who could use it as a model for similar programs in their jurisdiction.			
11. Adjournment	Meeting adjourned at 11:57 am.			