

MINUTES

San Fernando Valley Service Sector
Governance Council

Regular Meeting

American Red Cross Room 27
14717 Sherman Way, Van Nuys

Called to Order at 6:30 p.m.

Council Members present:

Coby King, Chair
Richard Arvizu
David Fleming
Joan H. Leonard
Rafi Manoukian
Jesus Ochoa
Kymberleigh Richards
Brad Rosenheim

Officers:

Richard Hunt, General Manager
Christina Lumba-Gamboa, Council
Secretary

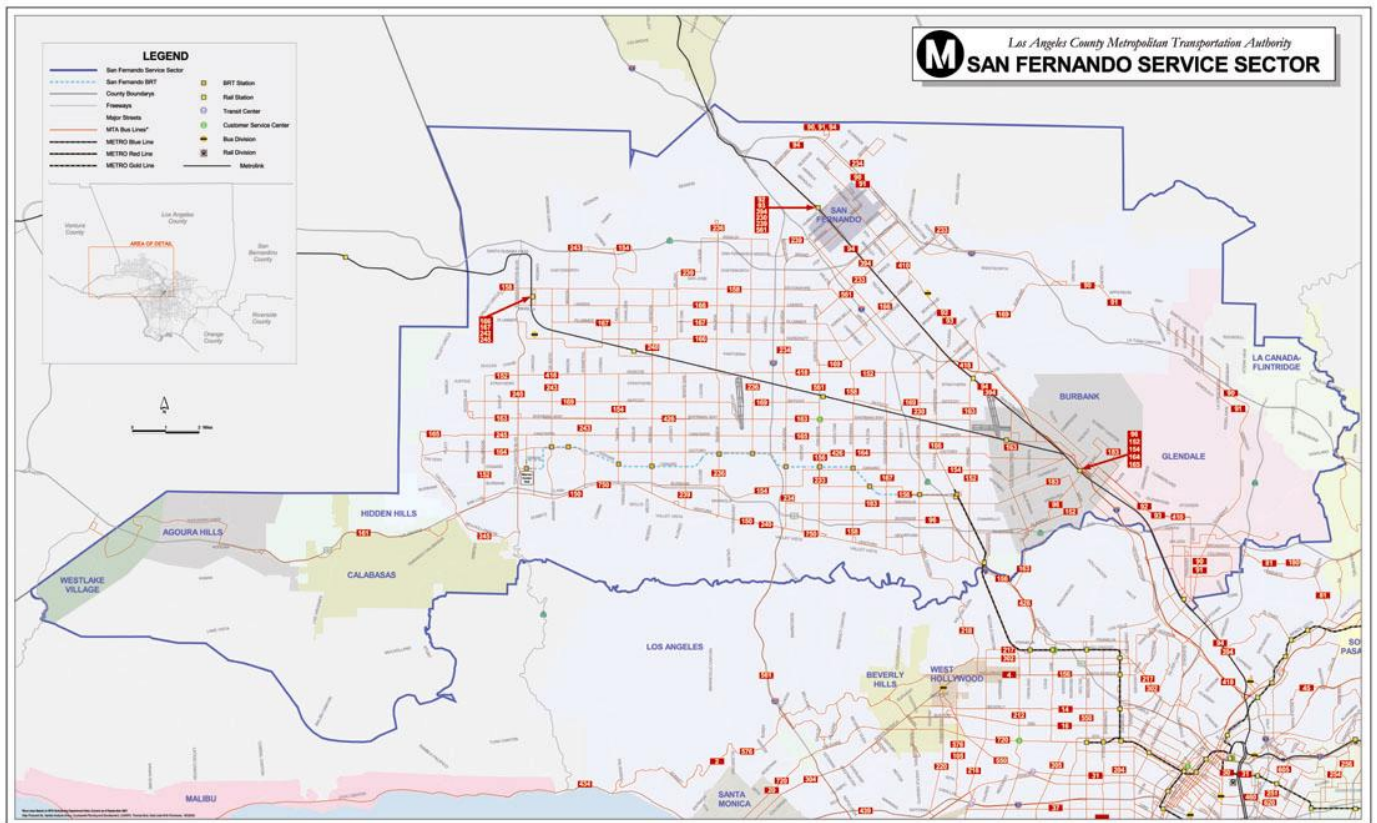


Metropolitan Transportation Authority

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METRO SAN FERNANDO VALLEY GOVERNANCE COUNCIL

1) Area of responsibility:



2) The Governance Council is exclusively responsible for planning routes and schedules for Tier 2 and 3 bus lines within the San Fernando Service Sector. Tier 2 and 3 bus lines in the San Fernando Valley are:

Lines: 92, 96C, 154, 158, 161, 167C, 168, 169, 183/234, 230/239, 236/237, 243, 245, 418 and 426. (C = Contract Service)

Tier 1 bus lines are not under the exclusive jurisdiction of the Governance Council but jurisdiction may be exercised with the concurrence of other sectors or Corporate. Tier 1 bus lines in the San Fernando Valley are:

Lines: 90/91, 94/394, 150/240, 152,156, 163, 164/165, 166, 233, 750, and 761.

- 3) The Governance Council is responsible for studying and planning service to improve efficiency within Metro San Fernando Valley, making recommendations to the MTA board regarding service issues, working with transit planners and local authorities and transit operators to ensure coordination of service and holding public hearings to gain input on proposed changes.
- 4) The Governance Council is **NOT** responsible for fare and pass structures, new project construction, or Metro Rail.

1. Pledge of Allegiance
2. CARRIED OVER approval of **Minutes** of Regular Governance Council Meeting held December 1, 2004, January 12, 2005 and February 2, 2005.
3. Public Comment - NONE
4. RECEIVED Chair's Remarks

Mr. King thanked the Red Cross for making their facility available for the Governance Council meeting. He announced that today's meeting would be adjourned in memory of the Metrolink Disaster victims. Mr. King attended the Valley Industry and Commerce Association, Land Use and Ground Transportation Committee meeting, which is chaired by Council Member Rosenheim. He said that Ms. Michali of the MTA made a presentation on Metro Connections and asked the business community to get involved in the considerations of the Service Sector June service changes and the Metro Connections program.

5. RECEIVED & FILED **Report of General Manager and Recap of Board Actions** by Richard Hunt, General Manager, San Fernando Valley Service Sector

Regarding performance indicators for November 2004, Mr. Hunt reported that complaints continue to be below target, Scheduled Revenue Service Hours delivered were high, and Operator Ratio is near budget level; unfortunately, the agency had difficulty recruiting and training operators because a tremendous amount of service was added in December. He said that the agency is short 130 full-time operators system-wide. Mr. Hunt stated that a strategy is being evaluated to reduce the budget shortfall, but has no effect on the Service Sector's performance.

Mr. Hunt briefly updated the Council Members on MTA Board actions.

- The Board approved the I-710 freeway extension study. MTA continues to support the studies that surround that extension.
- Budget adjustment. The enterprise and operations funds have a significant shortfall in fare revenue. There are also higher than expected fuel and Workers Comp claims costs, in spite of

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incidents dropping dramatically. Mr. Hunt stated that the commitment of the Board is not to reduce service in anyway.

- Approved Contract with TNN, Transit Television Network.
- Approved advertising on Rapid vehicles in an effort to generate more revenue without impacting passenger fares or service quality.

Mr. Hunt announced that the date of the public hearing has been changed to March 2, 2005 and the regular Governance meeting will be on March 23, 2005.

Mr. King asked the goal of the Service Sector with regard to passenger complaints. Mr. Hunt responded that goals are set every year, and he is evaluating new performance goals and realistic targets.

6. RECEIVED **Budget Update** by Kathy Drayton, Administration and Financial Services Manager

Ms. Kathy Drayton gave a brief overview of the budget. She reported that operations expenses have a positive variance of 3.08% or \$1.2 million. Overall, the Service Sector has a positive variance of \$1.1 million or 2.41%. The cost per revenue service hour is \$88.37, which is under budget by 2.18%.

Mr. Manoukian asked if the monthly report is available. Ms. Drayton responded affirmatively.

Mr. Hunt added that the Service Sector coordinated service provided after the Metrolink accident. The Service Sector established a bus bridge and pulled service from the system to assist affected passengers. Mr. Hunt said that this will have an impact on the budget and MTA will be seeking reimbursement from Metrolink.

Ms. Richards asked when the reimbursement and budget adjustment are anticipated.

Mr. Hunt said that he couldn't respond accurately as there is an existing contract between Metrolink and MTA. It has a very low rate which will not be used when the Service Sector sends SCRRA an invoice. He said that it is more an accounting adjustment as MTA provides some of the Metrolink operating funds. Mr. Hunt will report next month on when the payment or budget adjustment will be reflected.

7. RECEIVED & FILED **DASH Restructuring Report** by Michael Davies and Mary Sue O'Melia, LA Department of Transportation

Ms. O'Melia presented the Community DASH Transit Assessment Study and said that the purpose was to develop an evaluation methodology forecast and performance of the DASH routes and to prioritize a list of community DASH routes. It is also used for remedial actions for routes that are poor performers in terms of establishing new service subject to funding constraints, with the idea that the City will be able to afford new DASH routes for the next 10 years with existing Prop A funds. She stated that LADOT had an extensive community outreach effort, including focus groups. LADOT looked at marginally performing routes, which included Warner Center. The Warner Center Community DASH Service does not fit the existing mold; it operates midday only.

Ms. O'Melia stated that LADOT performs an annual evaluation process that looks at passengers per hour, subsidy per passenger mile and fare box recovery ratio and then scores and ranks all the routes. Anything below .7 is marginal and below .5 is a poor performer. The average is one. Five community DASH routes accept the MTA pass. Ms. O'Melia said that fare integration is an issue, as LADOT is looking at options for feeder service for the Orange Line and all the other rail and regional connections. Ridership on all the routes would improve if there were an integrated fare.

Mr. Davies stated that LADOT has been accepting the MTA pass on all the DASH service downtown without reimbursement. There are five other commuter express routes where LADOT is reimbursed for each boarding. LADOT may have to re-evaluate their policy with regard to DASH downtown and may no longer honor the MTA pass.

Mr. Davies stated that if DASH service at the Warner Center becomes an option, fare integration will be a major issue, and LADOT will look to the Governance Council for help in that regard. Mr. Davies said that he believes the success of the Orange Line, and feeder service in Warner Center, is dependent on having this type of fare integration.

Ms. O'Melia said that LADOT spends a lot of time researching where there are transit needs and where the future DASH routes are likely to perform well. LADOT develops the Transit Supply Index and a Community DASH Performance Index. These are based on existing services. When these indexes are combined, it creates a Community DASH Potential Index list. The list is used to determine the top routes and candidates for further evaluation. Other critical factors considered are fare integration (if the services are designed primarily as feeder service), operational factors and duplication of service issues.

Ms. O'Melia stated there will be a briefing to the MTA Planning and Programming staff regarding Orange Line feeder connections.

8. **RECEIVED Orange Line Update** by Gary Spivack, Transportation Manager Division 15

Mr. Spivack reported that the Orange Line agreement with the busway contractors and the MTA provides for acceleration of all construction activities. The critical dates that affect the Service Sector's ability to get the Orange Line service started are now confirmed. The City will complete their activities in terms of installing the signals and getting them ready for operation by mid-July. The Sector will have access to the first part of the alignment for training and other activities by the end of July, and receive the entire alignment on August 15th. The opening date of the Orange Line may slip into September depending on rain and other issues. Mr. Spivack said that he is working towards having sufficient training time on the alignment with the contractors. He has requested to have operator training from 5:00 p.m. to 5:00 a.m.

Mr. Spivack reported on a number of options for parking lots in the Reseda and Devonshire area in response to Council Members' requests. Two promising sites have been identified, related to church property along the alignment; but the churches will not be contacted pending the results of the public hearing. He said that training schedules are moving into high gear and that staff is working with other internal partners to determine which operators are going to facilitate the training. He said that he is working with Dupont, along with operations staff, to develop standard operating procedures in the event of signal failures, accidents, etc. These SOP's will be built into the training curriculum of the operators. Buses may arrive by end of June and operator training will start in earnest at that time.

Council Member Fleming asked if LADOT has synchronized any signals. Mr. Spivack responded that the signals have not been merged into LADOT systems. Major signalized intersections along the alignment are currently functioning well. Mr. Spivack said that all the signals have to be in place and linked to MTA Operations Control Center before the busway becomes operational.

Council Member Leonard asked if the MTA Board is considering using contract drivers on the Orange Line.

Mr. Hunt responded that one of the MTA Directors had a motion to study the possibility of contracting out the operation of the Orange Line.

MTA staff is gathering information and evaluating and will report to the MTA Board. He said that no action has been taken on staff's part other than evaluation of the concept.

Mr. King expressed that a response to the motion by the Governance Council may be necessary, and asked that the issue be placed on the agenda for the next meeting.

Mr. King asked the status of the COST lawsuit. Mr. Spivack responded that a settlement was agreed upon, and MTA paid the court cost and attorney fees.

9. **RECEIVED Update on Metro Connections** by Nancy Michali, Service Performance and Analysis Director

Ms. Michali reported on the challenges of the bus service restructuring effort. She said that through community outreach and extensive stakeholder input, seventeen regional centers and twenty-seven Subregional centers were identified. The criteria included where people live and where they want to be, service coverage and connectivity. Ms. Michali listed the San Fernando Valley Regional Centers as Glendale, North Hollywood and Warner Center; and the Subregional centers as Burbank, Van Nuys, and Northeast Valley (Sylmar/San Fernando).

Ms. Michali stated that based on outreach efforts, customer priorities were determined to be shorter routes, bus operating as one system and more like rail service and, upgraded reliability with real-time arrival information.

10. Chair & Council Member's Final Comments – NONE

Prepared by: Christina Lumba-Gamboa
Council Secretary

METROPOLITAN TRANSPORTATION AUTHORITY SERVICE SECTOR COUNCIL RULES

PUBLIC INPUT

The Service Sector Council meetings are open to the public. A member of the public may address the Council on agenda items, before or during the Council's consideration of the item for up to 5 minutes per item, or at the discretion of the Chair. A request to address the Council should be submitted in person at the meeting to the Board Secretary prior to the start of the meeting.

The public may also address the Council on non-agenda items within the subject matter jurisdiction of the MTA Service Sector during the public comment period, which will be held at the end of each meeting. Each person will be allowed to speak for one minute and may speak no more than once during the Public Comment period. Public Comment will last a maximum of 30 minutes, or as otherwise indicated by the Chair. Speakers will be called according to the order in which the speaker request forms are received until the Public Comment period has expired. Elected officials, not their staff or deputies, may be called out of order and prior to the Council's consideration of the relevant item.

At the discretion of the Chair, the Council may limit public input on any item, based on the number of people requesting to speak and the business of the Council.

In the interest of hearing from as many members of the public as possible, if at the time your name is called, your issue has been addressed or your opinion expressed by a previous speaker, please simply state that fact and your name for the record.

In accordance with State Law (Brown Act), all matters to be acted on by the Council must be posted at least 72 hours prior to the meeting. In case of emergency, or when a subject matter arises subsequent to the posting of the agenda, upon making certain findings, the Council may act on an item that is not on the posted agenda.

CONDUCT IN THE MEETING ROOM - The following rules pertain to conduct at Service Sector Council meetings:

REMOVAL FROM THE MEETING ROOM The Chair shall order removed from the Meeting Room any person who commits the following acts with respect to any meeting of the Council:

Disorderly behavior tending to interrupt the due and orderly course of said meeting.

A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting.

Disobedience of any lawful order of the Chair, which shall include an order to be seated or to refrain from addressing the Council; and

Any other unlawful interference with the due and orderly course of said meeting.

INFORMATION RELATING TO AGENDAS AND ACTIONS OF THE COUNCIL

Agendas for the Regular Council meetings are prepared by the Board Secretary and are available prior to the meeting in the MTA Records Management Department and on the Internet.

Every meeting of the Council is recorded on cassette tapes, and duplicate tapes are available for a nominal charge. A Spanish language translator is available at all Council Meetings. Translators for other languages must be requested 72 hours in advance. Please telephone (213) 922-4600 between 8 a.m. and 5 p.m., Monday through Friday. After each Council meeting, a record is prepared which indicates the actions taken by the Council. This record is available on the second business day following the meeting.

DISCLOSURE OF CONTRIBUTIONS

The State Political Reform Act (Government Code Section 84308) requires that a party to a proceeding before an agency involving a license, permit, or other entitlement for use, including all contracts (other than competitively bid, labor, or personal employment contracts), shall disclose on the record of the proceeding any contributions in an amount of more than \$250 made within the preceding 12 months by the party, or his or her agent, to any officer of the agency, additionally PUC Code Sec. 130051.20 requires that no member accept a contribution of over ten dollars (\$10) in value or amount from a construction company, engineering firm, consultant, legal firm, or any company, vendor, or business entity that has contracted with the authority in the preceding four years. Persons required to make this disclosure shall do so by filling out a "Disclosure of Contribution" form which is available at the Board Secretary's Office. Failure to comply with this requirement may result in the assessment of civil or criminal penalties.

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