

MINUTES

San Fernando Valley Service Sector
Governance Council

Regular Meeting

Marvin Braude Constituent Service Center
6262 Van Nuys Blvd., Van Nuys, CA 91401

Called to Order at 6:35 p.m.

Council Members present:

Coby King, Chair
Kymberleigh Richards, Vice Chair
Richard Arvizu
Joan H. Leonard
Rafi Manoukian
Stacey Murphy
Jesus Ochoa
Brad Rosenheim

Officers:

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

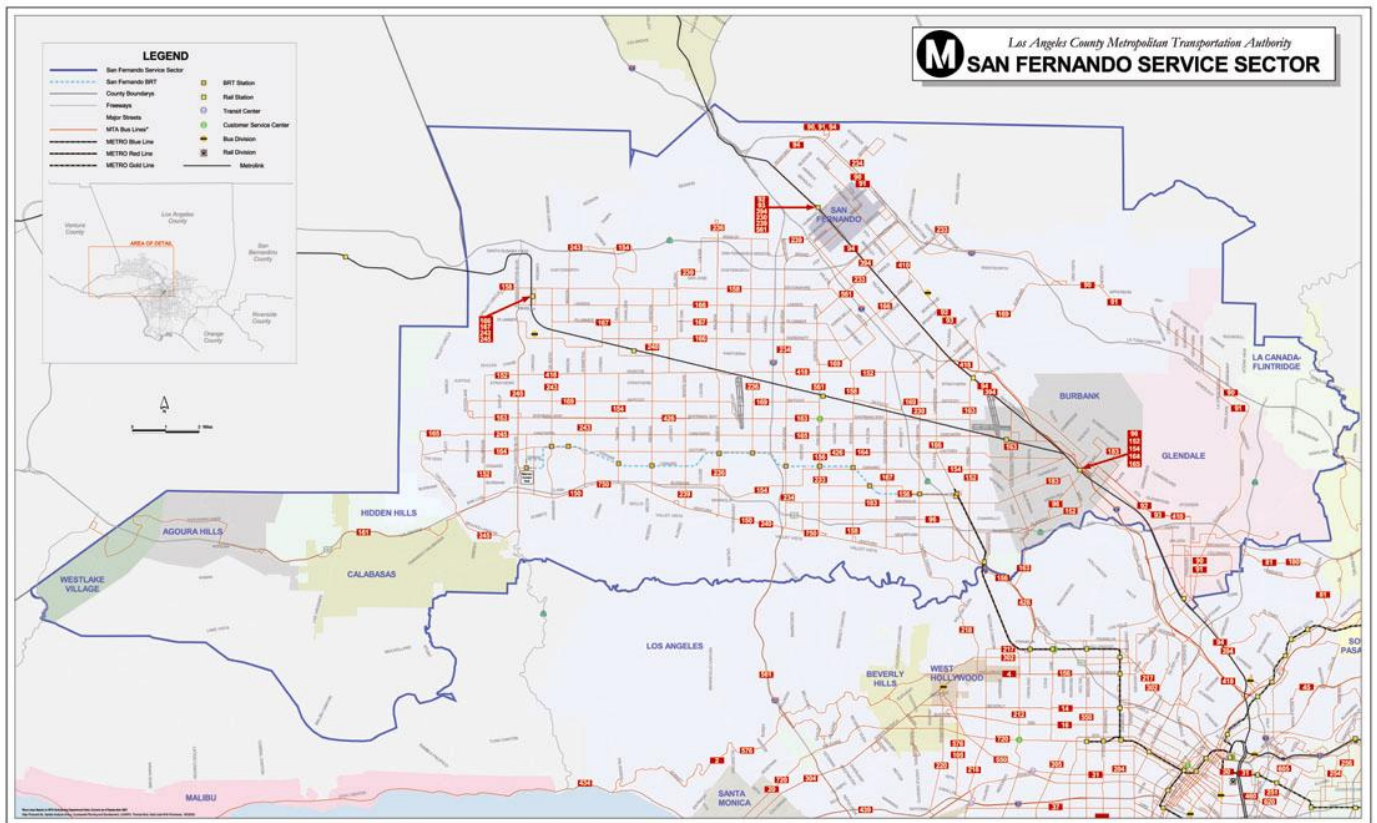


Metropolitan Transportation Authority

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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. APPROVED **Minutes** of Regular Governance Council Meeting held May 4, 2005.

3. RECEIVED Public Comment.

4. Election of Officers
- Chair and Vice-Chair

ELECTED Council Member Coby King for a third term as Chair.

ELECTED Council Member Kymberleigh Richards as Vice-Chair.

5. RECEIVED Chair's remarks.

Chair King thanked the Council members for electing him Chair for the third term. He said he looks forward to the opening of the Orange Line and the implementation of Metro Connections during his term.

Chair King reported on the Annual Meet and Confer meeting of the Service Sectors. He said that his impression of the meeting was more on the dismal state of the MTA Budget, its negative impact on operations and less about the role of the Service Sectors. Mr. Snoble reported on the Consent Decree and the difficulties it imposes on the MTA Board in terms of priorities.

Council Member Richards added that he opened a dialogue with CEO Snoble with regard to the involvement of the Service Sector Governance Councils and how they must be as involved as the by-laws allow in order to be useful to the agency.

Council Member Leonard commented that the meeting was substantive and gave her an understanding of what is going on at the agency. She suggested that the Meet and Confer Meeting be scheduled every six months.



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Council member Arvizu stated that he was fascinated to hear that the Consent Decree has stifled some of the initiatives the agency would like to pursue. He said it opened his eyes to the difficulties that the agency faces. He suggested that these difficulties be made public in order that the public may understand the constraints that Metro is working under.

Chair King announced that Mr. Catoe designated him to give a report to the Board at the next Board Meeting on behalf of all the Service Sectors. He said that he is scheduling a meeting of all the Chairs of the Governance Councils.

Chair King announced that as part of the MTA budget cuts, the Service Sector is losing Eric Rapp, Community Relations officer. Chair King acknowledged the good work that Eric Rapp has done for the Sector and wished him luck in his next endeavor.

Mr. Hunt thanked Eric Rapp for his outstanding contribution to the Service Sector and wished him well on behalf of the staff.

Council Member Richards asked who will perform the community outreach for the Sector.

Mr. Hunt responded that the community outreach will be handled by community relations staff from the head office.

6. RECEIVED & FILED **Report of Richard Hunt, General Manager.**

A. Performance Update

Mr. Hunt reported that all performance indicators for the month of April are above the Service Sector's goals. He commended staff for continuing to put buses on the road in spite of the shortage of 140 full time equivalent operators. He commended Gary Spivack, Division 15, Maria Reynolds, Division 8, Transportation Managers and Ralph Gray, Division 8 Assistant Transportation Manager for doing a great job.

Chair King requested an explanation of the "Operator Assignment Ratio".

Mr. Hunt explained that if the Service Sector had 2,000 assignments and it hired 2,000 operators, it would have an operator for every assignment but would not have an alternate if an operator called in sick or is on vacation. Therefore, the Service Sector would hire an

additional 18% of the 2,000 to cover the sick and vacation time of the operators. As assignments are added, the number of operators increases.

Council Member Rosenheim asked if in the absence of enough operators, the Sector pays overtime to operators that cover the shortage, which becomes more expensive. Mr. Hunt responded that is accurate.

Council Member Rosenheim said that the 18% becomes in essence the ideal from a financial and service standpoint.

Council member Arvizu asked how many hours an operator can drive on any given day.

Mr. Hunt responded operators are allowed to drive ten hours per day and not to exceed 80 hours in eight days by DMV standards. Overtime hours are logged and reported to DMV. The Service Sector tries to limit operators to ten hours a day for safety reasons. Operators work 45 hours per week by union contract.

Council Member Ochoa requested an explanation of In-Service On Time Performance.

Mr. Hunt explained that In-Service On Time Performance is the number of times each bus operator pulls up to a stop either early or late. The operators are given an allowed time to be at their scheduled stop. Operators cannot be early and can only be 30 seconds late. The agency can track the on-time performance accurately. It is a measure of efficiency in providing the service.

Mr. Hunt announced that Motorola has completed the Advance Transit Management System contract obligations. All buses, with the exception of seventy-five buses that are being added for Consent Decree, are equipped with Radios, GPS, voice annunciators, and passenger counters.

B. Consent Decree Update

Mr. Hunt reported that there is a motion before the Special Master by the Bus Riders Union to continue the Consent Decree beyond October 2006. The Special Master indicated that he is not ruling on the BRU motion at this time.

The Special Master issued a new order requiring Metro to revisit its Transit Service Policy that was adopted by the MTA Board and to submit a report by July 31, 2005 describing the changes and showing how they will benefit transit-dependent riders.

He said that the Order was issued following a review of whether the agency had met the Special Master's guidelines for bus service reductions. The review covered service modifications on 13 specific Metro Bus lines. It does not order Metro to purchase more buses or add service hours.

Under the order, Metro must incorporate into its Transit Service Policy standards and a process that take into account how service cuts affect the transit dependent.

They must include specific benefits from service changes, show whether there is an "overall net positive benefit" to the transit dependent, and whether the changes will result in reductions in the agency's budget for bus service. The standards and process developed for the Transit Service Policy should "guide all upcoming service modifications".

Mr. Hunt stated that Special Master Donald Bliss recognizes that Metro "must have the ability to adopt a budget that is consistent with its legal and contractual obligations and is responsive to the transportation needs" of L. A. County. The Special Master added that the Consent Decree "establishes certain legal and contractual obligations to which the MTA must adhere."

Mr. Hunt stated that the Special Master, however, realizes that Metro "needs the flexibility to implement service changes that improve system efficiency and that are responsive to rider demand."

The Special Master ordered that the agency must "define and evaluate" any adverse impact service modifications might have on the transit dependent, provide for specific actions to remedy any impacts, and prove that any service changes will result in an "overall net benefit" to the transit dependent.

Mr. Hunt added that the Special Master ordered the agency to describe additional steps it plans to take by the end of calendar year 2005 to mitigate any adverse impact to the transit dependent from service changes on the 13 bus lines under review. The order also includes other measures concerning line performance and mitigation strategies.

Council Member Rosenheim asked if the MTA Board has to agree to extend the Consent Decree.

Mr. Hunt responded that he is not prepared to respond to the legal question. He said that there are two views that are being discussed. One is that the Special Master cannot go beyond the Consent Decree that the Board has agreed to. The other view is if MTA does not comply, the Special Master can ask the Federal Judge to extend it.

Chair King asked if any orders of the Special Master are on appeal at the present time. Mr. Hunt responded that there are no current appeals.

Mr. Hunt announced that Ms. Maria Reynolds, Division 8 Transportation Manager is doing very well after her surgery.

He also announced that he would be in Budapest, Hungary next week to follow up on Bus purchases.

C. MTA Board Actions Update

The Board approved the FY06 Budget.

7. RECEIVED **Budget Update** from Kathy Drayton, Administration and Financial Services Manager

Ms. Drayton reported that the Service Sector continues its trend of positive variance. Workers Comp claims are going down and the Sector is doing better in managing its claims. There are no significant changes to report.

Council Member Rosenheim asked if there has been any response by staff on the decrease in fare box revenues with an increase in ridership.

Mr. Hunt said that he met with Terry Matsumoto, Executive Officer for Finance, and staff is working on getting better data and will continue to pursue the issue.

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

Mr. Spivack reported that staff is trying to meet the scheduled opening of the Orange Line in September. He said that the September opening is dependent on the success of construction to complete the line according to the milestones outlined in the acceleration agreement. The final set of schedule decisions will be made on June 10th at a joint meeting between Shimmick Obayashi Joint Venture (SOJV) and MTA staff. Mr. Spivack said that under the acceleration agreement, the plan calls for the line to be turned over to Operations for training and testing in two segments. The first segment from North Hollywood Station to Van Nuys is to be completed by July 29th. The remainder of the line is to be completed by August 15th. He said that assuming that the schedule can be met, Operations would have access to the alignment for approximately two weeks before opening. Staff is closely monitoring the situation and working with Construction staff daily to determine when the alignment will be available for training.

Training and Buses

Mr. Spivack reported that supervisory staff at Division 8 began training on May 10th and will begin training Division 8 staff immediately with the coach that has been delivered. A second coach is expected later this month. Deliveries of buses will accelerate through early summer so that all of the vehicles will be available for opening day. Training staff, drawn from Divisions 8 and 15, Central Instruction, and Bus Operations Control, will train operators, mechanics and service attendants from Division 8 first followed by Division 15 personnel.

Training will occur in three steps. Step 1 is familiarization with the equipment. Step 2 will involve training staff on street. Step 3 will involve training on the busway itself. Signage will be installed along the alignment as well as community notices provided by Community Relations staff before the commencement of training. Motorists and community residents will be notified that testing will commence and to expect Metroliners to be operating at various locations and that intersection signals are active. Staff will also work with the Sheriff Deputies to monitor the line during the testing phase. He said that it is likely that testing will begin on the North Hollywood to Van Nuys segment first because this segment is the most complete. No testing will occur unless all intersection signals and warning devices are active and in place.

Mr. Spivack further reported that standard operating procedures (SOP) have been drafted and presented to various sectors of the operating community for review and comment. These SOPs will be integrated into the training programs for the new line. Two programs are in production, one to familiarize staff with the new articulated coach and the second one deals directly with the operation of buses along the alignment. Special attention will be placed on crossing intersections and the roles and responsibilities of Operators, Vehicle Operations staff, and others who have to respond in an emergency. Should buses have to divert off the alignment as a result of a community or traffic emergency, Operators will be trained on how to safely exit the busway to avoid a blockage.

In response to Council Member Rosenheim's request to evaluate operating express buses over the alignment to further increase passenger speed and make the Orange Line more competitive with the automobile, Mr. Spivack stated that in the past staff has not recommended the introduction of this type of service until staff has gained experience with the line for six months to a year.

Mr. Spivack said to make the concept operational, express trips would be overlaid onto the basic schedule at staggered intervals and run ahead of/or behind regularly scheduled trips. Under the assumption that all operates as planned, then express vehicles would never have to pass another coach or otherwise be restrained because a local coach was operating ahead of the express bus. Express service would only operate in the peaks. It is estimated that an express trip could save 4-5 minutes, on average, over the local operation on the line. To increase the speed, Laurel Canyon, Woodman, Woodley, Tampa, and Desoto stations would be skipped. The savings would theoretically be achieved by elimination of station dwell time at these stations and the ability to maintain a higher average speed from end to end.

Mr. Spivack said that there appears to be no schedule impediment to inserting express service on a staggered headway into the basic Metro Orange Line schedule. However, according to LADOT staff, the signals are set for buses making all stops. In effect, as a bus travels faster because of skipped stops, the signal system will actually work against the "express bus" so that it faces more red lights and thereby is forced to slow down. Instituting a second traffic regime on this new system will be a difficult task particularly when the base system has yet to be fully tested. He said that LADOT staff is recommending obtaining experience with the new system before contemplating changes to the software design.

Mr. Spivack extended an invitation to Council Members to ride the Orange Line before its opening on a training bus. Additionally, he offered to provide automobile tours of the alignment.

9. RECEIVED AND FILED report on proposed service changes to Line 201 from Jon Hillmer, Schedules Manager of San Gabriel Valley Service Sector.

Mr. Hillmer made a power point presentation on the impact of service changes on Line 201 and requested input from Council Members. He said that Line 201 affects three Service Sectors.

10. DISCUSSED Printing of New Schedules.

Council Member Richards commented on the redesign of the schedules that affect the San Fernando Service Sector. She expressed concern that street names were deleted on the new schedules.

Chair King expressed strongly that some things like the schedules should be passed through the Governance Councils for review before they are printed.

Council Member Arvizu suggested blending the old and new versions of the schedule.

Council Member Ochoa suggested indicating the languages in which the schedules are available on the front page of the schedules.

Mr. Hunt said that he will communicate the Council's concerns to Matt Raymond, Executive Officer for Communications.

11. Chair and Council Member's Closing Remarks - 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.

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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.

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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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