



February 15, 2002

Metropolitan  
Transportation  
Authority

One Gateway Plaza  
Los Angeles, CA  
90012-2952

TO: EXECUTIVE STAFF

FROM: MARIA A. GUERRA, CHIEF OF STAFF *MA*

SUBJECT: ABSENCE FROM THE OFFICE

I will be out of the office from February 18<sup>th</sup> through February 19.

During my absence Carolyn Flowers, Executive Officer,  
Administration will be acting on my behalf with full signature  
authority. Carolyn can be reached at (213) 922-2170.