

Julian Burke CEO

December 8, 2000

Metropolitan Transportation Authority

TO:

BOARD OF DIRECTORS

EXECUTIVE STAFF.

One Cateway Plaza Los Angeles, CA 90012-2932

FROM:

JULIAN BURK

Phone: 213.922.4788

Fax: 213.922.7447

SUBJECT:

ABSENCE FROM THE OFFICE

I will be out of the office from December 11 through December 15, 2000.

During my absence Allan Lipsky will be acting on my behalf with full signature authority. Allan can be reached at (213) 922-7433.