

A G E N D A

BUS OPERATIONS SUBCOMMITTEE

Tuesday, January 28, 1997 - 9:30 a.m.

Windsor Conference Room, 15th Floor

MTA - One Gateway Plaza - Los Angeles, CA 90012 St.



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- | | | <u>DISPOSITION</u> |
|-----|--|--------------------------------------|
| 1. | Call to Order | Action
•Kathryn Voltz |
| 2. | Approval of December 10, 1996 Minutes
(Attachment #1 - Page 1) | Action
•Kathryn Voltz |
| 3. | Legislative Update
(Oral Report) | Information
•Claudette Moody |
| 4. | Service Planning Market Research Study Update
(Oral Report) | Information
•Richard Steinbeck |
| 5. | Access Services Update
(Oral Report) | Information
•Jim Parker |
| 6. | Long Range Plan -
Implementation Plan for Adopted Rail Projects
(Attachment 2 - Page 7) | Information
•M.J. West |
| 7. | Congestion Management Program Deficiency
Plan Toolbox Development
(Oral Report) | Information
•Heather Hills |
| 8. | 1-800-Commute
(Oral Report) | Information
•MTA Staff |
| 9. | Short Range Transit Plan
(Attachment 3 - Page 30 - FY 1998-2002 Instruction Packet)
(Attachment 4 - Page 96 - FY 1998-2005 RTIP Guidelines) | Action
•Chip Hazen
•Randy Lamm |
| 10. | TIP Modeling & Transportation Control Measures
(Oral Report) | Information
•Randy Lamm |
| 11. | Security
(Oral Report) | Information
•Jim McLaughlin |

12. **Motion by John Fasana - Call for Projects
(Attachment 5 - Page 97)**
13. **New Business**
14. **Adjournment**

Information

•Christine Stava

•Kathryn Voltz

MINUTES

BUS OPERATIONS SUBCOMMITTEE DECEMBER 10, 1996

I. CALL TO ORDER

The meeting was called to order at 9:40 AM.

II. APPROVAL OF OCTOBER 29, 1996 MINUTES

No additions or corrections to the October 29, 1996 minutes. A motion was moved, seconded and approved.

Kathryn Voltz informed BOS that there were two corrections to the September 24, 1996 minutes and copies were available for distribution.

III. LEGISLATIVE UPDATE

Claudette Moody handed out a draft of the 1997 Legislative Program that was going to the Executive Management Committee and for approval by the Board in December. Claudette emphasized that the goal was to streamline the program and to focus the Board on major issues facing the agency in transportation as a whole.

On the federal side, Arthur Sohikian has been working on the ISTEA and Appropriations. On the state side, the STIP Reform has been put into bill SB45, which is the new KOPP bill on the STIP Reform. In addition, KOPP introduced a bill regarding size-met retrofitting of toll bridges, SB47.

Also for the first time the MTA is using Audrey Noda as a local component to the Legislative Program. Her goal is to support federal and local programs and provide this information to local cities.

Claudette also informed BOS that the assembly members have restricted themselves to 30 bills for the 2-year session. The senate is still 60 for the 2-year session which is divided 30-30 among the senators. With the 30 bills there will be a lot of competition for assembly members' attention, Claudette suggested that if an organization/property is seeking specific legislation, the author and language of the bill need to be ready right away.

IV. SERVICE PLANNING MARKET RESEARCH STUDY UPDATE

Richard Steinbeck informed BOS that the first pass had been completed for the municipal operators, unfortunately the response rate was low, therefore the consultants are going back and re-surveying a lot of the lines and some MTA lines. The survey is about 40% complete in entering data from the completed questionnaires. The goal is to have the data available by the end of January.

VIA. CUSTOMER FIRST PROGRAM (NEW ITEM)

Scott Mugford provided a handout on the Customer First Conference, being held at the MTA in February. This conference will bring together professionals from the private sector and will provide an opportunity to share experiences.

V. MTA BOARD RESEARCH SERVICES

Gary Clark gave a brief overview of the responsibilities of the MTA Board Research Services. This is basically a one-stop shop for the Board Members. Staff reviews draft board reports and begins to raise red flags and get answers. If Board Members have a question on an item, they are encouraged to call the MTA staff assigned to that particular committee, instead of the Board Members calling various staff and receiving numerous answers to their question.

Brynn Kernaghan asked which staff are assigned to the committees. Gary identified the following staff assignments: Ray Harris assigned to Executive Management Committee; DA Haydel, Operations; Frank Medina, Planning and Programming; Art Henry, Finance and Administration; and Mary Lou Echternach, Construction.

VI. LONG RANGE PLAN

Kathryn Voltz informed BOS that Michelle Caldwell had to leave for another meeting and called their attention to the material mailed out prior to the meeting. There were action items on pages 24 and 25, this will be presented to the Board meeting in December for action. If interested in seeing the whole presentation, this item will be presented at the Planning and Programming Committee meeting in December. Kathryn also informed staff that the items were presented at the TAC and the Board Workshop by Terry Matsumoto. Terry gave an overview of the current budget situation with the estimated shortfalls and reviewed the rail projections and looked at what needs to be done to build the rail program.

Brynn Kernaghan expressed concern that the Board was informed that BOS had been briefed on the Long Range Plan and that BOS was fine with it, when in reality BOS has not been briefed. There are different understandings/ assumptions as to what is represented in the material. Jim Mills expressed the same concerns on the proposed \$300 million being shifted and its impact on the Munis. Also of concern is the court settlement and its impact.

ITEM #2

ATTACHMENT 1

MINUTES OF DECEMBER 10, 1996 MEETING

Stephanie Griffin informed BOS that she expressed similar concerns at the TAC meeting. Stephanie referred to Michelle Caldwell's presentation at TAC where she stated that in trying to identify the Prop C Discretionary fund uses, that the funds were not to be used for rail and in discussing further it was clarified that the debt service was rail and that part of the Prop C allocation for MTA operations was for rail operations. Stephanie requested that at minimum the chart be revised to reflect the rail uses versus the other uses out there in breaking out the Prop C 40% allocation into rail and bus components. Brynn Kernaghan also requested an amendment to the categories called "Mandated Programs and Board Discretionary Programs" be eliminated and just list items.

If anyone had questions or concerns, Michelle Caldwell asked that she be contacted directly at (213) 912-2452.

VII. DEVELOPMENT OF A STANDARD REGIONAL FARE REVENUE PROCESSING SYSTEM

Larry Torres explained to the BOS that the MTA's goal is to help develop a seamless fare collection system throughout Los Angeles County. The MTA would like to ensure a fare debit card component compatibility and system integration. Larry Torres explained the difference between a Fare Debit Card and a Proximity Card. A Fare Debit card goes into a machine and reads the fare, it automatically extracts the amount of the ride. The Proximity Card works through radio frequency waves and it is basically flashed across a reader and the amount of fare is extracted. The goal of the MTA is to integrate these two systems and it has been proposed that the existing contract with GFI be amended to further develop this system. This system will allow transit operators to accept Metrocard and other fare card technology, such as tokens and cash and to issue transfers and electronic change on the bus.

Also, the MTA will seek authorization to develop an interagency agreement with interested transit operators to oversee the development of the specifications and potential procurement, operation and maintenance of system. The Scope of Work will result in standard specifications for a fully integrated system, that integrates the components and accepts cash, tokens, Metrocards and other types of fare debit card types of systems. The system will be controlled by a single operator console that can control other functions on the bus, such as the radio, bus signs, bus diagnostics, passengers counts, etc. It will also produce a single integrated report of information on the individual passengers.

This will also be part of the Call for Projects in which agencies will be encouraged to apply. For example, some cities may have funds for farebox replacement and that may be used as a local match.

Larry was asked how much money would be available in the Call for Projects and what source of funding is it. Larry said that the figures were not available at the moment.

Mike Uyeno asked if this demonstration period was over for this project. Steve Lantz discussed this further with Mike separately.

VIII. TRANSPORTATION IMPROVEMENT PLAN

Wanda Knight informed BOS that the Call for Projects (CFP) application development phase was just completed. This item was presented to the TAC and approved with a few changes. It will also go to the CFP Ad Hoc Committee and the Board in December for approval. Wanda briefly reviewed the CFP schedule as follows: applications out December 18 (also available on the Internet), however only hard copies will be accepted; January 8 - sponsor training workshop; February 14 - applications are due; February 14 through May will be the evaluation period and preparation of preliminary recommendations for TAC; TAC take action in June; Call for Projects recommendations to Planning & Programming in June; and Adoption of Call for Projects by the Board in June.

Wanda pointed out some key changes and key items that came up in TAC. The STIP fund in 2004 and 2005 will be programmed through this call. One new item is that the MTA may withhold awarding funds to any applicants that have outstanding audit issues with the MTA from previous call awards or if they are severely out of compliance with the scope of work. TAC recommended that some examples be provided as to what MTA would consider to be severely out of compliance. An example would be, any misuse of funds or if a sponsor needs to return funds as a result of an audit. Another point Wanda made is that the project will be scored and ranked, however, until the discrepancy has been resolved, a recommendation for no funding may be made. Also, applicants will be required to identify any past call for projects that are six months behind schedule and are not meeting deadlines identified in the MOU. MTA may decide to reduce points under the project readiness criteria for any sponsor who can't justify why they're behind schedule. It was also recommended by TAC that the number of points be reduced that can be deducted under project readiness be limited to 5 points.

Wanda informed BOS of a new policy that may be implemented in the future. If any project sponsor has traded any Prop A Local Return funds for general or unrestricted funds, then MTA will have the ability to reduce that cities score on the CFP application. This issue will be handled as separate issue when the Prop A Guidelines are amended. The cities will be notified through a separate transmittal letter of this issue. Also, Caltrans will no longer be funding core rideshare activities and those include regional rideshare database management, vanpool tracking and support for those items. To ensure that these activities are continued, the MTA will recommend that funds be earmarked for the two year category in the CFP for core rideshare services. TAC also recommended that MTA seek permanent funding for core rideshare services.

Another key item was the bikeway and transportation enhancement category in the call. The category will be changed to bikeways and pedestrians, since there will be no transportation enhancement activity funds available due to the ISTEA reauthorization. Also, there will not be a separate category for the security funds in the call for projects. In regard to the Funding Marks, these will not be approved in this application package, depending on the outcome of the rail alternatives. However, there will be some funding ranges available for sponsors at the January 8 workshop and preliminary funding marks may be available.

IX. CMP UPDATING PROCESS

David Feinberg informed BOS that he was selected as the BOS representative in the CMP Updating process. At this time the CMP Task Force is working on issues such as Land-Use, Transit and TDM. One item that is being discussed is Bus Shelters. They are trying to justify bus shelters as improving transportation in L.A. County, more specifically, improving passenger ridership. David also informed BOS that Heather Hills from the MTA, has contacted various agencies to find studies related to bus shelters improving passenger ridership. Heather was unable to find any formal studies showing an increase in passenger ridership after installing new bus shelters. David asked if any BOS operators conducted studies before and after a new bus shelter was installed on ridership numbers. If this can be shown, it can be used as a standardized credit. If it cannot, it will have to be studied and documented.

Stephanie Griffin expressed her concern how the issues are actually being evaluated and how the passenger amenity improvement would not qualify for CMP credit. Stephanie also informed BOS that Santa Monica is in the process of doing some market research on their transit system and believes it can demonstrate, from a market research standpoint, that people are likely to use transit if passenger amenities are available to them. Stephanie asked if this type of market research would help. David Feinberg welcomed the information.

David Feinberg asked if the MTA Customer Survey included any bus shelters/amenities questions. Richard Steinbeck informed BOS that the study didn't reference bus shelters specifically, it referenced bus stops, but amenities were covered in both the rider and non-rider telephone surveys.

X. SECURITY

Steve Brown informed BOS on two issues. One was the security call for projects, this will be a separate stand alone call in the spring and will be targeted towards municipal operators. The Transit Policing Partnership is set to go to the City Council in December.

Kathryn Voltz asked if a funding amount or source has been set aside for the security call for projects. Steve commented that no target had been set.

XI. PLAN FOR REVISION OF VARIOUS GUIDELINES

Steve Brown informed BOS that this item was being worked on. A meeting will be set to coordinate the various guidelines with the staff from the Area Team, Bus System Improvement Planning and Countywide Planning sections.

This item will be brought back to BOS this spring.

XII. SHORT RANGE TRANSPORTATION PLAN

Steve Brown referred to the fax sent to the BOS members on Monday, December 9. Steve also informed BOS that the MTA is trying to streamline the process for the SRTP by eliminating certain sections and/or tables. Since this item was not sent out with the full agenda packet it will be brought back to the January BOS meeting, however comments will be taken at this meeting.

Stephanie Griffin asked if Section 1 where it requests an entity profile, is the request for council members and an organizational chart for approval purposes? Steve replied that it was up to the agency on how detailed it should be. Also, Stephanie referred to the route evaluation policy and key performance measures and how A and B are distinguished? Steve explained that it is up to the agency to explain how the system has been set up in the past and what procedures are followed each year.

The final SRTP guidelines will be presented at the January meeting for approval.

XIII. NEW BUSINESS

NONE

XIV. ADJOURNMENT

Meeting was adjourned at 11:45 AM.



A G E N D A

BUS OPERATIONS SUBCOMMITTEE

Tuesday, September 24, 1996 - 9:30 a.m.

Union Station Conference Room, 3rd Floor

MTA - One Gateway Plaza - Los Angeles, CA 90012

(corner of Cesar Chavez Ave. & Vignes St.)

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DISPOSITION

1. **Call to Order**
Action
•Jim Mills
2. **Approval of August 27, 1996 Minutes**
(Attachment #1 - Page 3)
Action
•Jim Mills
3. **Legislative Update**
(Oral Report)
Information
•Claudette Moody
4. **Studies: Central/East/Northeast BTR;**
Westside BTR; San Gabriel Valley
(Oral Report)
Information
•Al Patashnick, Rex Gephart,
5. **Congestion Management Program**
(Attachment 2 - Page 9)
Information
•Heather Hills
6. **Long Range Plan Update**
Bus Capital Requirement Scenarios
(Attachment 3 - Page 13)
Information
•Ron Smith
7. **Transportation Improvement Program (TIP)**
FY 1996-97 Call for Projects
(Attachment 4 - Page 27)
Information
•Wanda Knight
8. **Election of BOS Officers**
(Oral Report)
Action
•Jim Mills
9. **Proposition A Discretionary Program Guidelines**
(Oral Report)
Information
•Steve Brown
10. **Bus System Improvement Plan**
(Oral Report)
Information
•Jim McLaughlin

- | | | |
|-----|---|---|
| 11. | Security
(Oral Report) | Information
•Jim McLaughlin |
| 12. | Reclassification of Lines
(Oral Report) | Information
•Brian Marchetti, Kathryn
Voltz, Bob Murphy, John Drayton |
| 13. | CNG Buses
(Oral Report) | Information
•Jeff Johnson |
| 14. | Telephone Information/Lost & Found
(Attachment 5 - <i>Page 31</i>) | Action
•Scott Greene |
| 15. | Service Planning Market Research Study Update
(Oral Report) | Information
•Richard Steinbeck |
| 16. | Adjournment | |
| 17. | Guest Speaker Deanna Anderson
- 1 PM - MTA Board Room | |

MINUTES

AUGUST 27, 1996 MEETING

ITEM #1 - CALL TO ORDER

The meeting was called to order at 9:40 AM.

ITEM #2 - APPROVAL OF JULY 30, 1996 MEETING MINUTES

The minutes were received with the following correction:

Name correction from Bob Hildebrand to Bob Murphy. Also, Brian Marchetti suggested that Julie Austin be recognized by her full name and under New Business, the "Proposition A Guidelines", the revision would alter the 1991 data, it should read the 1995 data would replace the 1991 data. A motion was moved, seconded and approved.

Jim Mills felt it appropriate to introduce the new MTA representative before going on to item 3. Jim Mills introduced John Drayton as the official MTA representative and BOS members and staff made self introductions.

ITEM #3 - LEGISLATIVE UPDATE

Claudia Moody handed out the latest legislative matrix as of August 26. She pointed out the following changes:

AB 3020 - passed by the senate on a 30-0 vote and an added emergency clause was added. This will go back to the assembly for concurrence.

AB 116 - the seismic retrofit for toll bridges was not passed and is being discussed.

SB 1505 - STIP reform bill is on the third reading. Many democrats oppose this bill and republicans are for the bill. We are awaiting the outcome. Caltrans employees are concerned that this will allow Caltrans to contract out work. These issues are still being resolved.

SERVICE PLANNING AND MARKETING STUDY UPDATE

This item was placed before item #4. It was inadvertently left off the agenda. Richard Steinbeck gave a brief update. MTA is in the process of conducting the household surveys to be completed by the week of September 9th and will provide the munis with a schedule and the survey plan for review of the particular property. The consultant will be also be in contact that week to review details.

ITEM #4 - 1997 LONG RANGE TRANSPORTATION PLAN UPDATE

Ron Smith indicated that this was a carryover to the bus capital replacement scheduling item of the July meeting, and the MTA was asked to receive input from some of the operators. Ron reviewed the attachment and why the 1997 update is occurring. Two issues have come up since the July meeting. (1) Section 9 Operating Funds, it was projected that the phase out of the operating funds would occur at the end of three years. Now it appears they will remain until the year 2002; (2) Bus Replacement Schedule, one item discussed was the cost of \$360,000 per bus and the 12 year bus replacement cycle. Information was received from some operators (Foothill, Gardena) that showed replacement varied from \$340,000 to 400,000. The life cycle is 12 years in the plan, and 15 years are being looked at, but has not been entered into the model. Stephanie Griffin commented on the section of operating assumptions concerning the SRTP decision to maintain Section 9 operating funds at last year's level. She also wanted to know if they get a mid-year reallocation and how the funds will be reallocated. She was also concerned with the \$21 million assumption that will be projected in the LRP and if it is really based on the 50 percent reduction in the Section 9 operating where the normal annual allocation is \$40 million. She asked what assumptions were made in the last LRP and if it was based on recent federal level decision, if so, did it recommend using the \$40 million. She was also concerned with the ATTB life cycle, since SMMBL is interested in this technology.

Tim Culbraith is also concerned in changes of life cycle for ATTB. Also of concern is the cost of vehicles. If the model uses \$400,000 and other operators do not spend \$400,000 on alternative fuel vehicles, instead stay with clean burning diesel, there should be some recognition for operators saving regional money. There needs to be more discussion on this issue. Jim Mills requested that Ron Smith come back in September with an update on Section 9.

ITEM #5 - LONG RANGE PLAN UPDATE - MODELING AND GIS

Keith Killough and Deng Beng Lee gave the overview. Deng Beng Lee explained why more scheduling information is needed from operators. Information provided by munis is used to forecast traffic conditions. Presently, 1995 validations have been completed and are moving forward to future forecasting. Deng Beng would also like to set up a staff contact with each operator in order to obtain the latest scheduling information which would enable the MTA to have all muni and MTA routes on line and up to date. Jim Mills suggested that when future information is needed, that BOS be contacted first and it will make it much easier to obtain information.

For information purposes, the MTA now has a web page: www.mta.net. The plan is to be able to provide call for project applications through the Internet and possibly have the operators submit them through the Internet.

Brynn Kernaghan asked if the MTA GIS services were available for operators to use. Keith Killough responded by indicating it may be problematic due to licensing restrictions and due to the shortage of staff. This will be handled on a case-by-case basis.

ITEM #6 - PROPOSITION A DISCRETIONARY GUIDELINES

This item was deferred to the September BOS meeting.

ITEM #7 - BUS SYSTEM IMPROVEMENT PLAN

Jim McLaughlin reminded the BOS that this item was held over since the item missed the Operations Committee last month. The Bus Riders Union is supportive of the general concept. He does not anticipate any problems in passing this concept. Jim McLaughlin was asked how many operators have submitted their MOUs and Jim responded that an update would be provided at the September meeting.

ITEM #8 - RECLASSIFICATION OF LINES

This item was carried over to the September BOS meeting due to scheduling conflicts in arranging the meeting.

ITEM #9 - BOS OFFICERS ELECTION

Jim McLaughlin gave a brief overview of the responsibilities of the officers. Elections will be held in September and the new Board will take over in October. The responsibilities are as follows: Chair sets agenda and coordinates with Teresa on items to be presented at meetings, is available for phone calls related to the agenda, attends Board meetings as necessary and represents the BOS position, also serves in the Technical Advisory Committee and represents BOS position and provides a report at the end of each meeting with appropriate agenda items; Vice Chair also attends the TAC meetings, represents the Chair at meetings as needed; Secretary assists in sending out memos to BOS members, setting up working groups and assists as needed. Individuals interested in serving on the BOS Board should contact Brad Lindahl at (310) 372-1171. Votes will be counted at the end of the September meeting.

ITEM #10 - NATIONAL TRANSIT INSTITUTE FELLOWS WORKSHOP

A reminder that Deanna Anderson will be giving a presentation on September 24th at 1 PM in the MTA Board Room. Everyone is encouraged to attend.

ITEM #11 - ADA REGULATIONS

Chip Fazen gave a brief overview on new regulations. One of the new regulations indicates that operators will be viewed in their entirety. If, for example, a city's building is accessible to persons with disabilities, but does not totally meet the accessibility requirements, then when it is accessible is viewed in its entirety. Operators should have their Self Evaluation and Transition Plan ready, in case of a lawsuit. The other regulations pertain to limited bus stops. FTA states that operators cannot tell passengers that a stop is not accessible, they can only warn passengers. If it is unsafe because the location of the stop may harm the equipment, the system may declare that stop non-accessible.

ITEM #12 - TELEPHONE INFORMATION

Bob Fildebrand gave a brief overview of the meeting held a week prior to BOS. Problems have been that phones go unanswered or public gets a busy signal. One of the major reasons for these problems was due to budget and personnel cuts last year (approximately 20-30 staff were cut). Also, the information telephone numbers were changed or eliminated. The 1-800-COMMUTE number had funding problems and recently received funding. The public was able to call either the 320-942 in the Southbay with a limited number of trunk lines or the 1-800 number with many trunk lines, but not enough operators to answer calls. MTA is also now in the process of rehiring approximately 10 operators, which should be on board by early October. A new device is being installed which will let a person on hold know how long the wait will be and at that time the person has the option of waiting or entering their phone number and hanging up. The person will be called back if they enter in their number. This system will be up and running in approximately 4-5 weeks. A monthly report on these calls is suggested.

ITEM #13 - TIP AMENDMENT #1 UPDATE

Randy Lamm handed out a copy of the Proposed Program of Projects and also referred to the agenda item where the SCAG memo refers to administrative amendments. The amendment process began in April when the transit operators submitted their TIP projects with the SRTP. Projects were reviewed and input by Capital Planning into a CalTrans database in July and redistributed to the operators to review and update. In August, SCAG circulated the FTA Formula Section 9 allocation back to the MTA, Capital Planning reviewed projects with Federal money, FTA 9 funding and CMAA and listed projects out of TIP receiving those funds. This listing was turned back to SCAG. Capital Planning is in the process of reviewing operators with FTA 9 funding and carryover money. Capital Planning staff or Area Team staff may contact operators for more information.

Brynn Kernaghan, as well as other operators, asked that the list be provided to the operators prior to submitting list to SCAG for corrections. There have been some discrepancies, and it would be easier to correct prior to submitting the final list. Randy Lamm will be contacted for changes.

ITEM #14 - NEW BUSINESS

Jim M Laughlin referred to the news article on the MTA CNG buses and having to take them out of circulation for approximately 2-6 weeks (fleet size is approximately 120). The MTA is asking other Municipal operators if they have any vehicles available to assist the MTA they should call Steve Brown.

Tim G Ibraith announced that AVTA had received their three double-decker buses.

ADJOURNMENT

The meeting was adjourned at 11:40 AM.