

MINUTES/PROCEEDINGS

Regular Board Meeting

Public Transportation Services Corporation

MTA Headquarters
3rd Floor - Board Conference Room
One Gateway Plaza
Los Angeles**Public
Transportation
Services
Corporation**One Gateway Plaza, Los
Angeles, CA 90012

213 922 4611

Thursday, September 8, 2005 – 11:30 a.m.

Called to Order at 11:33 a.m.

Members Present:Maria Guerra
Terry Matsumoto
Don Szerlip

1. APPROVED **Minutes** of Regular Board meeting held August 12, 2004.

2. ADOPTED:
 - A. **Metro's Policies, Procedures and Guidelines** including without limitation: Accounting, Administration, Communications, Drug and Alcohol, Equal Employment Opportunity, Finance and Budget, General Services, Human Resources, and Procurement, including all future amendments; and

 - B. **Metro's Codes of Conduct**, including all future amendments, for PTSC Board Members, Contractors and Consultants, and Employees.



Metropolitan Transportation Authority

Metro

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Director Szerlip, referring to Item 130700, noted that Sections C-3 and C-5 appear to be in conflict. He stated that he has never encountered the \$289 figure shown in Section C-5.

Staff indicated that these amounts were in the Political Reform Act at the time these statutes were adopted, and the current Political Reform Act figures are slightly different.

Staff noted that future changes to Metro policies and procedures would automatically be included in PTSC policies.

Director Szerlip requested that those changes be distributed to the PTSC Board.

3. APPROVED:

- A. adopting the **updated PTSC Investment Policy**;
- B. delegating to the PTSC Treasurer or his/her designees, the authority to invest PTSC funds for a one-year period, pursuant to California Government Code Section 53607; and
- C. the Financial Institutions Resolution authorizing financial institutions to honor signatures of PTSC Officials.

In response to Director Szerlip's inquiry about potential discriminatory practices in selecting DBE's (Item 6.1C), staff stated that this policy has been examined in the past and determined not to be discriminatory.

Director Szerlip, referring to Item 3.4, asked if a quarterly investment report is made available to this Board on a regular basis.

Director Matsumoto responded that a quarterly investment report of the PTSC is provided to the MTA Board, and can be made available to this Board as well.

4. APPROVED AS CORRECTED:
 - A. adopting the **updates to the Debt Policy**;
 - B. adopting the **updates to the Rate Swap Policy**; and
 - C. receiving and filing the Annual Report on Interest Rate Swaps.

DIRECTOR SZERLIP CORRECTION: Page 2, Item B-1-A: Inherent in ~~its~~ **this** long-term debt ~~policies~~ **policy**, ~~the policy recognizes that is~~ **the recognition that...**

Director Matsumoto noted that next year's update will reflect this correction.

5. ADOPTED the **Public Transportation Services Corporation FY06 budget**.
6. TABLED UNTIL FEBRUARY 2006 MEETING **Director Szerlip's motion** to pay stipends to Board Members and APPROVED **Director Matsumoto substitute motion**.

Director Szerlip stated that providing a stipend for Board members who are non-employees will enable the Board to attract new members.

Director Matsumoto provided a brief background of the PTSC and explained that at the time this Board was created, the provision of stipends was not in the charter. Staff has discussed this issue with the mayor's staff. He noted that mayoral and city commission appointments require City Council approval; however, since this Board is not a City Council commission, provision of stipends may not require City Council approval.

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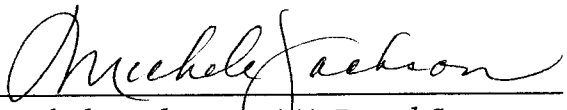
Director Szerlip added that his City Selection Committee appointment by the mayor did not need to be ratified and the bylaws do not require there be City Council approval.

Director Matsumoto substitute motion that this Board direct the PTSC secretary to send a letter to the mayor and the Board of Supervisors reminding them of their obligation to appoint new members. PTSC will meet again in February, and consider requesting that the MTA Board include stipends for PTSC Board members in the next fiscal year budget.

7. Public Comment – none.

ADJOURNED at 12:06 p.m.

Prepared by: Michele Chau
Recording Secretary


Michele Jackson, MTA Board Secretary

RECAP OF PROCEEDINGS

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY PUBLIC TRANSPORTATION SERVICES CORPORATION

SEPTEMBER 8, 2005

| ATTENDANCE ROLL CALL | | P | P | P | |
|----------------------|--|--------------|--------|-----------|---------|
| ITEM NO. | SUBJECT ITEM | ACTION TAKEN | GUERRA | MATSUMOTO | SZERLIP |
| 1 | APPROVE MINUTES OF REGULAR BOARD MEETING HELD AUGUST 12, 2004 | APPROVED | Y | Y | ABS |
| 2 | ADOPT: A. MTA POLICIES, PROCEDURES AND GUIDELINES INCLUDING WITHOUT LIMITATION: ACCOUNTING, ADMINISTRATION, COMMUNICATIONS, DRUG AND ALCOHOL, EQUAL EMPLOYMENT OPPORTUNITY, FINANCE AND BUDGET, GENERAL SERVICES, HUMAN RESOURCES, AND PROCUREMENT, INCLUDING ALL FUTURE AMENDMENTS; AND B. MTA'S CODES OF CONDUCT, INCLUDING ALL FUTURE AMENDMENTS, FOR FTSC BOARD MEMBERS, CONTRACTORS AND CONSULTANTS, AND EMPLOYEES. | APPROVED | Y | Y | Y |

RECAP OF PROCEEDINGS

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY PUBLIC TRANSPORTATION SERVICES CORPORATION

SEPTEMBER 8, 2005

| ATTENDANCE ROLL CALL | | | | | |
|----------------------|---|--------------|--------|-----------|---------|
| ITEM NO. | SUBJECT ITEM | ACTION TAKEN | P | P | P |
| 3 | CONSIDER: A. ADOPTING THE UPDATED PTSC INVESTMENT POLICY; B. DELEGATING TO THE PTSC TREASURER OR HIS/HER DESIGNEES, THE AUTHORITY TO INVEST PTSC FUNDS FOR A ONE-YEAR PERIOD, PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 53607; AND C. APPROVING THE FINANCIAL INSTITUTIONS RESOLUTION AUTHORIZING FINANCIAL INSTITUTIONS TO HONOR SIGNATURES OF PTSC OFFICIALS. | APPROVED | Y | Y | Y |
| | | | GUERRA | MATSUMOTO | SZERLIP |

RECAP OF PROCEEDINGS

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY PUBLIC TRANSPORTATION SERVICES CORPORATION

SEPTEMBER 8, 2005

| ATTENDANCE ROLL CALL | | P | P | P | |
|----------------------|---|---|--------|-----------|---------|
| ITEM NO. | SUBJECT ITEM | ACTION TAKEN | GUERRA | MATSUMOTO | SZERLIP |
| 4 | <p>CONSIDER: A. ADOPTING THE UPDATES TO THE DEBT POLICY; B. ADOPTING THE UPDATES TO THE RATE SWAP POLICY; AND C. RECEIVING AND FILING THE ANNUAL REPORT ON INTEREST RATE SWAPS.</p> | <p>APPROVED AS CORRECTED; RECEIVED AND FILED. DIRECTOR SZERLIP CORRECTION: PG. 2, ITEM B-1-A: INHERENT IN ITS- THIS LONG-TERM DEBT POLICY, THE POLICY RECOGNIZES THAT IS THE RECOGNITION THAT...</p> | Y | Y | Y |
| 5 | ADOPT THE PUBLIC TRANSPORTATION SERVICES CORPORATION FY06 BUDGET | APPROVED | Y | Y | Y |
| 6 | CONSIDER DIRECTOR SZERLIP'S MOTION TO PAY STIPENDS TO BOARD MEMBERS | <p>TABLED UNTIL FEBRUARY 2006 MEETING; APPROVED DIRECTOR MATSUMOTO SUBSTITUTE MOTION</p> | Y | Y | Y |

RECAP OF PROCEEDINGS
LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY
PUBLIC TRANSPORTATION SERVICES CORPORATION

SEPTEMBER 8, 2005

| ATTENDANCE ROLL CALL | | P | P | P |
|----------------------|----------------|--------------|---------|------------|
| ITEM NO. | SUBJECT ITEM | ACTION TAKEN | GUERRA | MATSUMOTO |
| 7 | PUBLIC COMMENT | NONE | SZERLIP | [REDACTED] |