



COMMITTEE FOR TRANSIT ACCESSIBILITY

Wednesday, August 8, 2007

MINUTES

1. CALL TO ORDER

The Regular Meeting of the Committee for Transit Accessibility (CTA) was called to order at 1:02 p.m. by Chairperson Tamez in Building A, Auditorium, Valley Transportation Authority (VTA), 3331 North First Street, San Jose, California.

ROLL CALL

Members Present

Anthony Drummond, staff aide representing Ex-Officio Board Liaison Forrest Williams
Emma Eljas
Linda Gallo
David Grant
Katie Heatley (Ex-Officio)
Troy Hernandez
Marjorie Jensen
David Julian
Martin Lasich
Laura Michels
Aaron Morrow, First Vice Chairperson
Thomas Slack
Barbara Stahl
Randy Tamez, Chairperson

Members Absent

Sandra Gouveia
Jeanette Law
Barbara Rhodes, Second Vice Chairperson

A quorum was present.

2. INTRODUCTION OF AUDIENCE MEMBERS

The Committee received introductions from the audience including: Michael T. Burns, VTA General Manager; David Ledwitz, VTA Accessible Services Management Analyst; Steve Fisher, VTA Planning Department; Kevin Connolly, VTA Planning Department; Michael Hursh, VTA Operations Deputy Director; Walter Schinkle, South County Advocate; Paula Perez, VTA Board Office; Ali Hudda, VTA Fiscal Resources;

Bill Capps, VTA Service and Operations Planning; Steve Johnstone, VTA Operations Administration; Debbie Tidwell, VTA Operations Administration; and Ann Carey, VTA Executive Assistant to the General Manager.

3. PUBLIC PRESENTATIONS

Walter Schinkle, South County Advocate, requested to distribute a list of bus stops in the City of Gilroy to the Committee as information. Mr. Schinkle stated that a copy of the information was submitted to Michael T. Burns, VTA General Manager. Mr. Schinkle expressed concern regarding the delay to implement bus service in Gilroy and Morgan Hill. He stated that there are approximately 50 bus stops in South County that are not in compliance with the Americans with Disabilities (ADA), which is negatively impacting individuals with disabilities. Chairperson Tamez requested that the item be agendaized for the October 10, 2007 CTA meeting.

Anthony Drummond, staff aide representing Ex-Officio Board Liaison Forrest Williams, arrived and took his seat at 1:06 p.m.

Mr. Schinkle stressed the importance for South County to implement a third Community Bus as a spare in the event that one of the two existing Community Buses is not working. He expressed concern regarding the following safety concerns related to South County Community Buses: 1) no restraints available, 2) steps are spaced high, and 3) vehicle engines remain on and unattended, while the driver is outside operating the lift. Chairperson Tamez requested that staff review the issues and tentatively agendaize for a future CTA meeting.

Aaron Morrow, Interested Citizen, expressed concern related to the lack of signage for Line 10 at the Mineta San Jose International Airport. He stated that Line 10 previously was located outside of baggage claim Terminal C, but has been moved due to the construction of the new terminal project. He stressed the importance of appropriate signage to be in place to assist individuals with their transportation needs. Chairperson Tamez requested that Camille Williams, Accessible Services Manager and Staff Liaison, speak with Mr. Morrow to address Line 10 signage issues at the Mineta San Jose International Airport.

4. Minutes of June 13, 2007

M/S/C (Morrow/Julian) on a vote of 9 Ayes to 0 Noes to 2 Abstentions to approve the Minutes of June 13, 2007. Members Jensen and Stahl abstained.

5. Minutes of July 11, 2007

M/S/C (Morrow/Eljas) on a vote of 9 Ayes to 0 Noes to 2 Abstentions to approve the Minutes of July 11, 2007. Members Gallo and Jensen abstained.

NOTE: M/S/C MEANS MOTION SECONDED AND CARRIED AND, UNLESS OTHERWISE INDICATED, THE MOTION PASSED UNANIMOUSLY.

6. General Manager's Quarterly Report

Michael T. Burns, General Manager, commented on VTA's Filipino Heritage Festival held on Wednesday, August 8, 2007 at VTA's River Oaks Campus. The event is part of VTA's Diversity Program, and the purpose of the Diversity Program is to provide education about other cultures and their contribution to our community and workplace environment.

Mr. Burns stated that Michael Hursh, Operations Deputy Director, would speak with Mr. Morrow after the meeting to obtain the information regarding the signage concerns.

Mr. Burns commented that Chairperson Tamez has been providing comprehensive reports to the Transit Planning and Operations (TPO) Committee and Board of Directors. He stated that the Board Members appreciate the reports and CTA's efforts as one of VTA's Advisory Committees. He encouraged the Committee to continue to work collaboratively with staff to advance the common interest to make VTA services fully integrated and accessible for all customers.

Mr. Burns provided a brief overview highlighting the following:

- The Board of Directors approved the Recommended Biennial Budget at their June 7, 2007 meeting. The budget does not reduce any service levels, includes fare reductions for Youth and Senior/Disabled monthly passes, restores VTA's reserves, and implements the Organizational and Financial Assessment Recommendations to place VTA on a solid financial foundation for the next couple of years.
- VTA has closed the agreement related to the 1996 Measure B Program with the County of Santa Clara resulting in a payment of \$50 million to VTA to complete the rest of the projects.
- VTA has reduced its debt service by \$54 million and repaying debt as a result of receiving State funds.
- VTA has changed some processes to receive reimbursements sooner, which will benefit VTA's finances.
- Community Bus Service began operating in the South County communities of Morgan Hill and Gilroy on July 2, 2007.

Member Michels arrived and took her seat at 1:20 p.m.

- VTA's system ridership continues to increase.
- VTA is working to ensure that all information is accessible and looking at different software/hardware programs. VTA has budgeted funding to support the accessible document efforts. VTA views this as an opportunity to work with the Committee to assess the need and select the best tools to reach the objective.
- Comprehensive Operations Analysis (COA) Revised Service Operating Plan looks at where service serves the County in the most effective way. VTA has conducted several public meetings for the COA and has incorporated many of the comments. The COA will be forwarded to the August 30, 2007 Board of Directors meeting for consideration.
- June 1, 2007, VTA's Reorganization was implemented based on the Organizational and Financial Assessment to streamline and refocus the core business activities and to improve VTA's overall effectiveness.

- VTA participated in the Morgan Hill Independence Day Parade and San Jose Grand Prix Event. Mr. Burns expressed appreciation and thanked OUTREACH Paratransit Services for working cooperatively with VTA to ensure that customers were provided with service at these events.

Member Slack queried if the projected level of ridership for the South County Community Bus program is being achieved. Mr. Burns responded that the program will be reviewed and evaluated every six months. He stated that there are no plans to reduce the service based on budget, but staff will evaluate service to ensure that it is performing as expected.

Ex-Officio Member Heatley expressed her appreciation and thanked the Board of Directors for approving the fare reduction for Youth and Senior/Disabled monthly passes.

Chairperson Tamez expressed his appreciation and thanked staff for their diligent work related to VTA's accessible documents program efforts.

Chairperson Tamez commented that at the July 19, 2007 Board of Directors Committee of the Whole (COW) meeting, the Board asked that the CTA Committee provide bus line routes for consideration to be included in the COA.

Chairperson Tamez queried about the status of VTA's Expenditure Plan, which included a Senior/Disabled Program. Camille Williams, Accessible Services Manager and Staff Liaison, responded that funding for the Senior/Disabled Program has not been identified. She noted that the 2000 Measure A Program included a Senior/Disabled Program to identify services for the elderly and disabled community, but there has not been a source of funding identified for the program projects.

Mr. Burns stated that the Senior/Disabled Program was a line item included in VTA's Expenditure Plan. The program would be included in a new sales tax ballot with the first opportunity for the voters to consider in 2008.

Chairperson Tamez expressed appreciation and thanked Mr. Burns for the report update.

7. Hiring of Advisory Committee Members as Consultants or Employees

Camille Williams, Accessible Services Manager and Staff Liaison, provided a brief overview of the hiring of Advisory Committee Members as consultants or employees. Ms. Williams reported that staff conducted research and determined that if an Advisory and/or Board member worked in the capacity as a consultant or employee that there would be no conflict of interest. Therefore, the hiring of Barbara Rhodes as a consultant to provide training to staff on accessible formats was not a conflict of interest.

Chairperson Tamez stated that his perception is that if a member is hired and receives monetary compensation then the member may lose objectivity. Chairperson Tamez expressed concern regarding why only one member was provided the opportunity to participate as a consultant or employee. Chairperson Tamez queried about the standards that VTA is utilizing regarding the hiring of members as consultants or employees since several members have provided VTA with training and advice in the past.

Chairperson Tamez expressed concern and queried why Member Julian and First Vice Chairperson Morrow were not offered the consultant or employee opportunity when they provided input related to VTA's Mobility Securement equipment.

Ms. Williams responded that it is extremely difficult to locate accessible document format trainers and experts on using JAWS screen reading software. Ms. Williams stated that Ms. Rhodes is an expert user with the JAWS screen reading software; therefore, it was reasonable for Ms. Rhodes to provide staff with the additional JAWS training.

Ms. Williams stated that both Member Julian and First Vice Chairperson Morrow served on VTA's Securement Task Force to provide input related to VTA's Mobility Securement equipment and Policy.

Anthony Drummond, staff aide representing Ex-Officio Board Liaison Forrest Williams, queried about the hiring of Ms. Rhodes as a consultant or employee. Chairperson Tamez responded that his concerns are that an individual could lose their objectivity while serving in both roles as a consultant and advisory committee member.

Chairperson Tamez stated that there are several expert users that are certified with the JAWS screen reading software, such as Sensory Access Foundation. Chairperson Tamez stressed the importance for VTA to extend the consultant opportunity to all members.

Chairperson Tamez stated that his perspective is that the hiring of Committee members as consultants is unethical and inappropriate. He expressed concern that Committee members may lose objectivity while working as a consultant and serving on a committee.

Anthony Drummond, staff aide representing Ex-Officio Board Liaison Forrest Williams, queried about the length of service Ms. Rhodes was hired as a consultant and the rate of pay for the training services. Ms. Williams responded that Ms. Rhodes was hired to provide training for four hours at a rate of \$70 per hour.

Anthony Drummond, staff aide representing Ex-Officio Board Liaison Forrest Williams, expressed concern, noting that the hiring of a Committee member as a consultant would raise concern for Ex- Officio Board Liaison Forrest Williams.

Chairperson Tamez stressed the importance for VTA to follow standard operating procedures related to the hiring of consultants to ensure that consultants are certified and licensed. Chairperson Tamez stated that his perspective is that the situation has an unethical appearance, which jeopardizes the Committee since CTA serves in the capacity to support the community and the Board.

M/S/C (Morrow/Julian) to recommend that if a member sits on VTA's Advisory Committee and plans to accept a consultant position then the member must relinquish their seat as a VTA Advisory Committee member.

Member Grant expressed concern that the hiring of Ms. Rhodes as a consultant was conducted in secrecy and without transparency.

Chairperson Tamez stressed the importance to keep the business and personal relationships between staff and Committee members separate. He stated those

discussions between staff and one Committee member is inappropriate and gives the appearance of favoritism.

Chairperson Tamez stated that he will report on the item at the Wednesday, August 15, 2007 Transit Planning and Operations (TPO) Committee meeting.

BUSINESS REFERRED TO COMMITTEE BY THE BOARD OF DIRECTORS/GENERAL MANAGER

8. Light Rail Station Elevator Announcements

Abrar Ahmad, Transit Communications Assistant Superintendent, provided a brief overview of the Light Rail Station Elevator Announcements. Mr. Ahmad commented that VTA is developing and will implement an audio and visual announcement procedure to inform customers of out-of-service elevators effective September 2007.

Mr. Ahmad commented that once VTA is notified of an inoperable elevator platform, Public Address (PA) audio announcements will be made between the hours of 8:00 a.m. and 8:00 p.m. and Visual Message Board (VMB) announcements will be made every 15 minutes until the elevator is operational.

Mr. Ahmad stated that the new platform announcements will augment VTA's existing in-vehicle announcements to enhance VTA's commitment to keep passengers informed.

Member Stahl queried about what a customer would do in the event of a non-operational elevator. Mr. Ahmad responded that VTA has an existing announcement on board the vehicles to advise the customers of a non-operational elevator. Mr. Ahmad stated that customers would de-board the vehicle at the next stop with an operational elevator then drivers would contact Operations Control Center (OCC) to dispatch transportation services for the customer.

Member Grant queried about the length of time before a non-operational elevator is operational. Mr. Ahmad responded that as soon as a report of an inoperable elevator is received, in-house maintenance and contractors are contacted to make the necessary repairs to quickly return the elevator to service.

Michael Hursh, Operations Deputy Director, stated that major problems related to elevators and escalators are a result of vandalism. He noted that VTA is implementing a capital program within five years to continue with the good reliable service.

Mr. Hursh commented that VTA's goal is to keep passengers informed to prevent any inconveniences. He stated that transportation will be dispatched to transport passengers who require assistance to travel to another station.

Member Michels asked how often an elevator becomes non-operational. Mr. Hursh responded that elevator problems occur approximately once every two weeks and escalators once every day. He stated that VTA makes every effort to make the necessary repairs quickly in order to return elevators and escalators to service. VTA operates and contracts for 24 hour/7 days a week maintenance service and problems are resolved

within
12 to 14 hours.

Mr. Hursh stated that VTA is attempting to model BART as an industry best practice and make the audio announcements every 15 minutes to ensure that customers are aware of the situation.

Chairperson Tamez stressed the importance of real-time information and suggested that information on the non-operational elevators be placed on VTA's webpage.

Member Julian asked how a customer would communicate with the driver. Mr. Ahmad responded that there are signs noting that customers may use the internal intercoms to contact the drivers. Mr. Ahmad stated that the intercoms are located in accessible areas within the vehicles.

First Vice Chairperson Morrow stressed the importance to look at what BART and Muni have done in order to inform customers about non-operational elevators. Ms. Williams responded that staff will research what BART has done in collaboration with Muni and provide the information at the November or December 2007 CTA meeting.

Member Slack asked if it was feasible for customers to call an assigned telephone number to receive elevator service status. Chairperson Tamez responded that staff could look into the suggestion.

9. **Additional Comments to Proposed Comprehensive Operations Analysis Service Changes**

Camille Williams, Accessible Services Manager and Staff Liaison, provided a brief overview of the Additional Comments to Proposed Comprehensive Operations Analysis (COA) Service Changes. Ms. Williams reported that at the July 19, 2007 Board of Directors Committee of the Whole (COW) meeting, Chairperson Tamez stated that several CTA members were concerned that the proposed COA changes will reduce bus service in the Almaden Valley and not provide enough service to support the new Kaiser Homestead medical campus.

Chairperson Tamez requested that the Committee provide specific bus line route information to him to ensure that the comments are forwarded to the Transit Planning and Operations (TP&O) Committee.

Member Julian stressed the importance to provide enough service to support the new Kaiser Homestead medical campus. He stated that the Line 81 route schedule does not reflect what bus stops are accessible or non-accessible.

Member Julian stressed the importance to have improved accessible cross walks to ensure that customers are able to cross safely.

Member Grant stressed the importance to better utilize bus service by rerouting bus line routes.

Kevin Connolly, VTA Planning Department, stated that the proposed Service Operating Plan is a product of the COA to identify improvements to VTA's transit system.

10. Committee for Transit Accessibility (CTA) Motion Tracking Information

The Committee for Transit Accessibility (CTA) Motion Tracking Information was deferred.

11. Comprehensive Operations Analysis Revised Bus Service Operating Plan

Kevin Connolly, VTA Planning Department, provided a brief overview of the Comprehensive Operations Analysis Revised Bus Service Operating Plan. Mr. Connolly commented that the presentation was provided to the community at the public meetings, will be provided to the Advisory Committees, Transit Planning and Operations (TPO) Committee, and forwarded to the August 30, 2007 Board of Directors Regular meeting.

The first draft Service Operating Plan proposal was released in April 2007, staff received community input in May and June 2007, which resulted in a new analysis in July 2007 with the revised proposals. He stated that comments provided by VTA's Advisory Committees will be incorporated into a second draft proposal of the Plan.

Mr. Connolly commented that a Compact Disk (CD) entitled, "Public Comments on Draft January 2008 VTA Service Plan - through June 30, 2007" was sent via regular mail to VTA's Advisory Committee Members.

Member Julian requested that the information be provided to him in hard print version. Mr. Connolly responded, "yes."

Mr. Connolly referenced the "Comprehensive Operations Analysis Revised Service Operating Plan - August 2007," highlighting: 1) Project History, 2) Policy Foundation, 3) Major Revisions to First Draft Proposal, and 4) Next Steps.

Mr. Connolly commented on the Project Timeline, noting that staff conducted data collection and analysis, passenger survey, household phone survey, and market segmentation. He reported that the Transit Sustainability Policy (TSP) was developed with VTA Committees and the Board of Directors in 2005/2006 timeframe to guide the formation of the Service Operating Plan proposal.

Mr. Connolly commented that the draft Plan was developed under the premise that a revised bus transit network would be cost neutral and the overall system service levels would remain the same. He continued that the goal is to increase ridership and improve farebox recovery through more efficient use and distribution of resources.

Mr. Connolly stated that the proposal generates resource savings through eliminating or consolidating unproductive bus line route segments. The savings were reinvested into the areas of the transit system that are most productive and offer the best opportunities for ridership growth.

Mr. Connolly stated that public outreach and involvement activities are an integral component at every phase of the plan. Staff conducted several public meetings and

workshops to obtain community input throughout the County. He continued that the community was notified and provided with the opportunity to provide input and comments on the draft Plan through VTA's Take One, VTA's web site, via email at coa@vta.org, and at VTA Committees and Board of Director meetings and presentations.

Mr. Connolly reported that the Board of Directors developed the following core principles: 1) Improved ridership, productivity, and effectiveness; 2) Higher Farebox Recovery, and less reliance on subsidies; 3) Greater Responsiveness to Customers; and 4) Effective use of Transit Investment and Resources.

The COA premise is cost neutral and will invest the same resource level in a more efficient system. All of the modifications are consistent with objectives of increasing ridership, raising VTA's farebox recovery ratio, and improving service efficiency. He continued that several routes have been enhanced and new routes introduced, but the revised proposal maintains the core network of 15-minute peak frequency, which will make it easier and more convenient for customers.

Mr. Connolly reported that the revised proposal is based on feedback collected after the release of the first draft proposal, which consists of 39 revisions for Board consideration, noting input was obtained from the following: Community Colleges, Cupertino, Evergreen (San Jose), Alviso/North San Jose, Santa Cruz Mountains, Palo Alto, Express/Limited Stop Services, and VTA OUTREACH Service coverage.

Stakeholders from West Valley College stressed the importance to extend Line 37 west connecting with Winchester Light Rail and the West Valley, extend Line 53 to West Valley College via De Anza Boulevard and Saratoga-Sunnyvale Road, and reinstate Line 58 during peak hours.

Stakeholders from Foothill College stressed the importance to reinstate Line 52 to serve Foothill from Mountain View Transit Center, extend Line 40 to Foothill and stopping at San Antonio Transit Center, and extend Line 51 to De Anza College to allow for a transfer at El Camino to Line 52.

Stakeholders from Cupertino stressed the importance to extend Line 51 to serve Stevens Creek Boulevard west of De Anza College and reroute Line 53 to cover areas formerly served by Line 54.

Stakeholders from Evergreen stressed the importance to reroute Community Bus Line 39 to serve the Villages, Seikh Temple and neighborhood shopping areas.

Stakeholders from Alviso/North San Jose stressed the importance to reinstate Line 58 during peak periods and revised routing for Alviso on First, Taylor, Gold, Catherine, and Liberty Streets.

Stakeholders from the Santa Cruz Mountains stressed the importance to reinstate Line 76 service during school days.

Stakeholders from Palo Alto stressed the importance to modify the route to serve Gunn High School with a 40-foot vehicle, introduce new Community Bus 89 to serve

California Avenue Caltrain Station, and reinstate the loop around Stanford Shopping Center by Line 35.

Stakeholders from Express and Limited Routes stressed the importance to restore Express Line 140 but modify the route to operate on Mission College Boulevard and Montague Expressway; maintain the current number of trips on Line 140; revise Express Line 120 bypass of Milpitas to improve travel time to West Valley destinations; reinstate Mission Boulevard routing; maintain stops along Mission Boulevard for both Express Line 180 and 181; maintain service to current levels on Lines 103, 104, 122, and 330; and Line 103 will retain a stop at Fruitdale and Southwest Expressway; and Route 121 will add a later morning and evening trip and maintain a stop at Great America.

Stakeholders from OUTREACH Paratransit Services expressed concern over additional fees charged for Outreach customers that live beyond the three quarter mile boundaries from VTA transit services. The Revised Service Plan reduces overall service area, resulting in approximately 36 active Outreach Santa Clara County customers residing outside the three quarter mile service area limit.

Mr. Connolly commented that the next steps are: 1) final proposal will be forwarded to the August 30, 2007 Board of Directors for consideration, 2) September - December 2007 timeframe for detailed scheduling and operator sign ups, 3) September 2007 - February 2008 timeframe for public information and marketing promotion, and 4) Service Implementation scheduled for January 14, 2008.

First Vice Chairperson Morrow expressed appreciation and thanked staff for the detailed overview on the COA proposal.

First Vice Chairperson Morrow and Member Eljas expressed support for staff's effort to obtain community input on the COA proposal.

Chairperson Tamez stated that he will provide the CTA list of Bus Line Routes at the TP&O Committee to be presented to the Board of Directors. He noted that the list will include the Bus Line Routes that the Committee would like to see included in the second phase of the proposal.

Chairperson Tamez expressed appreciation for the detailed presentation and opportunity for the Committee to provide input on the draft proposal.

The Agenda was taken out of order.

10. Committee for Transit Accessibility (CTA) Motion Tracking Information
(continued)

David I. Ledwitz, Accessible Services Management Analyst, provided a brief overview of the Committee for Transit Accessibility (CTA) Motion Tracking Information. Mr. Ledwitz commented that the summary table represents the CTA motions and respective actions taken by staff and the Board of Directors between March 2005 and July 2007.

Chairperson Tamez stated that the CTA motion tracking is to record and monitor the status of CTA actions and Board responses. Chairperson Tamez queried how often the

Committee would like to receive the information to have the opportunity to revisit the motions and receive a status on the next steps.

Member Julian left the meeting at 2:40 p.m.

First Vice Chairperson Morrow queried about the Board of Directors final action regarding CTA's motion.

Chairperson Tamez queried about the process to have the Board of Directors take action on CTA's motions. Chairperson Tamez queried about the next steps required from CTA in order to have CTA's motions presented to the Board of Directors for consideration.

Ms. Williams responded that staff will conduct further research on this request, but noted that the Board of Directors receives the information on a monthly basis.

Chairperson Tamez queried how often the Committee would like to receive CTA's motion tracking report. The Committee requested to receive the report on a quarterly basis.

Member Stahl requested that a column be included in the report to record the Board's action.

Member Grant requested information referencing if and when the Board of Directors have taken action on an item from any of VTA's Advisory Committees.

Chairperson Tamez stressed the importance for CTA members to attend and participate in Committee and Board meetings in order to have the opportunity to present CTA's comments.

Member Grant stressed the importance for the Committee to receive written reports instead of verbal reports.

Anthony Drummond, staff aide representing Ex-Officio Board Liaison Forrest Williams, stressed the importance for the Committee to develop and follow a workplan.

Steve Johnstone, VTA Operations Administration, stated that an important and major item that developed with the assistance from the CTA Committee was the Mobility Securement Policy. Mr. Johnstone stated that the Committee was involved in the development of the Policy from the beginning, which was a major accomplishment.

Member Slack stressed the importance for the CTA motion tracking report to have definitive action and detail.

Member Grant stressed the importance for the Committee to understand the process to have CTA's motions forwarded to the Board of Directors for consideration.

M/S/C (Slack/Stahl) to recommend that every item tracked in the CTA motion tracking that the status report include: a) if it is going forward to the Board and b) if not, why.

Chairperson Tamez stressed the importance for CTA members to understand the process to have CTA's motions forwarded to the Board of Directors for consideration and the outcome.

First Vice Chairperson Morrow stressed the importance for the Committee to receive written information and material instead of verbal in order to ensure that the items are recorded and tracked.

Chairperson Tamez referenced Agenda Item #7., Hiring of Advisory Committee Members as Consultants or Employees, noting that the item stated that the information would be forwarded under separate cover, but the Committee never received the written information.

REPORTS

12. City of San Jose Disability Advisory Commission (DAC) Report

The City of San Jose Disability Advisory Commission (DAC) Report was deferred.

13. Board of Directors Report

The Board of Directors Report was deferred.

14. Committee Staff Report

The Committee Staff Report was deferred.

15. Chairperson's Report

The Chairperson's Report was deferred.

OTHER

16. Announcements

There were no Announcements.

17. ADJOURNMENT

The Committee adjourned the meeting at 3:01 p.m.

Respectfully submitted,

Michelle M. Garza, Board Assistant
VTA Board of Directors