



COMMITTEE FOR TRANSIT ACCESSIBILITY

Wednesday, September 12, 2007

Building A, Auditorium
Valley Transportation Authority (VTA)
3331 North First Street
San Jose, California

SUMMARY MINUTES

1. **CALLED TO ORDER at 1:02 p.m.**

ROLL CALL: Members Present: Anthony Drummond, staff aid representing Board Liaison Forrest Williams (Ex-Officio), Gouveia, Grant, Heatley (Ex-Officio), Hernandez, Julian, Lasich, Morrow, Slack, Stahl, Tamez

Members Absent: Eljas, Gallo, Jensen, Michels, Rhodes

A quorum was not present and a Committee of the Whole was declared.

2. **INTRODUCTION OF AUDIENCE MEMBERS**

The Committee of the Whole received introductions from the audience including: Jerry Mickolajczyk, Chief Financial Officer; and Dan Smith, Chief Operating Officer.

3. **PUBLIC PRESENTATIONS**

David Grant, Interested Citizen, **expressed concern** regarding an incident that occurred on September 4, 2007, involving a customer and VTA's bus lift. He **requested** a follow-up call on VTA's Customer CARE Complaint No. 64768. **Staff indicated** they would follow-up on the status of the complaint.

Barbara Stahl, Interested Citizen, **expressed appreciation** for the new Outreach vendor that is coming on board.

4. **Minutes of August 8, 2007**

The Committee of the Whole deferred the Minutes of August 8, 2007.

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

5. Committee for Transit Accessibility (CTA) Workplan

The Committee of the Whole received the Committee Work Plan, highlighting: 1) Administrative; 2) Education/Training/Community Outreach; 3) Ridership; 4) Americans with Disabilities Act (ADA) Compliance; 5) Security and Safety; 6) Technology; and 7) Motions Tracking. The idea is to take specific items, place them in the appropriate category for the committee to address.

Anthony Drummond, staff aid representing Ex-Officio Board Liaison Forrest Williams, arrived and took his seat at 1:11 p.m.

6. The Committee of the Whole received the VTA's Financial Update.

The Committee of the Whole received a Presentation on VTA's Financial Update, highlighting:

- Increase in cash position of \$200 million over last 4 months;
- 2000 Measure A outstanding debt reduced by \$54.7 million with an interest savings of \$35 million over the life of the bond;
- Implemented various cash management procedure improvements resulting in increased cash balances and interest income, such as:
 - Accounts Payable terms and conditions enforced on contracts with annual potential savings of \$200,000;
 - Accelerated billings on grants resulting in receipt of \$150 million in less than 90 days providing VTA with accelerated investment income of \$2.5 million;
- Portion of Long-Term debt refunded with savings of \$1.6 million;
- Reduce variable interest rate risk on portion of outstanding debt;
- VTA's credit rating upgraded by two of the national credit rating agencies; and
- FY08 & FY09 Adopted Biennial Budget maintains healthy operating reserves and provides for reduction of passenger fares for selected fare media and categories.

The Committee of the Whole requested to have the Fiscal Resources Department provide a report to CTA regarding VTA's National Transit Database (NTD) report.

The Committee of the Whole expressed appreciation and **thanked** staff for accessible format version of the Financial Update provided to the Committee.

7. Committee of the Whole received an update on the VTA Transformation Program.

The Committee of the Whole received a Presentation on VTA's Transformation Program Work Plan for Phase II.

Staff provided a brief background of the Organizational and Financial Assessment Work Plan. **Staff noted**, an update on Phase II was provided to CTA at its June 13, 2007

meeting. VTA's Transformation Program Work Plan Phase I and II was approved by the Board of Directors at their August 30, 2007 meeting. The recommendations by the Hay Group focused on three main areas: 1) Governance; 2) Organizational Structure; and Financial Management.

Member Julian left his seat at 1:50 p.m.

The Committee of the Whole received a Presentation on VTA's Transformation Program Work Plan for Phase II, highlighting:

- Complete implementation of the transformation organization structure:
 - Develop policies and procedures that put appropriate controls in place, define staff responsibilities and duties, and create processing efficiencies;

Member Gouveia left her seat at 1:52 p.m.

Ex-Officio Member Heatley left her seat at 1:52 p.m.

- Realign budgets and optimize staff resources;
- Develop and implement VTA staff development and training programs to build VTA's capacity for the future;
- Solicit and recommend a contractor to assist with the real estate portfolio management and the joint development program;
- Execute Communications Plan activities;
- Review and evaluate the governance structure;
 - Term of office for directors;
 - Procedures for selection of directors by city groups;
- Formalize good governance practices:
 - Develop and offer an orientation program for new board members;
 - Develop and offer board governance sessions;
 - Develop board self-assessment program;
 - Create new template for board package to improve quality of information transmitted to board in support of decision-making;
 - Create annual work program for the board and its committees; and
- Reduce the number of Advisory Committees.

Member Gouveia took her seat at 2:01 p.m.

Ex-Officio Member Heatley took her seat at 2:01 p.m.

Member Julian took his seat at 2:04 p.m.

The Committee of the Whole requested an Organizational Chart of the Accessible Services Department, including their functions.

REPORTS

8. **The Committee of the Whole received** a report from the City of San Jose Disability Advisory Commission (DAC).
9. **The Committee of the Whole received** a report on the Board of Directors.

Anthony Drummond, staff aid representing Ex-Officio Board Liaison Forrest Williams, **reported** that Ex-Officio Board Liaison Forrest Williams and Mr. Drummond are available to address any questions and concerns the Committee might have.

The Committee of the Whole requested an update on the construction of the Space Park shelter located in the City of Santa Clara. **Staff responded** that an update will be provided to the Committee.

10. **The Committee of the Whole received** the Committee Staff Report.

Staff reported that the Federal Transit Administration's (FTA) Section 5310 Program is expected to re-start in January 2008 in California. The CTA will be advised of the need to select a Local Review Committee to assess applications when the program's re-start is announced by CalTrans and the Bay Area's Metropolitan Transportation Commission.

11. **The Committee of the Whole received** the Chairperson's Report.

The Committee of the Whole commented that in July 2007, the CTA adopted and supported the mainstreaming memo, and at that time made a motion to have a monthly item on the agenda for discussion and updates on how it is proceeding. **Staff responded** that there is nothing to report, noting that the item has been forwarded to the October 18, 2007 Transit Planning and Operations (TPO) Committee meeting.

The Committee of the Whole requested a regular update on the status of CTA's motion tracking of recommendations and referrals to the Committee.

The Committee of the Whole requested a report on VTA's compliance with ADA regulations on calling out enough stops so that riders are better oriented to their surroundings. **The Committee of the Whole** requested the report be provided at the October 10, 2007 CTA meeting.

The Committee of the Whole requested an item on motion tracking be agendized for the October 10, 2007 CTA meeting.

OTHER

12. **Announcements**

There were no Announcements.

13. **ADJOURNED at 3:07 p.m.**