

Date: February 25, 2008

Committee Meeting Date: March 12, 2008

Board Meeting Date: N/A

**BOARD MEMORANDUM**

**INFORMATION ITEM**

**TO:** Committee for Transit Accessibility  
Santa Clara Valley Transportation Authority  
Board of Directors

**THROUGH:** Michael T. Burns  
General Manager

**FROM:** Donald A. Smith, Jr.  
Chief Operating Officer

**SUBJECT:** Update from the Chief Operating Officer

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**FOR INFORMATION ONLY**

**BACKGROUND:**

The Chief Operating Officer provides the Committee for Transit Accessibility with an update on items of relevance to the CTA at each monthly meeting. In keeping with Chairperson Aaron Morrow's request to have agenda items in writing and in the agenda packet, we will make every attempt possible to comply with his request. Since this report is timely and reflects up-to-the minute information a written report for the agenda packet may not always be available.

**DISCUSSION:**

Over a period of several months, as part of the orientation process, CTA members will receive presentations about various organizational aspects of VTA as they relate to the CTA's role and responsibility as an advisory committee to the VTA Board of Directors. The CTA will be presented with a schedule of future presentations at their April 9, 2008 meeting.

Initially, we will introduce VTA's Executive Team. These introductions will be part of this report at the March 12, 2008 CTA meeting. VTA General Manager Michael Burns will attend the April 9, 2008 CTA meeting at which time he will provide the Committee with his report.

Attachment: VTA Executive Team  
Prepared By: Sandra Weymouth

**VTA Executive Team Members who are attending the March 12<sup>th</sup> CTA meeting are:**

Bernice Alaniz – Deputy Director of Marketing and Public Affairs

Ann Carey – Executive Assistant to the General Manager

Suzanne Gifford – VTA General Counsel

Carolyn Gonot – Chief Program Officer for the Silicon Valley Rapid Transit Corridor

Greta Helm – Chief of External Affairs

Bill Lopez – Chief Administrative Officer

Gary Miskell – Chief Information Officer

John Ristow – Chief Development Officer

Mark Robinson - Acting Chief Engineering and Construction Officer

Dan Smith – Chief Operating Officer

Joseph Smith – Chief Financial Officer