

COMMITTEE FOR TRANSIT ACCESSIBILITY

Wednesday, May 7, 2008

MINUTES

1. CALL TO ORDER

The Regular Meeting of the Committee for Transit Accessibility (CTA) was called to order at 1:03 p.m. by Chairperson Morrow in Building A, Auditorium, Valley Transportation Authority (VTA), 3331 North First Street, San Jose, California.

ROLL CALL

Members Present

Lori Arnberg

Anthony Drummond, staff aide representing Ex-officio Board Liaison Forrest Williams

Emma Eljas, Second Vice Chairperson

David Grant

Katie Heatley, Ex-officio

Troy Hernandez

Marjorie Jensen

David Julian, First Vice Chairperson

Connie Langford

Mike Montague

Aaron Morrow, Chairperson

Shawna Nourzaie

Dilip Shah

Thomas Slack

Members Absent

Linda Gallo

Sandra Gouveia

Martin Lasich

Laura Michels

Larry Saltman

Barbara Stahl

William Zhu

A quorum was present.

2. INTRODUCTION OF AUDIENCE MEMBERS

Cynthia Hsu, Santa Clara Valley American Red Cross Community Disaster Education Coordinator; Sandra Weymouth, Policy and Administration Manager; Carolyn Gonot, Chief SVRT Program Officer; Jim Unites, Operations Planning Program Manager; David Ledwitz, Accessible Services Management Analyst; Joe Smith, Chief Financial Officer; Yolanda Cruz, Assistant Board Secretary; Ali Hudda, Deputy Director of Accounting; Ann Carey, Executive Assistant to the General Manager; Evelyn Tran, Senior Assistant Counsel; Patrick Griffin, Customer Service Supervisor; and David Daniels, ISA 2 – Desktop Support.

3. PUBLIC PRESENTATIONS

There were no Public Presentations.

Chairperson Morrow requested that Agenda Item #18, Receive Chairperson's Report, be heard after Agenda Item #10, Receive a report on the VTA Home Page and Google Trip Planner.

4. Minutes of April 9, 2008

M/S/C (Grant/Langford) to approve the Minutes of April 9, 2008.

5. Chief Operating Officer Update

Jim Unites, Operations Planning Program Manager, provided an update on the following: 1) Light Rail Platform Retrofit Project; 2) Downtown Rail Rehabilitation Project; and 3) Installation of bus stops on De Anza College.

On Order of Chairperson Morrow, there being no objection, the Committee received an update from the Operations Planning Program Manager, in lieu of the Chief Operating Officer.

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

6. Disaster Preparedness

Anthony Drummond, staff aide representing
Ex-officio Board Liaison Forrest Williams took his seat at 1:25 p.m.

Cynthia Hsu, Santa Clara Valley American Red Cross Community Disaster Education Coordinator, provided a powerpoint presentation that highlighted the following: 1) 1-2-3 Be Ready; 2) Make a Plan; 3) Fire Safety; 4) Earthquake Safety; 5) Get a Kit; 6) Be Informed; and 7) The 3 C's.

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

Member Slack expressed concern regarding gas leaks and synchronized smoke detectors during a disaster. Ms. Hsu responded not to shut off the gas main line if there is no leak because it may take time for PG&E to provide service. She recommended consulting the Fire Department to get information on smoke detectors. Member Jensen commented that smoke detectors could be wired to be synchronized.

Member Grant queried on the location of the American Red Cross shelters during a disaster. Ms. Hsu responded that the American Red Cross is currently working with schools that would be used as shelters during a disaster. She recommended listening to emergency broadcasting to determine specific shelter locations.

Member Grant queried on the American Red Cross's plan during a disaster. Ms. Hsu responded that during local disasters, the American Red Cross coordinates with local agencies like VTA. She noted that during a catastrophic disaster, the American Red Cross would provide shelter, food, medication, and equipments. She noted that people with disabilities plan within their support groups.

Chairperson Morrow expressed concern regarding people who could not afford the Disaster Preparedness Kit. Ms. Hsu recommended checking with the neighborhood associations in San José and with the San José Office of Emergency Services if they could avail of the kit for free.

Chairperson Morrow requested to receive a response from staff within 30 days regarding the responsibility of bus operators and the fixed route evacuation plan.

Member Slack requested that the issue be agendized on the next CTA meeting.

Second Vice Chairperson Eljas requested to include the evacuation plan for paratransit.

Ex-Officio Member Heatley responded that Outreach is currently working with the American Red Cross and Santa Clara County Office of Emergency Services on an evacuation plan. She noted that Outreach drivers are already trained on protocols regarding alternative communication. She added that Outreach is prepared to respond to their clients because they already have information on their disability and mobility needs.

On Order of Chairperson Morrow, there being no objection, the Committee received a presentation on Disaster Preparedness.

7. CTA Bylaws Quorum and Voting Requirements

Sandra Weymouth, Policy and Administration Manager, distributed the General Manager's memorandum and provided a report that highlighted the following: 1) Staff urges the Committee not to change the voting requirement from nine to six; 2) Reducing the voting requirement will have a negative impact on the integrity of the Committee; 3) It will be difficult to justify a total committee membership of 23; and 4) Staff cannot support any recommendation from the CTA that would further reduce its quorum or voting requirements.

Member Grant expressed concern if the distribution of the memorandum violated the Brown Act. Evelyn Tran, Senior Assistant Counsel, responded that the action taken did not violate the Brown Act.

Member Grant queried on staff's position regarding the PAC Bylaws. Ex-Officio Board Liaison Drummond commented that Board Member Williams do not support reduction of quorum and voting requirements.

Ms. Weymouth provided historical facts and commented that the current CTA Bylaws work for the Committee and there is no need to amend it.

Chairperson Morrow commented that the late memorandum from the General Manager sends a negative message to the Committee. He added that the current CTA Bylaws work for the Committee and no amendments should be made.

Member Grant stressed the importance of the second part of the recommendation that provides the majority of the members present to pass an item. He expressed concern on staff's decision not to support the reduction of the Committee's quorum and voting requirements.

Ex-Officio Member Heatley commented that vacant seats within the Committee should be filled to avoid quorum and voting issues.

Chairperson Morrow requested staff to provide the Committee with the list of vacant positions.

Ex-Officio Board Liaison Drummond commented that Committee Members should consider the possibility of having alternates.

Member Slack commented on having proxy votes if a member of the Committee is unable to attend the meeting. Ms. Tran responded that teleconferencing is an option that the Committee could pursue as long as the rules and limitations are met.

Member Slack expressed concern on the value of a recommendation that would be passed by less than a quorum. Chairperson Morrow explained that the recommendation would convey the direction the majority of the Committee would like to take.

Member Grant stressed that a majority of the Committee's ability to forward recommendations to the Board of Directors make the CTA a more effective Advisory Committee.

M/S/C (Grant/Morrow) to keep the current quorum requirement of 11 and voting requirement of 9. Change the voting requirement to permit 9 members, or a majority of the members present, whichever is greater, to pass an item, provided that if the number of votes approving any recommendation is less than the quorum, then the minutes of the meeting shall contain a notation that the item was passed by less than a majority of the total appointed membership. Require the CTA Chairperson to identify, during his/her

verbal report to the Board, those recommendations that were approved by less than a quorum.

On Order of Chairperson Morrow, there being no objection, the Committee received the CTA Bylaws Quorum and Voting Requirements.

8. Measure A Revenue and Expenditure Plan Update Process and Policy Guidance

Carolyn Gonot, Chief SVRT Program Officer, provided a report that highlighted the following: 1) Background of the Measure A; 2) Adoption of the revised 2000 Measure A Revenue and Expenditure Plan; 3) The update process and its elements; and 4) Proposed schedule of updating the plan.

Chairperson Morrow expressed appreciation that VTA would explore no new revenue. He expressed support for the Bus Rapid Transit and Light Rail Extension projects. He added that VTA should maintain its current transit system and make it financially viable.

Member Slack queried about the funding needed to bring BART to San José. Ms. Gonot responded that funding for the BART will be answered once the 2000 Measure A Revenue and Expenditure Plan is finalized.

Member Grant queried if staff considered a decrease in the revenue stream. Ms. Gonot explained that the 2000 Measure A Revenue and Expenditure Plan is designed to calculate the risk that would help the Board of Directors in their decision making.

Member Grant queried on the BART subsidiary and funding. Ms. Gonot responded that the BART subsidiary will not start until BART operates revenue service. She added that VTA will not receive the funding if the BART construction is aborted.

On Order of Chairperson Morrow, there being no objection, the Committee received the Measure A Revenue and Expenditure Plan Update Process and Policy Guidance.

9. VTA Transformation Program Progress Report

Ann Carey, Executive Assistant to the General Manager, provided a report that enumerated the activities being conducted by the VTA Transformation Program work plan.

Chairperson Morrow queried on the action taken by the Transformation Team to address the communication issue between VTA and Outreach. Ms. Carey referenced the paratransit section, located on page 11 of the VTA Scorecard Attachment. Ex-Officio Member Heatley explained that there is an improved communication between Outreach and VTA regarding the reporting and invoicing process.

Ms. Carey commented that staff could prepare a more detailed report on paratransit activities on its future meeting.

Member Grant queried if staff visited the Outreach facility. Camille Williams, Staff Liaison and Accessible Services Program Manager, reported that 16 members of the Executive Team and Managerial Staff had five session visits to Outreach to look at their processes and customized system. She acknowledged Ex-Officio Member Heatley for being a great host.

M/S/C (Grant/Slack) to extend the meeting.

On Order of Chairperson Morrow, there being no objection, the Committee received the VTA Transformation Program Progress Report.

10. VTA Home Page and Google Trip Planner

On Order of Chairperson Morrow, there being no objection, the VTA Home Page and Google Trip Planner was deferred.

11. Committee for Transit Accessibility Workplan

On Order of Chairperson Morrow, there being no objection, the CTA Workplan was deferred.

12. Mainstreaming of Individuals with Disabilities into VTA

On Order of Chairperson Morrow, there being no objection, the Mainstreaming of Individuals with Disabilities into VTA was deferred.

13. Committee for Transit Accessibility Motion Tracking

On Order of Chairperson Morrow, there being no objection, the Committee for Transit Accessibility Motion Tracking was deferred.

REPORTS

14. Monthly Ridership Report

On Order of Chairperson Morrow, there being no objection, the Monthly Ridership Report was deferred.

15. City of San Jose Disability Advisory Commission (DAC)

On Order of Chairperson Morrow, there being no objection, the City of San Jose Disability Advisory Commission (DAC) report was deferred.

16. Board of Directors Report

On Order of Chairperson Morrow, there being no objection, the Board of Directors Report was deferred.

17. Committee Staff Report

On Order of Chairperson Morrow, there being no objection, the Committee Staff Report was deferred.

18. Chairperson's Report

Chairperson Morrow expressed concern that the Mobility Options Task Force Item, a recurring item on the CTA Agenda, was not agendized. He stressed that the Committee should be kept informed on Travel Training.

Member Grant requested that Media Accessibility for Bus Stops be included in the work plan.

Member Grant queried on VTA's Travel Training. Camille Williams, Staff Liaison and Accessible Services Program Manager, explained that VTA staff offer Travel Training for Seniors. She added that Travel Training for people with intellectual and visual impairments will be contracted out.

On Order of Chairperson Morrow, there being no objection, the Committee received the Chairperson's Report.

OTHER

19. Announcements

There were no Announcements.

20. ADJOURNMENT

On order of Chairperson Morrow, there being no objection, the meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Michael Diaresco, Board Assistant
VTA Board of Directors