

Committee for Transit Accessibility

Wednesday, September, 10, 2008
1:00 PM

VTA Auditorium
3331 North First Street
San Jose, CA

AGENDA

NOTE: MEMBERS MAY TAKE ACTION ON ANY ITEM ON THIS AGENDA.

CALL TO ORDER

- 1. ROLL CALL**
- 2. INTRODUCTION OF AUDIENCE MEMBERS**
- 3. PUBLIC PRESENTATIONS:**

This portion of the agenda is reserved for persons desiring to address the Committee on any matter not on the agenda, within the Committee's jurisdiction. Speakers are **limited to 2 minutes**. The law does not permit Committee action or extended discussion on any item not on the agenda except under special circumstances. If Committee action is requested, the matter can be placed on a subsequent agenda. All statements that require a response will be referred to staff for reply in writing.

- 4. Minutes Approval - August 13, 2008**
- 5. INFORMATION ITEM - Receive an update from the Chief Operating Officer. (Smith)**

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

- 6. INFORMATION ITEM - Review the Advisory Committee Enhancement Strategy.**
- 7. INFORMATION ITEM - Receive the Committee Work Plan**
- 8. INFORMATION ITEM - Discuss the Committee Motion Tracking Report**

REPORTS

9. Receive the City of San Jose Disability Advisory Commission (DAC) Report. (Verbal Report) (Morrow)
10. Receive Board of Directors Report. (Verbal Report) (Drummond)
11. Receive Committee Staff Report. (Verbal Report) (Unites)
12. Receive Chairperson's Report. (Verbal Report) (Morrow)

OTHER

13. Announcements

14. ADJOURN

NOTE COMMITTEE MEMBERS: In order to establish a quorum for this meeting, members are asked to call the Board Secretary's Office at (408) 321-5680 or E-mail: board.secretary@vta.org before 5:00 p.m. on the day prior to the meeting. Thank you for your cooperation.

In compliance with the Americans with Disabilities Act (ADA), those requiring accommodations or accessible media for this meeting should notify the Board Secretary's Office 48 hours prior to the meeting at (408) 321-5680 or e-mail: board.secretary@vta.org, TDD (408) 321-2330. VTA's Homepage is located on the Web at: <http://www.vta.org/>.

All reports for items on the open meeting agenda are available for review in the Board Secretary's Office, 3331 North First Street, San Jose, California, (408) 321-5680, the Friday, Monday, and Tuesday prior to the meeting. This information is available on VTA's website at <http://www.vta.org/> and also at the meeting.



Date: September 2, 2008
 Current Meeting: September 10, 2008
 Board Meeting: N/A

BOARD MEMORANDUM

TO: Santa Clara Valley Transportation Authority
 Committee for Transit Accessibility

THROUGH: General Manager, Michael T. Burns

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

SUBJECT: Update from the Chief Operating Officer

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 effort 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:

At the September 10th CTA Meeting the Chief Operating Officer's report will include an update of the Light Rail Retrofit Project on the Guadalupe South-Line.

Events that have occurred since the August CTA meeting:

Missing Person Located

On August 22nd shortly after Noon, VTA security was dispatched to the Borregas Light Rail Station in Sunnyvale to conduct a welfare check on a Hispanic female adult, an 83 year old woman. The woman stated she was lost and did not know how to get home. A record check confirmed she reported missing from San Jose and had been missing for two days. The Sheriff's Deputy responding checked her health and transported her to her daughter's residence.

Protective Services Update

Captain Luther Pugh has been reassigned to head the Detectives Division in the Sheriff's office and will be leaving VTA on September 5th. Luther has been the point person for Protective Services since 2006. During his time here Luther has made many significant contributions to VTA's Protective Services. He will be missed and we wish him all of the best as he begins his new assignment.

Captain Pugh will be replaced by Captain Robert Schiller. Bob Schiller is a Santa Clara County native and has been with the Sheriff's Office since 1982. He has worked a wide variety of divisions and assignments most recently, he has been assigned to the Basic Training Academy in Morgan Hill as the Director of the Academy, as well as directing the in-service training of the deputies and other staff in the Sheriff's Office.

Fare Inspection "Sting" Operation

On August 26, between 2:15 and 4:00 PM, we conducted a Fare Inspection sting operation at the Ohlone-Chynoweth Light Rail Station. This event was coordinated approximately 2 weeks ago to coincide with students returning to school. Education was the focus. Rather than citing all offenders, they were informed about the need to have valid fare to ride our system, advised of the consequences of not having fare, and they were provided the opportunity to purchase fare at the ticket vending machines. There were very long lines at the ticket vending machines. Individuals that we had previously warned or cited for fare evasion in the past were issued a citation because they already knew they needed valid fare to ride the system. Transit Patrol made no arrests but did issue several warrant citations.

We also performed a customer service function assisting passengers with the bus bridge due to south line station closures and provided directions on how to make connections with the Almaden Shuttle.

Tapestry Arts Festival - Labor Day Weekend

Anticipating large crowds to attend the Tapestry Arts Festival in downtown San Jose during Labor Day weekend, we increased service to two-car light rail trains all weekend to handle increased traffic.

Prepared By: Sandra Weymouth



Date: August 29, 2008
 Current Meeting: September 10, 2008
 Board Meeting: N/A

BOARD MEMORANDUM

TO: Santa Clara Valley Transportation Authority
 Committee for Transit Accessibility

THROUGH: General Manager, Michael T. Burns

FROM: Chief External Affairs Officer, Greta Helm

SUBJECT: Advisory Committee Enhancement

FOR INFORMATION ONLY

BACKGROUND:

VTA values and actively solicits community input in its planning processes. In 2007, staff conducted 94 public meetings, open houses, and tours. More than 8,100 members of the community participated in these events. Close to 140 project updates were initiated by mail, email or hand delivered to a total of approximately 137,000 constituents throughout Santa Clara County. The VTA Board also relies on the counsel and perspective it receives from its advisory committees to help guide its decision making on important policy decisions. A process is being initiated at this time to improve the operation and enhance the effectiveness of these committees.

VTA's interest in obtaining a broad perspective in formulating recommendations to the board is demonstrated by the fact that although only required to have one advisory committee, VTA has established five committees with distinct areas of expertise. These committees are composed of approximately 90 members. For comparison, local transportation agencies in neighboring counties, of similar size and complexity have varying numbers of advisory committees:

<u>Agency</u>	<u>Number of Advisory Committees</u>
Alameda-Contra Costa (AC) Transit	1
BART	1
Caltrain	1
Golden Gate Transit	3
San Francisco Muni	6
San Mateo County Transit (SamTrans)	2

VTA's five advisory committees are: Bicycle & Pedestrian (BPAC); Committee for Transit Accessibility (CTA); Citizens Advisory (CAC); Policy Advisory (PAC); and Technical Advisory (TAC). VTA's enabling legislation requires it to have a minimum of one advisory committee. Additionally, the 2000 Measure A Transit Sales Tax ballot specifies that the CAC will serve as the Citizens Watchdog Committee for that program for the 30-year period specified in the ballot.

Advisory committees provide input and advice to the Board of Directors on issues referred to the committee by either the Board or the General Manager. They may also have additional duties assigned by the Board. **Advisory committees do not have independent duties or the authority to take actions that bind the Board.** The exception is the Citizens Advisory Committee when acting in its capacity as the Citizens Watchdog Committee (CWC) as specified in the 2000 Measure A Transit Sales Tax ballot.

The duties, responsibilities and limitations of each advisory committee are specified in the VTA Administrative Code. The bylaws for each committee govern the proceedings of the committee and its meetings and must be consistent with the Administrative Code. Amendments to committee bylaws require the approval of a majority of the committee's total authorized membership and the Board of Directors.

DISCUSSION:

Overview: Advisory Committee Enhancement Strategy

The recent Bureau of State Audits report reinforced the Hay Group Report's observation that although VTA utilizes and benefits from its advisories committees, VTA could more fully engage them in the development of policy solutions.

To implement the findings of the two studies, VTA General Manager Michael Burns announced at the August 2008 advisory committee meetings a new initiative. This effort, called *Advisory Committee*, will engage committee members in a dialog to develop recommendations for improving the advisory committee process for providing input to the Board.

Mr. Burns indicated this effort would be led by Jennie Loft, VTA's Public Information Officer. In the coming months she will be meeting with the advisory committees and staff to refine and focus each advisory committee's purpose and duties, minimize overlap, and maximize the contribution each committee can make to the decision-making process. One key factor for this process is that the five advisories committees are encouraged to participate in the development of the initiative, including determining the necessary steps and timeline to successfully complete the initiative.

Two of the initiative's primary goals are to: (1) maximize the contribution each committee can make to the decision-making process; and (2) minimize overlap and duplication between committees. One of the key steps is to solicit from the members of the advisory committees their input in redefining each committee's role, responsibilities and limitations to ensure they are consistent with the recently revised VTA Vision and Mission statements. Committees will also work on aligning their work plans to the Board of Directors Consolidated Work Plan.

Framework

The following is a suggested framework in which members of the committee are asked to shape the strategies to meet the goals of the Advisory Committee Enhancement process.

At the October advisory committee meetings, staff will present for each committee's

consideration a draft Action Plan specifying proposed steps and timelines needed for that committee to complete the initiative. The proposed Action Plan to implement the initiative will be developed with committee members and will be customized for each committee to accommodate its current responsibilities, work load, and other considerations.

Each committee will be asked to adopt its initial Action Plan, at a later meeting, to provide the framework for needed steps and their milestones. However, as each committee moves through the process, it will have the opportunity to reasonably modify the steps and timelines to accommodate its specific needs, requirements or conditions.

In addition, staff will modify current committee work plans to provide an annual overview of major issues projected to come before the advisory committees. The work plan is the mechanism use to plan and track each committee's items. Scheduling these items in advance will provide additional time for policy input and allow each committee to manage its work plan to ensure adequate time at each meeting to fully discuss agenda items.

The final step of the process will be to submit any recommended changes to the Board of Directors for consideration. It is envisioned that the efforts, conclusions and recommended modifications from all advisory committees will be consolidated into one comprehensive report and Board action.

Reference Material

To launch the *Advisory Committee Enhancement Strategy* process, several reference items are provided for the committee information and use:

Attachment A is the *VTA Committee Structure Org Chart*, which visually depicts VTA's current committee structure and reporting relationships, both for standing and advisory committees.

Attachment B is a brief summary of the history and the current duties and authority for each advisory committee. (The duties and authority are excerpted from the approved bylaws for each committee. The complete bylaws for each committee are available on VTA's website at: www.vta.org/inside/boards/index_advisory.html.)

Attachment C is a matrix of current duties and responsibilities of each advisory committee.

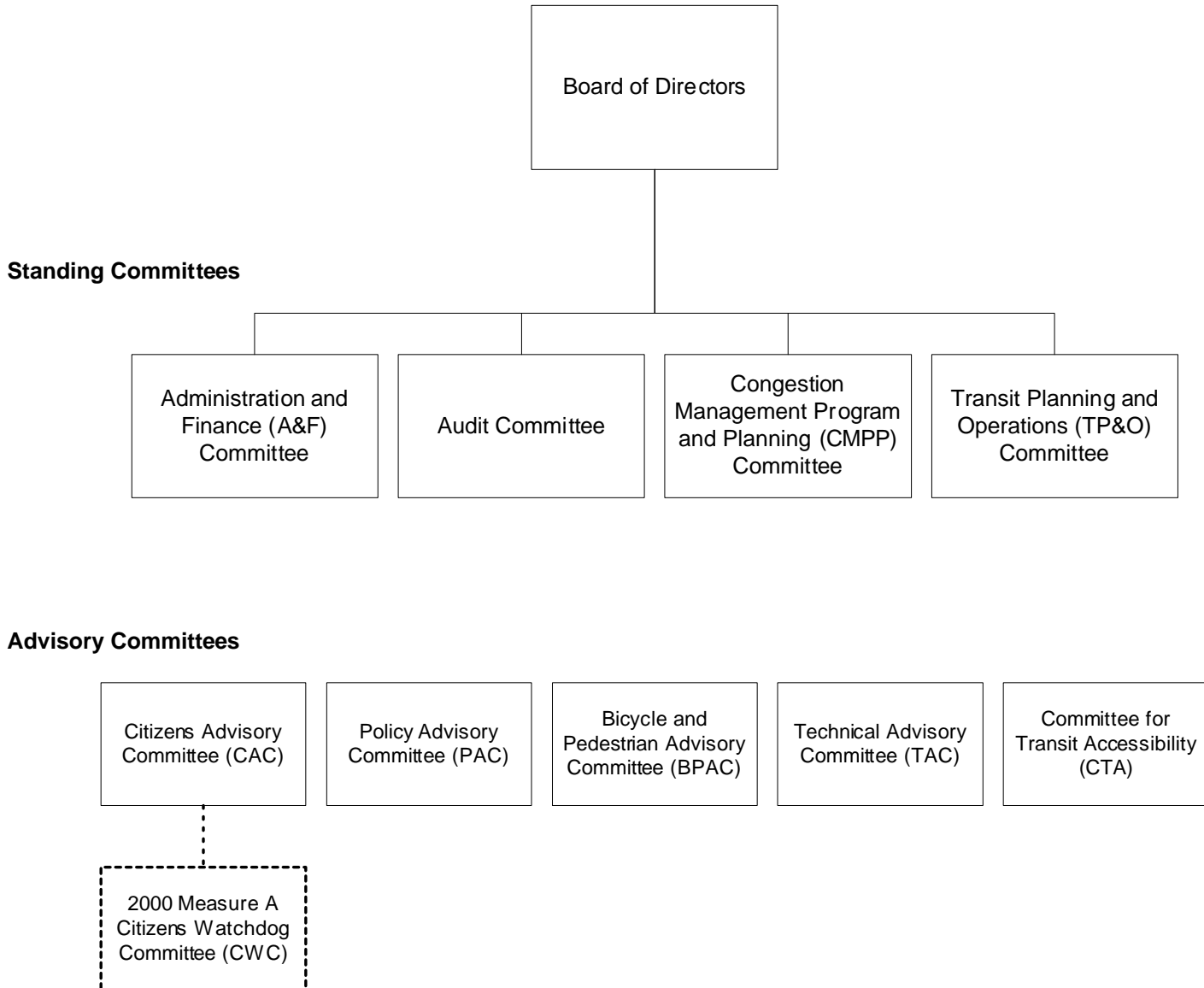
Attachment D is the recently revised VTA Mission and Vision Statement, adopted by the Board of Directors on August 7, 2008.

Attachment E is the Board of Directors Consolidated Work Plan. This item shows the planned items that the Board and Standing Committees will consider for the remainder of 2008. The Consolidated Work Plan is revised at 6-month intervals, with the next one scheduled for December 2008.

Prepared By: Stephen Flynn, Sr. Management Analyst

VTA Committee Structure

September 2008



ATTACHMENT B**VALLEY TRANSPORTATION AUTHORITY (VTA)
Background on VTA Advisory Committees****Bicycle & Pedestrian Advisory Committee (BPAC)**

Consists of 16 members representing Member Agency (the 15 cities in the county and the County of Santa Clara) bicycle/pedestrian advisory committees and one ex-officio representative from the Silicon Valley Bicycle Coalition. The BPAC advises the Board on funding and planning issues for bicycle and pedestrian projects and also serves as the countywide bicycle and pedestrian advisory committee for the County of Santa Clara.

The VTA Bicycle Advisory Committee was formed in 1996 as an advisory committee to the VTA Board of Directors to comply with Metropolitan Transportation Commission (MTC) requirements for Transportation development Act (TDA) Article 3 funding.

Citizens Advisory Committee (CAC)

Consists of 17 members representing the city/county groupings of the VTA Board of Directors, specified community interests, and business and labor groups with an interest in transportation. The CAC advises the Board on issues of interest to committee members and the communities and organizations they represent. It also serves as the ballot-specified Citizens Watchdog Committee for the 2000 Measure A Transit Improvement Program.

The CAC was established in 1994 as an advisory committee to the governing board of the Santa Clara County Congestion Management Agency (CMA). In 1994, the Santa Clara County Transit District and the CMA were merged to form the Santa Clara Valley Transportation Authority (VTA), at which time the CAC became an advisory committee to the VTA Board of Directors.

In November 2000, Santa Clara County voters approved Measure A, a 30-year half cent sales tax devoted to transit projects. The Measure A ballot mandated that an independent citizens watchdog committee, consisting of VTA's Citizens Advisory Committee (CAC) must, among other specified duties, review all 2000 Measure A expenditures to ensure tax dollars are being spent in accordance with the intent of this measure and issue reports to the public on its findings.

Committee for Transit Accessibility (CTA)

Consists of individuals from the disabled community, representatives from human services agencies and a staff member from VTA's paratransit broker. The CTA provides advice to the VTA Board of Directors on bus and rail system accessibility issues, as well as on paratransit service. Most of these issues are related to VTA's efforts to comply with the federal Americans with Disabilities Act (ADA).

CTA was formed in 1995 by the merger and reorganization of the previous Committee for Transit Accessibility with the Paratransit Coordinating Council (PCC). Both the CTA and the PCC were advisory committees formed by the Santa Clara County Transit District Board of Supervisors in 1975 and 1978, respectively, to advise the Board of Supervisors on matters pertaining to both accessibility of the fixed-route bus and rail system and paratransit services. Due to several factors, including the Americans with Disabilities Act (ADA) and the merger of the Transit District with the Santa Clara County Congestion Management Agency to form VTA, the CTA and PCC were combined into a reorganized CTA.

Policy Advisory Committee (PAC)

The PAC consists of one elected official from each of the county's 15 cities and one County Supervisor. The PAC ensures that all local jurisdictions have an opportunity to participate in the development of VTA's policies

The PAC was established in 1991 as an advisory committee to the governing board of the Santa Clara County Congestion Management Agency (CMA). In 1994, the Santa Clara County Transit District and the CMA were merged to form the Santa Clara Valley Transportation Authority (VTA), at which time the PAC became an advisory committee to the VTA Board of Directors.

Technical Advisory Committee (TAC)

The TAC consists of one management level staff member (usually the planning or public works director) from each of the 15 cities and the County and two ex-officio (non-voting) members, one each from the California Department of Transportation (Caltrans) and VTA; it advises the Board on technical aspects and implications of policy-related transportation and land use planning issues.

The TAC was established in 1991 as an advisory committee to the governing board of the Santa Clara County Congestion Management Agency (CMA). In 1994, the Santa Clara County Transit District and the CMA were merged to form the Santa Clara Valley Transportation Authority (VTA), at which time the TAC became an advisory committee to the VTA Board of Directors.

BYLAWS FOR BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

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Article II DUTIES AND AUTHORITY

§2.1 Duties

The BPAC is an advisory committee to the Board of Directors. The duties of the Committee shall be as follows:

- a. Review and provide comments to Congestion Management Program staff regarding plans and designs for an effective countywide bikeway system, updates of the Countywide Bicycle Plan and Countywide Bicycle Map, Countywide Bicycle Expenditure Plan, and bicycle-related issues affecting the transit system.
- b. Coordinate with bicycle and pedestrian advisory committees of other agencies on multi-jurisdictional bicycle and pedestrian issues.
- c. Coordinate work and meet as needed with the County Trails Committee.
- d. Make recommendations to the Board of Directors regarding the Countywide annual priority list of bicycle and pedestrian projects for the TDA Article 3 program.
- e. Serve as the countywide bicycle and pedestrian advisory committee for the County of Santa Clara.

§2.2 Limitations

The Committee shall serve in an advisory capacity to the Board of Directors. It shall have no independent duties and no authority to take actions that bind VTA or the Board of Directors. No expenditures or requisitions for services and supplies shall be made by the Committee and no individual member thereof shall be entitled to reimbursement for travel or other expenses except as authorized by the Board of Directors.

BYLAWS FOR THE CITIZENS ADVISORY COMMITTEE

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Article II DUTIES AND AUTHORITY

§2.1 Duties

- a. The Committee shall advise the Board of Directors on matters of VTA policy referred to the Committee by the Board or General Manager and perform such additional duties as assigned by the Board.
- b. The Committee shall also serve as the Independent Citizen's Watchdog Committee for the 2000 Measure A Transit Sales Tax ("2000 Measure A") during its term (April 2006 – March 2036). As the Citizen's Watchdog Committee, the Committee shall review all 2000 Measure A expenditures and shall:
 - Public Hearings and Reports: Hold public hearings and issue reports on at least an annual basis to inform Santa Clara County residents how the funds are being spent. The hearings shall be held in full compliance with the Brown Act, with information announcing the hearings well-publicized and posted in advance.
 - Annual Independent Audits: Direct VTA staff to commission an annual audit conducted by an Independent Auditor each fiscal year to ensure tax dollars are being spent in accordance with the intent of 2000 Measure A.
 - Published Results of Audits and Annual reports: Direct VTA staff to publish the results of the Independent Audit and the Annual Report in local newspapers and make copies of these documents available to the public.

In its capacity as the Citizen's Watchdog Committee, the Committee shall review and comment on the Independent Audits prior to their publication and release to the public.

§2.2 Limitations on Authority

Except when acting in its capacity as the Citizen's Watchdog Committee as specified in the 2000 Measure A Transit Sales Tax ballot, the Committee shall serve in an advisory capacity to the Board of Directors. It shall have no independent duties and no authority to take actions that bind VTA or the Board of Directors. The Committee shall not have the authority to communicate externally and all communications by the Committee shall be to and through the Board of Directors. No expenditures or requisitions for services and supplies shall be made by the Committee and no individual member thereof shall be entitled to reimbursement for travel or other expenses except as authorized by the Board of Directors.

BYLAWS FOR THE COMMITTEE FOR TRANSIT ACCESSIBILITY

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Article II **DUTIES AND AUTHORITY**

§2.1 Duties

It shall be the duty of the Committee to perform the functions of a paratransit coordinating council and to advise the Board of Directors, the Metropolitan Transportation Commission (with Board concurrence), and staff on all matters pertaining to paratransit services in Santa Clara County. The Committee shall advise the Board of Directors and staff concerning accessibility of all VTA transit services, vehicles, equipment, facilities, programs, as well as other matters including service and program policies pertaining to accessibility for persons with disabilities, and compliance of such elements with the Americans with Disabilities Act (ADA) and other laws which pertain to access to services within VTA's purview for persons with disabilities. The Committee shall perform such additional duties as may be assigned by the Board of Directors.

§2.2 Limitations on Authority

The Committee serves in an advisory capacity to the Board of Directors. It shall have no independent duties and no authority to take actions that bind VTA or the Board of Directors. No expenditures or requisitions for services and supplies shall be made by the Committee and no individual member thereof shall be entitled to reimbursement for travel or other expenses except as authorized by the Board of Directors.

BYLAWS FOR THE POLICY ADVISORY COMMITTEE

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Article II DUTIES AND AUTHORITY

§2.1 Duties

The Committee shall advise the Board of Directors on:

- a. Policy issues referred to the Committee by either the Board or the General Manager;
- b. The countywide transportation plan (Valley Transportation Plan), the Short-Range Transit Plan (SRTP), development of the annual or biennial budget, and tariff and service modifications.

The Committee may also advise the Board of Directors with respect to any policy matter the members determine to be relevant to their Member Agency or to VTA.

It shall be the members' responsibility to keep their respective appointing agencies informed of key issues, facilitate communication between those agencies and VTA, and to help build the consensus necessary to make policy decisions.

§2.2 Limitations on Authority

The Committee shall serve in an advisory capacity to the Board of Directors. It shall have no independent duties and no authority to take actions that bind VTA or the Board of Directors. No expenditures or requisitions for services and supplies shall be made by the Committee and no individual member thereof shall be entitled to reimbursement for travel or other expenses except as authorized by the Board of Directors.

BYLAWS FOR THE TECHNICAL ADVISORY COMMITTEE

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Article II **DUTIES AND AUTHORITY**

§2.1 Duties

It shall be the duty of the Committee to advise the Board of Directors on major policy and technical issues related to VTA projects and programs which are referred to the Committee either by the Board or the General Manager or which are raised by the Committee upon its own initiative. It shall be the members' responsibility to keep their respective appointing agencies informed of key issues, facilitate communication between those agencies and VTA, and to help build the consensus necessary to make policy decisions.

§2.2 Limitations on Authority

The Committee shall serve in an advisory capacity to the Board of Directors. It shall have no independent duties and no authority to take actions that bind VTA or the Board of Directors. No expenditures or requisitions for services and supplies shall be made by the Committee and no individual member thereof shall be entitled to reimbursement for travel or other expenses except as authorized by the Board of Directors.

Valley Transportation Authority (VTA) Advisory Committee Duties

Duties Defined by Committee Bylaws	<i>Bicycle & Pedestrian Advisory Committee (BPAC)</i>	<i>Citizens Advisory Committee (CAC)</i>	<i>Committee for Transit Accessibility (CTA)</i>	<i>Policy Advisory Committee (PAC)</i>	<i>Technical Advisory Committee (TAC)</i>
Advise Board of Directors on matters of VTA policy referred to the Committee by the Board or GM	X		X		
Advise the Board on major policy and technical issues related to VTA projects and programs which are referred to the Committee either by the Board or the General Manager or which are raised by the Committee upon its own initiative					X
Review and comment on plans and designs for an effective countywide bikeway system, updates of the Countywide Bicycle Plan and Countywide Bicycle Map, Countywide Bicycle Expenditure Plan, and bicycle-related issues affecting the transit system	X				
Coordinate with BPACs of other agencies on multi-jurisdictional bicycle and pedestrian issues	X				
Coordinate work and meet as needed with County Trails Committee	X				
Make recommendations to the Board of Directors regarding the Countywide annual priority list of bicycle and pedestrian projects for the TDA Article 3 program	X				
Serve as the countywide bicycle and pedestrian advisory committee for the County of Santa Clara.	X				
Perform such additional duties as assigned by the Board		X	X		
Serve as the Independent Citizens Watchdog Committee for the 2000 Measure A Transit Sales Tax during its term (April 2006 – March 2036)		X			
Perform the functions of a paratransit coordinating council				X	
Advise the Board of Directors, MTC (with Board concurrence), and staff on all matters pertaining to paratransit services in Santa Clara County.				X	
Advise the Board and staff concerning accessibility of all VTA transit services, vehicles, equipment, facilities and programs			X		
Advise the Board and staff on other matters including service and program policies pertaining to accessibility for persons with disabilities			X		

Duties Defined by Committee Bylaws

- Advise the Board and staff on compliance of such elements with the Americans with Disabilities Act (ADA) and other laws which pertain to access to services within VTA's purview for persons with disabilities
- Advise the Board on the countywide transportation plan (Valley Transportation Plan), the Short-Range Transit Plan (SRTP), development of the annual or biennial budget, and tariff and service modifications
- Advise the Board on any policy matter the members determine to be relevant to their Member Agency or to VTA
- Keep their respective appointing agencies informed of key issues
- Facilitate communication between their agencies and VTA
- Help build the consensus necessary to make policy decisions

	<i>Bicycle & Pedestrian Advisory Committee (BPAC)</i>	<i>Citizens Advisory Committee (CAC)</i>	<i>Committee for Transit Accessibility (CTA)</i>	<i>Policy Advisory Committee (PAC)</i>	<i>Technical Advisory Committee (TAC)</i>
Advise the Board and staff on compliance of such elements with the Americans with Disabilities Act (ADA) and other laws which pertain to access to services within VTA's purview for persons with disabilities			X		
Advise the Board on the countywide transportation plan (Valley Transportation Plan), the Short-Range Transit Plan (SRTP), development of the annual or biennial budget, and tariff and service modifications				X	
Advise the Board on any policy matter the members determine to be relevant to their Member Agency or to VTA				X	
Keep their respective appointing agencies informed of key issues				X	X
Facilitate communication between their agencies and VTA				X	X
Help build the consensus necessary to make policy decisions				X	X

VTA Vision and Mission

On August 7, 2008 the VTA Board of Directors approved the following revised Vision and Mission statements:

VTA Vision: VTA builds partnerships to deliver transportation solutions that meet the evolving mobility needs of Santa Clara County.

VTA Mission: VTA provides sustainable, accessible, community-focused transportation options that are innovative, environmentally responsible, and promote the vitality of our region.

At the same time, the Board also adopted a list of values that support the Vision and Mission statements:

VTA Values: Dependability, Quality, Sustainability, Safety, Integrity, Diversity, and Accountability

**VTA Board of Directors
Consolidated Workplan
September - December 2008**

Doc ID	Origin	Short Title	BOD 9/4	CMPP 9/18	A&F 9/18	TP&O 9/18	BOD 10/2	CMPP 10/16	A&F 10/16	TP&O 10/16	BOD 11/6	CMPP 11/20	A&F 11/20	TP&O 11/20	BOD 12/11
1223	Dept - Project Development / Eugene Maeda	Transportation System Monitoring Program	A												
1387	Dept - Project Development / Tom Fitzwater	On Call Environmental Service Consultant Selection	A												
1400	Dept - Planning / Chris Augenstein	Monitoring & Conformance Rpt Consultant Selection	A												
1454	Dept - Programming and Grants Management / Marcella Rensi	CMAQ Resolution	A												
1464	Dept - Programming and Grants Management / Marcella Rensi	Lifeline Trans Program - Community Trans Program	A												
1299	Dept - Finance / Manny Bagnas	Banking and Custodial Services Contract	A												
1202	Dept - Accessible Services / Camille Williams	CTA Appointments/Reappointments	A												
1203	Dept - Service & Operations Planning / Jim Unites	ACE Shuttle Vendor Contract Award	A												
1446	Office of the General Manager / Jim Lawson	Amend CAC Bylaws to Add Chair Report to Board	A												
1472	Office of the General Manager / Michael Burns	Auditor General Request for Proposal (RFP) - Scope	A												
1480	Office of the General Manager / Jim Lawson	Amend CEMOF Bylaws	A												
1487	TAC / Jim Lawson	Amend CAC Bylaws to Add Chair Report to Board	A												
1485	Dept - Employee Relations / Mitsuno Baurmeister	Employees of the Month for September 2008	I												
1408	Dept - Planning / Chris Augenstein	VTP 2035 Program Area Review: Bikes, TSOM, Peds	I												
1423	Dept - Programming and Grants Management / Amin Surani	Programmed Projects Quarterly Monitoring Report	I												
1444	Dept - Planning / Chris Augenstein	VTP 2035 Other Program Areas	I												
1453	Dept - Project Development / Casey Emoto	SR 85 and US 101 HOT Lanes Preliminary Eng Update	I												
1458	Dept - Property Development & Management / Suet Nguyen	Joint Development Program Update	I												
1463	Dept - Planning / Chris Augenstein	MTC/RTP Issues	I												
1156	Dept - Government Relations / Kurt Evans	Legislative History Matrix	I												

Doc ID	Origin	Short Title	BOD 9/4	CMPP 9/18	A&F 9/18	TP&O 9/18	BOD 10/2	CMPP 10/16	A&F 10/16	TP&O 10/16	BOD 11/6	CMPP 11/20	A&F 11/20	TP&O 11/20	BOD 12/11
1344	Dept - Programming and Grants Management / Marcella Rensi	Discretionary Funding - Comp Project Scoring Cmtes		A			A								
1388	Dept - Project Development / Tom Fitzwater	HCP Cost Allocation and Budget Approval		A			A								
1397	Dept - Programming and Grants Management / Marcella Rensi	Lifeline Transp Pgrm - Cycle 2 Small Urbanized		A			A								
1345	Dept - Project Development / Tom Fitzwater	Pilot Litter Control Program		I			I								
1483	Division - Congestion Management Agency / Chris Augenstein	Proactive Report		I			I								
1499	Dept - Project Development / Casey Emoto	HOT Lanes - Preliminary Recommendation		I			I								
1311	Division - Administrative Services / Bill Lopez	Employee Health & Welfare Benefits			A		A								
1293	Division - External Affairs / Greta Helm	Conflict of Interest Disclosure Filing			A		A								
1490	Dept - Finance / Manny Bagnas	Contract Amendment - Mercer			A		A								
1158	Dept - Government Relations / Kurt Evans	Legislative History Matrix			I		I								
1196	Division - Engineering & Construction / Mark Robinson	Measure A Semi-Annual Report				I	I								
1511	Division - Operations / Jim Unites	October Service Changes				I	I								
1273	Division - SVRT Program / Carolyn Gonot	Draft EIS for SVRT Corridor				I	I								
1360	Dept - Planning / Chris Augenstein	JD Program - Property Inventory & Assessment Final						A			A				
1401	Dept - Planning / Chris Augenstein	Transportation Planning On-Call Consultant List						A			A				
1417	Dept - Planning / Chris Augenstein	Congestion Mgmt Program-Model Conformity Guideline						A			A				
1427	Dept - Programming and Grants Management / Marcella Rensi	Lifeline Transportation Program -- Cycle 2						A			A				
1428	Dept - Planning / Chris Augenstein	CMP - Guidelines for Deficiency Plans Update						A			A				
1429	Dept - Planning / Chris Augenstein	CMP - TIA Guidelines Update						A			A				
1442	Dept - Planning / Chris Augenstein	Adopt BEP Evaluation Criteria						A			A				
1455	Dept - Planning / Chris Augenstein	Pedestrian Funding Plan for County Expwy Projects						A			A				
1342	Division - Engineering & Construction / Jim Costantini	I-880/Coleman Highway Planting Coop Amendment						A			A				
1436	Dept - Planning / Chris Augenstein	VTP 2035 - Update -- Preliminary Draft Plan						I			I				
1313	Dept - Technology / Gary Miskell	Real-Time Information (RTI)							A		A				
1416	Dept - Programming and Grants Management / Marcella Rensi	HRCSA Funds Warren Ave/Kato Rd Grade Separation							A		A				

Doc ID	Origin	Short Title	BOD 9/4	CMPP 9/18	A&F 9/18	TP&O 9/18	BOD 10/2	CMPP 10/16	A&F 10/16	TP&O 10/16	BOD 11/6	CMPP 11/20	A&F 11/20	TP&O 11/20	BOD 12/11
1318	Division - Engineering & Construction / Mark Robinson	VTa Permit Policy Fee Schedule							A		A				
1317	Division - Fiscal Resources / Jim McCutchen	Quarterly Revenue and Expense Statement							A		A				
1292	Office of the General Counsel / Kevin Allmand	Adopt List of Specialty-Area Law Firms							A		A				
1159	Dept - Government Relations / Kurt Evans	Legislative History Matrix							I		I				
1476	Division - Engineering & Construction / John Donahue	Amend URS Construction Management Svcs Contract							A		A				
1441	Dept - Service & Operations Planning / Jim Unites	ACE Fare Increase							A		A				
1322	Division - Congestion Management Agency / David Kobayashi	Rapid 522 Signal Priority System Upgrade Procurement							A		A				
1328	Division - Congestion Management Agency / David Kobayashi	Rapid 522 Signal Priority Sys Upgrade Install Cont							A		A				
1396	Dept - Property Development & Management / Juanita Villemaire	FRR Resolution of Necessity (Phase 5)							A		A				
1237	Division - Engineering & Construction / Ken Ronsse	Bus Wash Replacement (Chaboya)							A		A				
1254	Division - Engineering & Construction / Mark Robinson	Freight Rail Reloc-Lower Berryessa Creek Contract							A		A				
1509	Dept - Project Development / Tom Fitzwater	Sustainability Program Update							I		I				
1245	Dept - Operations Administration / Sandra Weymouth	RIDE Task Force Annual Update							I		I				
1356	Dept - Planning / Chris Augenstein	CDT Program - 2008 Capital Grant Award										A			A
1434	Dept - Planning / Kevin Connolly	Mini Short Range Transit Plan -- Board Adoption										A			A
1438	Dept - Planning / Chris Augenstein	VTP 2035 - Update -- Final Plan Adoption										A			A
1448	Dept - Planning / Chris Augenstein	VTP 2035 Program Area Review: Transit										I			I
1323	Division - Administrative Services / Bill Lopez	Approval-Revised Equal Employment Opp./Affirmative											A		A
1321	Division - External Affairs / Greta Helm	2009 Legislative Program											A		A
1327	Division - Fiscal Resources / Jim McCutchen	Midyear Budget Revisions											A		A
1333	Division - Fiscal Resources / Jim McCutchen	Quarterly Revenue and Expense Statement											A		A
1303	Division - SVRT Program / Carolyn Gonot	Measure a Expenditure Pln Update-Final Revised Pln											A		A
1309	Office of the General Counsel / Kevin Allmand	Amend Admin Code-Claims Proces. & Settlement											A		A
1310	Office of the General Counsel / Kevin Allmand	Amend List for Designated General Manager Pro Temp											A		A

Doc ID	Origin	Short Title	BOD 9/4	CMPP 9/18	A&F 9/18	TP&O 9/18	BOD 10/2	CMPP 10/16	A&F 10/16	TP&O 10/16	BOD 11/6	CMPP 11/20	A&F 11/20	TP&O 11/20	BOD 12/11
1160	Dept - Government Relations / Kurt Evans	Legislative History Matrix											I		I
1234	Division - Congestion Management Agency / Irene Wang	Appraisal, Acquisition & Relocation Svcs Contract												A	A
1246	Dept - Property Development & Management / Irene Wang	CELR-Adopt Resolution of Necessity (Phase 1)												A	A
1314	Division - Congestion Management Agency / John Ristow	Santa Clara/Alum Rock BRT EIR Certification												A	A
1497	Dept - Planning / Kevin Connolly	BRT Strategic Plan-Final Recommendations/Dev Plan												A	A
1183	Division - Engineering & Construction / Ken Ronsse	Paint Mixing Room Contract Award (Guadalupe)												A	A
1252	Division - Engineering & Construction / Ken Ronsse	Rail Station Public Address System Upgrade												A	A
1281	Division - Engineering & Construction / Mark Robinson	SVRT - Coop Agmnts w/Milpitas, San Jose, Santa Cla												A	A
1283	Division - Engineering & Construction / Mark Robinson	SVRT-Design Consultant Contract Amendments												A	A
1477	Division - Engineering & Construction / John Donahue	Amend Design Cost Sharing Agreemt W/ ACTA-Fremont												A	A
1188	Division - Engineering & Construction / Ken Ronsse	Caltrain So County Improvements Construct Contract												A	A
1386	Dept - SVRT Project Design / Dennis Ratcliffe	Draft EIS for SVRT Corridor												I	I



Date: September 2, 2008
Current Meeting: September 10, 2008
Board Meeting: N/A

BOARD MEMORANDUM

TO: Santa Clara Valley Transportation Authority
Committee for Transit Accessibility

THROUGH: General Manager, Michael T. Burns

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

SUBJECT: Work Plan Update

FOR INFORMATION ONLY

BACKGROUND:

At its meeting of September 12, 2007, the CTA requested that the workplan be a standing item on the agenda. In addition to the updates shown below, the workplan was also revised to show completed items and items that require follow-up.

DISCUSSION:

The following items have been updated:

1. The Status Report on the Current Use of Wheelchairs and Other Mobility Devices was presented at the August 13, 2008 meeting. This item was moved to the completed section of the workplan
2. Bus Stop Improvement Plan Update was added as an annual report. However, the Committee will be presented with an update later this year. The update will be provided at the October 8, 2008 meeting.
3. The Wheelchair and Other Mobility Device Community Education Safety Program was added to the work plan.
4. The Advisory Committee Enhancement Strategy was added to the work plan.

Prepared By: Camille C. Williams

CTA Approved Workplan

Current Items:

1. Mobility and travel training as a subset of talking signs
Status: The CTA was given a presentation of VTA's Mobility Options program. The CTA created a subcommittee that will meet on a monthly basis and report back to the larger committee every month. The subcommittee members are Randy Tamez, Katie Heatley, Linda Gallo, David Julian, Linda Gouveia and Laura Michels.
Agenda Date: October 10, 2007 / November 7, 2007 / monthly as needed
Category: Information and Discussion
V T A Assignment: Accessible Services
2. Joint partnerships with cities for walkable sidewalks for blind and wheelchair users with curb cuts
Status: V T A's Congestion Management Program published a Community Design and Transportation Best Practices Manual for Integrating Transportation and Land Use. The Community Design and Transportation Program and its manual were developed in partnership Santa Clara County, its cities and towns, developers, designers, community members and member agencies. The program has a strong emphasis on pedestrian environments, transit, street design, and the interrelationships with sites and buildings. Accessibility integration, to ensure that individuals with all levels of ability can easily traverse the pedestrian environment, is a component of this program.
Agenda Date: To Be Determined
Category: To Be Determined
V T A Assignment: Congestion Management Program
3. Orientation/Workshop
Status: At the February 13, 2008 CTA meeting, members requested that staff provide an orientation for the committee as 7 new members have been added. The orientation will be provided by VTA staff over several meetings. CTA will have a half day orientation in June in addition to their regular meeting.
Agenda Date: March 12, 2008 / April 9, 2008
Category: Information
V T A Assignment: Accessible Services
4. Wheelchair and Other Mobility Device Community Education Safety Program
Status: At the August 13, 2008 CTA meeting, members passed the following motion: the Accessible Services Department shall develop, with input from CTA, a set of goals and objectives specific to improving useful information to the public on the use of wheelchairs and other mobility devices on public transit.

Objective 1 - Follow-up with CTA prior recommendation to place information on VTA web-page also linked back to the Paratransit Program, information on WC19 standards and current models that are currently WC19 compliant and transit friendly.

Objective 2 - Incorporate safety and mobility device usage on public transit into the mobility options and/or travel training materials.

Agenda Date: October 8, 2008

Category: Information

V T A Assignment: Accessible Services

5. Advisory Committee Enhancement Strategy

Status: At the August 13, 2008 CTA meeting, Michael T. Burns, during his general manager's report, advised the CTA that next month staff would meet with the advisory committees to better engage them in the development of policy solutions. Additionally, staff will work with the advisory committees to develop clearly articulated missions, goals and objectives, resulting in the advisory committees being well aligned with VTA's vision, mission and values. The Advisory Committee Enhancement Strategy will include, among its many actions, directly involving the advisory committees in the process to redefine each committee's role, responsibilities and limitations. It will also include revising each committee's work plan to ensure that committees have the opportunity to review and provide input on matters in the development process.

Two primary goals of this initiative are to:

1. Maximize the contribution each committee can make to the decision-making process;
2. Minimize overlap and duplication between committees

Agenda Date: September 10, 2008

Category: Information

V T A Assignment: External Affairs

VTA Vision/Mission/Values

VTA Vision: VTA builds partnerships to deliver transportation solutions that meet the evolving mobility needs of Santa Clara County.

VTA Mission: VTA provides sustainable, accessible, community-focused transportation options that are innovative, environmentally responsible, and promote the vitality of our region.

VTA Values: Dependability, Quality, Sustainability, Safety, Integrity, Diversity, and Accountability

6. Bus Stop Improvement Plan

Status: At the July 9, 2008 CTA meeting, staff provided a report on bus stops listed to be improved during FY 09. CTA asked that staff provide an additional report on the status of all bus stops currently listed to be improved. Staff will provide a report before the end of the year and then annually thereafter.

Agenda Date: October 8, 2008 / Annually
Category: Information
V T A Assignment: Accessible Services

Monthly Agenda Items:

1. Motion Tracking Spreadsheet
 CTA members requested that staff provide a report to review and track motions. The motion tracking report that was presented at the August 8, 2007, meeting was revised and will be presented monthly to the committee. The CTA chair's report is a standing item on the TP&O committee's agenda. In addition to providing this report, the CTA chair was invited by the chair of the TP&O committee to speak to any issues related to the CTA at the October 18, 2007 meeting. At the October 2007 CTA meeting, committee members stated that they wanted the motion tracking report separated into current motions and archived motions. At the November 2007 meeting, CTA members advised that they wanted to continue to receive both the current and archived motion tracking reports in their packets.
2. Workplan
3. Organizational and Financial Assessment
4. Monthly Ridership Report
5. Mobility Options Program

Annually Reported Items:

1. Bus Stop Improvement Plan

Follow-Up Items:

1. Receive a presentation on the V T P 2035 Plan
Status: Staff gave a presentation at the December 12, 2007 meeting.
Agenda Date: December 12, 2007
Follow-up Date: TDB
Category: Information
V T A Assignment: Congestion Management Program
2. Talking signs to allow people with disabilities to use fixed route as independently as possible.
Status: The CTA received a presentation on the Dynamic Passenger "Real-time" Information project. The Committee was asked to provide locations along the Rapid 522

bus line that would be appropriate for DPI technology. Outreach, VTA's paratransit broker, provided a list of suggested locations along the 522.

Agenda Date: November 7, 2007 / March 12, 2008

Follow-up Date: TDB

Category: Information

V T A Assignment: Technology, and Transportation Systems and Accessible Services

3. Farebox Technology

Status: At the January 9, 2008 CTA meeting, members requested that as VTA replaces its fareboxes, they consider purchasing fareboxes with technology that will gather information specific to travel patterns of individuals with disabilities. BAH will provide a follow-up to their June 11, 2008 presentation as this project progresses.

Agenda Date: June 11, 2008

Follow-up Date: TBD

Category: Information

V T A Assignment: Fiscal Resources and Accessible Services

Completed Items:

1. Paratransit service impacts due to COA

Status: Staff gave a presentation on the Bus Service Plan and Impacts to the ADA Paratransit Service Area. Staff asked CTA to choose between 2 options. CTA members passed a motion to support Option 1: Continue existing policy and practice to conform to ADA paratransit service area and charge a Service Area Surcharge for trips originating or ending outside the service area. The CTA motion allowed for a 90 day grace period from January 14, 2008, before imposing the surcharge. The Board of Directors approved the CTA's recommendation on December 13, 2007. A follow up discussion at the April 9, 2008 meeting regarding Menlo Park paratransit service.

Agenda Date: November 7, 2007 and April 9, 2008

Category: Action

V T A Assignment: Accessible Services

2. Space Park Shelter

Status: Complete. The Chief Operations Officer gave verbal reports to the committee at their October 10 and November 7, 2007 meetings. A detailed written report was provided at the December 12, 2007 meeting. Staff advised that a customized shelter would be installed by the end of the year at the southbound Scott opposite of Space Park location. At the January 9, 2008 CTA meeting, CTA members thanked VTA staff for the installation.

Agenda Date: December 12, 2007

Category: Information

V T A Assignment: Operations-Service Planning

3. Origin-to-Destination Service

Status: CTA requested that staff provide a memo on this issue. At the December 12, 2007 meeting, staff provided a report on the regulatory history of the subject as well as information about the level of service provided by neighboring paratransit agencies; SamTrans and the East Bay Paratransit Consortium. The CTA chair asked that staff provide origin to destination information for paratransit providers in the entire Bay Area. A follow-up report was presented at the January 8, 2008 meeting. Accessible Services staff gathered information from the 18 Bay Area paratransit service providers. Of the 18, 17 provide either automatic door-to-door service or provide door-to-door upon request at the time the trip is scheduled.

Agenda Date: November 7, 2007 / December 12, 2007 / January 9, 2008

Category: Information

V T A Assignment: Accessible Services

Note: This item was requested by Chair Randy Tamez.

4. Analyze travel patterns of individuals with disabilities and senior citizens

Status: Staff provided a presentation to the CTA at the January 9, 2008 meeting. Staff provided information based on what they are able to obtain from the software. It was suggested by CTA members that as VTA's fareboxes are replaced, we consider new technology to gather customer information.

Agenda Date: January 9, 2008.

Category: Discussion

V T A Assignment: Operations Analysis, Reporting and Systems

5. South line Platform Retrofit Project

Status: At the November meeting the Chief Operations Officer, in his monthly report, informed the CTA that the TP&O committee would be considering the construction contract for the south line platform retrofit project. CMA gave a presentation on the status of the retrofit project at the January 9, 2008 meeting.

Agenda Date: January 9, 2008

Category: Information

V T A Assignment: Construction

6. Nominating Committee

Status: At the November 7, 2007 meeting CTA members selected their nominating committee. The nominating committee will provide names of officer candidates for the December officer elections. CTA members may also select nominations from the floor before the vote. Nominating committee members are Thomas Slack, Barbara Stahl, and David Grant. At the December 12, 2007 meeting, the nominating committee presented the slate of candidates: Chair, Randy Tamez; 1st Vice Chair, Aaron Morrow; 2nd Vice Chair, David Julian. Because the CTA did not have a quorum, officers could not be voted into office. The item will be carried over to the January 9, 2008 meeting. CTA Chair, Randy Tamez resigned Monday, January 7, 2008 and the First Vice Chair was unable to attend, staff asked that the elections be deferred. Officers were elected at the February 13, 2008 meeting as follows:

Chair, Aaron Morrow

First Vice Chair, David Julian

Second Vice Chair, Emma Eljas

Agenda Date: November 7 / December 12, 2007 / January 9, 2008 / February 13, 2008.

Category: Action

V T A Assignment: Accessible Services

7. Fixed route training specific to bus stop issues which involves trip planning, travel training, etc. This item is related to item numbers 1 and 2 on the workplan. Because CTA members are on the Mobility Options Task Force, issues relating to travel training will be reported back to the CTA under workplan item number 2. This item was moved to completed items.

Status: CTA received a presentation on V T A's Mobility Options Program.

Agenda Date: October 10, 2007

Category: Discussion

V T A Assignment: Accessible Services

8. Receive a report on National Transit Database reporting.

Status: Completed

Agenda Date: April 9, 2008

Category: Discussion

V T A Assignment: Fiscal Resources

9. Appointment of 5310 Review Committee

Status: Staff provided a presentation on the Bay Area's Coordinated Public Transit Human Services Transportation Plan. A 5310 review committee will be appointed Spring 2008. The item was discussed at the April 9, 2008 CTA meeting. The following members were selected to serve on the LRC: Aaron Morrow, Connie Langford and Dilip Shah

Agenda Date: November 7, 2007 / April 9, 2008

Category: Action

V T A Assignment: Accessible Services

10. Change CTA Bylaws so that they are similar to the Policy Advisory Committee's

Bylaws regarding the number of members that it will take to pass an item.

Status: This item was discussed at the February 13, 2008 CTA meeting and will be discussed again at the March 12, 2008 meeting as clarification about the CTA action is needed. Completed. The CTA passed a motion to keep the quorum at 11 and the voting requirement at 9 but the Chair will have to explain that an item was passed with less than a quorum and the minutes will have to be noted that an item was passed by less than a majority of the total appointed membership.

Agenda Date: February 13, 2008 / March 12, 2008 / April 9, 2008 / May 7, 2008

Category: Action

V T A Assignment: Accessible Services

11. Google Trip Planner

Status: Aaron Morrow, First Vice Chair, asked that the Google Trip Planner be added to the February or March 2008 agenda. The item will be presented at the May 7, 2008 meeting. Mr. Morrow had the following concerns:

1. Compatibility with Screen Readers
2. Pop up Blocker issues
3. Page layout functional purpose

Agenda Date: May 7, 2008 / June 11, 2008

Category: Information

V T A Assignment: Customer Service/Technology

12. Disaster Preparedness

Status: At the February 13, 2008 CTA meeting, members requested that disaster preparedness for individuals with disabilities be added to their workplan.

Agenda Date: May 7, 2008 / June 11, 2008

Category: Discussion

V T A Assignment: Accessible Services

13. Easter Seals Project ACTION Status Report on the Current Use of Wheelchairs and Other Mobility Devices on Public and Private Transportation

Status: At the February 13, 2008 CTA meeting, members discussed the issue of various types of mobility devices with various dimensions, many of them oversize, being used on public fixed route and paratransit services. Staff followed up with the consultant who participated in the study who advised that the results of the study will not be published until May or June 2008. The report was published July 2008. The CTA will receive a presentation at their August 13, 2008 meeting.

Agenda Date: August 13, 2008

Category: Information

V T A Assignment: Accessible Services

Future Items:

1. Accessible bus stops, access to the bus stops, safety at the bus stops, etc. A photo of each bus stop and full descriptions should be up on the web site.
2. The calling of bus stops is still an issue and the CTA must have a better response from staff to ensure stops are and will be called.
3. Buses stopping at stops of all sizes
4. Being able to feel confident on the bus that the driver will call out stop at the requested destination.
5. CTA should get quarterly reports from the various functional areas at the V T A to know what is going on in Congestion Management with long range plans, with ITS (Intelligent Transportation System) planning; features in the Rapid Bus Transit that make it easy or hard for disabled persons to access, etc.
6. CTA wants to receive legislative reports.

7. Identify a lead staff person at V T A for implementing the Hay Report to 1) Make sure CTA can comment and be involved (thus far CTA has had no involvement); and 2) CTA follow up on the Hay Report sections that address the Accessible Services Department and the recommendation that V T A staff needs to work to take steps to improve their relationships with the disability community and the Broker.
8. Elevator announcements---educational/outreach activities
9. Increasing CTA membership



Date: September 2, 2008
 Current Meeting: September 10, 2008
 Board Meeting: N/A

BOARD MEMORANDUM

TO: Santa Clara Valley Transportation Authority
 Committee for Transit Accessibility

THROUGH: General Manager, Michael T. Burns

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

SUBJECT: Motion Tracking Report Update

FOR INFORMATION ONLY

BACKGROUND:

The CTA requested that their motion tracking report be added to the agenda as a standing item. Due to the size of the document, CTA members asked that the form be separated into motions that are current and archived motions. Staff separated the document; both forms are included for CTA review. The last update to the report was August 13, 2008. Committee for Transit Accessibility members also requested that both the current and archived motion tracking reports be included in their monthly agenda packets.

DISCUSSION:

The CTA passed the following motion at their August 13, 2008 meeting:

Motion/Second/Carried: (Morrow/Grant)

The Accessible Services Department shall develop, with input from the CTA, a set of goals and objectives specific to improving useful information to the public on the use of wheelchairs and other mobility devices on public transit.

Objective 1: Follow-up with the CTA's prior recommendation to place information on the VTA web page also linked back to the Paratransit Program, information on WC-19 standards and current models that are currently WC-19 compliant and transit friendly.

Objective 2: Incorporate safety and mobility device usage on public transit into the mobility options and/or travel training materials.

Prepared by: Camille C. Williams

Prepared By: Camille C. Williams

Archived Summary of CTA Motions
March 2005 to December 2006

Status of Item	CTA Item	CTA Action	V T A Board/Staff Action	
December-06	C T A action referred to Customer Service.	4. Accessible Services Customer Comment Summary Information	Motion, Second, Carried (Morrow/Rhodes) to recommend that it be standard practice when V T A Customer Service representatives receive a call from a customer regarding a complaint the customer would be asked if they would like a call back, if "yes" then Customer Service calls the customer back with a resolution within 30 days.	Staff forwarded this request to Customer Service staff.
December-06	C T A action referred to Board of Directors.	11. Board of Directors Report	Motion, Second, Carried (Rhodes/Julian) to recommend that the CTA Committee present Ex-Officio Board Liaison Cindy Chavez with a Certificate of Appreciation at the December 14, 2006 Board of Directors Regular Meeting for her diligent work on CTA and V T A Board of Directors.	The General Manager and Board Vice Chairperson Chu presented the award at the December 2006 Board of Director's meeting to Chairperson Chavez and acknowledged her assistance and contributions as CTA Board Liaison Ex-Officio Member. CTA Chairperson Morrow thanked Chairperson Chavez on her leadership and for crafting a new Paratransit Program.
November-06	C T A action referred to M T C staff..	10. Technology in Transit	Motion, Second, Carried (Tamez/Morrow) on a vote of 11 Ayes to 0 Noes to 1 Abstention to support a motion to the V T A Board of Directors to look into including paratransit services into the TransLink Program System. Members Eljas abstained.	MTC staff presented a report on the Translink Program at the January 2007 CTA meeting and noted the CTA's comments regarding the inclusion of paratransit.
November-06	C T A action referred to staff..	11. Operator Training	Motion, Second, Carried (Tamez/Jensen) that the CTA Committee request that V T A provide written material presentations and not verbal presentations.	Recommendation forwarded to staff. Staff will aim to prepare written reports for presentations to the CTA. However, some situations may require verbal reports.
October-06	No Item	No Motions Made/Passed	No Motions Made/Passed	No Motions Made/Passed
September-06	Staff responded to C T A request.	9. CTA Member Tamez electronic mail (e-mail) of July 8, 2006	Motion, Second, Carried (Tamez/Gouveia) that CTA requests that the V T A Board of Directors investigate V T A's accounting methods, practices, and cost accounting as it relates to accessible services, paratransit and National Transit Database (NTD) reporting.	Staff presented detailed information about the NTD Audit at the January 2007 CTA meeting.
August-06	C T A action referred to C M P staff..	10. 2005 - 2006 V T A Passenger Survey	Motion, Second, Carried (Morrow/Grant) on a vote of 10 Ayes to 0 Noes to 1 Abstention to recommend that the next On-Board Survey create a question that targets persons with disabilities with a sense of sensitivity. Member Julian abstained.	Staff forwarded this request to Congestion Management Program Transportation Planning staff.
July-06	No Item	No Motions Made/Passed	No Motions Made/Passed	No Motions Made/Passed

Archived Summary of CTA Motions
March 2005 to December 2006

Status of Item	CTA Item	CTA Action	V T A Board/Staff Action	
June-06	Staff responded to C T A request.	8. National Transit Database (NTD) Reporting and Paratransit Services	Motion, Second, Carried (Tamez/Gouveia) to motion that Given that V T A receives funding for their programs from different sources, it is a fundamental need of this business to segregate changes to assure proper billing to their programs. It is unacceptable that V T A has just now acquired sound accounting methodologies in 2005 to prevent improper cost allocation and erroneous reporting of their financial data to the federal government. Therefore, the historical changing must have been accurate. Given that the historical charging must have been accurate, please provide CTA with a headcount report, indicating the position and salary (names may be withheld) of each of the individuals charging Paratransit to total the dollar amount in question. Fiscal Year 2005 is an acceptable starting point.	Staff presented NTD/Financial Reporting information at the September 2006 CTA meeting.
June-06	Staff responded to C T A request.	9. FY 2006 Third Quarter Transit Operations Performance Report (July 1, 2005 - March 31, 2006)	Motion, Second, Carried (Grant/Rhodes) to motion that V T A provides the Committee with the system cost per total hours of the other local transit agencies as a basis.	Staff presented this information at the October 2006 CTA meeting.
June-06	Staff responded to C T A request.	9. FY 2006 Third Quarter Transit Operations Performance Report (July 1, 2005 - March 31, 2006)	Motion, Second, Carried (Eljas/Tamez) to make a motion that the Committee requests that Mr. Burns create a small forum of individuals from CTA and V T A to change the culture of how people are viewed in the disabled and paratransit community.	Discussion about the formation of the recommended committee will be placed on the March 2007 CTA agenda.
May-06	C T A action referred to Board of Directors.	10. Chronology of Events Leading to Small-Capacity Vehicle Agreement with the Amalgamated Transit Union (ATU)	Motion, Second, Carried (Tamez/Morrow) to make a motion to the Board of Directors that they require V T A to bring all service changes, program changes, or improvements to the CTA Committee before they move forward.	Recommendation forwarded to General Manager and Executive Staff. The Board received recommendation when the CTA unapproved minutes were submitted to the Board as a CTA report in their June 2006 Board packet.
April-06	C T A action referred to Board of Directors. Staff responded to C T A request.	4. Board of Directors Report	Motion, Second, Carried (Jensen/Rhodes) to recommend that staff provide the Committee the information to bring paratransit in-house, including an accounting of all-meeting dates, minutes, records of meeting room reservations, etcetera, especially the discussions held with ATU Local 265 Executive Board. Copies of grant requests for the purchase of vehicles between the dates of 2003 to the present will also be provided to the Committee. Additionally, CTA would like a copy of the timeline, as requested by Board Member Chavez from Mr. Tucker in one week's time. This should include discussions, memos, and teleconferences within all V T A departments that were involved in the efforts to look at bringing paratransit in-house. This timeline should be distributed to CTA Members via electronic format and mail.	Staff provided a report to the May 2006 CTA meeting and the Board of Directors documenting the chronology of events leading to the agreement with the ATU to implement small capacity vehicle operations and V T A's partnership with Outreach.

Archived Summary of CTA Motions
March 2005 to December 2006

Status of Item	CTA Item	CTA Action	V T A Board/Staff Action	
April-06	C T A action referred to Board Chair and Board Secretary..	5X. RFP for Organizational and Financial Assessment Consulting Services	Motion, Second, Carried (Tamez/Gouveia) to recommend that the CTA Committee be included in the RFP process.	Staff provided request to Board Secretary's Office to forward to Board Chair. Committee chairs sat on the technical evaluation committee to select the consultant for the Organizational and Financial Assessment.
March-06	C T A action referred to staff..	8. Transportation Supervisor Information	Motion, Second, Carried (Grant/Julian) to recommend that V T A reinstate the 800-telephone number for customers to call to report non-operating lifts.	Effective August 1, 2006, telephone number 1-800-922-4321 was activated for after hours calls regarding downed lifts.
February-06	Staff responded to C T A request.	9. Bus Mobility Device Securement Policy	Motion, Second, Carried (Grant/Rhodes) to recommend that V T A will provide a detailed Securement and Americans with Disabilities Act (ADA) awareness sensitivity training demonstration to CTA.	Staff provided a presentation to the May 2006 CTA meeting about V T A Operator training programs.
January-06	No Item	No Motions Made/Passed	No Motions Made/Passed	No Motions Made/Passed
December-05	C T A action referred to Board of Directors.	9. Paratransit Eligibility Certification Program Modifications	Motion, Second, Carried (Morrow/Rhodes) on a vote of 13 Ayes, to 0 Noes, to 0 Abstentions to endorse the Paratransit Eligibility Certification Program Modifications.	At the April 2006 Board meeting, the Board approved the Paratransit Eligibility Certification Program Modifications to be implemented July 2006.
November-05	No Item	No Motions Made/Passed	No Motions Made/Passed	No Motions Made/Passed
October-05	C T A action referred to Board of Directors. Staff responded to C T A request.	11. Bus Mobility Device Securement Training Program	Motion, Second, Carried (Bruntz/Morrow) on a vote of 13 Ayes, to 0 Noes, to 0 Abstentions to recommend to V T A Board of Directors to develop and implement an educationally sound assessment plan to field test operators on ADA compliance.	Referred to Board in Minutes. V T A training staff will be invited to future CTA meeting to discuss operator training program. Staff provided a presentation to the May 2006 CTA meeting about V T A Operator training programs. V T A training staff provided monthly and quarterly reports to the CTA throughout FY 07. Several CTA members sat in operator training classes. Due to the increased need for bus operators, the training department has increased their operator training schedule and will report to the CTA on an as needed basis.
September-05	C T A action referred to Board of Directors.	Nominating Committee for Second Vice Chairperson for 2005	Motion, Second, Carried (Marcillet/Rhodes) on a vote of 12 Ayes, to 0 Noes, to 0 Abstentions to elect David Grant for CTA Second Vice Chairperson for 2005.	The following is unrelated to the motion but was added for information only: Adam Byrnes represented V T A Board Vice Chairperson Cindy Chavez at the September 7, 2005 CTA meeting. Vice Chairperson Chavez gave a verbal report at the October 6, 2005 V T A Board about the September 7, 2005 CTA meeting.
August-05	C T A action referred to Board of Directors.	Receive the Bus Mobility Securement Device Demonstration	Motion, Second, Carried (Morrow/Bruntz) on a vote of 9 Ayes, to 2 Noes, to 0 Abstentions to recommend that CTA accept the recommendations stated by V T A staff and Securement Subcommittee team with the caveat that CTA Securement Subcommittee Task Force remain intact for at least one-year after implementation of the Mobility Securement Policy to monitor and address issues related to the implementation of the Mobility Securement Policy. Members Grant and Stahl opposed.	At the Sept 05 Board meeting - Board authorized the General Manager to execute a contract with Nor-Cal Mobility, Inc., the lowest responsible and responsive bidder, contingent upon a successful demonstration to satisfy technical requirements of the contract, for the purchase and installation of 831 bus mobility device restraint kits (two kits per bus, one curbside and one street side) for V T As active bus fleet of 415 buses, the cost per bus for this purchase and installation contract is \$1,447 for a total cost of \$600,383. At the April 06 Board meeting - Board adopted the proposed policy to require all mobility device users, such as wheelchair and scooter users, to ride with their devices secured on V T A buses. The policy will have an effective date of January 1, 2007.

Archived Summary of CTA Motions
March 2005 to December 2006

Status of Item	CTA Item	CTA Action	V T A Board/Staff Action	
July-05	C T A action referred to Board of Directors.	Discuss Paratransit Fares	Motion, Second, Carried (Jensen/Rhodes) on a vote of 13 Ayes, to 0 Noes, to 0 Abstentions to recommend ADA Paratransit Service be removed from the Farebox Recovery Ratio Policy and considered independently even though ADA allows for the increase, the fare increase is not required.	At the July 21, 2005 Board Committee of the Whole, Staff reported the CTA's recommendation to revise the current fare policy that links the Paratransit Fare at two times the Adult bus cash fare. No Board action was taken.
July-05	C T A action referred to Board of Directors.	Discuss Disability Services and NovaCare Contracts (requested by CTA at 5/11/05 meeting)	Motion, Second, Carried (Morrow/Rhodes) on a vote of 13 Ayes, to 0 Noes, to 0 Abstentions to recommend sending cancellation notices to Eligibility Program contractor Disability Services Orthopaedic Hospital and to the Appeals Program contractor NovaCare prohibiting the extension of these contracts beyond June 2006 and initiate process with CTA to design and improve the Eligibility Program to help select a new Eligibility Certification contractor and scope of work to be operative by July 1, 2006.	At the July 21, 2005 Board Committee of the Whole, Staff advised the Committee of the Whole of the CTA's recommendation to send cancellation notices to Disability Services Orthopaedic Hospital to cancel their contract and the second recommendation was to initiate a phone interview process as soon as possible. No Board action was taken.
July-05	C T A action referred to Board of Directors.	Discuss Disability Services and NovaCare Contracts (requested by CTA at 5/11/05 meeting)	Motion, Second, Carried (Morrow/Rhodes) on a vote of 13 Ayes, to 0 Noes, to 0 Abstentions to recommend as soon as possible to initiation of a phone interview for those remaining clients who have not yet been through the recertification process, which will make the process more convenient, more timely, and reduce costs to recertify existing clients and eliminate the need to provide transportation to the in-person interview. Any recertifying client who wishes an in-person interview will be provided that option and free transportation.	At the July 21, 2005 Board Committee of the Whole, Staff advised the Committee of the Whole of the CTA's recommendation to send cancellation notices to Disability Services Orthopaedic Hospital to cancel their contract and the second recommendation was to initiate a phone interview process as soon as possible. No Board action was taken.
May-05	C T A action referred to Board of Directors.	Review/File the FY 05 3rd Quarter Paratransit Services Performance Report	Motion, Second, Carried (Grant/Stahl) on a vote of 11 Ayes, to 0 Noes, to 1 Abstention to recommend to terminate the contract with Orthopaedic Hospital and NovaCare and allow OUTREACH to conduct the Paratransit Eligibility Certification Program Process. Member Michels abstained.	At the July 21, 2005 Board Committee of the Whole, Staff advised the Committee of the Whole of the CTA's recommendation to send cancellation notices to Disability Services @ Orthopaedic Hospital to cancel their contract and second recommendation was to initiate a phone interview process as soon as possible. No Board action was taken.
May-05	C T A action referred to Board of Directors.	Review/Recommend to the Board proposed changes to the CTA Bylaws	Motion, Second, Carried (Julian/Rhodes) on a vote of 12 Ayes, to 0 Noes, to 1 Abstention to recommend the CTA Bylaws allow election of a Chairperson, Vice Chairperson, and a Second Vice Chairperson to conduct Committee business. Member Eljas abstained. Motion, Second, Carried (Stahl/Eljas) on a vote of 13 Ayes, to 0 Noes, to 0 Abstentions to recommend the CTA quorum be reduced to 9 Committee Members.	On August 4, 2005: Motion, Second, Carried (McHugh/Williams) to amend the bylaws for the Committee for Transit Accessibility (CTA) to (1) add a Second Vice Chairperson, (2) add a V T A Board of Directors member as a non-voting ex-officio member, and (3) reduce the number of affirmative votes needed to pass an item to 9 from the current 11, which is a majority of the total membership. At the September 1, 2005 V T A Board of Directors Regular Meeting Vice Chairperson Chavez volunteered to serve as Ex-Officio Non-Voting Board Liaison to CTA. Vice Chairperson Chavez has identified Adam Byrnes, staff aide representing Cindy Chavez to attend CTA Meetings and provide a report to Vice Chairperson Chavez. Vice Chairperson Chavez will serve as Ex-Officio Non-Voting Board Liaison to CTA and will provide a report to V T A Board of Directors at V T A Board of Directors Regular Meetings.

Archived Summary of CTA Motions

March 2005 to December 2006

Status of Item	CTA Item	CTA Action	V T A Board/Staff Action
March-05	C T A action referred to staff..	Receive presentation by Disability Services @ Orthopaedic Hospital	Motion, Second, Carried (Rhodes/Julian) to recommend that any presentation provided to CTA include a written report and be distributed to the Committee in an appropriate amount of time to review the information.
			Recommendation forwarded to General Manager and Executive Staff. The Board received recommendation when the CTA unapproved minutes were submitted to the Board as a CTA report in their April 05 Board packet.

CTA Item	CTA Action	V T A Board/Staff Action
August-08: 7. Information Item-Presentation on ESPA Status Report on Wheelchairs	Motion,Second,Carried (Morrow/Grant) To recommend that the Accessible Services Department shall develop, with input from CTA, a set of goals and objectives specific to improving useful information to the public on the use of wheelchairs and other mobility devices on public transit. Objective 1: Follow-up with CTA prior recommendation to place information on VTA web-page also linked back to the Paratransit Program, information on WC-19 standards and current models that are currently WC-19 compliant and transit friendly. Objective 2: Incorporate safety and	This item was added to the CTA Workplan. Accessible Services staff will work with the committee to meet the objectives of this motion.
July-08: 12. Information Item-Discuss Public Presentations at Board Meetings.	Motion,Second,Carried (Morrow/Julian) To recommend to the Board of Directors to instruct them to kindly put the Public Presentation portion of their agenda back to the beginning of the Board of Directors agenda packet and not have it languish at item 35 or 36. It's not good business and it gives the perception that they're trying to impede the public's right to know.	This item was reported by the CTA Liasion at the July 17, 2008 Board of Directors Committee of the Whole.
June-08: 12. Information Item-Discuss the Committee for Transit Accessibility Motion Tracking Report.	Motion, Second,Carried (Grant/Slack) Request that the Board of Directors amend the \$15.00 policy for 5 rides not a fixed number because when the amount was originally \$3.00 that was equal to 5 rides it should be just that you could withdraw your balance up to 5 rides. If it's a Board policy to for them to adopt, I'd like to send that up for their consideration.	VTA approved this change. It was implemented by Outreach effective July 15, 2008.
May-08: 7. Clarify that the quorum requirement is as set forth in Sect. 5.4 of the CTA Bylaws	Motion,Second,Carried (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 recommendations is less than a quorum, then the minutes of the meeting shall contain a notation that the item was passed by less then 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.	The Chair will need to identify, during his/her report to the Transit Planning and Operations Committee, those recommendations that were approved by less than a quorum. And a notation will need to be made in the minutes to reflect that the item was passed by less than a majority of the total appointed membership.
Apr-08: 5. Receive a Report from the General Manager	Motion,Second,Carried (Morrow/Grant) to advise the Board of Directors to not approve the governance structure recommendation as it stands now. It was rushed and there needs to be more input from the committees and the public.	The comments made by the CTA, PAC and CAC were provided to the Administration and Finance Committee at their April 17, 2008 meeting.

CTA Item	CTA Action	V T A Board/Staff Action
Feb-08: 11. Discuss the Committee for Transit Accessibility Motion Tracking Report.	Motion,Second,Carried (Stahl/Julian) to receive information in all areas of concern by the Hay Group.	As requested by the CTA, the Organization and Financial Assessment has been added as a standing item to their agenda. Staff will give a presentation at the April 9, 2008 meeting.
Nov-07: 8. Bus Service Plan and Impacts to ADA Paratransit Service Area	Motion,Second,Carried (Eljas/Morrow) to recommend that the CTA support Option 1 which is to continue the existing policy and practice to conform to ADA paratransit service area and charge a Service Area Surcharge for trips originating or ending outside the service area. Affected customers would be given a 90 day grace period from January 14, 2008, before paying the surcharge.	Staff presented the CTA's recommendation to the TP&O on November 14, 2007. The TP&O committee supported the CTA's position and forwarded the recommendation to the Board of Directors. At the December 13, 2007 Board meeting, the Directors approved the CTA recommendation under the Consent agenda.
Nov-07: 11. Mainstreaming of Individuals with Disabilities into VTA.	Motion,Second,Carried (Morrow/Grant) to recommend that the Hay Group give a presentation to the CTA regarding the reorganization and the Accessible Services Department. November 7, 2007 Minutes: M/S/C (Morrow/Grant) to recommend to have the Hay Group restructure Accessible Services Department.	The Hay Group will not present to the CTA but staff will provide updates regarding the progress on the transformation program.
Nov-07: 16. City of San Jose Disability Advisory Commission Report	Motion,Second,Carried (Grant/Stahl) to recommend that the CTA support the position of the San Jose DAC regarding the elimination of route 85.	CTA Chair Tamez provided a report to the TP&O on November 14, 2007 explaining that the CTA took action to support the DAC's position regarding the elimination of route 85. The DAC received a written response from VTA after the November 2007 CTA meeting. Timeline: 8/24/07 Chair Tamez requested that the A&F Committee agendaize the Mainstreaming Memo. The item was referred to TP&O. At 9/07 TP&O Chair Sandoval explained, in a letter, to Chair Tamez that the TP&O is the primary contact for the CTA and invited Chair Tamez to discuss any concerns to the TP&O. At the 10/18/07 TP&O meeting Chair Tamez presented the a list of 13 CTA concerns. On 12/12/07 Chair Sandoval responded in writing to Chair Tamez; all CTA members were copied. On 1/9/08 Member Grant asked that Chair Sandoval's letter be included in the Feb 08 CTA packet.
Oct-07: 9. Mobility Options Program	Motion,Second,Carried (Tamez/Slack) to recommend that a Mobility Options Program Subcommittee be established to look at the program in more detail and provide a comprehensive plan to C T A; and further, recommend that the Mobility Options Program Subcommittee meet once a month.	The subcommittee will meet on a monthly basis and report back to the larger committee.

CTA Item	CTA Action	V T A Board/Staff Action
Aug-07: 7. Hiring of Advisory Committee Members as Consultants or Employees	Motion, Second, Carried (Morrow/Julian) to recommend that if a member sits on V T A's Advisory Committee and plans to accept a consultant position then the member must relinquish their seat as a V T A Advisory Committee member.	Randy Tamez, CTA Chair, presented this item at the August Transit Planning and Operations (TP&O) meeting. The chair of the TP&O committee asked staff to come back with recommendations to address the issue of VTA compensating its committee members for services. Staff prepared a memo that was presented at the October TP & O meeting regarding this matter. TP&O took no action. Chair Sandoval will work with staff to develop recommended policy to bring back to TP&O and Board.
Aug-07: 10. Committee for Transit Accessibility (CTA) Motion Tracking Information	Motion, Second, Carried (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.	Accessible Services staff will updated this report as action is taken on CTA motions and present to the CTA on a monthly basis. Effective September 2007, an additional column was added so that the status of the motion can be indicated on this form. At the request of the CTA, staff divided the report into current and archived versions and will continue to include both versions of the report in the monthly agenda packets.
July-07: 6. Mainstreaming of Individuals with Disabilities into V T A	Motion, Second, Carried (Julian/Gouveia) to support Chairperson Tamez response to Agenda Item # 6. Mainstreaming of Individuals with Disabilities into V T A and forward the information to the Board of Directors.	Randy Tamez, CTA Chair, made a request to the Administration & Finance Committee (A&F) that this item be placed on their agenda. The Committee referred the item to the TP&O committee. The CTA chair presented a list of concerns to the TP&O at its October meeting.
July-07: 6. Mainstreaming of Individuals with Disabilities into V T A	Motion, Second, Carried (Julian/Gouveia) to request that Mainstreaming of Individuals with Disabilities be placed on CTA's Regular Agenda as a reoccurring item to allow for Committee discussion and assist V T A to integrate working with individuals with disabilities into V T A as a whole.	Staff will agendize this item every month; however, information will only be provided if there is information to report.
July-07: 8. Accessible Document Training	Motion, Second, Carried (Julian/Morrow) to recommend establishing an Accessible Document Training Subcommittee to attend Accessible Document Training and provide reports and updates to the CTA Committee.	VTA has several internal working groups addressing the issue of creating policy and training for accessible documents. The CTA received a presentation on VTA's Accessible Document Policy at its December 12, 2007 meeting. The Committee will provide comments to the policy at this January 9, 2008 meeting.
July-07: 12. Chairperson's Report	On order of Chairperson Tamez, there being no objection, the Committee requested that City of San Jose DAC and City of Santa Clara ADA Reports be placed on CTA's Regular Agenda as standing reports.	Reports for the City of San Jose DAC and City of Santa Clara ADA committee was added to the CTA meeting agenda effective August 8, 2007.

CTA Item	CTA Action	V T A Board/Staff Action
May-07: 5. Recommended Biennial Budget for Fiscal Year 2008 and 2009	Motion, Second, Carried (Morrow/Julian) to review and recommend that the V T A Board of Directors approve the Recommended Biennial Budget for Fiscal Year 2008 and 2009.	The VTA Board of Directors approved the Biennial Budget for Fiscal Years 2008 and 2009. It was presented to the Board of Directors that members of the CTA endorsed the budget.
May-07: 6. Fare changes proposed for implementation in July 2007 and September 2007	Motion, Second, Carried (Julian/Eljas) to support the proposed fare changes and request V T A staff to look at reducing all fares especially for people with low income.	The VTA Board of Directors approved the fare reductions that were effective September 1, 2007. It was presented to the Board of Directors that members of the CTA endorsed this action and that they wanted deeper fare reductions.
May-07: 7. Project Priorities for the FY 2008 Countywide Transportation Development Act (TDA) Article 3 Program	Motion, Second, Carried (Julian/Rhodes) the Committee for Transit Accessibility cannot endorse the FY 2008 Transportation Development Act Article 3 project priorities due to lack of information provided to the committee.	This action was noted in the unapproved minutes from each advisory committee included on the Board of Directors monthly agenda.
Apr-07: 5. V T A Organizational and Financial Assessment	MSC (Morrow/Grant) to provide CTA with a work plan for the contractual agreement between V T A and Karen Antion Consulting, LLC that would include Karen Antion's work history.	Staff presented an Organizational and Financial Assessment Work Plan for Implementation Support report at the CTA's June 13, 2007 meeting. Phase II of KAC Workplan was presented September 12, 2007.
Mar-07: 6. Bus Stop Location Annunciator Information Update	Motion, Second, Carried (Morrow/Stahl) to recommend that the Board of Directors review and reevaluate the contract as it pertains to the Best Practices to determine if the contractor has fulfilled the obligations toward V T A and V T A's customers.	Staff presented follow-up information about work being done with the annunciator system vendor to improve its functioning at the May 9, 2007 CTA meeting. The CTA's March 2007 minutes were presented at the April 7, 2007 Board of Director's meeting as an information item.
Mar-07: 10. Lifeline Transportation Program	Motion, Second, Carried (Julian/Morrow) on a vote of 11 Ayes to 0 Noes to 1 Abstention to review and recommend that the Board of Directors approve a revised scope and grant amount for the City of San Jose's Auto Repair Assistance Program (ARAP) in the amount of \$75,000 and issue a new Call-For-Projects (CFP) for the Lifeline Transportation Program. Second Vice Chairperson Rhodes abstained.	The CTA's March 2007 minutes were presented at the April 7, 2007 Board of Director's meeting as an information item.