



Date: November 21, 2006

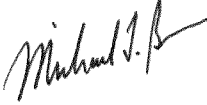
Committee Meeting Date: December 14, 2006

Board Meeting Date: N/A

**BOARD MEMORANDUM**

ACTION  DISCUSSION  INFO

**TO:** Technical Advisory Committee  
 Santa Clara Valley Transportation Authority  
 Board of Directors

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

**FROM:** Jim Lawson   
 Government Affairs Manager

**SUBJECT:** Mission Statement for the Technical Advisory Committee

**FOR DISCUSSION**

**BACKGROUND:**

In June 2006, VTA Board of Directors Chairperson Cindy Chavez asked the Technical Advisory Committee (TAC) to provide feedback and suggestions on how the Board of Directors could better incorporate TAC's expertise into the policy-making process at VTA. She requested that TAC develop written recommendations for Board of Directors consideration on enhancing Committee effectiveness and the relationship with the Policy Advisory Committee and Board of Directors.

In response, over the course of several meetings and study sessions TAC developed an initial listing of recommendations. These recommendations are being submitted for Board of Directors consideration and feedback at its December 14, 2006 meeting. The recommendations are preliminary since TAC will continue with further analysis, development and refinement and will incorporate Board input and recommendations from VTA's organizational and financial assessment currently underway into the final recommendations. The final recommendations will be provided to the Board of Directors at a future meeting.

**DISCUSSION:**

Of the items included in the initial list of recommendations, TAC identified one of the most important being development of a TAC mission statement and aligning the Committee's responsibilities more closely with those of the VTA Board of Directors. Historical records do not indicate that a mission statement was ever developed for this committee.

To that end, presented for Committee discussion and input is the initial draft of the TAC mission statement (Attachment A). This draft is presented as a starting point only and as a basis for discussion. The Committee should modify any portion of it that it sees fit. The Committee is scheduled to devote a portion of its December 2006 meeting to developing its mission statement and, if needed, future meetings.

When development is complete, the finalized TAC mission will be submitted to the Committee for formal approval of its form and content. After TAC approval, the TAC mission statement will be included in the final recommendations to better incorporate TAC's expertise into the policy-making process at VTA that will be provided to the Board of Directors at a future meeting.

Prepared by: Stephen Flynn, Sr. Management Analyst

**VTA Technical Advisory Committee (TAC)**  
**DRAFT Mission Statement**  
**Revised: November 21, 2006**

**MISSION:**

Analyze current and potential issues, provide technical expertise and advise the Board of Directors on technical aspects of policy matters. These issues can be referred to TAC by VTA staff, the VTA Board of Directors, or the Policy Advisory Committee (PAC). The Committee may also advise the Board of Directors with respect to any technical or policy-related matter the members determine to be relevant to their Member Agency or VTA. Included are:

- a. The countywide transportation plan (Valley Transportation Plan).
- b. The Short-Range Transit Plan (SRTP).
- c. Long-term capital expenditure plans.
- d. Development of the annual or biennial budget for VTA and the Congestion Management Program.
- e. Transit service modifications, including Community Busing.
- f. VTA Commercial Development activities.
- g. Highway, roadway, intersection and interchange traffic studies
- h. Transportation planning and funding issues, including locally, countywide and regionally.
- i. Project delivery items and issues.

TAC members are responsible for keeping their respective Member Agencies informed of key issues, facilitating communication between those agencies and VTA, and providing technical expertise needed by the Board and PAC to make policy decisions.