



Date: February 21, 2007
 Committee Meeting Date: March 8, 2007
 Board Meeting Date: May 3, 2007
 ACTION X DISCUSSION _____ INFO _____

BOARD MEMORANDUM

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

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

FROM: Jim Lawson *Jim Lawson*
 Government Affairs Manager

SUBJECT: Mission Statement for the Technical Advisory Committee

RECOMMENDATION:

Approve the mission statement for the Technical Advisory Committee.

BACKGROUND:

In June 2006, former 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 a list of recommendations. These recommendations were submitted to and approved by the Board of Directors at its December 14, 2006 meeting. Included on this list of recommendations was development of a TAC mission statement. Historical records do not indicate that a mission statement was ever developed for this committee.

DISCUSSION:

TAC rated development of its mission statement as one of the most important items on its list of recommendations. The Committee also included in developing its mission statement the goals of

aligning TAC's responsibilities more closely with those of the VTA Board of Directors and better incorporating TAC's expertise into the policy-making process at VTA.

The purpose of the mission statement is to clearly define TAC's role, responsibilities and limitations and to specify its relationship to the VTA Board of Directors and the Policy Advisory Committee. It is also envisioned that the mission statement will be used to educate and orient new TAC members and to inform members of the public unfamiliar with the Committee on its purpose, duties and responsibilities.

The Committee assigned development of the TAC mission statement to the TAC Subcommittee, comprised of Chairperson Don Dey, Vice Chairperson Bob Kass, and TAC members Jack Witthaus, Ben Tripousis and Jim Porter. Over the course of several meetings and numerous email discussions, the Subcommittee developed and refined the final draft of the TAC mission statement, which is now submitted for Committee consideration (Attachment A).

When TAC has completed its review process and approved the form and content, the TAC Mission Statement will be submitted to the Board of Directors for adoption. This is tentatively scheduled for the May 3, 2007 VTA Board of Directors meeting. Any subsequent revisions to the TAC Mission Statement resulting from VTA's organizational and financial assessment currently underway will be incorporated into future updates.

Prepared by: Stephen Flynn, Sr. Management Analyst

**VTA Technical Advisory Committee (TAC)
DRAFT Mission Statement
Revised: February 8, 2007**

MISSION:

The Technical Advisory Committee (TAC) of the Santa Clara Valley Transportation Authority (VTA) provides in-depth analysis, technical expertise and timely recommendations to the Board of Directors regarding projects, programs, funding and other policy matters while giving voice to and reconciling local and regional perspectives.

ACTIVITIES:

Issues will be referred to TAC by the VTA General Manager, the VTA Board of Directors, or the Policy Advisory Committee (PAC). The TAC will 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 to VTA. These issues include:

Core Concerns

- Funding issues.
- Grant Programs.
- Countywide transportation plans.
- Long-term capital expenditure plans.
- Congestion Management Program, including development of the annual budget.

Additional Issues

- Transportation planning.
- Traffic studies.
- State Department of Transportation (Caltrans) issues.
- Project delivery.
- VTA Commercial Development/Joint Development.
- Development of the annual or biennial budget for VTA.
- Transit service.

It will be the duty of the TAC to advise the VTA 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 in consultation with the Chairperson or which are raised by the committee upon its own initiative.

RESPONSIBILITIES:

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 required by the Board and PAC necessary to reach consensus on policy decisions.