

TECHNICAL ADVISORY COMMITTEE

August 14, 2008

MINUTES

CALL TO ORDER

The Regular Meeting of the Technical Advisory Committee (TAC) was called to order at 1:32 p.m. by Chairperson Tripousis in Conference Room B-104, Valley Transportation Authority (VTA), 3331 North First Street, San Jose, California.

The Agenda was taken out of order.

16. Announcements

Member Peter Skinner announced that the August 14, 2008 TAC meeting would be his last meeting. He noted he would be leaving the City of Mountain View and taking on a new role at the Silicon Valley Leadership Group (SVLG).

1. ROLL CALL

Attendee Name	Representing	Status	Arrived
Greg Armendariz	City of Milpitas	Present	
Rajeev Batra	City of Santa Clara	Absent	
Todd Capurso	Town of Los Gatos	Present	
Richard Chen, Alternate	Town of Los Altos Hills	Absent	
John Cherbone	City of Saratoga	Present	1:35 p.m.
Dan Collen, Alternate	County of Santa Clara	Present	
Kevin Connolly, Alt. Ex-Officio	VTA	Present	
Don Dey	City of Gilroy	Present	
Jim Gustafson, Alternate	City of Los Altos	Absent	
Robert Kass	City of Campbell	Present	1:40 p.m.
Gayle Likens	City of Palo Alto	Absent	
Ralph Qualls, Jr.	City of Cupertino	Absent	
Jim Rowe, Alternate	City of Morgan Hill	Present	
Peter Skinner	City of Mountain View	Present	
Ed Slintak	City of Monte Sereno	Absent	
Lee Taubeneck, Ex-Officio	Dept. of Transportation (Caltrans)	Absent	
Ben Tripousis, Chairperson	City of San Jose	Present	
Jack Witthaus, Vice Chairperson	City of Sunnyvale	Present	

A quorum was not present and a Committee of the Whole was declared.

2. PUBLIC PRESENTATIONS

There were no Public Presentations.

3. ORDERS OF THE DAY

There were no Orders of the Day.

Member Cherbone took his seat at 1:35 p.m. and a quorum was declared.

4. Committee Staff Report

- Report from the General Manager

Member Kass took his seat at 1:40 p.m.

Michael T. Burns, General Manager, congratulated Member Skinner on his new role with the Silicon Valley Leadership Group (SVLG).

Mr. Burns reported that on August 7, 2008, the VTA Board of Directors approved placing a one-eighth cent (1/8 cent) sales tax on the November 4, 2008 ballot to provide the operating and maintenance expenses and capital reserve contribution for the Silicon Valley Rapid Transit Project Extension to Milpitas, San Jose and Santa Clara/BART to take effect upon the receipt of appropriate funding assurances from the state and federal governments.

Mr. Burns reported that on July 31, 2008, the California Bureau of State Audits (BSA) released its report on VTA. In general, the report validated the recommendations contained in the Organizational and Financial Assessment (Hay Group Report), and reaffirmed the efforts that VTA has undertaken thus far to implement the recommendations from the Hay Group Report. The BSA report also contained its own recommendations on how VTA can become more effective.

Mr. Burns noted that the BSA report did not recommend significant changes to VTA's governance, but rather endorsed the incremental changes that are already being pursued by the VTA Board of Directors. Secondly, the BSA found that VTA's financial reporting and planning generally meets best practices in government finance, and acknowledged that VTA has made significant strides in this regard since the release of the Organizational and Financial Assessment a year ago. Thirdly, BSA found that VTA's project planning practices generally conform to best practices, but noted that there is room for improving procedures for estimating project costs and revenues, as well as project monitoring.

Mr. Burns reported that VTA concurred with BSA's recommendations and noted that VTA's action plan is included in its response to the audit. Mr. Burns noted the link for the BSA report on VTA: www.bsa.ca.gov.

Mr. Burns indicated that the BSA recognized the progress that VTA has made in strengthening its governance practices, but noted that VTA could go further in engaging its advisory committees in the development of policy solutions. With regards to VTA's response to the BSA, VTA plans to involve the advisory committees in a process to redefine each committee's purpose and role, consistent with the recently revised vision and mission statements.

Mr. Burns introduced VTA's newly appointed Public Information Officer (PIO), Jennie Loft. He noted that in the coming months, Ms. Loft will work with each of the advisory committees and staff to refine and focus their purpose and goal, minimize overlap, and maximize the contribution each committee can make to the decision-making process.

Chairperson Tripousis thanked Mr. Burns and staff on moving forward with the Transportation Systems Operations and Management (TSOM) analysis.

Mr. Burns noted that John Ristow, Chief CMA Officer, should be the Committee Staff Liaison for TAC.

Jim Lawson, Senior Policy Advisor and Staff Liaison, provided a report, highlighting: 1) introduced newly appointed PIO, Jennie Loft; 2) VTA sponsoring measures on the November 4, 2008 ballot: a) Advisory Measure regarding the comprehensive transportation program identified in Valley Transportation Plan (VTP) 2035 and an additional measure delegating this responsibility in future years to the 2000 Measure A Citizens Watchdog Committee, and b) One-Eighth Cent Sales Tax Measure; and 3) Overview of Weekly Legislative Reports.

Pamela Vasudeva, Transportation Planner III, reported that the Association of Bay Area Governments (ABAG) and Metropolitan Transportation Commission (MTC) are requesting a second round of applications for Priority Development Areas (PDAs). The deadline for applications is September 12, 2008.

Member Dey requested that staff provide a summary regarding the PDA application process to the Committee via e-mail.

On order of Chairperson Tripousis, there being no objection, the Committee Staff Report was received.

5. Chairperson's Report

Chairperson Tripousis noted that this week the Legislature passed the modification for the High Speed Rail Bond and it has been submitted to Governor Arnold Schwarzenegger for signature.

6. Reports from TAC Working Groups

- **Capital Improvement Program (CIP)**

Celeste Fiore, Transportation Planner II, provided the following highlights from the July 22, 2008 CIP meeting: 1) Reviewed the Call for Projects calendar; 2) Discussed the Noise Reduction Screening Program results; and 3) Reviewed the scored projects for the most recent Local Streets and County Roads.

- **Systems Operations & Management (SOM) Working Group**

P. Paul Ma, Transportation Systems Planning Manager, City of San Jose - Department of Transportation, and SOM Working Group Chairperson, provided the following highlights from the July 2008 meeting: 1) Received an update of the Traffic Impact Analysis (TIA) Guidelines; 2) Discussed how to incorporate Bicycle and Pedestrian Level of Service Analysis in the TIA Guidelines and to improve the TIA notification process; 3) Reviewed the Deficiency Plan Guidelines Update; and 4) Reviewed the selection process for the Annual Monitoring Conformance Consultant.

Vice Chairperson Witthaus thanked VTA staff for meeting with the City of Sunnyvale staff regarding the TIA Guidelines.

On order of Chairperson Tripousis, there being no objection, the Reports from the TAC Working Groups were received.

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

CONSENT AGENDA

M/S/C (Rowe/Witthaus) to approve the Consent Agenda, as amended.

7. (Removed from the Consent Agenda and placed on the Regular Agenda.)

Approve the Minutes of July 10, 2008.

8. Programmed Projects Quarterly Monitoring Report for April – June 2008

M/S/C (Rowe/Witthaus) to receive the Programmed Projects Quarterly Monitoring Report for April – June 2008.

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

REGULAR AGENDA

7. Minutes of July 10, 2008

Member Dey referenced the Minutes of July 10, 2008, Agenda Item #1., “Roll Call”, and requested that the Members’ Agency representation also be reflected in the Minutes.

M/S/C (Dey/Witthaus) to approve the Minutes of July 10, 2008.

9. Hay Group Recommendation to Merge TAC and PAC

Jim Lawson, Senior Policy Advisor and Staff Liaison, noted that the Committee requested that the Hay Group recommendation to merge the Technical Advisory Committee (TAC) and Policy Advisory Committee (PAC) item be agendized for discussion.

Karen Antion, Consultant, noted that one of the requirements contained in VTA’s Request for Proposals (RFP) was to review and assess the VTA Advisory Committee structure in terms of a review of the original intent of each committee. This would include interviews with members of each committee and an evaluation of each committee’s performance against its original intent, and recommendations concerning how the effectiveness of each committee could be improved.

Ms. Antion noted that in 2007 the Hay Group found that while the duties of each advisory committee are described in VTA’s Administrative Code and bylaws of each committee, the Hay Group did not find that the advisory committees have a mission with clear goals and objectives. In addition, there was a significant degree of overlap in the activities and work plans of the committees.

Ms. Antion indicated that the Hay Group found that the advisory committees do not have an opportunity to consider policy and plans in the early stages of their development, so that they can provide meaningful input to the VTA staff and Board of Directors. The advisory committee structure can provide the VTA Board of Directors with benefits of a historical prospective and institutional memory on transportation issues that often times take many years to mature.

Ms. Antion indicated that the Hay Group recommended that VTA conduct the following: 1) develop a specific mission statement for each advisory committee; 2) re-focus the responsibilities of each advisory committee to avoid overlapping of responsibilities; 3) a lead committee should be designated in the event that there were shared responsibilities between committees; 4) reduce the number of advisory committees: a. specifically, to develop and evaluate the plan that incorporates the duties of the TAC into the mission and responsibilities of PAC, and b. consider revising the memberships, so that elected officials would continue to serve as committee members of the PAC and TAC members would serve as the alternates; 5) revise each advisory committee bylaws to reflect their new mission responsibilities and duties; 6) develop an annual work plan; and 7) develop an orientation program for each advisory committee to educate new members.

Ms. Antion referred to the recommendation to merge the TAC and PAC and noted the rationale for the recommendation. The Hay Group reviewed all the committee work plans and bylaws and found plenty of redundancy and overlap. Most of the alignment and redundancy was between the TAC and PAC. One of the important differences between TAC and PAC was that the PAC membership consisted of elected officials and the TAC membership consisted of professionals. The thought was that when an item came before the committee, the professional person would make sure that the professionals in the jurisdiction conducted an analysis of what VTA staff was recommending. And prior to the PAC meeting, the professional would brief their PAC representative, so that the person was not just considering it from a policy point of view.

Vice Chairperson Witthaus indicated that TAC reviewed the Hay Group's recommendations regarding mission statements and work plans, noting that TAC reworked their mission statement. He noted that the process for getting technical input from the TAC into the policy process could use some tweaking. Vice Chairperson Witthaus also referenced the recommendations made by TAC to improve TAC's role.

Ms. Antion referenced the upcoming process that will be conducted with each of the advisory committees and staff to refine and focus their purpose and goal, and to maximize the contribution each committee can make to the decision-making process. She informed TAC that when looking at alternative solutions through the upcoming process to take a look at all of the issues that need to be addressed and make sure that a solution is crafted.

Alternate Member Collen expressed concern about receiving the TAC Agenda Packets in a timely manner. He noted that the timing of the distribution of information could be improved. Alternate Member Collen also noted that one vital role of the TAC is to provide the membership of the Capital Improvement Program (CIP).

Alternate Member Collen queried about the relationship between the Citizens Advisory Committee (CAC) and the 2000 Measure A Watchdog Committee (CWC). Mr. Lawson noted that the CAC and CWC functions have been combined and became effective in 2006.

Member Dey referred to the various presentations made by staff to all of the advisory committees and noted that he had asked staff about the type of comments received; was there an overlap. Member Dey indicated that staff responded that there was not an overlap, that they received different types of questions/comments from each committee depending upon their specific needs. Member Dey commented that each committee does come from a different focus.

Member Dey commented that the TAC members are professionals representing all the Member Agencies and have plenty of institutional knowledge. He noted that the Capital Improvement Program (CIP) and Systems Operations & Management (SOM) Working Groups report to TAC and there is also a TAC Subcommittee. He commented that there is plenty of work that comes through the TAC and filters up.

Member Dey noted that TAC had talked about having its meetings a week prior to the PAC meeting, so that the TAC could share the information with PAC. He commented that there is a desire to educate the PAC, but there is a limited amount of ability to do this due to the current structure.

Ms. Antion suggested that TAC think about a process that would allow them to work with other committee members to look at the advisory committee structure holistically.

Member Skinner commented that the policy discussion that occurs at PAC might not have that technical opinion incorporated into it, and the Board of Directors might not be afforded TAC's purely technical opinion on the subject. The Board of Directors would be better served by having a purely technical opinion to consider as well as the policy opinion by the elected official.

Ms. Antion indicated that it becomes a challenge for the Board of Directors when the Board of Directors receives a variety of opinions and the opinions are in conflict with each other. She commented that from a governance point of view, there are times this is probably not helpful to the Board of Directors.

Member Cherbone queried about the analysis made in determining that the PAC should remain and the TAC should be removed. Ms. Antion noted that the Hay Group looked at the recommendations by committees made to the Board of Directors and the decisions that the Board of Directors ultimately made to see who was more or less aligned.

Ms. Antion noted that the PAC is somewhat different than other committees. The PAC was put into place to serve the following purposes: 1) suppose to be a way for the policy to be considered across all of the jurisdictions with every jurisdiction having an equal seat at the table; and 2) PAC membership is supposed to be a training ground for future Board Members.

Member Kass commented that the best work of the TAC is done when advising the VTA staff. He expressed concern about all the items that were forwarded to TAC for review over the years that did not pertain to the role of TAC.

Member Kass referenced the upcoming process to work with each of the advisory committees and staff to refine and focus their purpose and goal. He queried if the process should involve the full TAC or if a subcommittee should be appointed. Ms. Antion recommended discussing the issue with Jennie Loft, PIO.

Ms. Antion commented that VTA staff finds great value in the work that TAC has done over the years. She commented that TAC might think about creating a linkage at least to PAC, so that TAC satisfies its responsibility to inform policy discussion. This does not necessarily mean that the TAC and PAC have to be combined.

Chairperson Tripousis queried about the status of the recommendation to merge TAC and PAC. Ms. Antion referenced the upcoming process to have, Ms. Loft work with each of the advisory committees and staff to refine and focus their purpose and goal, minimize overlap, and maximize the contribution each committee can make to the decision-making process.

Chairperson Tripousis thanked Ms. Antion on her presentation to TAC.

On order of Chairperson Tripousis, there being no objection, the Committee received a report on the Hay Group recommendation to merge TAC and PAC.

10. **State Route 85 and U.S. 101 High Occupancy Toll (HOT) Lanes Preliminary Engineering Update**

Murali Ramanujam, Senior Transportation Planner, reported on the State Route 85 and U.S. 101 High Occupancy Toll (HOT) Lanes Engineering Update, highlighting: 1) Final recommendation of Implementation Plan forwarded to December 11, 2008 VTA Board of Directors meeting; 2) Alternatives for State Route 85 and U.S. 101 HOT Lanes forwarded to October 10, 2008 TAC meeting; 3) Public Outreach efforts; and 4) Regional HOT Lanes update.

On order of Chairperson Tripousis, there being no objection, the Committee received the State Route 85 and U.S. 101 High Occupancy Toll (HOT) Lanes Preliminary Engineering Update.

11. **VTP 2035 Program Area Review: Pavement Management, Sound Mitigation, and Landscape Restoration & Graffiti Removal**

John Sighamony, Senior Transportation Planner, provided a report on the Valley Transportation Plan (VTP) 2035 Program Area Review, highlighting: 1) Pavement Management Program; 2) Sound Mitigation Program; and 3) Landscape Restoration & Graffiti Removal.

Member Kass referenced Page 3 of 4 of the Board Memorandum, "Landscape Restoration and Graffiti Removal" section heading, and requested that the word "Litter" be added.

Member Dey referenced Page 2 of 4 of the Board Memorandum, "Pavement Management Program", and requested that the following be added: "ability to upgrade or maintain the traffic signs, sidewalks, curb ramps, and traffic signals." Member Dey also noted the following new element to be included in the Pavement Management Program: "adding fiber optic cable installation and other Intelligent Transportation Systems (ITS) elements."

Member Dey queried about information he received regarding a Call for Non-Exempt Projects to be added to the 2009 Transportation Improvement Program (TIP). John Ristow, Chief CMA Officer, noted that staff would provide a response.

On order of Chairperson Tripousis, there being no objection, the Committee received the Valley Transportation Plan (VTP) 2035 Program Area Review: Pavement Management, Sound Mitigation, and Landscape Restoration & Graffiti Removal.

12. Update on Consultant Selection for Monitoring and Conformance Study

Adam Burger, Transportation Planner III, provided an update on the Consultant Selection for Monitoring and Conformance Study, highlighting: 1) VTA's Request for Proposals (RFP) process; 2) Recommendation for a preferred consultant will be forwarded to the Congestion Management Program and Planning Committee (CMPP) in August 2008 and the VTA Board of Directors in September 2008; and 3) Data Collection will begin in the fall of 2008.

On order of Chairperson Tripousis, there being no objection, the Committee received the Update on Consultant Selection for Monitoring and Conformance Study.

Member Kass left the meeting at 3:05 p.m.

13. MTC/RTP Plan Development Update

John Sighamony, Senior Transportation Planner, provided an update on the Metropolitan Transportation Commission/Regional Transportation Plan (MTC/RTP) Plan Development, highlighting: 1) MTC approved a financially constrained investment program and companion funding strategy on July 23, 2008; 2) The Commission adopted a set of objectives that MTC and Congestion Management Agency (CMA) staffs have developed to guide the Regional High-Occupancy Toll (HOT) network implementation; 3) Financially constrained element is a major piece of the Transportation Plan 2035 (T-2035); and 4) Commission approved two major portions of the Plan: a) financially constrained regional investment strategy for an estimated total of \$223 billion, and b) HOT Network Implementation Principles.

John Ristow, Chief CMA Officer, referenced the document entitled, "HOT Network Implementation Principles", and provided a report, highlighting: 1) Five primary objectives for the development and implementation of a Bay Area Express/HOT Network; and 2) Implementation process.

Chairperson Tripousis thanked Mr. Ristow and staff on a job well done.

On order of Chairperson Tripousis, there being no objection, the Committee received the MTC/RTP Plan Development Update.

OTHER

14. Technical Advisory Committee (TAC) Subcommittee Report

Member Dey provided a report on the August 14, 2008 Technical Advisory Committee (TAC) Subcommittee meeting. A discussion was held regarding the Bicycle Expenditure Plan evaluation criteria and how the Bicycle Technical Guidelines might be incorporated. Would the Bicycle Technical Guidelines be required for Bicycle Expenditure Plan

projects? The conclusion was that the Bicycle Technical Guidelines should be just that, guidelines. They are not strict criteria that say if one does not meet the guidelines, their project cannot apply.

On order of Chairperson Tripousis, there being no objection, the Committee received the TAC Subcommittee Report.

15. Committee Work Plan

On order of Chairperson Tripousis, there being no objection, the Committee reviewed the Committee Work Plan.

16. Announcements (continued)

Chairperson Tripousis noted Member Skinner's departure from TAC and congratulated him on his new role with the Silicon Valley Leadership Group.

17. ADJOURNMENT

On order of Chairperson Tripousis, there being no objection, the meeting was adjourned at 3:29 p.m.

Respectfully submitted,

Tracene Y. Crenshaw, Board Assistant
VTA Board of Directors