



## **ADMINISTRATION & FINANCE COMMITTEE**

May 16, 2002

### **MINUTES**

#### **1. CALL TO ORDER**

The Regular Meeting of the Administration and Finance Committee (A&F) was called to order at 9:37 a.m. by Chairperson Kennedy in Room 204, City of San Jose, 801 North First Street, San Jose, California.

#### **ROLL CALL**

##### **Members Present**

Pat Dando  
Jane P. Kennedy, Chairperson  
Forrest Williams, Vice Chairperson

##### **Members Absent**

Don Gage  
Pete McHugh  
Joe Pirzynski

A quorum was present.

#### **2. PUBLIC PRESENTATIONS**

There were no Public Presentations.

#### **3. ORDERS OF THE DAY**

Chairperson Kennedy noted the change in contract award for revised Agenda Item #11, Authorize the General Manager to execute a contract with Magellan Behavioral Health for Employee Assistance Program (EAP) services for three years, from July 1, 2002 through June 30, 2005, in an amount not to exceed \$243,083, previously, Authorize the General Manager to execute a contract with Ann Clark Associates for Employee Assistance Program (EAP) services from July 2002 through June 30, 2005, in an amount not to exceed \$180,000.

Chairperson Kennedy noted that Agenda Item #22, Adopt a resolution approving the FY 2002-03 Recommended Budget will be heard again at the Special Workshop Meeting at 11:00 a.m. in San Jose City Council Chambers following the Administration and Finance Committee and will be forwarded to the Board of Directors Meeting on June 6, 2002 for action.

Chairperson Kennedy requested that the following Items be removed from the Consent Agenda and placed on the Regular Agenda: Agenda Item #6, Contractor Pre-Qualification Pilot Program Monthly Report and Agenda Item #20, Adopt a resolution calling for a Special Election on November 5, 2002, to submit to the voters an advisory measure regarding the comprehensive transit program identified in the Valley Transportation Plan 2020 (VTP 2020) and will commit certain State and Federal Discretionary Funds for roadway, bicycle and pedestrian projects and programs as identified in VTP 2020 which was adopted on December 14, 2000.

## **CONSENT AGENDA**

**4. Minutes of April 18, 2002**

M/S/C (Williams/Dando) to approve the Minutes of April 18, 2002.

**5. Report on Santa Clara Valley Transportation Authority Investments for the Month of March 2002**

M/S/C (Williams/Dando) to received and file the Report on Santa Clara Valley Transportation Authority Investments for the Month of March 2002.

**The Agenda was taken out of order.**

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

Receive and file the Contractor Pre-Qualification Pilot Program Monthly Report.

**7. Monthly Legislative Reports**

M/S/C (Williams/Dando) to receive and file the he Monthly Legislative Reports.

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**8. Legislative Positions: Support**

**M/S/C (Williams/Dando)** to approve submitting a recommendation to the Board of Directors to adopt a support position for AB 2360 (Dutra) –Freeway Services Patrols, AB 2369 (Salinas) – Transportation Accessibility Bond Act, AB 3026 (Transportation Committee) – GARVEE bonds, SB 1581 (Transportation Committee) – Omnibus bill, SB 1687 (Margett) – Electronic bidding and SCA 11 (Murray) – Loans of transportation funds.

**9. Third Quarter FY 2002 Report of Public Liability/Property Damage Claims Activity Report**

**M/S/C (Williams/Dando)** to receive and file the Third Quarter FY 2002 Report of Public Liability/Property Damage Claims Activity Report

**10. Third Quarter FY 2002 Report of Worker's Compensation Claims Activity Report**

**M/S/C (Williams/Dando)** to receive and file the Third Quarter FY 2002 Report of Worker's Compensation Claims Activity Report.

**11. Contract with Magellan Behavioral Health for Employee Assistance Program Services**

**M/S/C (Williams/Dando)** to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute a contract with Magellan Behavioral Health for Employee Assistance Program (EAP) services for three years, from July 1, 2002 through June 30, 2005, in an amount not to exceed \$243,083.

**12. Employee Awards Programs**

**M/S/C (Williams/Dando)** to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute a two-year contract with O.C. Tanner in the amount of \$78,892 for employee service awards, with three one-year options in an amount not to exceed \$44,000 per year; and authorize the General Manager to execute a two-year contract with Jostens in the amount of \$54,294 for employee safety awards, with three one-year options in an amount not to exceed \$31,000 per year.

**13. Annual Renewal of Property and Casualty Insurance Coverage**

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**M/S/C (Williams/Dando)** to approve submitting a recommendation to the Board of Directors to authorize the General Manager to purchase insurance coverage for Excess Liability for General and Auto Liability and Public Officials Errors and Omissions Liability, Property/Boiler and Machinery, Crime, Inland Marine for Buses, Vans and Mobile Equipment, Inland Marine for Light Rail Vehicles, Flood and Excess Flood, for the annual Operations Program insurance renewal for an amount not to exceed \$1,600,000.

**14. FY 2002 Third Quarter Performance Report**

**M/S/C (Williams/Dando)** to receive and file the FY 2002 Third Quarter Performance Report.

**15. Santa Clara Valley Transportation Authority's FY 2002/03 Transportation Development Act and State Transit Assistance Allocation Claim**

**M/S/C (Williams/Dando)** to approve submitting a recommendation to the Board of Directors to adopt a resolution authorizing the filing of an annual claim to the Metropolitan Transportation Commission (MTC) for allocation of FY 2002-2003 Transportation Development Act (TDA) and State Transit Assistance (STA) Funds.

**16. Reimbursement Resolution**

**M/S/C (Williams/Dando)** to approve submitting a recommendation to the Board of Directors to adopt a resolution to preserve the right, but not to obligation, to use bond proceeds to reimburse the Santa Clara Valley Transportation Authority (VTA) for costs incurred for capital projects and equipment purchases, if VTA, at a future date, decides to issue bonds.

**17. FY 2002/03 Transportation Fund for Clean Air (TFCA) 60% Regional Fund Applications**

**M/S/C (Williams/Dando)** to approve submitting a recommendation to the Board of Directors to adopt a resolution authorizing filing of applications for Transportation Fund for Clean Air "60%" Regional Funds to the Bay Area Air Quality Management District (BAAQMD) and authorize the General Manager to execute the Funding Agreements upon receipt from BAAQMD.

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**18. Cooperative Agreement with Caltrans for Construction of the 1996 measure B Transportation Improvement program – Route 152 Project Phases A and B**

**M/S/C (Williams/Dando)** to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute a Cooperative Agreement with the California Department of Transportation (Caltrans) covering construction of the 1996 Measure B Transportation Improvement Program (MBTIP) – Route 152 Improvements Project Phases A and B.

**19. Bicycle & Pedestrian Advisory Committee Reappointments**

**M/S/C (Williams/Dando)** to approve submitting a recommendation to the Board of Directors to approve the appointment of Eric Anderson representing the City of Mountain View to VTA's Bicycle and Pedestrian Advisory Committee with a term expiration of June 30, 2004.

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

Adopt a resolution calling for a Special Election on November 5, 2002, to submit to the voters an advisory measure regarding the comprehensive transit program identified in the Valley Transportation Plan 2020 (VTP 2020) and will commit certain State and Federal Discretionary Funds for roadway, bicycle and pedestrian projects and programs as identified in VTP 2020 which was adopted on December 14, 2000.

**21. Cooperative Agreement with Caltrans for the Route 87 (South) Project**

**M/S/C (Williams/Dando)** to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute a Cooperative Agreement with the California Department of Transportation (Caltrans) covering environmental design, right of way and construction phases of the Route 87 South Project.

## **REGULAR AGENDA**

**6. Contractor Pre-Qualification Pilot Program Monthly Report**

Member Dando noted the Contractor Pre-Qualification Pilot Program Steering Committee will address the issue of how to reach decisions when there is not unanimity among Steering Committee Members.

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Jack Collins, Chief Construction Officer and Steering Committee Member, responded that the Steering Committee inquired what process is in place to resolve a possible impasse. He reported that the Steering Committee will be advised that the process and policy will be for the Administration and Finance Committee to convene to resolve any issues.

**M/S/C (Dando/Williams)** to receive and file the Contractor Pre-Qualification Pilot Program Monthly Report.

**20. Advisory Measure for November 2002 Ballot**

Michael P. Evanhoe, Chief Development Officer, reported that as part of the voter approved 1976 Transit District sales tax, a second measure was approved which required the District to submit a comprehensive transit program for an advisory vote every six years with the next advisory measure is slated for November 2002.

**M/S/C (Dando/Williams)** to approve submitting a recommendation to the Board of Directors to adopt a resolution calling for a Special Election on November 5, 2002, to submit to the voters an advisory measure regarding the comprehensive transit program identified in the Valley Transportation Plan 2020 (VTP 2020) and will commit certain State and Federal Discretionary Funds for roadway, bicycle and pedestrian projects and programs as identified in VTP 2020 which was adopted on December 14, 2000.

**22. FY 2002/03 Recommended Budget**

Chairperson Kennedy noted that members of the public could choose to comment regarding the FY 2002/03 Recommended Budget at this point in the Agenda or at the subsequent Special Workshop Meeting scheduled for 11:00 a.m. in San Jose City Council Chambers.

**M/S/C (Dando/Williams)** to approve submitting a recommendation to the Board of Directors to adopt a resolution approving the FY 2002-03 Recommended Budget.

**23. FY 2002/03 Transportation Development Act (TDA) Article 3 Project Priorities**

Mr. Evanhoe provided a brief overview and distributed a revised TDA Article 3 Funds – Total Requests by Cities list to which the City of Morgan Hill and the City of Los Altos were added.

**M/S/C (Dando/Williams)** to approve submitting a recommendation to the Board of Directors to approve Project Priorities for the 2002/03 Countywide Transportation Development Act (TDA Article 3) Program.

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**24. State Transportation Improvement Program (STIP) Funds for the SR-87 Corridor Project near Mineta San Jose International Airport**

Mr. Evanhoe reported that VTA staff recommend that the VTA Board of Directors program \$12.5 million in STIP funds to the SR-87 Corridor. The funds would come from savings on previous SR-87 Freeway Corridor Phases in the amount of \$10.8 million and a 2004 STIP advance in the amount of \$1.7 million.

**M/S/C (Williams/Dando)** to approve submitting a recommendation to the Board of Directors to approve programming \$12.5 million in State Transportation Improvement Program (STIP) Funds for the SR-87 Freeway Project near Mineta San Jose International Airport.

**OTHER ITEMS**

**27. Committee Work Plan**

**On order of Chairperson Kennedy**, there being no objection, the Committee of the Whole received the Committee Work Plan.

**28. Staff Report**

There was no report from staff.

**29. Chairperson's Report**

There was no report from the Chairperson.

**28. Determine Consent Agenda for the June 6, 2002 Board Meeting**

**CONSENT: Agenda Item #5**, Receive and file the Report on Santa Clara Valley Transportation Authority Investments for the Month of March 2002; **Agenda Item #6**, Receive and file the Contractor Pre-Qualification Pilot Program Monthly Report; **Agenda Item #7**, Receive and file the Monthly Legislative Reports; **Agenda Item #8**, Adopt a support position for AB 2360 (Dutra) – Freeway Services Patrols, AB 2369 (Salinas) – Transportation Accessibility Bond Act, AB 3026 (Transportation Committee) – GARVEE bonds, SB 1581 (Transportation Committee) – Omnibus bill, SB 1687 (Margett) – Electronic bidding and SCA 11 (Murray) – Loans of transportation funds; **Agenda Item #9**, Receive and file the Third Quarter FY 2002 Report of Public Liability/Property Damage Claims Activity; **Agenda Item #10**, Receive and file the Third Quarter FY 2002 Report of Worker's Compensation Claims Activity; **Agenda Item #11**, Authorize the General Manager to execute a contract with

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Magellan Behavioral Health for Employee Assistance Program (EAP) services for three years, from July 1, 2002 through June 30, 2005, in an amount not to exceed \$243,083; **Agenda Item #12**, Authorize the General Manager to execute a two-year contract with O.C. Tanner in the amount of \$78,892 for employee service awards, with three one-year options in an amount not to exceed \$44,000 per year; and authorize the General Manager to execute a two-year contract with Jostens in the amount of \$54,294 for employee safety awards, with three one-year options in an amount not to exceed \$31,000 per year; **Agenda Item #13**, Authorize the General Manager to purchase insurance coverage for Excess Liability for General and Auto Liability and Public Officials Errors and Omissions Liability, Property/Boiler and Machinery, Crime, Inland Marine for Buses, Vans and Mobile Equipment, Inland Marine for Light Rail Vehicles, Flood and Excess Flood, for the annual Operations Program insurance renewal for an amount not to exceed \$1,600,000; **Agenda Item #14**, Receive and file the FY 2002 Third Quarter Performance Report; **Agenda Item #15**, Adopt a resolution authorizing the filing of an annual claim to the Metropolitan Transportation Commission (MTC) for allocation of FY 2002-2003 Transportation Development Act (TDA) and State Transit Assistance (STA) Funds; **Agenda Item #16**, Adopt a resolution to preserve the right, but not to obligation, to use bond proceeds to reimburse the Santa Clara Valley Transportation Authority (VTA) for costs incurred for capital projects and equipment purchases, if VTA, at a future date, decides to issue bonds; **Agenda Item #17**, Adopt a resolution authorizing filing of applications for Transportation Fund for Clean Air "60%" Regional Funds to the Bay Area Air Quality Management District (BAAQMD) and authorize the General Manager to execute the Funding Agreements upon receipt from BAAQMD; **Agenda Item #18**, Authorize the General Manager to execute a Cooperative Agreement with the California Department of Transportation (Caltrans) covering construction of the 1996 Measure B Transportation Improvement Program (MBTIP) – Route 152 Improvements Project Phases A and B; **Agenda Item #19**, Approve the appointment of Eric Anderson representing the City of Mountain View to VTA's Bicycle and Pedestrian Advisory Committee with a term expiration of June 30, 2004; and **Agenda Item #21**, Authorize the General Manager to execute a Cooperative Agreement with the California Department of Transportation (Caltrans) covering environmental design, right of way and construction phases of the Route 87 South Project.

**REGULAR: Agenda Item #20**, Adopt a resolution calling for a Special Election on November 5, 2002, to submit to the voters an advisory measure regarding the comprehensive transit program identified in the Valley Transportation Plan 2020 (VTP 2020) and will commit certain State and Federal Discretionary Funds for roadway, bicycle and pedestrian projects and programs as identified in VTP 2020 which was adopted on December 14, 2000; **Agenda Item #22**, Adopt a resolution approving the FY 2002-03 Recommended Budget; **Agenda Item #23**, Approve Project Priorities for the 2002/03 Countywide Transportation Development Act (TDA Article 3) Program; and **Agenda Item #24**, Approve programming

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\$12.5 million in State Transportation Improvement Program (STIP) Funds for the SR-87 Freeway Project near Mineta San Jose International Airport.

**29. Announcements**

There were no Announcements.

**30. ADJOURNMENT**

**On order of Chairperson Kennedy**, there being no objection, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Barbara R. Cappa, Board Assistant  
VTA Board of Directors