



ADMINISTRATION & FINANCE COMMITTEE

October 17, 2002

MINUTES

1. CALL TO ORDER

The Regular Meeting of the Administration and Finance Committee (A&F) was called to order at 12:04 p.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
Don Gage

Members Absent

Pete McHugh
Joe Pirzynski

A quorum was present.

2. PUBLIC PRESENTATIONS

There were no Public Presentations.

3. ORDERS OF THE DAY

There were no Orders of the Day.

CONSENT AGENDA

4. Minutes of September 19, 2002

M/S/C (Gage/Williams) to approve the Minutes of September 19, 2002.

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

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

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

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

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

7. **Citizens Advisory Committee Appointment**

M/S/C (Gage/Williams) to approve submitting a recommendation to the Board of Directors to approve the appointment to the Citizens Advisory Committee.

8. **Amendment of Policy Advisory Committee Bylaws**

M/S/C (Gage/Williams) to approve submitting a recommendation to the Board of Directors to approve amending the Policy Advisory Committee bylaws to modify the minimum number of affirmative votes required to approve an item from nine to a majority of the members at the time of the vote, so long as a quorum is present.

9. **2002 Quarterly Attendance Report**

M/S/C (Gage/Williams) to receive and file the 2002 Quarterly Attendance Report for the VTA Board of Directors, Board Standing Committees and Board Advisory Committees.

10. **Monthly Legislative Reports**

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

11. **Transit Advertising Contract with Viacom Outdoor Inc.**

M/S/C (Gage/Williams) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute a contract with Viacom Outdoor Inc. to sell, display and manage the advertising program on VTA Bus and Light Rail vehicles for a one-year base term for calendar year 2003, and a one-year renewal option for calendar year 2004.

12. Rental Housing Assistance Pilot Program

M/S/C (**Gage/Williams**) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to extend the Rental Housing Assistance Pilot Program through December 2003, with a \$750,000 limitation on loans outstanding.

The Agenda was taken out of order.

6. Contractor Pre-Qualification Pilot Program Monthly Report

Member Dando requested to review Agenda Item #6., Contractor Pre-Qualification Pilot Program Monthly Report from the Consent Agenda. Member Dando expressed appreciation and thanked staff for the information provided in the Contractor Pre-Qualification Pilot Program Monthly Report.

REGULAR AGENDA

13. Public Hearing regarding Peninsula Corridor Joint Powers Board Financing

Scott Buhner, Chief Financial Officer, noted that the Peninsula Corridor Joint Powers Board requires authorization from each of the member agencies before issuing any debt. Mr. Buhner added that a public hearing must be conducted before the member agencies approve authorization to issue debt notes.

Chairperson Kennedy queried if any member from the public would like to make a comment during the public hearing regarding the Peninsula Corridor Joint Powers Board Financing. Seeing no requests to speak, Chairperson Kennedy closed the public hearing.

M/S/C (**Williams/Gage**) to approve a Public Hearing regarding authorizing the Peninsula Corridor Joint Powers Board to issue additional Grant Anticipation Notes (GANS) in the amount of \$231 million for a revised total of \$453.5 million to fund projects related to station and intermodal access, mainline and right of way improvements, rolling stock acquisition and rehabilitation, operational facilities and equipment, electrification, and the express "baby bullet" project.

14. Peninsula Corridor Joint Powers Board Financing

Mr. Buhner provided a brief overview on the Peninsula Corridor Joint Powers Board Financing.

M/S/C (Dando/Williams) to approve submitting a recommendation to the Board of Directors to adopt a resolution finding that projects related to station and intermodal access, mainline and right of way improvements, rolling stock acquisition and rehabilitation, operational facilities and equipment, electrification, and the express “baby bullet” project will provide a significant public benefit, and authorizing the Peninsula corridor Joint Powers Board to issue additional Grant Anticipation Notes (GANS) in the amount of \$231 million for a revised total of \$453.5 million to fund these projects.

15. Amend the FY 2003 VTA Capital Budget to Include New VTP 2020 Projects and Authorize Execution of Cooperative Agreements to Implement the Projects

Michael P. Evanhoe, Chief Development Officer, provided a brief overview on the new VTP 2020 Projects and noted that Attachment A identifies the projects, the sponsors, agency contribution, project scope and estimated total project cost.

Member Dando requested the VTP 2020 Projects Charts be expanded to include and specify the source of funding for the projects. Mr. Evanhoe noted that future VTP 2020 Projects Charts will include and specify the source of funding for the projects.

M/S/C (Gage/Dando) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to amend the VTA FY 2003 Capital Budget to add the VTP 2020 projects in the amount of \$79.05 million as listed on Attachment A; and to execute cooperative agreements with the cities of San Jose, Santa Clara and Sunnyvale and the California Department of Transportation (Caltrans) necessary to implement the projects.

16. Amendment to Santa Clara Valley Highway Associates (VHA) Contract for Project Management and Monitoring Services for VTP 2020 Projects

Mr. Evanhoe provided a brief overview on the Amendment to Santa Clara Valley Highway Associates (VHA) Contract for Project Management and Monitoring Services for VTP 2020 Projects. Mr. Evanhoe noted that the contract funding for the consulting services to deliver the following VTP 2020 highway and bicycle projects are allocated from the budget of local agency contributions, State or Federal budget funds. Mr. Evanhoe added that the contract funding for the consulting services does not impact VTA Enterprise Account.

M/S/C (Gage/Williams) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to amend the contract with Santa Clara Valley Highway Associates for Project Management and Monitoring services for VTP 2020 projects, increasing the approved contract by \$5,225,000 for a new not to exceed total contract value of \$12,480,000 and extend the term of the contract through December 31, 2005.

17. Equal Employment Opportunity/Affirmative Action Plan January 1, 2003 to December 31, 2005

Candice Gonzalez, Human Resources Manager, provided a brief overview on the Equal Employment Opportunity/Affirmative Action Plan January 1, 2003 to December 31, 2005. Ms. Gonzalez noted that in accordance with federal and state regulations, VTA is required to develop, implement, monitor, report on, and update its EEO/AAP every three years. Ms. Gonzalez noted that VTA has policies and procedures in place to address complaints.

M/S/C (Williams/Gage) to approve submitting a recommendation to the Board of Directors to approve the Valley Transportation Authority (VTA) Equal Employment Opportunity/Affirmative Action Plan (EEO/AAP) for the period beginning January 1, 2003 through December 31, 2005 in accordance with federal and state civil rights regulatory requirements.

18. Proposed Tariff for Paratransit Services

Frank T. Martin, Chief Operating Officer, provided a brief overview on the Proposed Tariff for Paratransit Services.

The A & F Committee Members expressed concern regarding the increase in Paratransit Service fare rates for the premier service. Peter M. Cipolla, General Manager, noted that further discussion on the Proposed Tariff for Paratransit Services seems in order and suggested that the item be referred to the Board of Directors for consideration without a recommendation from the A & F Committee Members.

M/S/C (Dando/Gage) to approve forwarding the Proposed Tariff for Paratransit Services Memorandum to the Board of Directors without a recommendation. Contingent upon adoption of Phase II of the Proposed Service Business Practices Improvement Plan by the Transit Planning and Operations Committee at its October 17, 2002 meeting, adopt a resolution adjusting the fare structure for Paratransit services effective January 1, 2003; and, Invoke a Statutory Exemption under CEQA, Pursuant to P.R.C., 21080 (b)(8) and CEQA Guidelines Section 15273 (a) (Rates, Tolls, Fares and Charges) for the purpose of modifying and increasing fares.

OTHER ITEMS

19. Paratransit Service Business Practices Improvement Plan – Community Feedback

George Tacké, Accessible Services Manager, provided a brief overview on the Paratransit Service Business Practices Improvement Plan. Mr. Tacké noted that the members of the Committee for Transit Accessibility (CTA) have accepted the current proposed improvements to the eligibility certification and appeals process. Mr. Tacké added that CTA Members have endorsed modifications to the subscription service and no-show suspension policies. Mr. Tacké noted opposition from CTA Members regarding proposed modifications to premium fares.

There was extensive discussion among the A & F Committee Members regarding the Paratransit Service Business Practices Improvement Plan. The A & F Committee Members expressed concern regarding the proposed modifications to premium fares.

M/S/C (Dando/Gage) to receive and file the Paratransit Service Business Practices Improvement Plan – Community Feedback.

20. Committee Work Plan

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

21. Committee Staff Report

There was no Committee Staff Report.

22. Chairperson's Report

There was no report from the Chairperson.

23. Determine Consent Agenda for the November 7, 2002 Board Meeting

CONSENT: Agenda Item #7., Approve the appointment to the Citizens Advisory Committee; **Agenda Item #8.**, Approve amending the Policy Advisory Committee bylaws to modify the minimum number of affirmative votes required to approve an item from nine to a majority of the members at the time of the vote, so long as a quorum is present; **Agenda Item #9.**, Approve the 2002 Quarterly Attendance Report for the VTA Board of Directors, Board Standing Committees and Board Advisory Committees; **Agenda Item #11.**, Authorize the General Manager to execute a contract with Viacom Outdoor Inc. to sell, display and manage the advertising program on VTA Bus and Light Rail vehicles for a one-year base term

for calendar year 2003, and a one-year renewal option for calendar year 2004; **Agenda Item #12.**, Authorize the General Manager to extend the Rental Housing Assistance Pilot Program through December 2003, with a \$750,000 limitation on loans outstanding; **Agenda Item #14.**, Adopt a resolution finding that projects related to station and intermodal access, mainline and right of way improvements, rolling stock acquisition and rehabilitation, operational facilities and equipment, electrification, and the express “baby bullet” project will provide a significant public benefit, and authorizing the Peninsula Corridor Joint Powers Board to issue additional Grant Anticipation Notes (GANS) in the amount of \$231 million for a revised total of \$453.5 million to fund these projects; **Agenda Item #16.**, Authorize the General Manager to amend the contract with Santa Clara Valley Highway Associates for Project Management and Monitoring services for VTP 2020 projects, increasing the approved contract by \$5,225,000 for a new not to exceed total contract value of \$12,480,000 and extend the term of the contract through December 31, 2005 and **Agenda Item # 17.**, Approve the Valley Transportation Authority (VTA) Equal Employment Opportunity/Affirmative Action Plan (EEO/AAP) for the period beginning January 1, 2003 through December 31, 2005 in accordance with federal and state civil rights regulatory requirements.

REGULAR: Agenda Item #15., Authorize the General Manager to amend the VTA FY 2003 Capital Budget to add the VTP 2020 projects in the amount of \$79.05 million as listed on Attachment A; and to execute cooperative agreements with the cities of San Jose, Santa Clara and Sunnyvale and the California Department of Transportation (Caltrans) necessary to implement the projects and **Agenda Item # 18.**, Adopt a resolution contingent upon adoption of Phase II of the Proposed Service Business Practices Improvement Plan by the Transit Planning and Operations Committee at its October 17, 2002 meeting, adopt a resolution adjusting the fare structure for Paratransit services effective January 1, 2003; and, Invoke a Statutory Exemption under CEQA, Pursuant to P.R.C., 21080 (b)(8) and CEQA Guidelines Section 15273 (a) (Rates, Tolls, Fares and Charges) for the purpose of modifying and increasing fares. **Note: Agenda Item # 18., forwarded to the Board of Directors without a recommendation.**

24. Announcements

There were no Announcements.

25. ADJOURNMENT

On order of Chairperson Kennedy, there being no objection, the meeting was adjourned at 1:21 p.m.

Respectfully submitted,

Michelle Garza, Board Assistant
VTA Board of Directors
