



## **ADMINISTRATION & FINANCE COMMITTEE**

Thursday, August 19, 2004

### **MINUTES**

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

The Regular Meeting of the Administration and Finance Committee (A&F) was called to order at 12:00 p.m. by Chairperson Williams in Room 106 E, City of San Jose, 801 North First Street, San Jose, California.

#### **ROLL CALL**

##### **Members Present**

Patricia Dixon  
Don Gage  
Forrest Williams, Chairperson

##### **Members Absent**

David Casas, Vice Chairperson

##### **Alternates Present**

Breene Kerr

##### **Alternates Absent**

Dennis Kennedy

\* Alternates do not serve unless participating as a Member.

**A quorum was present.**

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

There were no Public Presentations.

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

Chairperson Williams noted staff's request that Agenda Item # 15., Authorize the General Manager to execute a contract with the lowest responsible bidder for construction of the Route 152 Improvements Highway Planting and Irrigation Project, a 1996 Measure B Transportation Improvement Program (MBTIP) project be removed from the Agenda. Chairperson Williams noted that contract bids have been submitted and are well within the General Manager's signature authority.

Chairperson Williams noted staff's request that Agenda Item # 22., Authorize the General Manager to execute a contract with Business Information Solutions LLC (BIS) for an amount not to exceed \$372,100 for a period of two years to implement SAP's Strategic Enterprise Manager (SEM) product at VTA, comprised of a Corporate Performance Monitor Module (Management Cockpit) and a Business Planning and Simulation Module (Budgeting and Planning) for budget development be removed from the Consent Agenda and deferred.

Chairperson Williams noted the following updated memorandums on the Regular Agenda, Agenda Item # 23., Authorize the General Manager to execute a contract with RGW Construction, Inc., the lowest responsible bidder, in the amount of \$21,990,962 for construction of the Route 87 (North) HOV Project, a Valley Transportation Plan 2020 project. This construction contract is 100 percent federally funded; and Agenda Item # 25., Authorize the General Manager to execute a contract with Burson – Marsteller for community outreach, public education, and marketing services, for an amount not to exceed \$7,700,000. The contract will be for an initial three-year period with two optional one-year extensions.

M/S/C (Gage/Kerr) to accept the Orders of the Day.

## CONSENT AGENDA

4. **Regular Meeting Minutes of May 20, 2004**

M/S/C (Gage/Kerr) to approve the Regular Meeting Minutes of March 18, 2004.

5. **Committee of the Whole Meeting Record of July 14, 2004**

M/S/C (Gage/Kerr) to approve the Committee of the Whole Meeting Record of July 14, 2004.

6. **Report on Santa Clara Valley Transportation Authority Investments for the month of June 2004 and quarter ending June 2004**

M/S/C (Gage/Kerr) to receive and file the Report on Santa Clara Valley Transportation Authority Investments for the month of June 2004 and quarter ending June 2004.

7. **Quarterly Purchasing Report**

M/S/C (Gage/Kerr) to receive and file the Quarterly Purchasing Report.

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

8. **Monthly Legislative Reports**

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

9. **Fourth Quarter and FY 2004 Year-End Report of Public Liability/Property Damage and Owners Controlled Insurance Program (OCIP) Claims Activity**

M/S/C (Gage/Kerr) to receive and file the Fourth Quarter and FY 2004 Year-End Report of Public Liability/Property Damage and Owners Controlled Insurance Program (OCIP) Claims Activity.

10. **Fourth Quarter and FY 2004 Year-End Report of Workers' Compensation Claims and Owner Controlled Insurance Program (OCIP) Claims Activity**

M/S/C (Gage/Kerr) to receive and file the Fourth Quarter and FY 2004 Year-End Report of Workers' Compensation Claims and Owner Controlled Insurance Program (OCIP) Claims Activity.

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

M/S/C (Gage/Kerr) to receive and file the Annual Renewal of Property and Casualty Insurance Coverage.

12. **Bicycle and Pedestrian Advisory Committee Appointment**

M/S/C (Gage/Kerr) to approve submitting a recommendation to the Board of Directors to ratify the appointment of Richard Swent to the Bicycle and Pedestrian Advisory Committee (BPAC) representing the City of Palo Alto for the term ending June 30, 2006.

13. **Citizens Advisory Committee Appointment**

M/S/C (Gage/Kerr) to approve submitting a recommendation to the Board of Directors to ratify the appointment of Roberta H. Hughan to the Citizens Advisory Committee (CAC) position representing the County of Santa Clara.

14. **Revised List of Designated Positions in the Conflict of Interest Code**

M/S/C (Gage/Kerr) to approve submitting a recommendation to the Board of Directors to adopt the amended Appendix of Designated Positions and Disclosure Categories of the Conflict on Interest Code for the Santa Clara Valley Transportation Authority (VTA) and direct the Board Secretary to forward the revised list of designated positions to the Santa Clara County Board of Supervisors for approval.

15. **(Removed from the Agenda.)**

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Authorize the General Manager to execute a contract with the lowest responsible bidder for construction of the Route 152 Improvements Highway Planting and Irrigation Project, a 1996 Measure B Transportation Improvement Program (MBTIP) project.

16. **Final Contract Amendment with Mark Thomas & Co. for Design Support Services for the Route 880 Widening Project**

M/S/C (Gage/Kerr) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to amend the contract with Mark Thomas & Co. for services in support of the Route 880 Widening Project, increasing the approved contract value by \$100,000 for a new total value not to exceed \$5,408,860.

17. **Final Contract Amendment with Parsons Transportation Group (PTG) for Final Design of the Route 237/880 Interchange Project**

M/S/C (Gage/Kerr) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to amend the contract with Parsons Transportation Group for final design of the Route 237/880 Interchange Project, increasing the approved contract value by \$119,848 for a new total contract value not to exceed \$5,526,187.

18. **Final Contract Amendment with Rajappan & Meyer (R&M) for Final Design and Design Support During Construction of the Route 85/101 South Interchange Project**

M/S/C (Gage/Kerr) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to amend the contract with Rajappan & Meyer for final design and design support during construction of the Route 85/101 South Interchange Project, increasing the approved contract value by \$224,990 for a new total contract value not to exceed \$6,661,203, and extend the term of the contract to December 31, 2005.

19. **Contract Amendment with HMH, Inc. (HMH) for Final Design of the Route 152 Project**

M/S/C (Gage/Kerr) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to amend the contract with HMH, Inc. for final design and design support during construction of the Route 152 Project, increasing the approved contract value by \$191,288 for a new total contract value not to exceed \$3,438,040.

20. **US 101 Operational Improvement Projects and Cooperative Agreements with the City of San Jose and Caltrans**

M/S/C (Gage/Kerr) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to amend the VTA FY 2005 Capital Budget to add the US 101 Operational Improvement Projects in the amount of \$50 million; and to execute cooperative agreements with the City of San Jose and the California Department of Transportation (Caltrans) necessary to implement the projects.

Member Dixon took her seat at 12:04 p.m.

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## REGULAR AGENDA

### 21. Technology Strategic Plan

Kaye L. Evleth, Chief Administrative Officer, provided a brief overview on the Technology Strategic Plan. Ms. Evleth commented that Karen Antion Consulting and Associates have assisted VTA with the reorganization of the Technology Department and development of a Technology Management Structure, which will address technology issues that occur within VTA. Ms. Evleth noted that Karen Antion Consulting along with VTA staff are in the process of completing development of a Technology Strategic Plan and a Capital Improvement Program that will ensure that VTA's systems are maintained appropriately in the future. Ms. Evleth noted that staff is requesting extending the contract for an additional year to complete the entire reorganization of the Technology Department and to ensure that VTA is properly assessing all technology projects.

Alternate Board Member Kerr queried if the technology plan would implement greater technology, such as, conference calls and remote attendance related to committee meetings. Ms. Evleth responded that the Strategic Plan addresses technology throughout the organization, which includes information technology as well as the Global Positioning System (GPS) that VTA has on buses.

Alternate Board Member Kerr suggested and encouraged staff to consider what technology could be utilized for Board Members to be able to be involved in committee meetings as a substitute for in-person attendance. Suzanne Gifford, General Counsel, responded that conference calls and remote attendance are Brown Act issues.

Chairperson Williams noted that VTA has realized a savings as a result of the combined efforts of Karen Antion Consulting and VTA staff and added that it is appropriate to continue to gain improvements. Chairperson Williams continued if there are additional ways that will help VTA to better utilize technology, since technology changes so quickly and constantly; then this is an opportunity and an appropriate effort to support.

**M/S/C (Gage/Dixon)** to approve submitting a recommendation to the Board of Directors to authorize the General Manager to amend the contract with Karen Antion Consulting, LLC to implement the Technology Strategic Plan, to stabilize the Technology Management Structure, and to provide external review and recommendations to stabilize the Technology Department service delivery model for an additional amount of \$200,000 and new total contract amount of \$500,000; and extend the contract through June 30, 2005.

### 22. (Removed from the Consent Agenda and deferred.)

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Authorize the General Manager to execute a contract with Business Information Solutions LLC (BIS) for an amount not to exceed \$372,100 for a period of two years to implement SAP's Strategic Enterprise Manager (SEM) product at VTA, comprised of a Corporate Performance Monitor Module (Management Cockpit) and a Business Planning and Simulation Module (Budgeting and Planning) for budget development.

**23. Valley Transportation Plan 2020 Route 87 (North) HOV Project – Construction Contract Award**

Jack J. Collins, Chief Construction Officer, provided a brief overview on the Valley Transportation Plan 2020 Route 87 (North) HOV Project – Construction Contract Award. Mr. Collins noted this item was on the Agenda for the VTA Special Board of Directors Meeting held on Thursday, June 17, 2004, and commented on the conditional contract award. Mr. Collins continued that with a conditional contract award the contractor must show a good faith effort regarding the Disadvantaged Business Enterprise (DBE) goals contained in the contract, since the construction contract is federally funded. Mr. Collins noted that staff determined that R & L Brosamer, Inc. did not meet the good faith efforts; therefore, the contract was re-bid and the same four contractors submitted bids the second time around; however, the contract amounts and the order of the lowest bid changed. Mr. Collins commented on the second bids and noted that R & L Brosamer, Inc. increased their price, while RGW Construction, Inc. reduced their price from the previous bid; therefore, staff is recommending RGW Construction, Inc. to be awarded the construction contract.

Mr. Collins added that RGW Construction, Inc. has worked on projects for VTA in the past regarding the 1996 Measure B Highway Program. Mr. Collins continued that RGW Construction, Inc. has exceeded the DBE goals on the construction contract and added that this is a clean award with no conditions at this time.

Board Member Gage noted and acknowledged RGW Construction, Inc. for their excellent work on Highway 101 Project and added that the project was completed six-months ahead of schedule.

Chairperson Williams queried on the DBE goal adjustments and if the DBE goal was adjusted due to construction and steel costs. Mr. Collins responded that many of the previously certified DBE firms who provided steel are no longer in business or have become majority firms; therefore, the DBE goals were lowered from 11 percent to 9 percent.

**M/S/C (Gage/Dixon)** to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute a contract with RGW Construction, Inc., the lowest responsible bidder, in the amount of \$21,990,962 for construction of the Route 87 (North) HOV Project, a Valley Transportation Plan 2020 project. This construction contract is 100 percent federally funded.

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

Carolyn M. Gonot, Chief Development Officer, provided a brief overview on the Transit Advertising Contract with Viacom Outdoor Inc. Ms. Gonot commented that this is the contract with Viacom for advertising on bus and light rail vehicles with the first year guaranteed at \$1,500,000 and then each year after that Viacom Outdoor Inc. would allow VTA an option of a guarantee of \$1,500,000 per year or \$1,350,000 with 50 percent net revenues above \$2,750,000. Ms. Gonot add that staff will examine how the economy improves, obtain the sales information from Viacom regarding the previous year, then decide what option guarantee to select. Ms. Gonot noted that VTA staff option guarantee was negotiated into the contract.

Board Member Gage queried on who was responsible for all the maintenance regarding graffiti activity on the advertisement on bus and light rail vehicles. Anne-Catherine Vinickas, Director of Marketing and Customer Service, responded if the advertisements are defaced then Viacom Outdoor, Inc. is responsible for all the maintenance.

Board Member Gage queried if VTA vehicles exhibit a lot of graffiti activity. Peter M. Cipolla, General Manager, responded that VTA has a policy in place to remove graffiti activity right away. Board Member Gage queried if VTA uses graffiti coating. Mr. Cipolla responded that VTA does not really have a problem with this type of graffiti activity.

Chairperson Williams queried if the contract included bus stops. Mr. Cipolla responded that bus stops are a different contract.

**M/S/C (Gage/Dixon)** 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 five-year term beginning on January 1, 2005 through December 31, 2009.

**25. Contract with Burson – Marsteller to Develop and Implement a VTA Community Outreach/Public Education/Marketing Program**

Ms. Gonot provided a brief overview on the Contract with Burson – Marsteller to Develop and Implement a VTA Community Outreach/Public Education/Marketing Program. Ms. Gonot commented on the Business Review Team (BRT) and Ad-Hoc Financial Stability Committee recommendations regarding increasing ridership and public education regarding transit service and community outreach of future services. Ms. Gonot noted that staff examined the entire community outreach and public education programs and the activities staff will provide over the next five-years, with the largest activities associated with 2000 Measure A Projects, Bay Area Rapid Transit (BART), and Downtown East Valley (DTEV) projects. Ms. Gonot continued that staff is in the process of developing a comprehensive or coordinated effort on BART and DTEV projects as well as our other services; therefore, staff recommends developing one

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proposal to implement over the next five-years. Ms. Gonot referenced the BART Project, for example, and noted that the proposal would start currently with community outreach then progress through the Preliminary Engineering (PE) phase into some of the construction. Ms. Gonot continued and noted that the heavy funding is in the BART extension construction years where more community outreach and public education is required.

Alternate Board Member Kerr queried if the contract includes media buys. Ms. Gonot responded that the contract does not include media buys.

Alternate Board Member Kerr queried if the community outreach was to find out what the community wanted or to promote the existing plan projects. Mr. Cipolla responded that it is to help with the outreach for Bus Rapid Transit (BRT) programs and that the approach is to bundle everything together for consistency and one type of organization to implement task order contracts to proceed with individual type projects and community-based programs.

Alternate Board Member Kerr queried on the type of contract. Ms. Gonot responded that it will be a task-oriented contract; therefore, staff would request the contractor to perform a specific task then a work order would be prepared for the specific task with a dollar amount included in the respective project budget.

Alternate Board Member Kerr queried on the rates. Mr. Cipolla responded that Burson – Marsteller is the prime contractor and noted that the prime contractor has several subcontractors working with them regarding individual type projects and programs. Ms. Gonot added that the proposers were given a couple of different problems to address within the contract proposals; therefore, staff was able to determine how the contractor would address the problems then staff was able to compare the responses. Ms. Gonot added that cost was part of the analysis of the evaluation of the criteria regarding the contract. Mr. Cipolla referenced Page five of the memorandum and noted that it outlines the firms, the level of their expertise, and experience. Mr. Cipolla added that the outline is basically a conglomeration of the firms and noted that the firms will perform individual tasks type activities for the projects. Ms. Gonot added that some of the firms bring community outreach skills that VTA currently does not have and noted that IW Group has worked well in the Bay Area particularly in diverse communities.

Chairperson Williams noted the financial difficulties VTA is experiencing at this time and queried on how the public will react in terms of VTA spending funding on community outreach and public education when funding is needed for other things within the organization. Alternate Board Member Kerr responded that the system still has empty seats; therefore, noted that community outreach and public education will assist VTA by filling the empty seats.

Alternate Board Member Kerr added that a part of the marketing service contract will be devoted to marketing. Mr. Cipolla responded that part of the marketing service contract will go to market the services provided by VTA.

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Chairperson Williams queried on the return and how many seats will be filled by investing in the marketing service contract. Chairperson Williams asked how the marketing service contract would be used to target the public who may be unaware of the services provided by VTA and get them to use the system. Ms. Gonot responded that it will be difficult; however, noted staff's goal to work with the individual communities to develop an effective coordinated campaign and marketing strategy to address their needs.

Chairperson Williams expressed his concern regarding spending funding and not having anything to measure the investment against. Chairperson Williams added that marketing in any environment is marketing with a goal to achieve something as a result; therefore, it is reasonable to expect an increase in ridership by a certain amount. Alternate Board Member Kerr asked Chairperson Williams what if the goal was to increasing ridership from 3.5 percent to 4 percent.

Chairperson Williams expressed his concern about spending funding without a measurable target goal of return on the funding spent. Chairperson Williams noted the importance of setting a goal and showing that the investment is valued and money well spent. Chairperson Williams noted the importance to show the public that the investment is necessary and will result in a return on the investment.

Mr. Cipolla commented that the bulk of this comprehensive marketing service contract would normally be part of the community outreach activities for any major construction project or new program. Mr. Cipolla added that the marketing service contract is for a five-year period that encompasses nearly \$8 million and added that most of the funding is incorporated in project capital budgets. Mr. Cipolla stressed the importance of providing information to the public when introducing new programs or projects. Mr. Cipolla continued that the marketing service contract is an approach to combine everything together under the big umbrella of marketing and noted that the end result is to get more people on our system, and noted that this is only possible with a comprehensive community outreach and public education program. Mr. Cipolla commented on the difficulties to measure whether the investments made into marketing services will increase ridership, and added that it is impossible to know, since much of our business is associated with the economy. Mr. Cipolla re-stated the goal is to increase ridership.

Chairperson Williams queried if staff has a history of the average funding amount spent on marketing per year. Mr. Cipolla asked staff to respond using the cost to date on outreach activities regarding DTEV project. Ms. Vinickas responded that on an annual basis, outreach activities for DTEV project is \$150,000.

Alternate Board Member Kerr asked Chairperson Williams if \$7 million would be enough money to spend for community outreach, public education, and marketing services. Chairperson Williams responded that the issue is not regarding the amount of money but having a measurable target in place. Alternate Board Member Kerr noted that the amount of money allocated for marketing services could easily be allocated as 10 percent of the project budget in the private sector.

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Chairperson Williams noted if VTA invests in a set goal and the goal is not achieved then staff can determine why the goal was not met and staff can address the elements to achieve the set goal.

Board Member Gage responded that the goal is to raise the number by one point and noted the importance to inform the public on the types of service VTA provides; otherwise, ridership will not increase because the public needs to know what is available and how to utilize the services. Board Member Gage noted that he is not overly concerned with the amount of money for the marketing services contract; however, added that he would be more concerned if VTA did not do anything to promote the services provided.

Board Member Dixon queried on community buses and if staff intends to use mobile advertisement on the smaller buses. Mr. Cipolla responded that it will depend upon what the community wants. Board Member Dixon noted her support and added that community outreach, public education, and marketing services are the right direction. Board Member Dixon noted that \$7 million is probably too low but, added that it is a good starting point.

Board Member Gage noted that surveys regarding input from the public can be utilized when advertisement is in place and will provide staff a resource to determine the effectiveness of the program.

Chairperson Williams expressed his concern regarding the absence of a target to measure. Board Member Gage asked Chairperson Williams if his concern would be addressed if staff implemented a target within the marketing contract. Mr. Cipolla responded that a target has to be implemented into the overall budget because a target cannot be tied to this individual marketing contract. Mr. Cipolla added that this marketing contract is relatively small and much of the contract is project driven and reimbursed from project budgets. Mr. Cipolla continued that two-thirds of the contract is allocated for BART and DTEV program-oriented outreach activities, and the other one-third of the contract is community bus, BRT program, professional services, and rail corridor studies. Mr. Cipolla added that goals are set in the overall budget process, which includes all factors.

Chairperson Williams noted that it is reasonable to expect a measurable return on an investment.

**M/S/C (Kerr/Dixon)** to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute a contract with Burson-Marsteller for community outreach, public education, and marketing services, for an amount not to exceed \$7,700,000. The contract will be for an initial three-year period with two optional one-year extensions.

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## OTHER ITEMS

### 26. Committee Work Plan

Ms. Evleth provided a brief overview on the Administration and Finance Committee Work Plan.

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

### 27. Committee Staff Report

Ms. Evleth acknowledged and introduced Roger Contreras, Chief Financial Officer, and Susan Stark, Controller, to the Committee Members and added that they will guide VTA in financial matters.

Chairperson Williams welcomed Mr. Contreras and Ms. Stark to VTA.

### 28. Chairperson's Report

Chairperson Williams welcomed the Committee Members, staff, and interested citizens to Administration and Finance Committee Meeting.

### 29. Determine Consent Agenda for the September 2, 2004 Board Meeting

**CONSENT: Agenda Item # 12.**, Ratify the appointment of Richard Swent to the Bicycle and Pedestrian Advisory Committee (BPAC) representing the City of Palo Alto for the term ending June 30, 2006; **Agenda Item # 13.**, Ratify the appointment of Roberta H. Hughan to the Citizens Advisory Committee (CAC) position representing the County of Santa Clara; **Agenda Item # 14.**, Adopt the amended Appendix of Designated Positions and Disclosure Categories of the Conflict on Interest Code for the Santa Clara Valley Transportation Authority (VTA) and direct the Board Secretary to forward the revised list of designated positions to the Santa Clara County Board of Supervisors for approval; **Agenda Item # 16.**, Authorize the General Manager to amend the contract with Mark Thomas & Co. for services in support of the Route 880 Widening Project, increasing the approved contract value by \$100,000 for a new total value not to exceed \$5,408,860; **Agenda Item # 17.**, Authorize the General Manager to amend the contract with Parsons Transportation Group for final design of the Route 237/880 Interchange Project, increasing the approved contract value by \$119,848 for a new total contract value not to exceed \$5,526,187; **Agenda Item # 18.**, Authorize the General Manager to amend the contract with Rajappan & Meyer for final design and design support during construction of the Route 85/101 South Interchange Project, increasing the approved contract value by \$224,990 for a new total contract value not to exceed \$6,661,203, and extend the term of the contract to December 31, 2005; **Agenda Item # 19.**, Authorize the General Manager to amend the contract with HMH, Inc. for final design and design support during construction of the Route 152 Project, increasing the approved contract

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value by \$191,288 for a new total contract value not to exceed \$3,438,040; **Agenda Item # 20.**, Authorize the General Manager to amend the VTA FY 2005 Capital Budget to add the US 101 Operational Improvement Projects in the amount of \$50 million; and to execute cooperative agreements with the City of San Jose and the California Department of Transportation (Caltrans) necessary to implement the projects; **Agenda Item # 21.**, Authorize the General Manager to amend the contract with Karen Antion Consulting, LLC to implement the Technology Strategic Plan, to stabilize the Technology Management Structure, and to provide external review and recommendations to stabilize the Technology Department service delivery model for an additional amount of \$200,000 and new total contract amount of \$500,000; and extend the contract through June 30, 2005; **Agenda Item # 23.**, Authorize the General Manager to execute a contract with RGW Construction, Inc., the lowest responsible bidder, in the amount of \$21,990,962 for construction of the Route 87 (North) HOV Project, a Valley Transportation Plan 2020 project. This construction contract is 100 percent federally funded; **Agenda Item # 24.**, 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 five-year term beginning on January 1, 2005 through December 31, 2009; and **Agenda Item # 25.**, Authorize the General Manager to execute a contract with Burson-Marsteller for community outreach, public education, and marketing services, for an amount not to exceed \$7,700,000. The contract will be for an initial three-year period with two optional one-year extensions.

**REGULAR: None**

**30. Announcements**

There were no Announcements.

**31. ADJOURNMENT**

**On order of Chairperson Williams**, there being no objection, the meeting was adjourned at 12:50 p.m.

Respectfully submitted,

Michelle M. Garza, Board Assistant  
VTA Board of Directors

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