



ADMINISTRATION & FINANCE COMMITTEE

Thursday, November 18, 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 Member Gage in Room 106 E, City of San Jose, 801 North First Street, San Jose, California.

ROLL CALL

Members Present

David Casas, Vice Chairperson
Don Gage

Members Absent

Patricia Dixon
Forrest Williams, Chairperson

Alternates Present

Breene Kerr

Alternates Absent

Dennis Kennedy

* Alternates do not serve unless participating as a Member.

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

Alternate Board Member Kerr arrived at 12:01 p.m.

2. PUBLIC PRESENTATIONS

There were no Public Presentations.

3. ORDERS OF THE DAY

Member Gage requested that Agenda Item # 13.X., Adopt a resolution amending the Technical Advisory Committee and Citizens Advisory Committee bylaws, as indicated; and the VTA Administrative Code, as indicated, to permit the specified modifications to the Technical Advisory Committee and Citizens Advisory Committee bylaws be added on the Consent Agenda.

On order of Member Gage, there being no objection, the Committee of the Whole accepted the Orders of the Day.

CONSENT AGENDA

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

On order of Member Gage, there being no objection, the Committee of the Whole deferred the Regular Meeting Minutes of October 20, 2004.

5. **Report on Santa Clara Valley Transportation Authority Investments for the Month of September 2004 and quarter ending September 30, 2004**

On order of Member Gage, there being no objection, the Committee of the Whole received and filed the Report on Santa Clara Valley Transportation Authority Investments for the Month of September 2004 and quarter ending September 30, 2004.

6. **Quarterly Purchasing Report**

On order of Member Gage, there being no objection, the Committee of the Whole received and filed the Quarterly Purchasing Report.

7. **Monthly Legislative Reports**

On order of Member Gage, there being no objection, the Committee of the Whole received and filed the Monthly Legislative Reports.

8. **First Quarter FY 2005 Report of Public Liability/Property Damage and Owner Controlled Insurance Program (OCIP) Claims Activity**

On order of Member Gage, there being no objection, the Committee of the Whole received and filed the First Quarter FY 2005 Report of Public Liability/Property Damage and Owner Controlled Insurance Program (OCIP) Claims Activity.

9. **First Quarter FY 2005 Report of Workers' Compensation and Owner Controlled Insurance Program (OCIP) Claims Activity**

On order of Member Gage, there being no objection, the Committee of the Whole received and filed the First Quarter FY 2005 Report of Workers' Compensation and Owner Controlled Insurance Program (OCIP) Claims Activity.

10. **Citizens Advisory Committee Appointment**

On order of Member Gage, there being no objection, the Committee of the Whole approved submitting a recommendation to the Board of Directors to appoint Ellen "Sally" Probst to the Citizens Advisory Committee (CAC) position representing Seniors.

11. **Appointments/Re-appointments to the Committee for Transit Accessibility (CTA)**

On order of Member Gage, there being no objection, the Committee of the Whole approved submitting a recommendation to the Board of Directors to approve the appointments of Diana Nguyen and Community Options; and further, approve the re-appointments of David Grant, Marjorie Jensen, David Julian, Aaron Morrow, Barbara Rhodes, and Thomas Slack to the Committee for Transit Accessibility (CTA) for a two-year term.

12. 2005 Administration and Finance Committee Meeting Schedule

On order of Member Gage, there being no objection, the Committee of the Whole deferred submitting a recommendation to the Board of Directors to approve the 2005 Administration and Finance Committee (A&F) Meeting Schedule.

13. Cooperative Parking Agreement with the Peninsula Corridor Joint Powers Board and the San Jose Arena Management for the San Jose Diridon Caltrain Station Parking Lot

On order of Member Gage, there being no objection, the Committee of the Whole approved submitting a recommendation to the Board of Directors to authorize the General Manager to execute a Cooperative Parking Agreement with the Peninsula Corridor Joint Powers Board (PCJPB) and San Jose Arena Management (SJAM) for HP Pavilion event parking use for a term of two years with a provision to extend the Agreement for two additional one-year terms subject to the General Manager's approval.

13.X. Amendment of Technical Advisory Committee and Citizens Advisory Committee Bylaws; and Amendment of VTA Administrative Code

On order of Member Gage, there being no objection, the Committee of the Whole approved submitting a recommendation to the Board of Directors to adopt a resolution amending the Technical Advisory Committee and Citizens Advisory Committee bylaws, as indicated; and the VTA Administrative Code, as indicated, to permit the specified modifications to the Technical Advisory Committee and Citizens Advisory Committee bylaws.

REGULAR AGENDA

14. 1996 Measure B Transportation Improvement Program – Route 152 Improvements – Project B, Phase 1, Construction Contract Award

Jack J. Collins, Chief Construction Officer, provided a brief overview on the 1996 Measure B Transportation Improvement Program – Route 152 Improvements – Project B, Phase 1, Construction Contract Award. Mr. Collins commented that the item is a placeholder for the December 9, 2004 VTA Board of Directors Regular Meeting and added that bids are scheduled to open on November 30, 2004. Mr. Collins continued that

the project includes the Route 152 Improvements between Route 101 and Route 156. Mr. Collins noted that several potential projects were considered to provide operational and safety improvements on the Route 152 corridor, such as, widen the bridge across the Llagas Creek and installation of a signalized intersection at Gilroy Foods. Mr. Collins noted that the bid results report will be provided to the Board of Directors at the December 9, 2004 VTA Board of Directors Regular Meeting.

Vice Chairperson Casas queried about the bid results and if they would be available before the December 9, 2004 VTA Board of Directors Meeting. Mr. Collins responded that bids are scheduled to be open November 30, 2004, and the results will be detailed in a subsequent memorandum prior to the Board Meeting.

On order of Member Gage, there being no objection, the Committee of the Whole approved submitting a recommendation to the Board of Directors to authorize the General Manager to execute a contract with the lowest responsible bidder for construction of the Route 152 Improvements – Project B, Phase 1, a 1996 Measure B Transportation Improvement Program (MBTIP) project.

15. **1996 Measure B Transportation Improvement Program – Route 880 Widening Highway Planting Construction Contract Award**

Mr. Collins provided a brief overview on the 1996 Measure B Transportation Improvement Program – Route 880 Widening Highway Planting Construction Contract Award. Mr. Collins noted that one bid was received for the landscaping construction contract in the estimated amount of \$400,000. Mr. Collins noted that a couple of bidders that normally bid on VTA landscaping projects are working on other contracts and are not available at this time. Mr. Collins noted staff's recommendation to remove the contract and open the landscaping construction contract for re-bid.

Member Gage queried where the construction contract is advertised and noticed, and asked if the construction contract was advertised in the San Jose Mercury Newspaper and other County newspapers. Mr. Collins responded that construction contracts are advertised using an electronic bid on-line. Mr. Collins noted staff's recommendation that this item be removed from the agenda to allow the construction contract to re-bid.

On order of Member Gage, there being no objection, the Committee of the Whole removed from the Agenda to allow re-bid of the construction contract award: Authorize the General Manager to execute a contract with the lowest responsible bidder for construction of the Route 880 Widening Highway Planting, a 1996 Measure B Transportation Improvement Program (MBTIP) project.

16. **1996 Measure B Program Transportation Improvement Program (MBTIP) Executive Summary of the Semi-Annual Report for December 2004**

Mr. Collins provided a brief overview on the 1996 Measure B Program Transportation Improvement Program (MBTIP) Executive Summary of the Semi-Annual Report for December 2004. He noted that VTA Board of Directors and Santa Clara County Board of Supervisors adopted the 1996 MBTIP Revenue and Expenditure Plan for FY 2005 in June 2004. Mr. Collins added that both the VTA Board of Directors and Santa Clara County Board of Supervisors receive a semi-annual report on the revenue and expenditure plan in December; however, noted some minor budget adjustments; therefore, staff is asking both Boards to take action on the budget adjustments in December 2004. The program financial status has improved since June 2004; therefore, revenues increased by \$23 million as a result of improved sales tax revenue performance and other funding elements. Mr. Collins noted several factors that have impacted the program balance since June 2004: an increase in projected sales tax revenues and interest income, an increase in Non-Measure B funding due to the extension of the Traffic Congestion Relief Program (TCRP) grant on the Caltrain Tamien to Lick Double Tracking Project, an additional savings on the Tasman East Light Rail Project resulting from the project closeout, an addition of funding in federal enhancement grant on the Vasona Light Rail Project for the reinstallation of the Historic Diridon Water Tower, a budget increase due to higher anticipated bids on the Caltrain Palo Alto Transit Center, an increase in the Highway Program due to Non-Measure B funding, and an increase in the Combined Biological Mitigation Site due to a revised forecast for Phase II and III.

Mr. Collins commented on several factors that have resulted in a decrease of \$1.1 million to the Rail Program budget: an increase in budget to the Vasona Light Rail Project, a decrease in budget to the Tasman East Light Rail Project, and an increase in budget to the Caltrain Service Improvements Project.

Mr. Collins commented on several factors that have resulted in an increase of \$3.3 million to the Highway Program budget: decreases in Route 880 budget and Route 85 Noise Mitigation budget, and increases in project budgets to Route 101 Widening, Route 85/101 South, Route 85/87 Interchange, Route 85/101 North, Route 237/880 Interchange, Route 87 South High Occupancy (HOV) Lanes, Route 87 North HOV Lanes, and Route 152 Improvements.

Mr. Collins noted staff's recommendation for VTA Board of Directors action on budget adjustments and added that a recommendation for budget adjustments will be presented to the Santa Clara County Board of Supervisors in December 2004 as well.

Mr. Collins referenced and commented on Figure 1.1 Measure B Projects Deferred on Page 1-5 in the 1996 Measure B Program Executive Summary Semi-Annual Report – December 2004. Mr. Collins continued that Santa Clara County Measure B staff is exploring moving forward some of the deferred projects given to the surplus in funding that has occurred within the last six months. Mr. Collins noted that Santa Clara County staff is recommending to the Santa Clara County Board of Supervisors in December to move forward with Highway 85 Noise Mitigation Project, which is about \$8.1 million for the grinding of the pavement to reduce noise. Mr. Collins added that Santa Clara County

staff is recommending that Highway 17 (Project E) Auxiliary Lane North bound 17 between Camden and Hamilton project move off of the deferred project list as well. Mr. Collins added that Santa Clara County staff requested VTA staff to clear the project federally under National Environmental Policy Act (NEPA) and have the project bid ready, while Santa Clara County staff is working to earmark funding for the project in regard to the Federal Highway Administration (FHWA).

Kurt Evans, State and Federal Government Affairs Manager, noted that the \$12.9 million was included in the House of Representatives version of the Transportation Equity Act for the 21st Century (TEA-21) bill; however, it does not look like Congress is actually going to complete work on the bill this year; therefore, it will probably be completed next year.

Alternate Board Member Kerr queried if part of the item is to move projects off the deferred list or is it to provide information. Mr. Collins responded that this item concerns budget adjustments and the deferred list information is by way of background.

Mr. Collins noted that Santa Clara County staff's intention is to keep, a funding cushion in order to make bond payment obligations and are; therefore, metering out the projects slowly in order to get them off the deferred list on a gradual basis.

Alternate Board Member Kerr queried about the 17 percent increase in Caltrain ridership and if the ridership increase information was correct. Member Gage responded that the 17 percent increase reflects Caltrain Baby Bullet ridership.

Alternate Board Member Kerr queried if the increase was system wide. Member Gage responded that the increase is not system wide as the Baby Bullet is not system wide.

Vice Chairperson Casas queried about the 1996 Measure B Projects Deferred list and if the list had a priority ranking order. Mr. Collins responded that there is no ranking order.

Alternate Board Member Kerr queried about the report and if the report will be adopted in June 2005. Mr. Collins responded that the report is an annual update.

On order of Member Gage, there being no objection, the Committee of the Whole approved submitting a recommendation to the Board of Directors to amend Rail, Highway and Program-wide project budgets as detailed in the attached 1996 Measure B Transportation Improvement Program Semi-Annual Report for December 2004.

17. VTA Tariff Amendment

Roger Contreras, Chief Financial Officer, introduced Ali Hudda, Disbursement Fiscal Resources Manager, who provided a brief overview on the VTA Tariff Amendment. Mr. Hudda noted that the recommendation is to amend the tariff relating to fare tariffs for transfers from Caltrain to VTA. Mr. Hudda continued that the current arrangement recognizes a Caltrain Monthly Pass for two or more zones as credit for full regular fare

on any VTA bus and light rail transportation service. Mr. Hudda added that in January 2005 VTA Adult Monthly Pass rate will remain below the Caltrain two-zone pass rate. Mr. Hudda noted that without an adjustment to the current policy VTA could lose much or all of the revenue from Youth Monthly Pass sales as customers realize that they can purchase a Caltrain pass, which will be honored by VTA. Mr. Hudda added that staff estimates with current VTA sales of about 6,000 Youth Passes per month the potential loss of revenue to VTA could be up to \$3 million on an annual basis. Mr. Hudda continued that the objective of the VTA Tariff Amendment is to preserve the customers ability to transfer from Caltrain to VTA as well as to protect VTA's revenues.

Alternate Board Member Kerr queried if it would be a better solution to align VTA's fares with Caltrain fares. Mr. Hudda responded that VTA's Youth Pass is based according to the Adult Pass established by the VTA Board of Directors; therefore, it would involve restructuring the entire VTA fare structure. Member Gage noted that the Youth, Adult, and Senior/Disable fares were established in conjunction with an effort to balance the fares. Member Gage added if the Board of Directors directed staff to adjust the Youth fare then it would, in fact, mean that all the fares would need to be adjusted as well. Member Gage noted that the public was very unhappy regarding the fare increases.

Alternate Board Member Kerr asked what happens when a youth gets on VTA's system with a Caltrain two-zone pass. Mr. Contreras responded that the Caltrain two-zone pass will not work. Kaye L. Evleth, Chief Administrative Officer, noted that staff was directed by VTA Board of Directors to change the Senior/Disable Pass to make it lower and the extra charge was applied to the Youth Fare. Member Gage responded yes and noted that the Board of Directors directed staff to make the adjustment in regards to the Senior/Disable and Youth Passes. Alternate Board Member Kerr noted that the Youth fare is an inequity that should come to the Board of Directors attention and added that it is a problem that has undesirable consequences, which should be addressed.

Mr. Contreras responded that Caltrain has not increased its fares in a couple of years; however, added that Caltrain is in the process of making changes to its fares; therefore, VTA will be in alignment with Caltrain. Member Gage noted that Alternate Board Member Kerr made a good point; however, VTA may want to wait until Caltrain increases its fares.

Suzanne Gifford, General Counsel, responded that the arrangement with Caltrain is not reciprocal and Caltrain does not accord VTA any similar consideration for customers who have VTA Monthly Passes to have any discount on The Caltrain system. Alternate Board Member Kerr queried if Caltrain accepts VTA fare passes. Ms. Gifford responded no. Alternate Board Member Kerr asked why VTA has not negotiated with Caltrain regarding Caltrain accepting VTA fare passes. Member Gage responded that Caltrain will not do it. Ms. Gifford responded that the Tariff Amendment will memorialize the fact that the Caltrain Youth fare has always been higher than VTA Youth fare.

Alternate Board Member Kerr responded that VTA should be working with the Caltrain Board to change the policy. Member Gage noted that the Caltrain Board consists of three members from Santa Clara County, three members from San Francisco, and three members from San Mateo and added that there are several inequities that exist at this time.

Alternate Board Member Kerr expressed concern regarding aligning VTA fares with Caltrain fares. Member Gage responded that VTA Board of Directors can ask staff to provide the pros and cons regarding aligning VTA fares with Caltrain fares; however, VTA should wait until Caltrain realigns its fares. Mr. Contreras responded that VTA fares will go into effect in January 2005; therefore, customers may purchase Caltrain passes since it will be less expensive; therefore, depriving VTA of revenue but increasing Caltrain revenue.

Member Gage suggested staff provide data on the pros and cons regarding VTA fare adjustments as it relates to Caltrain fares after Caltrain implements its fare increase.

Vice Chairperson Casas asked when Caltrain is going to realign its fares. Member Gage responded that Caltrain will probably consider the fare increase process within the next three months. Vice Chairperson Casas queried about implementing a sticker to be placed on the Caltrain Youth pass to allow the youth to align the cost of the VTA Youth pass; therefore, allowing the student to ride both systems without forcing the student to purchase the Caltrain three-zone Monthly Pass.

Ms. Gifford responded that VTA has allowed customers who purchase a Caltrain pass of greater value than VTA pass to ride VTA bus and light rail system for free. Ms. Gifford noted that the Tariff Amendment is to maintain the ratio that whatever Caltrain pass a customer purchases, which is higher in value than a VTA pass the customer can ride VTA bus and light rail system for free.

On order of Member Gage, there being no objection, the Committee of the Whole approved submitting a recommendation to the Board of Directors to adopt a resolution amending the current tariff relating to fare credit for transfers from Caltrain to VTA service.

18. One-Year Extension for the Operations Insurance Broker Contract

Ms. Evleth noted that the Operations Insurance Broker Contract was presented at the October 20, 2004 Administration and Finance Committee Meeting. Ms. Evleth noted that the one-year extension is needed in order to exercise the contract option and added that Driver Alliant Insurance Services, Incorporated (formerly Robert F. Driver Company, Incorporated) is less expensive in total than any of the other companies that bided three-years ago on the contract.

On order of Member Gage, there being no objection, the Committee of the Whole approved submitting a recommendation to the Board of Directors to authorize the

General Manager to execute a \$93,000 one year extension for the contract with Driver Alliant Insurance Services, Incorporated (formerly Robert F. Driver Company, Incorporated), to continue to provide insurance brokerage and loss control service for VTA operations. Including this extension, the total contract value will be \$357,555.

OTHER ITEMS

19. Valley Transportation Plan 2030 (VTP 2030)

Member Gage announced a presentation by VTA staff to the Santa Clara County Board of Supervisors on Tuesday, November 23, 2004, at 6:30 p.m. regarding the Valley Transportation Plan 2030 (VTP 2030). Member Gage noted a series of workshops and public meetings regarding the VTP 2030 and added that comments provided by the public will be incorporated into the final document.

Ms. Gonot commented that the VTP 2030 was presented to all the VTA Standing Committees and will be forwarded for consideration at the December 9, 2004 VTA Board of Directors Regular Meeting. Ms. Gonot introduced Chris Augenstein, CMPP Principal Transportation Planner, who provided a brief overview on the VTP 2030.

Mr. Augenstein commented that the VTP 2030 is a draft document plan and staff is aware of some typographical errors; however, noted that those typographical errors will be corrected in the final document plan.

Mr. Augenstein continued that the VTP 2030 is an update to the Valley Transportation Plan 2020 (VTP 2020), which was VTA's first long-range transportation plan that the Board of Directors adopted in fall of 2000.

Mr. Augenstein noted as the Congestion Management Agency (CMA) for Santa Clara County, VTA is required to develop the long-range transportation plan, which feeds into the Regional Transportation Plan (RTP) that is developed by Metropolitan Transportation Commission (MTC). Mr. Augenstein added that the VTP 2030 and RTP are on a current schedule and are updated every three to four years. Mr. Augenstein continued that the VTP 2030 is a plan intended to provide a planning and policy framework for VTA to develop and deliver transportation projects within the 25-year life of the plan. The VTP 2030 document states the programs and projects that the Board of Directors would like to see implemented during the timeframe of the plan and identifies sources of funding and amounts of funding that are reasonably expected to be available during the life of the plan.

Mr. Augenstein noted that the VTP 2030 is not a programming document and does not set project priorities or project schedules for when projects are to be implemented. Mr. Augenstein added that an expenditure plan will be provided to the Board of Directors early next year.

Mr. Augenstein noted that the VTP 2030 is an update to the VTP 2020 and staff has implemented many of the programs and studies that were called for in VTP 2020, which includes a number of gateway and corridor studies. Mr. Augenstein continued that the studies assisted staff in developing the VTP 2030 project list and the most notable program is the Community Design and Transportation Program. The Community Design and Transportation Program is a program to integrate transportation and land use and that is essentially VTA's primary program to integrate transportation and land use, which was adopted by the Board of Directors in the fall 2002.

Mr. Augenstein noted that the update of VTP 2030 began about a year ago when staff began bringing projects to the Board of Directors' attention in preparation for distributing more detailed planning documents. In January 2004 staff presented the first draft of the project list and program allocations to the Board of Directors. Mr. Augenstein continued that staff conducted four Board of Directors Workshop Meetings and numerous public meetings throughout the County where the project plan list was presented. Mr. Augenstein added that all of the information was posted on the website for a five-month period and noted an interactive website survey where individuals could review all the program areas and project lists proposed and send comments as well as receive responses back from staff.

Mr. Augenstein commented that the VTP 2030 includes ten program areas: Highway/Freeway, Expressway, Local Streets and County Roads, Transit, Intelligent Transportation Systems (ITS)/Transportation Systems Operations and Management (SOM), Soundwalls, Pavement Management, Bicycle Projects, Landscape Restoration and Graffiti Removal, and Livable Communities and Pedestrians Programs.

Mr. Augenstein noted the Board of Directors adoption of the program area allocations and project list in the draft document in April 2004; therefore, those program area allocations and project lists have not changed. Mr. Augenstein continued that since that time staff has worked with MTC to make sure that VTA's programs and projects are accurately reflected in the RTP. Mr. Augenstein added that it was a very involved process where staff had to define projects and cost estimates in more detail to MTC.

Mr. Augenstein continued that the next steps for the plan were essentially presented to all VTA Advisory and Standing Committees in November and will be forwarded to the Board of Directors for consideration at the December 9, 2004 VTA Board of Directors Regular Meeting. Staff is presenting the document to the committees for further input on the Plan to finalize the document before it is presented to the Board of Directors for adoption at the December 9, 2004 VTA Board of Directors Regular Meeting. Mr. Augenstein added that the Draft VTP 2030 is currently available on the website and is available for public review and comment.

Vice Chairperson Casas noted some corrections to be addressed in the Draft VTP 2030 document. Mr. Augenstein noted that corrections will be addressed and updated in the final version of the VTP 2030 document plan.

Alternate Board Member Kerr queried about the Moody Road Improvements Project. Ms. Gonot responded that the Moody Road Improvements Project is included on the Local Streets and County Roads Project list.

Alternate Board Member Kerr noted serious safety issues on Moody Road. Ms. Gonot responded and noted that the Moody Road Improvements Project is included on Page 97 on the Local Streets and County Roads Projects. Ms. Gonot added that some of the regional maps have not been updated to reflect the changes regarding the projects on the list; however, the changes will be reflected in the final version of the document plan.

Alternate Board Member Kerr queried about the flexibility of the project description. Ms. Gonot responded that the project description would have flexibility and added that VTA staff will contact the Town of Los Altos Hills staff regarding the project.

On order of Member Gage, there being no objection, the Committee of the Whole approved submitting a recommendation to the Board of Directors to review and comment on adopting the Valley Transportation Plan 2030 (VTP 2030) as Santa Clara County's long-range countywide transportation plan.

20. Committee Work Plan

On order of Member Gage, there being no objection, the Committee of the Whole reviewed the Committee Work Plan.

21. Committee Staff Report

Ms. Evleth provided a brief report regarding the First Quarter FY 2005 Report of Workers' Compensation and Owner Controlled Insurance Program (OCIP) Claims Activity. Ms. Evleth noted a 66 percent decrease of loss workdays this year, which translates into greater employee productivity. Ms. Evleth noted the implementation of a transitional work program in January to transition employees back to work sooner.

22. Chairperson's Report

There was no Chairperson's Report.

23. Determine Consent Agenda for the December 9, 2004 Board Meeting

CONSENT: Agenda Item # 10., Appoint Ellen "Sally" Probst to the Citizens Advisory Committee (CAC) position representing Seniors; **Agenda Item # 11.**, Approve the appointments of Diana Nguyen and Community Options; and further, approve the re-appointments of David Grant, Marjorie Jensen, David Julian, Aaron Morrow, Barbara Rhodes, and Thomas Slack to the Committee for Transit Accessibility (CTA) for a two-year term; **Agenda Item # 13.**, Authorize the General Manager to execute a Cooperative Parking Agreement with the Peninsula Corridor Joint Powers Board (PCJPB) and San Jose Arena Management (SJAM) for HP Pavilion event parking use for

a term of two years with a provision to extend the Agreement for two additional one-year terms subject to the General Manager's approval; **Agenda Item # 13.X.**, Adopt a resolution amending the Technical Advisory Committee and Citizens Advisory Committee bylaws, as indicated; and the VTA Administrative Code, as indicated, to permit the specified modifications to the Technical Advisory Committee and Citizens Advisory Committee bylaws; **Agenda Item # 16.**, Amend Rail, Highway and Program-wide project budgets as detailed in the attached 1996 Measure B Transportation Improvement Program Semi-Annual Report for December 2004; and **Agenda Item # 18.**, Authorize the General Manager to execute a \$93,000 one year extension for the contract with Driver Alliant Insurance Services, Incorporated (formerly Robert F. Driver Company, Incorporated), to continue to provide insurance brokerage and loss control service for VTA operations. Including this extension, the total contract value will be \$357,555.

REGULAR: Agenda Item # 14., Authorize the General Manager to execute a contract with the lowest responsible bidder for construction of the Route 152 Improvements – Project B, Phase 1, a 1996 Measure B Transportation Improvement Program (MBTIP) project; and **Agenda Item # 17.**, Adopt a resolution amending the current tariff relating to fare credit for transfers from Caltrain to VTA service.

24. Announcements

Member Gage noted the presentation by VTA staff to the Santa Clara County Board of Supervisors on Tuesday, November 23, 2004, at 6:30 p.m. regarding the Valley Transportation Plan 2030 (VTP 2030). Member Gage noted that a series of workshops and public meetings are planned regarding the VTP 2030 and added that comments provided by the public will be incorporated into the document when the final document plan is prepared.

25. ADJOURNMENT

On order of Member Gage, there being no objection, the meeting was adjourned at 12:50 p.m.

Respectfully submitted,

Michelle M. Garza, Board Assistant
VTA Board of Directors
