



## ADMINISTRATION & FINANCE COMMITTEE

Thursday, November 15, 2007

County Government Center  
70 West Hedding Street – Room 157  
San Jose, California

### SUMMARY MINUTES

#### 1. CALLED TO ORDER at 12:05 p.m.

##### ROLL CALL

##### Members Present

Don Gage, Vice Chairperson  
Chuck Reed  
Forrest Williams

##### Members Absent

Breene Kerr, Chairperson

##### Alternates Present

None

##### Alternates Absent

Dominic Caserta  
Kansen Chu  
Pete McHugh

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

**A quorum was present.**

#### 2. PUBLIC PRESENTATIONS

Jerry Grace, Interested Citizen, **expressed concern** regarding the American with Disabilities Act's (ADA) involvement in the Valley Transportation Plan (VTP) 2035.

#### 3. ORDERS OF THE DAY

Vice Chairperson Gage **requested** that the following Agenda Item be removed from the Consent Agenda and placed on the Regular Agenda: **Agenda Item #8.**, Review the First Quarter FY 2008 Report of Public Liability/Property Damage Claims Activity.

**Accepted** the Orders of the Day.

## CONSENT AGENDA

4. **Approved** the Regular Meeting Minutes of October 18, 2007.
5. **Reviewed** the Report on Santa Clara Valley Transportation Authority Investments for the month of September and quarter ending September 2007.
6. **Reviewed** the Quarterly Purchasing Report.
7. **Reviewed** the Fiscal Year 2008 Quarterly Statement of Revenues and Expenses for the period ending September 30, 2007.
8. **(Removed from the Consent Agenda and placed on the Regular Agenda.)**  
  
Review the First Quarter FY 2008 Report of Public Liability/Property Damage Claims Activity.
9. **Reviewed** the Triennial Performance Audit – Transportation Development Act (TDA) Fiscal Years 2004 through 2006.
10. **Reviewed** the Monthly Legislative History Matrix.
11. **Approved** submitting a recommendation to the Board of Directors to appoint Norman Kline to the Citizens Advisory Committee (CAC) position representing Pedestrians.

## REGULAR AGENDA

8. **Reviewed** the First Quarter FY 2008 Report of Public Liability/Property Damage Claims Activity.  
  
Mr. Grace **addressed** the Committee.
12. **Reviewed** the First Quarter FY 2008 Report of Workers' Compensation Claims and Transitional Work Program.
13. **Approved** submitting a recommendation to the Board of Directors to approve changes to the Investment Policy for Unrestricted and Restricted Funds.  
  
Member Reed **requested** amending staff's recommendation to include the General Manager among the required reviewers of the Investment Policy.
14. **Approved** submitting a recommendation to the Board of Directors to approve benefits program changes for Non-Represented employees.

15. **Approved** submitting a recommendation to the Board of Directors to adopt a resolution authorizing the filing and execution of an Environmental Justice Planning grant application for the Eastridge Transit Center Access Plan and authorize the General Manager to enter into a fund transfer cooperative agreement with Caltrans.

Mr. Grace **addressed** the Committee.

16. **Approved** submitting a recommendation to the Board of Directors to authorize the General Manager to execute a cooperative agreement with the City of San Jose specifying funding and project development responsibilities for the US 101 Operational Improvements Project (Yerba Buena Road to I-280).

17. **Approved** submitting a recommendation to the Board of Directors to authorize the General Manager to execute a revised transfer agreement with the San Mateo County Transit District (SamTrans).

Mr. Grace **addressed** the Committee.

18. **Approve** submitting a recommendation to the Board of Directors to approve the 2008 Federal Legislative Program for the Santa Clara Valley Transportation Authority (VTA).

Member Reed **requested** staff to prepare the Federal Legislative Program for his endorsement when he goes to Washington D.C.

## **OTHERS ITEMS**

19. **Received** a report on the Electronic Document Management System (EDMS) Pilot Project Assessment.

Member Reed **recommended** including the labor cost savings in the memorandum.

20. **Items of Concern and Referral to Administration**

There were no Items of Concern and Referral to Administration.

21. **Reviewed** the Committee Work Plan.

22. **Committee Staff Report: Received** the Committee Staff Report.

23. **Chairperson's Report**

There was no Chairperson's Report.

**24. Determine Consent Agenda for the December 13, 2007 Board Meeting**

**CONSENT:** **Agenda Item # 11.**, Appoint Norman Kline to the Citizens Advisory Committee (CAC) position representing Pedestrians; **Agenda Item # 13.**, Approve changes to the Investment Policy for Unrestricted and Restricted Funds; **Agenda Item # 14.**, Approve benefits program changes for Non-Represented employees; **Agenda Item # 15.**, Adopt a resolution authorizing the filing and execution of an Environmental Justice Planning grant application for the Eastridge Transit Center Access Plan and authorize the General Manager to enter into a fund transfer cooperative agreement with Caltrans; **Agenda Item # 16.**, Authorize the General Manager to execute a cooperative agreement with the City of San Jose specifying funding and project development responsibilities for the US 101 Operational Improvements Project (Yerba Buena Road to I-280); **Agenda Item # 17.**, Authorize the General Manager to execute a revised transfer agreement with the San Mateo County Transit District (SamTrans); and **Agenda Item # 18.**, Approve the 2008 Federal Legislative Program for the Santa Clara Valley Transportation Authority (VTA).

**REGULAR:** None

**25. Announcement**

There were no Announcements.

**26. ADJOURNED at 1:07 p.m.**