

## ADMINISTRATION & FINANCE COMMITTEE

Thursday, January 20, 2011

### MINUTES

#### CALL TO ORDER

The Regular Meeting of the Administration and Finance Committee (A&F) was called to order at 12:05 p.m. by Chairperson Reed in Room B-104, VTA River Oaks Campus, 3331 North First Street, San Jose, California.

#### 1. ROLL CALL

Attendee Name	Title	Status
Ash Kalra	Board Member	Present
Liz Kniss	Chairperson	Excused Absence
Chuck Reed	Board Member	Present
Perry Woodward	Vice Chairperson	Absent
Nancy Pyle	Alternate Board Member	N/A
Pete McHugh	Alternate Board Member	Absent
George Shirakawa	Alternate Board Member	Absent

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

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

#### 2. PUBLIC PRESENTATIONS

There were no Public Presentations.

#### 3. ORDERS OF THE DAY

Chairperson Reed noted that Agenda Item 8., Elect Standing Committee Vice Chairperson, will be deferred to the next meeting.

**On order of Chairperson Reed** and there being no objection, the Committee of the Whole received the Orders of the Day.

#### CONSENT AGENDA

#### 4. Deferred to the February 17, 2011 A&F meeting.

Regular Meeting Minutes of October 21, 2010

5. **Monthly Legislative History Matrix**

**On order of Chairperson Reed** and there being no objection, the Committee of the Whole received the Monthly Legislative History Matrix.

6. **Monthly Investment Report – November 2010**

**On order of Chairperson Reed** and there being no objection, the Committee of the Whole received the Monthly Investment Report-November 2010.

7. **2011 A&F Committee Meeting Schedule**

**On order of Chairperson Reed** and there being no objection, the Committee of the Whole received the 2011 A&F Committee Meeting Schedule.

## **REGULAR AGENDA**

8. **Deferred to the February 17, 2011 A&F meeting.**

Elect Standing Committee Vice Chairperson

9. **Universal Pass for Life Improvement and Transportation (UPLIFT) Transit Pass Program for Homeless Individuals**

Ali Hudda, Deputy Director of Accounting, provided a report about the UPLIFT Transit Pass Program for homeless individuals.

Upon inquiry of the Committee of the Whole, Mr. Hudda noted that the County was unable to provide data regarding the program, but assured VTA that the Program was successful.

**On Order of Chairperson Reed** and 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 County of Santa Clara to provide 1,850 quarterly transit stickers for use by homeless and at risk of being homeless individuals in the amount of \$111,000 per year. The contract will be effective April 1, 2011 for a period not to exceed three years.

## **OTHER ITEMS**

10. **FY 2012 & FY 2013 Biennial Budget Assumptions**

Carol Lawson, Fiscal Resources Manager, provided a report highlighting the following: 1) wages and benefits; 2) investment portfolio interest rate; 3) sales tax growth; 4) Measure A operating assistance; 5) low sulfur diesel fuel price; 6) fares; 7) bus and light rail ridership; 8) total miles and hours for bus and light rail and fleet size; 9) State Transit Assistance (STA) funding level; 10) Federal Operating Grants Preventative maintenance funding level; 11) Capital Program funding level; 12) Operating Reserve funding level; and, 13) Harvey M. Rose, LLC recommendations.

The Committee of the Whole expressed concern on the flexibility of VTA's biennial budget to adapt when the California legislature approves the State budget. Michael T. Burns, General Manager, explained that VTA will have an approved budget prior the passing of the State budget. He noted that on the revenue side, sales tax is the main source and awaits the passing of the sales tax swap from the legislature. He added that VTA also has a 15 percent reserve.

Mr. Burns stated that staff is conducting an analysis of the express bus service. The plan is to improve the service by adding amenities with a potential fare increase.

**On Order of Chairperson Reed** and there being no objection, the Committee of the Whole received the FY 2012 and FY 2013 Biennial Budget Assumptions.

**11. Actuarial Valuation of VTA's Other Post Employment Benefits (OPEB) as of July 1, 2010**

Mr. Hudda provided a brief report on the Actuarial Valuation of VTA's OPEB.

**On order of Chairperson Reed** and there being no objection, the Committee of the Whole received the Actuarial Valuation of VTA's Other Post Employment Benefits (OPEB) as of July 1, 2010.

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

There were no Items of Concern and Referral to Administration.

**13. Committee Work Plan**

Joseph Smith, Chief Financial Officer, noted that Mercer, VTA's investment consultant, gave notice that they will terminate service by the end of March 2011. A Request for Proposal (RFP) was already issued and a report will be presented at the March 17, 2011 A&F meeting.

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

**14. Committee Staff Report**

There was no Committee Staff Report.

**15. Chairperson's Report**

There was no Chairperson's Report.

**16. Determine Consent Agenda for the February 3, 2011 Board of Directors Meeting**

**CONSENT:**

**Agenda Item #5.** Review the Monthly Legislative History Matrix.

**Agenda Item #9.** Authorize the General Manager to execute a contract with the County of Santa Clara to provide 1,850 quarterly transit stickers for use by homeless and at risk of being homeless individuals in the amount of \$111,000 per year. The contract will be effective April 1, 2011 for a period not to exceed three years.

**Agenda Item #10.** Receive the FY 2012 and FY 2013 Biennial Budget Assumptions.

**Agenda Item #11.** Receive the Actuarial Valuation of VTA's Other Post Employment Benefits (OPEB) as of July 1, 2010.

**REGULAR:**

None

**17. Announcements**

There were no Announcements.

**18. ADJOURNMENT**

**On order of Chairperson Reed** and there being no objection, the Committee meeting was adjourned at 12:37 p.m.

Respectfully submitted,

Michael Diaresco, Board Assistant  
VTA Office of the Board Secretary