

ADMINISTRATION & FINANCE COMMITTEE

Thursday, January 19, 2012

MINUTES

CALL TO ORDER

The Regular Meeting of the Administration and Finance Committee (A&F) was called to order at 12:07 p.m. by Vice Chairperson Kalra 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 | Absent |
| Pete McHugh | Board Member | Present |
| Perry Woodward | Board Member | Present |
| George Shirakawa | Alternate Board Member | Absent |
| David Whittum | Alternate Board Member | NA |

* 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

There were no Orders of the Day.

On **Agenda Item #6** - Monthly Investment Report, the Committee Members stressed the importance for staff to explain the reasons for significant changes in VTA's investments in the staff report.

CONSENT AGENDA

4. Regular Meeting Minutes of November 17, 2011

M/S/C (McHugh/Woodward) to approve the Regular Meeting Minutes of November 17, 2011.

5. Monthly Legislative History Matrix

M/S/C (McHugh/Woodward) to review the Monthly Legislative History Matrix.

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

6. **Monthly Investment Report – November 2011**

M/S/C (McHugh/Woodward) to receive a Report on Santa Clara Valley Transportation Authority Investments for the Month of November 2011.

REGULAR AGENDA

7. **Election of Standing Committee Vice Chairperson**

Vice Chairperson Kalra opened the nominations from the floor for the position of Administration and Finance Committee Vice Chairperson for 2012.

Member Woodward nominated Member Kalra for the position of Administration and Finance Committee Vice Chairperson for 2012.

M/S/C (Woodward/McHugh) to close the nominations and elect Member Kalra as Administration and Finance (A&F) Committee Vice Chairperson for 2012, on a white ballot.

8. **2012 A&F Committee Meeting Schedule**

Elaine Baltao, Assistant Board Secretary, provided a brief report.

M/S/C (Woodward/McHugh) to approve the 2012 Administration and Finance (A&F) Committee Meeting Schedule.

9. **State Legislative Consultant Services Contract**

Scott Haywood, Policy and Community Relations Manager, provided a brief staff report.

M/S/C (McHugh/Woodward) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute a contract with Gonzalez, Quintana & Hunter, LLC, for state legislative consultant services for a period of five years in the amount of \$300,000. The fixed monthly retainer would be \$5,000 for all five years of this contract.

10. **Silicon Valley Rapid Transit (SVRT) Construction and Collaboration Website Contract Amendment**

Gary Miskell, Chief Information Officer, provided a brief staff report.

M/S/C (Woodward/McHugh) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute an amendment to the existing contract with SharePoint 360 for the design and development of the Silicon Valley Rapid Transit (SVRT) Construction & Collaboration Website in the amount of \$225,360. This action will increase the initial contract authorization to \$439,340 to cover SharePoint design, programming, support, maintenance, and consulting services.

11. **Competitive Negotiation for Bus Rapid Transit (BRT) Bus Procurement**

Michael Hursh, Maintenance and Security Deputy Director, provided a brief staff report.

M/S/C (Woodward/McHugh) to approve submitting a recommendation to the Board of Directors to adopt a Resolution upon a two-thirds vote of the Board of Directors finding

that a competitive sealed bid process does not constitute a method of procurement adequate for VTA's needs and directing the use of competitive negotiation for the purchase of up to 46 low-floor articulated buses for VTA's Bus Rapid Transit service, as required by Public Contract Code Sections 20216 and 20217.

12. Actuarial Valuation for VTA's Other Post Employment Benefits (OPEB) as of July 1, 2011

Ali Hudda, Deputy Director of Accounting, provided a brief staff report, noting VTA staff reviews and monitors VTA's Other Post Employment Benefits (OPEB) Pension Plan assumption of rate of return on a regular basis.

Upon query from Board Member McHugh, Graham Schmidt, EFI Actuaries, responded VTA is concerned about the return above inflation since inflation drives the cost of benefits.

On order of Vice Chairperson Kalra and there being no objection, the Committee received the Actuarial Valuation of VTA's Other Post Employment Benefits as of July 1, 2011.

OTHER ITEMS

13. Items of Concern and Referral to Administration

There were no Items of Concern and Referral to Administration.

14. Committee Work Plan

On order of Vice Chairperson Kalra and there being no objection, the Committee reviewed the Committee Work Plan.

15. Committee Staff Report

Joe Smith, Chief Financial Officer and Staff Liaison, introduced Sean P. Bill, newly hired Investment Program Manager. Mr. Bill provided his professional background and stated he looks forward to working with the A& F committee.

Vice Chairperson Kalra and Committee Members welcomed Mr. Bill to VTA.

16. Chairperson's Report

There was no Chairperson' Report.

17. Determine Consent Agenda for the February 2, 2012 Board of Directors Meeting

CONSENT:

Agenda Item #9. Authorize the General Manager to execute a contract with Gonzalez, Quintana & Hunter, LLC, for state legislative consultant services for a period of five years in the amount of \$300,000. The fixed monthly retainer would be \$5,000 for all five years of this contract;

Agenda Item #10. Authorize the General Manager to execute an amendment to the existing contract with SharePoint 360 for the design and development of the Silicon

Valley Rapid Transit (SVRT) Construction & Collaboration Website in the amount of \$225,360. This action will increase the initial contract authorization to \$439,340 to cover SharePoint design, programming, support, maintenance, and consulting services; and

Agenda Item #12. Actuarial Valuation of VTA's Other Post Employment Benefits as of July 1, 2011.

REGULAR:

Agenda Item #11. Adopt a Resolution upon a two-thirds vote of the Board of Directors finding that a competitive sealed bid process does not constitute a method of procurement adequate for VTA's needs and directing the use of competitive negotiation for the purchase of up to 46 low-floor articulated buses for VTA's Bus Rapid Transit service, as required by Public Contract Code Sections 20216 and 20217.

18. Announcements

Michael T. Burns, General Manager, announced the SVBX Full Funding Grant Agreement (FFGA) signing event scheduled for the week of March 12, 2012, adding that the Berryessa Extension Groundbreaking event is scheduled on April 12, 2012.

19. ADJOURNMENT

On order of Vice Chairperson Kalra and there being no objection, the Committee meeting was adjourned at 12:41 p.m.

Respectfully submitted,

Michelle M. Garza, Board Assistant
VTA Office of the Board Secretary