



## **TRANSIT PLANNING & OPERATIONS COMMITTEE**

Thursday, November 20, 2003

### **MEETING RECORD**

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

The Regular Meeting of the Transit Planning and Operations (TP&O) Committee was called to order at 4:31 p.m. by Chairperson Cortese in Room 202B, City of San Jose – Health Building, 151 West Mission Street, San Jose, California.

#### **ROLL CALL**

##### **Members Present**

David Cortese, Chairperson  
Dena Mossar

##### **Members Absent**

Ron Gonzales  
Francis La Poll  
Ken Yeager

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

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

There was no Public Presentations.

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

Chairperson Cortese requested that the following Agenda Item be deferred to the December 18, 2003 TP&O Committee Meeting: Item #22., Transit Performance Measures.

**On order of Chairperson Cortese**, there being no objection, the Committee of the Whole accepted the Orders of the Day.

### **CONSENT AGENDA**

#### **4. Minutes of September 18, 2003**

**On order of Chairperson Cortese**, there being no objection, the Committee of the Whole deferred the Minutes of September 18, 2003.

#### **5. Minutes of October 16, 2003**

**On order of Chairperson Cortese**, there being no objection, the Committee of the Whole deferred the Minutes of October 16, 2003.

6. **2004 Transit Planning and Operations Committee Meeting Schedule**

**On order of Chairperson Cortese**, there being no objection, the Committee of the Whole approved the 2004 Transit Planning and Operations Committee Meeting Schedule.

7. **Noise Mitigation for Vasona Light Rail Project**

**On order of Chairperson Cortese**, 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, Tron Construction, Inc., in the amount of \$635,000, for construction of Noise Mitigation on the Vasona Light Rail Project.

8. **Advanced Communications System – Amendment to Contract with Orbital Sciences Corporation**

**On order of Chairperson Cortese**, 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 an amendment to the current contract with Orbital Sciences Corporation (Orbital) for the Advanced Communications System (ACS) to extend the term of the contract, at no additional cost, through December 31, 2005, as needed for project completion.

9. **Floor Scrubbers and Vacuums Maintenance**

**On order of Chairperson Cortese**, 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 San Jose Forklift (DBA J's Forklift), the lowest responsible and responsive bidder, for Floor Scrubbers and Vacuums preventive maintenance and repair at all VTA Maintenance Divisions. The term of the contract is for three years with two one-year options in the amount of \$121,465 per year for the first three years and \$126,548 per year for option years four and five. The total amount of the contract including materials and parts is \$617,491 for the five-year period.

10. **Emergency Generator Systems Maintenance**

**On order of Chairperson Cortese**, 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 Pacific Power Service Corporation for Emergency Generator, UPS (Uninterruptible Power Systems), and Switchgear preventive maintenance and repair at various VTA facilities. The term of the contract is for three years with two one-year options in the amount of \$166,534 for year one, \$165,460 for year two, and \$169,036 for year three. Option year four is \$173,132 and option year five is \$174,328. The total amount of the contract is \$848,490 for the five-year period.

**11. Janitorial Services Contract**

**On order of Chairperson Cortese**, 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 Tri-City Maintenance, the lowest responsive and responsible bidder, for Janitorial Services and Supplies at VTA Operator facilities. The term of the contract is for three years with two one-year options at a cost of \$93,800 a year for each of the first three years. Option years four and five are \$96,464 and \$99,208 respectively. The total amount of the contract is \$477,072 for the five-year period.

**12. Community Oriented Design Enhancements (CODE) Program Update – October – November 2003**

**On order of Chairperson Cortese**, there being no objection, the Committee of the Whole received the Community Oriented Design Enhancements (CODE) Program Update - October - November 2003.

**13. Report on the Capitol Light Rail Project for the Month of October 2003**

**On order of Chairperson Cortese**, there being no objection, the Committee of the Whole received the Report on the Capitol Light Rail Project for the Month of October 2003.

**14. Report on the Tasman East Light Rail Project for the Month of October 2003**

**On order of Chairperson Cortese**, there being no objection, the Committee of the Whole received the Report on the Tasman East Light Rail Project for the Month of October 2003.

**15. Report on the Vasona Light Rail Project for the Month of October 2003**

**On order of Chairperson Cortese**, there being no objection, the Committee of the Whole received the Report on the Vasona Light Rail Project for the Month of October 2003.

**16. Joint Powers Board Monthly Status Report**

**On order of Chairperson Cortese**, there being no objection, the Committee of the Whole received the Joint Powers Board Monthly Status Report.

**17. Committee for Transit Accessibility Report**

**On order of Chairperson Cortese**, there being no objection, the Committee of the Whole received the Committee for Transit Accessibility Report.

**18. Monthly Legislative Report**

**On order of Chairperson Cortese**, there being no objection, the Committee of the Whole received the Monthly Legislative Report.

**REGULAR AGENDA**

**19. Contract Award of Signal Systems for the Caltrain Tamien to Lick Double Track Project**

Jack J. Collins, Chief Construction Officer directed attention to the bid protest letter from the apparent low bidder, Balfour Beatty Rail Systems, Inc. He noted that VTA decided that the apparent low bidder was non-responsive, primarily because the apparent low bidder did not submit a qualified electrical subcontractor, which they were required to do 35 days before the submittal of bid prices.

Mr. Collins directed attention to the distributed sketch entitled “Tamien to Lick – Caltrain Double Track Project,” and noted that from Tamien Station on the Caltrain system just before getting to the Capitol Station, VTA is double tracking. He reported that this was a commitment that VTA had made to Union Pacific Railroad (UPRR) to double track in the area. Mr. Collins noted that the Peninsula Corridor Joint Powers Board (JPB) could add an additional train to service down to Gilroy. He noted that VTA has practically finished the double tracking.

Mr. Collins reported that VTA has put out another contract to install two signal houses and signaling devices to control the movement of trains northbound and southbound. He

directed attention to the Board Memorandum, Page 2 of 3, Discussion, and noted that VTA received five bids. The bids were higher than the Engineer's Estimate and Project Budget.

Mr. Collins reported that since Balfour Beatty Rail Systems, Inc. was deemed non-responsive, VTA is recommending the second low bidder, Kingston Constructors. He noted that Kingston Constructors has done a number of jobs for VTA and has a good reputation with VTA.

Mr. Collins reported that the Project is funded by the California State Traffic Congestion Relief Program (TCRP), and there is a budget of \$22.5 million. He noted that the bids on the track work came in considerably under the Engineer's Estimate. Even with the award at \$3.1 million to Kingston Constructors, VTA is still looking at coming in under budget by about \$1 million.

**On order of Chairperson Cortese**, 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 Kingston Constructors, the lowest responsive bidder, in an amount of \$3,149,450 for the fabrication, delivery, installation, and testing of signal systems equipment for the Tamien to Lick Double Track Project.

## **20. Service Management Plan**

Mike Aro, Service and Operations Planning Deputy Director, reported that the Service Management Plan was presented to the Advisory and Standing Committees in October 2003 and staff has not made any changes at this point. The Service Management Plan is being presented to the Advisory and Standing Committees this month and forwarded to the Board of Directors at their December 4, 2003 Meeting.

Mr. Aro reported that VTA has always had service standards, guidelines and policies to plan, evaluate, and modify service. He noted that recently the Board of Directors adopted the Ad-Hoc Financial Stability Committee recommendations that these guidelines and policies be updated and codified in light of VTA's current financial situation. It was further recommended that the service standards should address target and minimum acceptable measures of route productivity by route and service type to improve system efficiency.

Mr. Aro reported that the Service Management Plan is separated into four parts and provided a report highlighting: 1) Part 1 – Service Area/Transit Network, 2) Part 2 – Service Design Guidelines, 3) Part 3 – Service Evaluation Policy, and 4) Part 4 – Service Change Process.

Member Mossar expressed concern regarding the limited capability as an Agency to provide service to geographic areas of the County and noted VTA should be thinking long-range on how to address those needs.

Member Mossar noted an opposition to the Service Management Plan and noted that the Plan was prepared in a vacuum and does not acknowledge the fact that VTA has obligations to provide service.

**On order of Chairperson Cortese**, there being no objection, the Committee of the Whole submitted without a recommendation to the Board of Directors to adopt a Service Management Plan to formalize the methods and procedures used to design, develop, evaluate, and modify existing service and outline an overall service management strategy.

## **OTHER ITEMS**

### **21. VTA Fare Policy**

Scott Buhner, Chief Financial Officer, reported that this Fare Policy is similar to the Fare Policy presented to the Advisory and Standing Committees in October 2003. He reported that the Fare Policy is being presented again this month to the Advisory and Standing Committees. He noted that the difference this month is that staff has added Attachments B, C, and D, which visibly shows how the pricing relationships were intended to work.

Mr. Buhner reported that Attachment B – Fare Pricing Implications of Proposed Fare Policy, and noted it shows the pricing relationships under the premise of \$1.50 base fare which is the current adult cash fare. He noted that Attachment C – Fare Pricing Implications of Proposed Fare Policy, shows those same relationships with \$1.75 adult cash fare. Mr. Buhner noted that the relationships that were proposed in the staff proposal were that the express fares would be two times the adult cash fare, the youth would be 75 percent of the adult cash fare, and the senior/disabled would be 50 percent of the adult cash fare. Day passes would be three times the cash fare for each of the respective fare categories and monthly passes would be 35 times the cash fare for each of the respective categories.

Mr. Buhner reported that the Congestion Management Program and Planning (CMPP) Committee forwarded a recommendation to the Administration and Finance Committee today indicating that the youth fares should be priced at 80-90 percent of the adult cash fares, which would be higher prices than the staff proposal, and that the senior/disabled fares should be 40-45 percent of the adult cash fares, which would be lower than the staff proposal. He reported that the Administration and Finance Committee approved and

forwarded the recommendation to the Board of Directors at their December 4, 2003 Meeting and noted that staff would provide a report reflecting the adult cash fares as the

base fare and the youth at 80-90 percent and senior/disabled at 40-45 percent to be refined by staff so that they are able to achieve roundings to the nearest quarter, etc.

Member Mossar queried if there was a discussion regarding how many youth rely on VTA to get to and from school. Chairperson Cortese referred to a recent discussion of the full Board of Directors, noting that several Members focused on the seniors and insisted that the percentage needs to change and that is where the relief needs to be.

Member Mossar noted that in this day and age many school systems do not have school buses. She expressed concern regarding children of low-income families who rely on bus service to get to and from school and queried if there was a discussion regarding the economic impact. Mr. Buhner noted that the questions asked by CMPP were more about the percentages and those were the numbers that were given earlier. He noted that 17 percent of total riders are from senior and disabled. Discussions about the potential impacts on students have not been an item that has been discussed. Member Mossar noted that it is probably something to keep an eye on.

**On order of Chairperson Cortese**, there being no objection, the Committee of the Whole discussed a Fare Policy addressing both recovery ratio and pricing/structure goals for the Santa Clara Valley Transportation Authority.

**22. Transit Performance Measures**

**On order of Chairperson Cortese**, there being no objection, the Committee of the Whole deferred the Transit Performance Measures to the December 18, 2003 Meeting.

**23. FY 2004-2013 Short Range Transit Plan (SRTP)**

Julie Render, Principal Transportation Planner, reported that the FY 2004-2013 Short Range Transit Plan (SRTP) is a brief informational item that is being taken to all three Standing Committees this month. As a transit operator, VTA is required to prepare an SRTP every two years as required by the Metropolitan Transportation Commission (MTC) and the Federal Transit Administration (FTA). The SRTP is a ten-year plan and feeds into the 20-year Countywide Transportation Plan and the Regional Transportation Plan. Both MTC and FTA use the SRTP in the programming of grant funds.

Ms. Render reported that the SRTP contains information about VTA's history, organizational structure, and the elements of the existing transit system, including current transit services, facilities, and supporting activities. The SRTP includes a ten-year service plan and capital program, with the accompanying baseline financial plan.

Ms. Render reported that typically the deadline for VTA to submit a Board-approved SRTP to MTC is during the month of October. She noted that because the Board of Directors is in the midst of discussions regarding financial strategies and currently in the

process of developing transit priorities as a part of the VTP 2030 update, MTC has granted VTA an extension for its SRTP submittal until March 2004. Ms. Render noted that a draft SRTP would be forwarded to the Board of Directors at their February 2004 Meeting.

Member Mossar noted as of December 31, 2003, the Board of Directors composition would change and commented that it is most unfortunate that these decisions have been deferred to a time when those of us who have been working on them will no longer be able to participate.

**On order of Chairperson Cortese**, the Committee of the Whole received the FY 2004-2013 Short Range Transit Plan (SRTP).

**24. FY 2004 First Quarter Performance Report**

**On order of Chairperson Cortese**, the Committee of the Whole received the FY 2004 First Quarter Performance Report.

**25. Committee Work Plan**

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

**26. Committee Staff Report**

There was no Committee Staff Report.

**27. Chairperson's Report**

There was no Chairperson's Report.

**28. The Committee of the Whole determined the Consent Agenda for December 4, 2003 Board Meeting**

**CONSENT: Item #7.** Authorize the General Manager to execute a contract with the lowest responsible bidder, Tron Construction, Inc., in the amount of \$635,000, for construction of Noise Mitigation on the Vasona Light Rail Project; **Item #8.** Authorize the General Manager to execute an amendment to the current contract with Orbital Sciences Corporation (Orbital) for the Advanced Communications System (ACS) to

extend the term of the contract, at no additional cost, through December 31, 2005, as needed for project completion; **Item #9.** Authorize the General Manager to execute a contract with San Jose Forklift (DBA J's Forklift), the lowest responsible and responsive bidder, for Floor Scrubbers and Vacuums preventive maintenance and repair at all VTA

Maintenance Divisions. The term of the contract is for three years with two one-year options in the amount of \$121,465 per year for the first three years and \$126,548 per year for option years four and five. The total amount of the contract including materials and parts is \$617,491 for the five-year period; **Item #10.** Authorize the General Manager to execute a contract with Pacific Power Service Corporation for Emergency Generator, UPS (Uninterruptible Power Systems), and Switchgear preventive maintenance and repair at various VTA facilities. The term of the contract is for three years with two one-year options in the amount of \$166,534 for year one, \$165,460 for year two, and \$169,036 for year three. Option year four is \$173,132 and option year five is \$174,328. The total amount of the contract is \$848,490 for the five-year period; **Item #11.** Authorize the General Manager to execute a contract with Tri-City Maintenance, the lowest responsive and responsible bidder, for Janitorial Services and Supplies at VTA Operator facilities. The term of the contract is for three years with two one-year options at a cost of \$93,800 a year for each of the first three years. Option years four and five are \$96,464 and \$99,208 respectively. The total amount of the contract is \$477,072 for the five-year period; and **Item #19.** Authorize the General Manager to execute a contract with Kingston Constructors, the lowest responsive bidder, in an amount of \$3,149,450 for the fabrication, delivery, installation and testing of signal systems equipment for the Tamien to Lick Double Track Project.

**REGULAR: Item #20.** Adopt a Service Management Plan to formalize the methods and procedures used to design, develop, evaluate and modify existing service and outline an overall service management strategy.

**29. Announcements**

There were no Announcements.

**30. Adjourn**

**On order of Chairperson Cortese,** there being no objection, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Tracene Y. Crenshaw, Board Assistant  
VTA Board of Directors