



## **TRANSIT PLANNING & OPERATIONS COMMITTEE**

Wednesday, February 14, 2007

### **MINUTES**

#### **1. CALLED TO ORDER**

The Regular Meeting of the Transit Planning and Operations (TP&O) Committee was called to order at 3:35 p.m. by Chairperson Sandoval in Conference Room B-104, Valley Transportation Authority, 3331 North First Street, San Jose, California.

#### **ROLL CALL**

##### **Members Present**

Dean J. Chu  
Dolores Sandoval, Chairperson  
Greg Sellers, Vice Chairperson

##### **Members Absent**

David Cortese

##### **Alternates Present**

None

##### **Alternates Absent**

Dominic Caserta  
Judy Chirco  
Kathleen King  
Roland Velasco

\*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 Sandoval requested the following Agenda Item be deferred pending the arrival of a quorum: **Item #4.** Approve the Minutes of January 17, 2007.

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

## CONSENT AGENDA

### 4. (Deferred pending the arrival of a quorum.)

Approve the Minutes of January 17, 2007.

## REGULAR AGENDA

### The Agenda was taken out of order

### 6. Report from February 7, 2007 Committee for Transit Accessibility (CTA)

Chairperson Sandoval introduced Committee for Transit Accessibility (CTA) Committee Chairperson Randy Tamez. CTA Chairperson Tamez commented that he met with Michael T. Burns, General Manager, and VTA staff to address CTA's concerns regarding the Federal Transportation Administration's (FTA) National Transit Database (NTD) reporting process and CTA's position on the Metropolitan Transportation Commission's (MTC) Translink project. He stated that the Committee is concerned with visual and print disability access to onboard point of sale machines. He further commented that Mr. Burns stated that VTA is awaiting additional information from MTC regarding accessibility concerns on the Translink process.

Chairperson Sandoval announced that Board Member Forrest Williams has been appointed as the Ex-Officio Board Liaison to CTA for 2007.

**On order of Chairperson Sandoval**, there being no objection, the Committee of the Whole received a report from the February 7, 2007 Committee for Transit Accessibility.

## OTHER ITEMS

### 9. Community Bus Program Update

Jim Unites, Operations Planning and Program Manager, presented a report titled "Community Bus-A New Concept" highlighting: 1) VTA Planning Efforts; 2) Performance; 3) Vehicles; 4) Branding & Marketing; and 5) Planning & Implementation Process. Mr. Unites noted that VTA will implement the Community Bus Program as a three-phased project throughout the County.

Mr. Unites reported that the Committee will review the proposed Community Bus routes this spring.

Member Chu took his seat at 3:55 p.m. and a quorum was declared.

Bill Capps, Service Planning Manager, provided an overview of the current service that is currently operating in the City of Gilroy. He stated that the Gilroy Modified Plan would add bus lines and provide the community with a defined transit hub in the South

County. He added that staff will work to provide improved service times, increase ridership, and improve coordination of service with the definition of route lanes and re-definition of service.

Mr. Capps provided an overview of the current service in the City of Morgan Hill. The Morgan Hill Modified Proposal plan would introduce new service to the Centennial Recreational Facility and provide service to the Watsonville Road area.

Chairperson Sandoval queried about the community input process. Mr. Capps responded that an electronic posting on the VTA website, mail-outs and e-mail notification would be provided to interested residents.

Member Chu inquired about the proposed frequency of service schedule. Mr. Capps commented that service would operate hourly during peak morning and afternoon hours.

Vice Chairperson Sellers noted that he commends the cooperation between VTA and the City of Morgan Hill to provide better transit service to the community. He commented that the coordination of transit travel times for Morgan Hill residents who attend Gavilan College is greatly appreciated. Vice Chairperson Sellers commented that the City of Morgan Hill looks forward to Community Bus Service.

Chairperson Sandoval stated her support of the program and encouraged South County representatives to participate in the South County Community Bus “kickoff” events.

Vice Chairperson Sellers suggested that VTA provide a Community Bus for participation in the Annual Morgan Hill Independence Day Parade.

Mr. Unites commented that if cities and/or community groups desire the free-fare service, a contribution meeting the 20-25 percent farebox recovery goal established by the Board of Directors would be required. Mr. Unites noted the concept is based on the similar approach of other jointly funded shuttle type services such as DASH, Airport Flyer, Great America, and River Oaks where employers, participating agencies, and grants support at least 25 percent of the route operating expenses.

Mr. Burns commented that with the completion of the RIDE Task Force work a study is underway to evaluate Los Gatos Community Bus fares as well as fares for the youth, senior and disabled community. Mr. Burns commented that fares would be implemented for the Los Gatos Community Bus beginning July 2007. Mr. Burns commented that Committee will review Community Bus Service fares in April 2007.

**On order of Chairperson Sandoval**, there being no objection, a report regarding the Community Bus Program Update was received.

## **CONSENT AGENDA**

- 4. M/S/C (Sellers/Chu)** to approve the Minutes of January 17, 2007.

## **REGULAR AGENDA** (continued)

5. **Elect a Vice Chairperson for 2007**

Chairperson Sandoval opened the nominations from the floor for the position of Vice Chairperson of the TP&O Committee for 2007.

**M/S/C (Chu/Sandoval)** to close the nominations and elect Member Sellers as Vice Chairperson for 2007.

7. **On-Call General Environmental Engineering Services**

Jack Collins, Chief Construction Officer, reported that every five years VTA renews and updates the list of On-Call General Environmental Engineering Consultants. Mr. Collins commented that VTA has utilized the services of hydrogeological and environmental engineering consultants for expert assistance in addressing environmental and hazardous materials issues during project design, construction, and environmental review of a project. The consultants are on call and are available 24-hours a day. Mr. Collins commented that the consultant's responsibilities include: 1) Site investigations which determine environmental mitigation, and construction requirements to address hazardous materials that may be encountered on the project; 2) Investigation and design of remediation plans for hazardous materials spill or unexpected discoveries; 3) Hazardous materials risk investigations and feasibility studies; and 4) Regulatory and geotechnical testing of soil and groundwater.

Mr. Collins commented on the Request for Proposal (RFP) process and noted that of the 11 firms that submitted proposals, 8 were chosen.

Mr. Collins commented that the intent is to establish a \$2.5 million budget and utilize these funds over a five-year period for the work performed by the qualified firms.

Member Chu inquired about how many of the firms that submitted proposals have previously worked for VTA. Mr. Collins responded that five firms have previously worked for VTA.

Mr. Burns commented that with regards to disclosure considerations an attachment has been added to the memorandum entitled, "Listing of Recommended Prime and Sub-Consultants RFP 06-21, On-Call General Environmental Engineering Services," identifying the Consultant Firm, Prime, Sub-Consultant, Contact Person, and Location of the firm.

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

**M/S/C (Sellers/Chu)** to authorize the General Manager to execute up to eight On-Call General Environmental Engineering Consulting Service task order contracts with the following firms: Earth Tech, Inc.; Geocon Consultants, Inc.; Kennedy/Jenks Consultants, Inc.; Kleinfelder, Inc.; LFR, Inc.; Locus Technologies; Northgate Environmental Management, Inc.; and SECOR International, Inc. The executed contracts would span a maximum five-year period and the total of all executed contracts would not exceed \$2.5 million.

## **8. On-Call Engineering Design Consultant Services for Transit Projects**

Mr. Collins, Chief Construction Officer, reported that the On-Call Engineering Design Consultant Services for Transit Projects is in response to upcoming Measure A projects. This action would authorize the General Manager to execute task order contracts with up to nine engineering firms for the purpose of light rail, commuter rail, and bus rapid transit (BRT) projects. Mr. Collins commented that each contract should subsist for a period of up to three years with an option to extend the contract for an additional two-year duration. The total amount for all nine contracts would not exceed \$30 million.

Mr. Collins commented that a pre-qualified list of engineering firms will enable VTA to respond to a project design task order quickly and, result in a more expeditious process.

Mr. Collins commented on the RFP and evaluation process. He noted that the \$30 million budget is an estimate of the level of design effort necessary for the Caltrain, Light Rail, and Bus Rapid Transit (BRT) projects identified in the 2000 Measure A Program and VTA's Capital Improvement Program over the next five years.

Mr. Burns suggested that the recommendation be modified to include: "Individual task orders in excess of \$1million will require approval by the VTA Board of Directors."

Member Chu requested clarification regarding the methodology for selection of firms for a particular project. Mr. Collins clarified that consideration of the current work load of the recommended firms can play a role in the selection of a firm for a particular project.

Aaron Morrow, Interested Citizen, addressed the Committee and endorsed the proactive approach for projects. Mr. Morrow suggested that the attachment document determining the Listing of Recommended Prime and Sub-Consultants specify that the Prime, Consultant Firm, Contact Person, and Location listing is for disclosure purposes only.

**M/S/C (Sandoval/Chu)** to authorize the General Manager to execute task order contracts with up to nine engineering firms for Engineering Design Consultant Services for commuter rail, light rail, and bus rapid transit projects. Each contract shall be for a period of up to three years, with an option to extend the contract for an additional two-year term. The total amount for all nine contracts shall not exceed \$30,000,000. Individual task orders in excess of \$1 million will require approval by the VTA Board of Directors.

## **OTHER ITEMS (continued)**

### **10. Monthly Ridership and Fare Revenue Performance Report**

Mr. Unites, presented a report highlighting: 1) 6.2% increase in system ridership during January 2007; 2) 8.5% increase in system ridership Fiscal Year to Date; 3) 2.1% increase in average weekday system ridership; 4) 3.2% increase in average weekday bus ridership; and, 5) 17.9% increase in average weekday light rail ridership. He noted that bus ridership for January 2007 is down 1.8% due to the cold weather in January 2007 compared to January 2006.

Mr. Unites also presented a report highlighting fare revenues and noted: 1) Fare Revenues in January 2007 show an increase of 5.8%; 2) Fare Revenues Fiscal Year to Date are up 2.9%; 3) Average Fare per Boarding in January 2007 was down 0.4% and, 4) Average Fare per Boarding Fiscal Year to Date is down 5.2%.

**On order of Chairperson Sandoval**, there being no objection, the Committee received the Monthly Ridership and Fare Revenue Performance Report.

**11. FYTD 2007 Second Quarter Transit Operations Performance Report (July 1, 2006 – December 31, 2006).**

Mr. Unites presented a report highlighting: 1) Ridership Forecasts and Actuals; 2) Ridership Summary; 3) Key Performance Indicators; 4) Farebox Recovery; 5) Revenue and Expenditure Summary; and 6) Paratransit Accessible Services Operating Statistics.

**On order of Chairperson Sandoval**, there being no objection, the Committee reviewed the FYTD 2007 Second Quarter Transit Operations Performance Report (July1, 2006-December 31, 2006).

**12. Monthly Legislative Matrix**

Kurt Evans, Government Affairs Manager, reported that the Legislative History Matrix described several key transportation-related bills currently under consideration by the California State Legislature. Mr. Evans noted that the deadline for submitting new bills is February 23, 2007.

Mr. Evans commented that there are four bills that have been introduced that deal with implementation issues relating to Proposition 1B, the \$20 billion Transportation Infrastructure Bond Measure approved by voters in November 2006. Mr. Evans commented that the four bills address four different components of the bond package that include: 1) Trade Corridors, 2) State/Local Partnerships, 3) Air Quality Improvements and Ports; and 4) Transit Security. Mr. Evans commented that VTA would closely monitor the progress of the pending transportation bills.

Mr. Evans announced that Governor Schwarzenegger appointed Carl Guardino, CEO, Silicon Valley Leadership Group (SVLG) to the California Transportation Commission (CTC).

Mr. Burns commented that in December 2006, the Board of Directors voted to extend the contract for state legislative advocacy services with Smith, Watts & Company for an additional three years. The Board requested that the project manager for this contract, Mark Watts, provide a presentation to the Board on a yearly basis. Mr. Watts will address the Board at their Regular Meeting March 1, 2007.

**On order of Chairperson Sandoval**, there being no objection, the Committee reviewed the Monthly Legislative Matrix.

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

There were no Items of Concern and Referral to Administration.

**14. Committee Work Plan**

Chairperson Sandoval requested that the Organizational and Financial Assessment be placed on the April 18, 2007 TP&O Work Plan.

**On order of Chairperson Sandoval**, there being no objection, the Committee Work Plan was reviewed.

**15. Committee Staff Report**

Dan Smith, Chief Operating Officer and Committee Liaison, reported that VTA celebrated February as Black History Month with an event celebrating the contributions of Black Americans in the fields of health and medicine. The event was held at Cerone Division and the festivities featured speakers, entertainment, and a mini health fair.

**On Order of Chairperson Sandoval**, there being no objection, the Committee Staff Report was received.

**16. Chairperson's Report**

Chairperson Sandoval commented that at the February 1, 2007 Board of Directors meeting, Mr. Martin Bishop requested placement of his securement device issue on the TP&O and Administration and Finance (A&F) Committee Agendas.

Chairperson Sandoval directed staff to provide a written response to Martin Bishop notifying him that his concerns regarding the Mandatory Four-Point Securement Equipment have been addressed.

Mr. Burns reported that Mr. Bishop presented his views concerning the Mandatory Four-Point Securement Equipment at the February 7, 2007 Committee for Transit Accessibility (CTA) and on order of Chairperson Randy Tamez, Mr. Bishop's item would not be agendized.

**17. Determine the Consent Agenda for the March 1, 2007 Board Meeting**

**CONSENT: Item # 7.**, Authorize the General Manager to execute up to eight On-Call General Environmental Engineering Consulting Services task order contracts with the following firms: Earth Tech, Inc.; Geocon Consultants, Inc.; Kennedy/Jenks Consultants Inc.; Kleinfelder, Inc.; LFR, Inc.; Locus Technologies; Northgate Environmental Management, Inc.; and SECOR International, Inc. The executed contracts would span a maximum five-year period and the total of all executed contracts would not exceed \$2.5 million; and **Item # 8.**, Authorize the General Manager to execute task order contracts with up to nine engineering firms for Engineering Design Consultant Services for commuter rail, light rail, and bus rapid transit projects. Each contract shall be for a period of up to three years, with an option to extend the contract for an additional two-year term. The total amount for all nine contracts shall not exceed \$30,000,000. Individual task orders in excess of \$1 million will require approval by the VTA Board of Directors.

**REGULAR:** None

**18. Announcements**

Chairperson Sandoval commented that the Joint Workforce Study Group met to discuss concerns regarding the homeless transit riders on Bus Line #22.

Mr. Morrow commented that he would like to be noticed of the next meeting of the Joint Workforce Group.

**19. Adjournment**

**On Order of Chairperson Sandoval**, there being no objection, the meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Jacqueline Golzio, Board Assistant  
VTA Board of Directors