

Transit Planning & Operations Committee

Thursday, May 21, 2009

MINUTES

CALL TO ORDER

The Regular Meeting of the Transit Planning and Operations (TP&O) Committee was called to order at 4:35 p.m. by Chairperson Sellers in Conference Room B-104, Valley Transportation Authority (VTA), 3331 North First Street, San Jose, California.

1. ROLL CALL

Attendee Name	Title	Status
Dominic Caserta	Vice Chairperson	Present
Ash Kalra	Member	Present
Dolly Sandoval	Member	Absent
Greg Sellers	Chairperson	Present
Chris Moylan	Alternate Member	N/A
Nora Campos	Alternate Member	N/A
Chuck Page	Alternate Member	N/A
Bob Livengood	Alternate Member	N/A

***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 Sellers requested the following Agenda Items be deferred pending the arrival of a quorum: **Item #6**, Review the Fare Increase Proposal, and **Item #7**, Review the Biennial Budget for Fiscal Years 2010 and 2011.

On Order of Chairperson Sellers and there being no objection, the Committee of the Whole accepted the Orders of the Day.

CONSENT AGENDA

4. **Minutes of April 16, 2009**

On order of Chairperson Sellers and there being no objection, the Committee of the Whole deferred the Minutes of April 16, 2009, pending the arrival of a quorum.

REGULAR AGENDA

5. **Report from the Committee for Transit Accessibility (CTA) Meeting**

There was no Report from the Committee for Transit Accessibility (CTA) Meeting.

The Agenda was taken out of order.

8. **Eligible Pool of Consultants For Transit Planning Services**

John Ristow, Chief Congestion Management Officer, presented a five year on-call list of consultants for a broad array of services for transit planning, allowing flexibility to select from there once the list is approved. He indicated contracts must still be approved by the Board if they exceed \$300,000.

Member Caserta questioned if VTA has worked with the consultants on the list in the past. Mr. Ristow indicated there are several new consultants and several new areas that have not been specified before, but, most have worked with VTA in the past.

On order of Chairperson Sellers and there being no objection, the Committee of the Whole discussed the Eligible Pool of Consultants for Transit Planning Services.

9. **Vasona Light Rail and Station Platform Expansion Project Property Transactions**

John Ristow, Chief Congestion Management Officer, provided information on property transactions for a number of properties on the Vasona Project. VTA has facilities on several properties that would be gained, which would allow VTA formal rights to its own facilities and allow close out of Vasona project.

On order of Chairperson Sellers and there being no objection, the Committee of the Whole discussed the Vasona Light Rail and Station Platform Expansion Project Property Transactions.

10. **Cerone Operating Division High Security Fencing Improvements**

Mark Robinson, Chief Construction Officer, provided a brief update on several investments in VTA security and indicated approval of the project would improve security at the Cerone Divison, replacing approximately 600 feet of fairly modest fencing with a 6-foot high fence which will be much more difficult to cut or climb.

Member Caserta questioned if the bids being received recently were coming in much lower than the estimate due to the economy. Mr. Robinson indicated this has been the theme and the engineers estimates have not caught up with the changes in the economy.

On Order of Chairperson Sellers and there being no objection, the Committee of the Whole discussed the Cerone Operating Division High Security Fencing Improvements.

11. Kato Road Flood Improvements

Mark Robinson, Chief Construction Officer, provided information on the work which needs to be completed for the Kato Road Grade Separation project. Improvements and replacement of a storm line increasing its capacity is needed. The property owner asked for adjustments to the scope of the contract which delayed the opening of bids. Mr. Robinson indicated a report on the bids will be provided at the June Board Meeting.

On Order of Chairperson Sellers and there being no objection, the Committee of the Whole discussed the Kato Road Flood Improvements.

12. Mission Warren Truck Rail (MWT) Program

Mark Robinson, Chief Construction Officer, provided information on the Mission Warren Truck Rail project and the grade separation project widening Mission Boulevard and Highway 162. Initial estimates approved by the board were based on appraisals completed at 95% design but was underestimated due to the damages associated with activities and the affect on business. Mr. Robinson provided handouts which outlined the amount of work needed to complete the utility and right-of-way project. He indicated property may need to be condemned to secure what is necessary for the highway improvements, and it is required that the Board take action acknowledging they will hear resolutions of necessity for acquisition of properties.

On Order of Chairperson Sellers and there being no objection, the Committee of the Whole discussed the Mission Warren Truck Rail (MWT) Program.

13. Consultant List for Measure A Improvement Program and Bus Rapid Transit Strategic Plan

John Ristow, Chief Congestion Management Officer, provided information on the Request For Proposals (RFP) to specifically target firms for the Bus Rapid Transit (BRT) program. Many of the firms qualify on multiple lists which would give VTA the flexibility to secure project teams to deliver corridor improvements for BRT.

On Order of Chairperson Sellers, and there being no objection, the Committee of the Whole discussed the Consultant List for Measure A Improvement Program and Bus Rapid Transit Strategic Plan.

14. Farebox Procurement

Ali Hudda, Deputy Director of Accounting, provided a brief report on the competitive negotiation process for the purchase of up to 500 electronic fareboxes. He indicated VTA's current fareboxes are 20 years old. Farebox technology is evolving rapidly and in addition to price, VTA needs to consider other factors to get the best available, including performance and reliability, fitness for purpose, standardization, and life-cycle cost.

Member Kalra took his seat at 4:55 pm and a quorum was declared.

M/S/C (Caserta/Kalra) to approve submitting a recommendation to the Board of Directors to adopt a Resolution upon a two-thirds vote by 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 500 validating electronic fareboxes and associated revenue transfer equipment and data processing systems, as required by Public Contract Code Section 20306.

CONSENT AGENDA (continued)

4. Minutes of April 16, 2009

M/S/C (Kalra/Caserta) to approve the Minutes of April 16, 2009.

REGULAR AGENDA (continued)

8. Eligible Pool of Consultants For Transit Planning Services

M/S/C (Caserta/Kalra) to approve submitting a recommendation to the Board of Directors to approve the attached list of consultants, which will be valid for a five-year period. The list will create an eligible pool of consultants to perform transit planning services for a variety of projects in correlation with the 2000 Measure A Transit Improvement Program and other VTA planning activities.

9. Vasona Light Rail and Station Platform Expansion Project Property Transactions

M/S/C (Caserta/Kalra) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute a Real Property Transfer Agreement between VTA and the Peninsula Corridor Joint Powers Board (JPB) for the exchange of fee and easement rights for the Vasona Light Rail Project and the Station Platform Expansion Project, and execute all related transfer documents.

10. Cerone Operating Division High Security Fencing Improvements

M/S/C (Caserta/Kalra) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute a contract with Fence Corp, the lowest responsible bidder, in the amount of \$642,933 for construction of the Cerone Operating Division High Security Fencing Improvements. This contract is 93% funded by the FY07-08 California Transit Security Grant Program.

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

11. Kato Road Flood Improvements

M/S/C (Caserta/Kalra) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute a contract with the lowest responsible bidder for the construction of the Kato Road Flood Control Improvements.

12. Mission Warren Truck Rail (MWT) Program

M/S/C(Caserta/Kalra) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to execute an amendment to a combined Right-of-Way Acquisition and Utility Relocation Agreement with the Alameda County Transportation Authority and City of Fremont for the Mission Warren Truck Rail (MWT) Program. The amendment will increase the VTA share of expenses by \$6,967,000 to \$15,167,000. Further, adopt a resolution electing to hear resolutions of necessity for the MWT Program, as required by State law.

13. Consultant List for Measure A Improvement Program and Bus Rapid Transit Strategic Plan

M/S/C(Caserta/Kalra) to approve submitting a recommendation to the Board of Directors to approve the attached list of consultants, which will be valid for a five-year period. The list will create an eligible pool of consultants and consultant teams for future contracts to perform planning and design engineering services for Bus Rapid Transit in correlation with the 2000 Measure A Transit Improvement Program and the Santa Clara County Bus Rapid Transit Strategic Plan.

OTHER ITEMS

15. Diridon Station Area Plan

Carolyn Gonot, Chief SVRT Officer, provided information on the Diridon Station Area Plan for the BART project. She indicated the importance of the plan noting it helps define the coordination with BART and California High Speed Rail.

M/S/C(Kalra/Caserta) to approve submitting a recommendation to the Board of Directors to authorize the General Manager to enter into a cooperative agreement with the City of San Jose for the Diridon Station Area Plan that identifies roles and responsibilities of VTA and the City of San Jose in the plan and the contribution of \$100,000 from the 2000 Measure A Capital Program.

6. Fare Increase Proposal

Joseph Smith, Chief Financial Officer, provided an outline of the staff recommendation for fare increases for VTA transit services, which is a key element as a part of strategy to offset the loss of state system transit funding and loss of funding from sales tax receipts. He indicated the increase will go into effect in January 2010 and will generate approximately \$4.4 million annually. An annual impact loss of ridership of 3.1 percent is expected.

Mr. Smith indicated a very integral part of the fare increase impacts the Paratransit Service. The initial proposal was to realign the service to what was required by the Americans with Disabilities Act (ADA). But as a result of the community meetings modifications were made to the proposal.

Jim Unites, Deputy Director, Operations, indicated the initial proposal would have eliminated the premium service. Feedback obtained primarily from community meetings indicated customers were willing to pay a higher fare for the premium service because when needed, it was a big help. The proposal is to standardize the premium fare to be four times the amount of regular service which would be \$16 per trip. The largest impact for Paratransit would be the change in service times, and service area. Mr. Unites indicated customers in the south county who are beyond the service area would no longer be served unless they were able to travel to a location within the area. They are working with those customers to find alternatives. Mr. Unites indicated the Committee for Transit Accessibility had no problems with proposals.

Mr. Smith indicated the few complaints received about the fare increase were from Paratransit customers and San Jose State students.

Member Caserta noted the difference in the \$12 million shortfall and the \$4 million that will be made from fare increases and questioned where the additional funds will come from. Mr. Smith indicated funds from the reserves would need to be used, but there is a balanced approach which includes maximizing revenues under VTA's control, reallocation of federal funds from capital budget into the operating budget, and labor savings.

Member Kalra expressed his appreciation for outreach efforts and questioned how the customers would receive the information on the changes that are taking place.

Mr. Unites indicated there is a paratransit document going out to all of the customers later this year, and as people make calls for service, the dispatchers will remind them of the changes.

Michael T. Burns, General Manager, indicated every user of Paratransit received a letter regarding the changes. He noted the changes would be monitored and if there is a major population being left behind or any obvious problems the issue may have to be revisited.

Chairperson Sellers questioned the impact on the service to the south county because it will be a major change in the service area. Mr. Unites indicated 13 people in the south county will fall outside of the service area. Outreach has a senior transportation plan and will be looking at alternatives.

On Order of Chairperson Sellers and there being no objection, the committee reviewed the Fare Increase Proposal.

7. Recommended Biennial Budget for Fiscal Years 2010 and 2011

Joe Smith, Chief Financial Officer, provided an update on VTA's financial strategy for balancing the biennial budget noting the five objectives are to preserve service, preserve

jobs, make investments into capital infrastructure, advance Measure A Program, and maximize controllable revenues. He indicated reserves will have to be used to address the shortfall. Labor savings will be achieved by not filling vacancies, wage freezes and furloughs that are being negotiated with different represented groups.

Mr. Smith indicated several changes in the proposed budget to increase revenues which include the following: 1) Increase in Fares; 2) Increase advertising income for advertising on light rail vehicles; and 3) Increase in income to reflect Join Workforce Investment Program grant. Adjustments to appropriations were also made and include; 1) An increase in labor cost to reflect increase in ATU pension contributions, 2) Increase professional and Special Services, and 3) Redistribute service reductions to individual expense categories.

Mr. Smith also indicated changes would be made to increase the Capital Contingency from \$975 thousand to \$2 million. In addition, several Measure A projects would experience changes in appropriations including Capitol Light Rail to Eastridge project, BART project, and the Airport People Mover.

Mr. Smith indicated in order to fund the budget, nearly 6.5 million dollars from the reserves will have to be drawn down in 2010 and almost \$24 million for 2011. At the end of 2011 VTA is expected to have close to \$21 million in operating reserves.

Mr. Smith indicated seven community meetings were conducted as a part of the outreach plan and the item has been agendaized at the Advisory Committee meetings and Standing Committees as well. He noted the intention is to bring the budget item to Board for adoption at the June 4th meeting.

Member Caserta questioned if there is a policy to replenish the reserves or will it be something the Board decides at a later date.

Mr. Smith indicated there is a policy to have a 15% operating reserve. Mr. Burns indicated it will be a Board decision how to address issues as things get better.

Member Kalra questioned the issue with San Jose State students disagreeing with the fare increase and questioned the number of students participating in the program. Mr. Burns indicated the program would increase by \$3 a semester and is added as part of each students registration fees.

Mr. Burns indicated the fee to the Congestion Management Agency is not increasing but VTA will probably not be able to forgive the negotiated increase after 2011. He also noted the Eastridge project will be phased and the first part will be the Bus Rapid Transit (BRT), and some of the pedestrian and safety improvements that were originally part of the Light Rail project will be made. He indicated VTA will be competing for federal funds for the project and the Vasona Light Rail project as well.

Chairperson Sellers noted VTA has a reserve policy in place, and in these economic times it would be irresponsible not to draw from them. Chairperson Sellers commented on the expediting of the Highway projects. Mr. Ristow indicated the state asked that the projects be accelerated and the San Jose project from Highway 280 to Tully Road will go

out for advertising this fall and should be under construction early next year.

On order of Chairperson Sellers and there being no objection, the Committee reviewed the Recommended Biennial Budget for Fiscal Years 2010 and 2011.

Member Caserta left his seat at 5:40 p.m.

16. Semi-Annual Report

On order of Chairperson Sellers and there being no objection the Committee received the Semi-Annual Report.

17. Light Rail System Analysis

Kevin Connolly, Transportation Planning Manager, provided a presentation and an update on the light rail system analysis and shared a range of scenarios to address operating constraints. Various Capital improvements such as double tracking, grade separations, and station closures are being considered. He indicated the scenarios will be reviewed during the summer using two analytical models used to track ridership and a software tool which simulates the operation of a train system.

Member Kalra expressed interest in viewing the software program. Mr. Connolly indicated he will present it when the item is brought back to the Committee.

On order of Chairperson Sellers and there being no objection, the Committee received the Light Rail System Analysis.

18. Quarterly Marketing Report

Bernice Alaniz, Deputy Director Marketing and Publications, provided an overview of various major marketing campaigns and partnerships. She indicated VTA collaborated with San Francisco Muni, SamTrans, and AC Transit, in a regional campaign with an environmental message theme Healthier Planet Healthier You. She indicated resources were pulled together to create commercials which were broadcasted on KPIX, ABC, Comcast and local radio stations. A joint website was also created. VTA was the lead designer of the Low Car Diet and Answer the Call ads. Ms. Alaniz indicated the plan is to continue the partnerships with the agencies.

Dino Guevarra, Sales and Promotions Supervisor, provided a presentation on the Youth Summer Blast Past indicating marketing partnerships with local establishments who offer free or discounted items to those who buy the passes. He noted major contributors were Oakridge and Valley Fair Malls who are offering VTA 10 \$100 gift cards which VTA will raffle off at the end of August to the Blast Pass holders. This is the first year the passes are being sold online.

Mr. Guevarra indicated several partnerships with organizations for events which promote taking VTA, and include, The Metro Fountain Blues Festival, San Jose Giants, San Jose Farmers Market, and the Berryessa Art and Wine Festival. VTA participated in Bike to

Work Day and hosted an energizer station. Mr. Guevarra indicated success with GovDelivery website noting there are more than 1000 unique subscribers.

Member Kalra congratulated VTA for taking the lead on the Healthier Planet Healthier you campaign and developing partnerships with the other agencies.

On order of Chairperson Sellers and there being no objection, the Committee received the Quarterly Marketing Report.

19. Transit Operations Performance Report: 2009 Third Quarter

Joonie Tolosa, Manager, Operations Analysis and Reporting, provided the 2009 third quarter Transit Operations Performance Report highlighting the following: 1) System wide ridership up 6.7 percent with average weekday ridership of 7.8 percent; 2) Bus ridership is up 7.9 percent and light rail 7.4 percent; 3) Absenteeism meeting established goals; 4) Percent service reliability is 99.7; 5) Miles between mechanical breakdowns 11.2 percent higher on bus, and 32 percent for light rail; and 6) On-time performance for bus is down 88.3 percent compared to 90.2 percent last year and light rail on-time performance up 89.9 percent.

Mr. Tolosa indicated operating expenses increased 1.9 percent and the Farebox recovery ratio improved 14.1 percent compared to 13.9 percent last year. Paratransit increased 2.2 passengers per revenue hour which exceeded the goal.

On order of Chairperson Sellers and there being no objection, the Committee received the Transit Operations Performance Report: 2009 Third Quarter (July 1, 2008 – March 31, 2009).

20. April 2009 Monthly Ridership and Fare Revenue Performance Report

Joonie Tolosa, Manager, Operations Analysis and Reporting, provided a report on the April 2009 Monthly Ridership and Fare Revenue Performance which highlighted the following: 1) System ridership decreased by 1 percent compared to the same period last year; 2) Average weekday bus ridership decreased by 1.5 percent; and 3) Average weekday light rail ridership stable at 0.7 percent.

Mr. Tolosa indicated other agencies have experienced a decrease in ridership as well Capitol Corridor, Altamont Commuter Express (ACE) Train, Caltrain, and Paratransit all experienced decreased ridership for month of April.

On Order of Chairperson Sellers and there being no objection, the April 2009 Monthly Ridership and Fare Revenue Performance Report was received.

14. Items of Concern and Referral to Administration

There were no Items of Concern and Referral to Administration.

15. Committee Work Plan

On Order of Chairperson Sellers and there being no objection, the Committee Work Plan was reviewed.

16. Committee Staff Report

Dan Smith, Chief Operating Officer and Staff Liaison, distributed a written staff report to the Committee which highlighted the Memorial Day Remembrance Event, VTA's participation in two safety programs, and three security incidents.

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

17. Chairperson's Report

There was no Chairperson's Report.

18. Determine Consent Agenda for the April 2, 2009 Board of Directors Meeting

Consent:

Item #8, Approve the attached list of consultants, which will be valid for a five-year period. The list will create an eligible pool of consultants to perform transit planning services for a variety of projects in correlation with the 2000 Measure A Transit Improvement Program and other VTA planning activities.

Item #9, Authorize the General Manager to execute a Real Property Transfer Agreement between VTA and the Peninsula Corridor Joint Powers Board (JPB) for the exchange of fee and easement rights for the Vasona Light Rail Project and the Station Platform Expansion Project, and execute all related transfer documents.

Item #10, Authorize the General Manager to execute a contract with Fence Corp, the lowest responsible bidder, in the amount of \$642,933 for construction of the Cerone Operating Division High Security Fencing Improvements. This contract is 93% funded by the FY07-08 California Transit Security Grant Program.

Item #12, Authorize the General Manager to execute an amendment to a combined Right-of-Way Acquisition and Utility Relocation Agreement with the Alameda County Transportation Authority and City of Fremont for the Mission Warren Truck Rail (MWT) Program. The amendment will increase the VTA share of expenses by \$6,967,000 to \$15,167,000. Further, adopt a resolution electing to hear resolutions of necessity for the MWT Program, as required by State law.

Item #13, Approve the attached list of consultants, which will be valid for a five-year period. The list will create an eligible pool of consultants and consultant teams for future contracts to perform planning and design engineering services for Bus Rapid Transit in correlation with the 2000 Measure A Transit Improvement Program and the Santa Clara County Bus Rapid Transit Strategic Plan.

Item# 15, Authorize the General Manager to enter into a cooperative agreement with the City of San Jose for the Diridon Station Area Plan that identifies roles and responsibilities of VTA and the City of San Jose in the plan and the contribution of \$100,000 from the 2000 Measure A Capital Program.

Regular:

Item #11, Authorize the General Manager to execute a contract with the lowest responsible bidder for the construction of the Kato Road Flood Control Improvements.

Item #14, Adopt a Resolution upon a two-thirds vote by 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 500 validating electronic fareboxes and associated revenue transfer equipment and data processing systems, as required by Public Contract Code Section 20306.

19. ANNOUNCEMENTS

There were no announcements.

20. ADJOURNMENT

On Order of Chairperson Sellers and there being no objection, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Menominee L. McCarter, Board Assistant
VTA Board of Directors