

From: VTA Board Secretary

Sent: Tuesday, March 12, 2024 9:54 AM

To: VTA Board of Directors

Subject: From VTA: Chief Government Affairs Officer recruitment is open - please share

VTA Board of Directors:

The Chief Government Affairs Officer recruitment is now open. We are requesting you to share this with interested parties. Thank you.

For questions, please reply to this email.

Thank you.

Santa Clara Valley Transportation Authority
3331 North First Street,
San Jose, CA 95134-1927





The Government Affairs Division

The Chief Government Affairs Officer manages talented teams in the Board of Directors office and the Government Policy office. Board staff provide support to members of the Board of Directors, other local elected officials, and their staff on regional and national issues; maintain official records including the preparation of meeting agendas and minutes; and responds to Board correspondence. Government Policy staff conduct special research and/or assistance on matters relating to regional and national organizations which impact VTA; develop policy recommendations; author policy text and interagency agreements; evaluates plans and programs of other agencies; and serves as senior VTA liaison to designated organizations.

Ideal Candidate

Santa Clara Valley Transportation Authority (VTA) is seeking a strategic, motivated, and flexible leader to join VTA's executive leadership team as the next Chief Government Affairs Officer (CGAO). In this role, transportation experience is required, and transit expertise is highly desirable.

An ideal candidate will exhibit high-level management skills, including the ability to build and develop a cohesive government affairs team. Superior communication skills, especially with elected officials and their staff, are essential. The ability to build relationships both within and outside of VTA will be critical in advancing public policy initiatives and stakeholder engagement.

The CGAO will be responsible for overseeing the legislative program, including writing legislation and managing the staff responsible for this task. They will also provide oversight of materials sent to regional, state, and federal officials, ensuring they are clear, strategic, and compelling. Experience in managing lobbyists and a deep understanding of legislative advocacy and policy development is crucial for success in this role.

The role involves engaging meaningfully with the Board of Directors and Executive Leadership Team, overseeing policy-related matters with regional partners such as Caltrain, BART, and Metropolitan Transportation Commission. Occasional travel to Washington DC and Sacramento is required to accompany the CEO/General Manager. Political savvy is essential to navigate the complex political landscape and promote VTA's interests effectively. An in-depth knowledge of transportation, particularly public transit, and familiarity with Bay Area officials at all levels of government is highly desirable.

If you have a strong political acumen, strategic prowess, and a passion for advancing public transit, we encourage you to apply. Use your leadership and join us in driving forward the future of transit in our community! Your leadership will make a significant impact on the future of public transit in our community.

The successful candidate will possess any combination of equivalent experience and education that provides the knowledge and abilities necessary for successful job performance, such as a bachelors degree in a related field and five (5) years of progressively responsible experience in public affairs, business administration, political science, or related field. A minimum of three (3) years of supervisory experience is also required. A background in public transit is preferred. State and Federal legislative and regulatory experience is desired.

Position Highlights

The Chief Government Affairs Officer can look forward to leading and participating in important and exciting projects, such as:

- Leading the development of a legislative and regulatory advocacy strategy and implementation.
- Growing relationships and engagement with community and government stakeholders while mitigating regulatory, policy, and public affairs risks.
- Developing strong internal relationships with our leaders to understand their needs and support them effectively.
- Developing and maintaining relationships with local and state officials, agencies, and stakeholders to foster positive understanding of VTA's business and objectives.
- Working with internal stakeholders to craft policy and public affairs agendas and developing operational plans to execute strategy.
- Managing local and federal government affairs consultants directly by providing clear guidance, oversight, and expectations.
- Aligning government affairs efforts to the organization's overall strategic goals to help define priorities for the government affairs function.
- Supporting VTA's strategic vision by leading portions of the GM/CEO's VTA Forward plan and change goals.
- Contributing to the strategy for transit growth under various bus and/or rail service levels.
- Serving as the primary spokesperson for VTA on government affairs and public policy matters.
- Building the government affairs function to be best in class, ensuring the team is meeting the organization's government affairs objectives.
- Elevating VTA's efforts to evolve into a more diverse, inclusive, and equitable corporate citizen and employer.

Chief Government Affairs Officer

Benefits

Santa Clara VTA offers a comprehensive and generous benefits package that includes but is not limited to:

- **Medical** - VTA pays up to the Kaiser Bay Area family rate for employees. Employees pay the excess above the Kaiser Bay Area family rate if a different medical plan is selected.
- **Dental** - The premium for family coverage for each of the two plans is fully paid by VTA
- **Vision** - The premium for family coverage is fully paid by VTA.
- **Deferred Compensation Plans 457 & 401(a)** - Executive Management may set aside up to the maximum allowed by law on a tax-deferred basis in a 457 Plan. They may also choose to participate in a supplemental 401(a) tax-deferred retirement plan.
- **Retirement** – California Public Employees’ Retirement System (CalPERS) pension plan.
- **CalPERS** classic members benefit formula 2% at 55. Classic members hired before 1/9/12 pay 6% required employee contribution. Classic Members hired after 1/9/12 pay 7% required employee contribution. New CalPERS members (PEPRA) benefit formula 2% at 62. New CalPERS members
- **(PEPRA) pay 7.25%** required employee contribution.
- **Retirement Medical** - Executive Management are eligible for retiree medical coverage if they have five years of PERS service time, qualify for a PERS pension, and retire within 120 days of separation from VTA.
- **Social Security** - VTA contributes the required employer contribution on behalf of all employees. The employees also make their required contributions.
- **Life Insurance** - VTA will provide \$100,000 in term life insurance and \$100,000 in AD&D insurance.
- **Relocation Assistance** – A specifically tailored relocation package is available.

Additional Benefits

- 31 Days of Scheduled time off.
- 8 Days of Sick Leave, per fiscal year with unlimited accumulation.
- Potential for Hybrid Work Schedule
- 12 paid, observed holidays per year and one floating holiday after the first year of employment.
- Annual leave “cash-out” program.
- Commuter Tax Benefit Plan.
- Complimentary Transit Passes for you and your family.
- Tuition Reimbursement, Professional Development, and Wellness Programs

Compensation and Benefits

The salary range for this position is \$218,424.91 - \$298,778.23. Placement within the range will be DOQ.

Application

The closing date for this recruitment is midnight, **Sunday, March 31, 2024.**

To be considered for this opportunity, upload a compelling cover letter, resume, and 6 professional references should be available upon later request.

Sonya Morrison, Chief People Officer
Sonya.Morrison@vta.org, (408) 582-4105

Selection Process

Following the closing date, applicants with the most relevant qualifications will be granted preliminary interviews. Candidates deemed to be the most qualified will be scheduled for interviews April 11, 2024. VTA anticipates making an appointment shortly, thereafter, following the completion of negotiations and extensive background and reference checks. Please note that references will not be contacted until mutual interest has been established.

About Santa Clara VTA

Santa Clara Valley Transportation (VTA) is an independent special district that provides sustainable, accessible, community-focused transportation options that are innovative, environmentally responsible, and promote the vitality of our region. VTA is responsible for bus, light rail and paratransit operations and serves as the county’s congestion management agency. As such, VTA is responsible for countywide transportation planning, including congestion management issues, specific highway improvement projects, pedestrian and bicycle improvement projects, and provides these services throughout the county, including the municipalities of Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga and Sunnyvale. VTA continually builds partnerships to deliver transportation solutions that meet the evolving mobility needs of Santa Clara County

MISSION Solutions that move you

VISION To innovate the way Silicon Valley moves

CORE VALUES Safety, Integrity, Quality, Sustainability,
Diversity, Accountability

ACTION VALUES Create, Collaborate, and Lead



3331 North First Street
San Jose, California 95134
(408) 321-2300 • vta.org

From: VTA Board Secretary
Sent: Tuesday, March 12, 2024 10:19 AM
To: VTA Board of Directors
Cc: Oblena, Michelle; Gonzalez-Estay, Manolo R
Subject: VTA Information: Citizens Advisory Committee Application

VTA Board of Directors:

As requested by Chair Chavez at the March 7 Board meeting, we are sharing [this link to the Citizens Advisory Committee \(CAC\) application](#) for membership - <https://www.vta.org/apply-cac>. We currently have three (3) vacancies on the committee.

VTA invites Santa Clara County residents to apply for the CAC through this open and competitive online application process. The CAC advises the VTA Board of Directors on transportation policy issues and initiatives. The Committee also serves as the ballot-defined independent Citizens Watchdog Committee (CWC) for the [2000 Measure A Transit Sales Tax](#).

Members are appointed to represent stakeholder groups from either of two broad categories:

- Community & Societal Interests
- Business & Labor

The selection process seeks a balance of relevant background, experience, and targeted stakeholder constituencies.

If you have any questions, please reach out to Michelle Oblena, Advisory Committee Coordinator; or Manolo Gonzalez-Estay, CAC Staff Liaison, cc'd here.

Thank you.

Office of the Board Secretary

Santa Clara Valley Transportation Authority

3331 North First Street

San Jose, CA 95134-1927

Phone: **408.321.5680**



From: VTA Board Secretary
Sent: Wednesday, March 13, 2024 4:56 PM
To: VTA Board of Directors
Cc: VTA Board Secretary
Subject: Notice of Public Hearing for the Fiscal Year 2024-2025 LAFCO Budget

VTA Board of Directors:

At the request of LAFCO, we are forwarding you the attached Notice of Public Hearing regarding their Fiscal Year 2024-2025 Budget.

Thank you.

VTA Office of the Board Secretary
Santa Clara Valley Transportation Authority
3331 North First Street, Building B-1
San Jose, CA 95134-1927
Phone: 408-321-5680



From: Humphrey, Sonia
Sent: Wednesday, March 13, 2024 3:49 PM
Cc: LAFCO
Subject: [EXTERNAL] Notice of Public Hearing for the Fiscal Year 2024-2025 LAFCO Budget

CAUTION: This Message originated from outside VTA. Do not click links or open attachments unless you recognize the sender and know the content is safe!

To: Clerk of the Board of Supervisors, City/Town Clerks, Special District Clerks

Please see attached Notice of Public Hearing regarding the Fiscal Year 2024-2025 LAFCO Budget. Kindly distribute this notice to the members of your legislative bodies.

Thank you,

Sonia Humphrey, LAFCO Clerk
LAFCO of Santa Clara County
777 North First Street, Suite 410
San Jose, CA 95112

SANTA
CLARA
LAFCO

60th

ANNIVERSARY
1963-2023



**Local Agency
Formation Commission
of Santa Clara County**

777 North First Street
Suite 410
San Jose, CA 95112

SantaClaraLAFCO.org

Commissioners

Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Russ Melton
Susan Vicklund Wilson

Alternate Commissioners

Helen Chapman
Domingo Candelas
Cindy Chavez
Terry Trumbull
Mark Turner

Executive Officer
Neelima Palacherla

**NOTICE OF PUBLIC HEARING
Local Agency Formation Commission of Santa Clara County (LAFCO)**

The Local Agency Formation Commission of Santa Clara County will hold a public hearing on Wednesday, April 3, 2024 at 1:15 p.m., or as soon thereafter as the matter can be heard, in the Board of Supervisors' Chambers, County Government Center, 70 West Hedding Street, San Jose, California, to consider:

1. Adoption of the Proposed Work Plan and Budget for Fiscal Year 2025.

Meeting agenda, staff report and related materials for this item will be available on the LAFCO website at SantaClaraLAFCO.org by March 29, 2024. All interested persons may attend the meeting as provided for on the agenda or may submit written comments which should be filed one day prior to the hearing by email to LAFCO@ceo.sccgov.org.

March 7, 2024

From: VTA Board Secretary
Sent: Thursday, March 14, 2024 4:47 PM
To: VTA Board Secretary
Subject: From VTA: Operations Newsletter

VTA Board of Directors:

Attached for your information is the Operations Newsletter for March 2024. This newsletter features a message from VTA Chief Operating Officer Derik Calhoun as well as information about wellness, accolades, and relevant processes. This is distributed to all the employees at the Operations Division. It's also accessible to non-Operations staff through VTA's intranet.

Thank you.

Santa Clara Valley Transportation Authority
3331 North First Street,
San Jose, CA 95134-1927



Message From the COO

By Derik A. Calhoun
Chief Operating Officer

ON THE



Operations Newsletter



Inside This Issue:

- How to Win Through Effective Communication
- Miguel Maldonado's Road to Poetry
- Guadalupe Memorial Garden Dedication
- Have a Complaint? Here's How to Be Heard
- Job Well Done – Marisol Rodriguez
- Movement is a Powerful Medicine



How To Win Through Effective Communication

Workplace communication is the exchange of information and ideas within an agency. Effective workplace communication is essential for VTA to work

effectively and productively.

With great internal communication between employees and employers comes increased morale, productivity, and commitment, especially with employers who spend the time and energy to create open communication lines.

Why is communication so important in the workplace?

- It avoids confusion.
- It provides purpose.
- It fosters a transparent company culture.
- It creates accountability.
- It builds productivity and growth.

Effective workplace communication starts with strong workplace communication skills. The following are communication strategies and effective communication practices that VTA management will monitor and practice to significantly improve communication with all employees.

Active Listening—Ineffective communication often begins when the desire to communicate information is so strong that it overpowers the impulse to listen. Effective teams employ strong two-way communication to ensure that messages

are communicated well in both directions.

Constructive Feedback—This is the art of conveying feedback that is clear, actionable, and positive. For example, a Superintendent might say something like this: “I love how you’ve incorporated great customer service. The customer comments I have received about your service reflect this. Nice work.”

Eye Contact—In spoken communication, maintaining eye contact while listening will reassure the speaker that they are being heard. It is important, however, that facial expressions remain calm and open. Eye contact can be perceived as aggressive or derogatory when accompanied by negative emotional cues.

Nonverbal Communication—Eye contact is just one example of the nonverbal communication that makes up a huge portion of the information we take in during face-to-face communication. Effective workplace communication skills involve profound self-awareness of body language and facial expressions. The speaker must be aware not just of the words they’re choosing but of the way in which those words are delivered.

Frequent Communication—To combat poor communication, good team leaders write clear descriptions of their vision, assign individual tasks fairly, check in regularly to ask how things are, and set aside time each week to address workplace concerns. They also maintain an open-door policy to make sure grievances are addressed quickly and efficiently.

It should be our commitment as VTA family to create informal conversations, casual interactions, and honest communication which will play key roles in creating a more effective communication culture.

Memorial Garden: A Place of Reflection and Remembrance

More than 150 VTA employees gathered on Friday, March 8, along with family members of some of those lost in the May 26, 2021 tragedy, to dedicate the Guadalupe Memorial Garden, at the VTA Guadalupe Light Rail Yard.

The garden was built to honor the memories of the 9 VTA co-workers killed on May 26, 2021 at the Light Rail yard, and a 10th co-worker who took his own life three months later, overwhelmed by grief.

The space is designed as a calming, reflective space with three distinct sections to represent contemplation, remembrance and healing.

The centerpiece of the garden includes ten light rail track rails, paying tribute to the victims of the tragedy:

Abdolvahab Alaghmandan

Adrian Balleza

Alex Fritch

Jose de Jesus Hernandez

Lars Kepler Lane

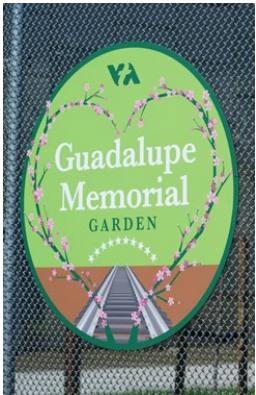
Paul de la Cruz Megia

Timothy Michael Romo

Michael Rudometkin

Taptejdeep Singh

Henry Gonzalez



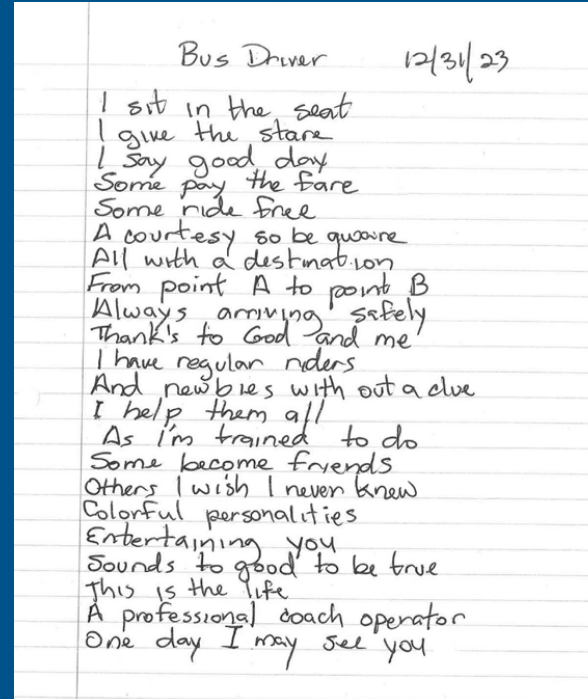
Poem by Miguel Maldonado

Meet *Miguel Maldonado*, one of our very own VTA bus operators, who not only navigates the bustling streets of Santa Clara County with skill and dedication but also harbors a passion for poetry that transcends the confines of his bus.

His talent for poetry offers a unique perspective on the life of a bus operator, blending the rhythmic flow of his words with the steady hum of the engine.

We are immensely proud and grateful to share one of his exquisite poems. We hope his gift inspires as much awe and appreciation in you as it has in us.

Thank you, Miguel!



Movement is a Powerful Medicine

by Colle Hunt

Fitting Movement In

Movement is a powerful medicine. Few things can protect our health as well as routine physical activity. While getting outside and walking on a bright, clear day is lovely, what about when it's raining heavily or uncomfortably warm?

Time to Get Creative

Going to a gym can provide an opportunity for physical activity, whether rain or shine. But only some have a gym membership. Specific fitness programs like Active & Fit Direct and ClassPass allow for fitness content streaming in the comfort of your home. Of course, there's also plenty of content on YouTube.

If you're unable to exercise at home, how about visiting your favorite retail store? Going to Costco, a mall, or a large hardware store provides ample space to move about in a sheltered environment.

Make it Small

Movement helps your body to thrive, even if it's in small amounts. If you're at work, go on a two-minute walk, use the stairs, or set a timer and do some squats for one minute. Moving every hour is ideal.

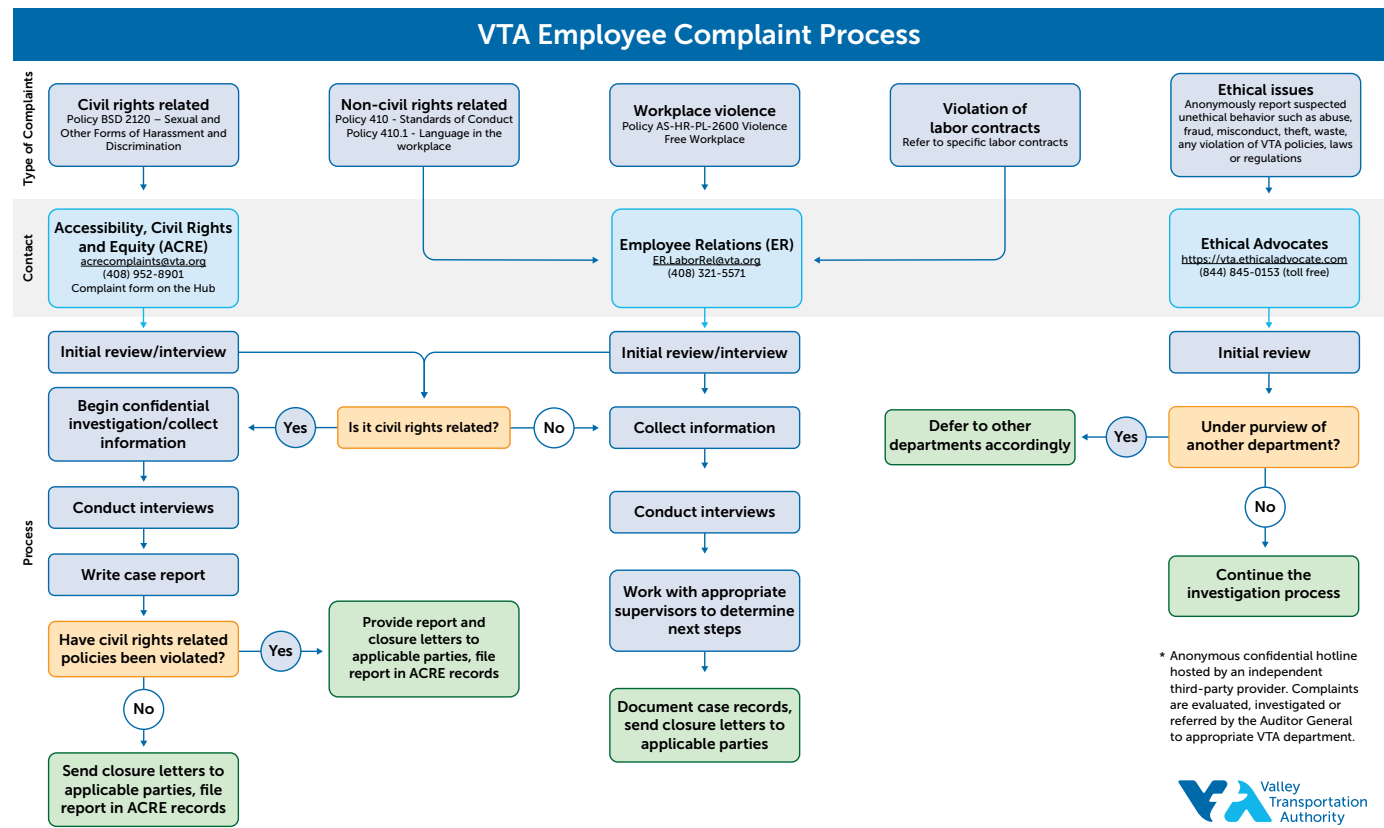
Physical activity helps lift our mood by the release of endorphins. It also lowers our risk for chronic diseases like heart disease and diabetes. Being creative and working in small bouts of activity throughout the day will help us to be regular movers despite inclement weather.

Have a Complaint? Here's How to Be Heard:

The Employee Complaint Process Flowchart is a quick guide to show you which department to contact depending on the type of complaint you want to report. This flowchart also shows how a complaint is processed based on the department that receives it.



View Digital Flow Chart



Welcome to the #VTAfamily

Welcome and congratulations to the latest additions to our VTA Team. Your achievements are cause for celebration, and we're excited to witness the heights you'll reach in your careers!



Recent light rail operator graduates on January 24, 2024



Recent bus operator graduates on March 6, 2024

Job Well Done! Marisol Rodriguez

The Campbell, CA Police Department honored VTA Bus Operator **Marisol Rodriguez** in February, for her help in finding a missing senior citizen at risk. Marisol received a BOL on January 8th, about a 79-year old man suffering from Alzheimer's, who went missing earlier that day. Despite having a different appearance than was originally described, Marisol noticed the gentleman on her bus that evening and alerted OCC, reporting she found the missing man. The OCC, acting swiftly, coordinated with the Campbell Police Department, which advised Marisol to keep the man safe within the warm confines of the bus.

As the police arrived, a wave of relief washed over everyone involved. The older gentleman was confused but unhurt, and he was gently escorted to safety. Campbell police presented Marisol with a plaque for her swift thinking and dedication to our community.



Congratulations to the 2024 Bus Roadeo Winners!



1st – **Harnam Sidhu** (Middle)

2nd – **Paramvir S. Atwal** (Left)

3rd – **Sarabpreet Singh** (Right)

Harnam and Paramvir will compete in Portland at the APTA International Bus Roadeo in April.

Thank you to the volunteers and everyone that came out to Chaboya to support the contestants.



Service Planning Feedback

Have any feedback for schedulers?

Suggestions for bus stop locations?

Chat with Service Planning staff at the next Service Planning Tailgate meeting. These meetings will be held at all four divisions for feedback to use in the upcoming signup. We will be visiting all the Divisions the week of May 13th.

Thank you to everyone who dropped by for January and February tailgates. The feedback we've received has been very helpful in improving VTA's network and operations.



Let's Get Cooking!

Winter Ham & Bean Soup

From *Sonya Morrison*

Directions:

1. In a soup pot, sauté garlic, onion, carrots, and celery for 5-8 minutes.
2. Add soup mix, stir for 2 minutes
3. Add all other ingredients, bring to a boil, then simmer for 90 minutes. It's best if left a day before eating, and I like mine served with hot sauce!

Ingredients:

- 1 diced ham steak with bone in
- 1 packet of mixed bean soup mix (or you can use split peas for ham and pea soup)
- 6-8 diced carrots
- 6-8 chopped celery stalks
- 1 med-large white onion diced
- 5 cups (one box) of chicken stock (or vegetable)
- 2 Bay leaves
- Garlic
- 1/8 teaspoon cumin, coriander, or other similar spice (optional)
- Salt & pepper to taste

Derik Calhoun, *Chief Operating Officer*
3331 N. First Street, San Jose, CA 95134
derik.calhoun@vta.org
(408) 321-7002

vta.org



2403-2898



From: VTA Board Secretary

Sent: Friday, March 15, 2024 1:27 PM

To: VTA Board of Directors

Subject: VT5A Information: March 7, 2024, Board of Directors Meeting 5th update to Agenda Packet

Board of Directors:

The VTA Board of Directors Agenda packet for the **Thursday, March 7, 2024, Meeting** has been updated to include additional information (public comment) for the following:

- **Agenda Item #3.**, Public Comment
- **Agenda Item # 5.1.C** . Bicycle & Pedestrian Advisory Committee Chairperson's Report.
- **Agenda Item #5.2.A.X** Receive an update on SB 925 (Weiner): San Francisco Bay area: local revenue measure: transportation improvements

You may view the updated agenda packet by clicking [on our website here](#).

Thank you,

Office of the Board Secretary
Santa Clara Valley Transportation Authority
3331 North First Street, Building B
San Jose, CA 95134-1927
Phone [408-321-5680](tel:408-321-5680)

From: VTA Board Secretary

Sent: Friday, March 15, 2024 4:30 PM

To: VTA Board of Directors

Subject: Correction to VTA Information: March 21, 2024, Standing Committee Agenda Packets (CMPP, A&F, and SSTPO)

VTA Board of Directors:

You may now access your VTA CMPP, A&F and SSTPO Agenda packets on our Agenda Portal via the links below:

- **Congestion Management Program and Planning (CMPP) Committee** – Thursday, March 21, 2024, at 10:00 a.m. [CMPP Agenda Packet](#)
- **Administration and Finance (A&F) Committee** – Thursday, March 21, 2024, at 12:00 p.m. [A&F Agenda Packet](#)
- **Safety, Security, and Transit Planning and Operations (SSTPO) Committee** - Thursday, March 21, 2024, at 3:00 p.m. [SSTPO Agenda Packet](#)

Thank you.

Office of the Board Secretary
Santa Clara Valley Transportation Authority
3331 N. First Street
San Jose, CA 95134
408.321.5680
board.secretary@vta.org

