Thursday, March 23, 2017

ORIENTATION MINUTES

1. CALL TO ORDER AND INTRODUCTION OF PARTICIPANTS

The orientation of the Santa Clara Valley Transportation Authority Board of Directors (Board) and Committee Orientation was called to order by Chairperson Bruins at 5:43 p.m. in the VTA Auditorium, 3331 N. First Street, San José, California.

Chairperson Bruins welcomed the participants and asked them to introduce themselves. The following were in attendance:

- Jeannie Bruins, Board Member
- Dev Davis, Alternate Board Member
- Lan Diep, Board Member
- Savita Vaidhyanathan, Board Member
- Kristal Caidoy, BPAC Member
- Peter Hertan, BPAC Chairperson
- David Simons, BPAC Member
- Paul Tuttle, BPAC Member
- Analise Del Pinal, CAC Member
- Sharon Fredlund, CAC Member
- Noel Tebo, CAC Member
- Christine Fitzgerald, CTMA Chairperson
- Jeff Jokinen, CTMA First Vice Chairperson
- Lynette Lee Eng, PAC Member
- Nancy Smith, PAC Alternate Member and ECRRT Member
- Larry Klein, SR 85 Corridor PAB Member
- Lucas Ramirez, SR 85 Corridor PAB Member

1. Advisory Committees (Bicycle & Pedestrian Advisory Committee (BPAC); Citizens Advisory Committee/2000 Measure A Citizens Watchdog Committee (CAC/CWC); Committee for Transportation Mobility & Accessibility (CTMA); Policy Advisory Committee (PAC); and Technical Advisory Committee (TAC))

2. Policy Advisory Boards (Diridon Station Joint Policy Advisory Board (Diridon); Downtown East Valley Policy Advisory Board (DTEV PAB); El Camino Real Rapid Transit Policy Advisory Board (ECRRT PAB); and State Route 85 Corridor Policy Advisory Board (SR85 PAB))
2. **PUBLIC COMMENT**

There were no Public Presentations.

3. **ORIENTATION ITEMS**

3.1. **Overview of VTA**

Chairperson Bruins reviewed VTA’s history, responsibilities, mission, vision and values. She discussed VTA’s governance including the committee structure, board and committee member expectations, work flow, and priorities for the year.

3.2. **VTA Divisions**

- **Office of the General Manager**

  Nuria I. Fernandez, General Manager and CEO, provided an overview of her roles and responsibilities at VTA. She presented a graphic that shows VTA’s organizational structure.

- **Finance and Budget**

  Ali Hudda, Accounting Deputy Director, provided an overview of VTA’s financial condition, budgeted funds, sources of operating revenues, status of operating expenditures, and budget process for the next two fiscal years. He enumerated the responsibilities and goals of the Finance and Budget Divisions.

  Upon query, Mr. Hudda briefly discussed the components of each of the eight different budgeted funds.

- **Office of the General Counsel**

  Robert Fabela, General Counsel, reviewed the responsibilities of the General Counsel, Office of General Counsel’s practice areas of law, recent ruling regarding the use of personal equipment as it relates to public records requests, and fiduciary duties. Mr. Fabela distributed to the participants VTA’s Code of Ethics and highlighted the key elements of the code.

  Mr. Fabela reported on the key provisions of Government Code Section 84308 and the options available to Board Members should they have any conflict.

- **Chief of Staff**

  Angelique Gaeta, Chief of Staff and Elaine Baltao, Board Secretary, reviewed their roles and responsibilities.

- **Business Services**

  Alberto Lara, Director of Business Services, reviewed the roles of the departments under his division including: Human Resources and Diversity and Inclusion,
Procurement and Contracts, Labor and Employee Relations, Customer Service, and Technology.

- **Planning and Program Development (PPD)**

Casey Emoto, Project Development Deputy Director, presented PPD’s core responsibilities of planning, funding, and developing programs and projects. He underscored the importance of interagency coordination and reviewed the major initiatives for 2017.

- **Engineering and Transportation Infrastructure Development**

Dennis Ratcliffe, Interim Director for Engineering and Transportation Infrastructure Development, briefly discussed the division’s responsibilities, major projects that are underway, VTA’s BART Silicon Valley Berryessa Extension (SVBX), and VTA’s BART Silicon Valley Phase II. He showed a time lapse of the construction for the SVBX.

- **Government Affairs and Public Relations**

Jim Lawson, Government Affairs and Public Relations Director and Executive Policy Advisor, reviewed the responsibilities of the following departments under his division: Government Affairs, Communications, Marketing and Public Affairs, and Creative Services.

- **Operations**

Inez Evans, Chief Operating Officer, shared information regarding bus operations, light rail operations, maintenance, service management, and paratransit service.

Upon inquiry Ms. Evans noted the following: 1) staff’s work on the Trapeze software, which will improve service to paratransit customers; 2) planned pilot project involving autonomous vehicles; and 3) VTA’s IT team is working on cyber security projects to protect VTA’s data and customer information.

- **System Safety and Security**

Rufus Francis, Director of System Safety and Security, reviewed the key functions of the different departments under the division and the compliance with local, state, and federal regulatory agencies.

### 3.3. **Overview of VTA’s Tax Measures**

Mr. Emoto noted the past and current transportation measures in Santa Clara County noting that it is the first self-help county. Mr. Emoto provided an overview of 2016 Measure B, its program areas, and the proposed work plan and schedule.

Chairperson Bruins noted that a different approach will be utilized for 2016 Measure B oversight. She stated VTA is seeking applicants for its 2016 Measure B Citizens’ Oversight Committee and encouraged orientation participants to spread the word.
4. **OTHER ITEMS**

4.1. **Roundtable Discussion**

There were no items for discussion.

4.2. **Announcements**

Chairperson Bruins announced the upcoming Board meetings in April 2017.

Ms. Fernandez announced that BART Warm Springs Extension will hold its celebration ceremony on Friday, March 24. The Warm Springs Extension is set to begin revenue service on Saturday, March 25.

10. **ADJOURNMENT**

On order of Chairperson Bruins and there being no objection, the meeting was adjourned at 7:52 p.m.

Respectfully submitted,

Elaine F. Baltao, Board Secretary
VTA Office of the Board Secretary