

Administration & Finance Committee

Thursday, February 20, 2020

MINUTES

CALL TO ORDER

The Regular Meeting of the Administration and Finance Committee (A&F) was called to order at 12:03 p.m. by Chairperson Carr in Conference Room B-106, VTA River Oaks Campus, 3331 North First Street, San José, California.

1. ROLL CALL

Attendee Name	Title	Status
Marie Blankley	Alternate Member	N/A
Larry Carr	Chairperson	Present
Cindy Chavez	Member	Present
Dev Davis	Alternate Member	N/A
Glenn Hendricks	Vice Chairperson	Present
Sam Liccardo	Member	Present
Teresa O'Neill	Alternate Member	N/A
Susan Ellenberg	Alternate Member	N/A

A quorum was present.

2. PUBLIC COMMENT

Roland Lebrun, Interested Citizen, requested that his public comment be heard after Member Liccardo arrives.

3. ORDERS OF THE DAY

There were no Orders of the Day.

CONSENT AGENDA

Member Hendricks requested staff provide a brief description or benefit of the project on **Agenda Item #5**. SR 17 Corridor Congestion Relief Project, and **Agenda Item #6**. SR 237/Middlefield Road Interchange Improvement Project, and going forward on future contracts.

4. Regular Meeting Minutes of January 23, 2020

M/S/C (Hendricks/Chavez) to approve the Regular Meeting Minutes of January 23, 2020.

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

5. **SR 17 Corridor Congestion Relief Project**

M/S/C (Hendricks/Chavez) to recommend that VTA Board of Directors authorize the General Manager to execute a cost plus fixed fee contract with Jacobs Engineering Group Inc. to perform alternatives analysis and preliminary engineering services for the Project Initiation Document (“PID”) phase of the SR 17 Corridor Congestion Relief Project for the amount of \$544,436.

6. **SR 237/Middlefield Road Interchange Improvement**

M/S/C (Hendricks/Chavez) to recommend that the VTA Board of Directors authorize the General Manager to execute a cost plus fixed fee contract with WSP to perform Engineering Services for the Project Approval and Environmental Document (“PA/ED”) phase of the State Route (“SR”) 237 and Middlefield Road Interchange Improvement Project (“Project”) in the amount of \$989,366.

7. **Monthly Investment Report - December 2019**

M/S/C (Hendricks/Chavez) to receive the Monthly Investment Report for December 2019.

RESULT:	APPROVED- Consent Agenda Items #4-7
MOVER:	Hendricks, Vice Chairperson
SECONDER:	Chavez, Member
AYES:	Carr, Chavez, Hendricks
NOES:	None
ABSENT:	Liccardo

Member Liccardo arrived and took his seat at 12:14 p.m.

REGULAR AGENDA

8. **Fiscal Year 2020 Statement of Revenues and Expenses for the Period Ending December 31, 2019**

Franklin Wong, Deputy Director of Finance, Budget & Program Management, provided an overview of the staff report.

Members of the Committee and staff discussed negative variances on category items Service Transit Assistance (STA), Federal Operating Grants, State Operating Grants, Measure A Repayment Obligations, Caltrain budget allocation, and Reimbursements.

M/S/C (Chavez/Hendricks) to review and accept the Fiscal Year 2020 Statement of Revenues and Expenses for the Period Ending December 31, 2019.

RESULT:	APPROVED- Agenda Item #8
MOVER:	Chavez, Member
SECONDER:	Hendricks, Vice Chairperson
AYES:	Carr, Chavez, Hendricks, Liccardo
NOES:	None
ABSENT:	None

9. Diridon Integrated Station Concept Contract Amendment

Jason Kim, Senior Transportation Planner, and Scott Haywood, Deputy Director of Transportation Planning, provided a presentation entitled “Diridon Integrated Station Concept Contract Amendment.”

Members of the Committee and staff discussed the following: 1) the timing of the recommendation; 2) delineation of grants received between Phases 1 and 2; and 3) project schedule.

Members of the Committee suggested issuing a new Request for Proposal (RFP) and hold a new bidding for the remaining scope of task orders on the project.

Member Chavez offered the following comments: 1) provide matrixes on the status of the all projects (small and large) and expenditures; 2) referred to Measure A and B funded projects with matching funds from VTA partners and suggested the agency whoever contributes more money to a project should have more decision-making power; 3) requested staff explain the governance models being used on the light rail alignment and its purpose; and 4) executive and political decisions should be made in a timely manner.

Public Comment

Mr. Lebrun commented on the awarding of the Diridon Integrated Station Concept (DISC) Plan contract to Arcadis-Bentham Crouwel Architects (ABC). He suggested the City of San Jose assume leadership of the DISC project and the issuance of RFP for the Phase 2 contract of this project.

On order of Chairperson Carr and there being no objection, the Committee deferred the recommendation to the Board of Directors pending staff’s further research on the contract amendment, the rebidding process, and the impact on the schedule.

10. Declaration of Surplus Land for Vasona LRT Surplus Property

Ron Golem, Director of Real Estate and Transit Oriented Development, provided a brief presentation entitled “Declaration of Surplus Land for Vasona LRT Surplus Property.”

Public Comment

Mr. Lebrun commented on the Vasona LRT East Diridon Tunnel Portal annex to the Surplus Land which may be eliminated in the event the property is sold.

M/S/C (Liccardo, Hendricks) on a vote of 3 ayes and 1 no to recommend that the VTA Board of Directors declare, pursuant to the requirements of the California Surplus Lands Act, approximately 6,871 square feet of Santa Clara Valley Transportation Authority (VTA) Parcel B4202 as shown on Attachment A, to be surplus property based on the finding that it is not needed for VTA's operation of the Vasona light-rail extension or any other VTA activities, and authorize the General Manager to sell the property pursuant to the requirements of the Surplus Land Act. Member Chavez opposed.

RESULT:	APPROVED- Agenda Item #10
MOVER:	Liccardo, Member
SECONDER:	Hendricks, Vice Chairperson
AYES:	Carr, Hendricks, Liccardo
NOES:	Chavez
ABSENT:	None

OTHER ITEMS

11. Items of Concern and Referral to Administration

There were no Items of Concern and Referral to Administration.

12. Committee Work Plan

Raj Srinath, Chief Financial Officer and Staff Liaison, noted that the Committee Work Plan was contained in the Agenda packet.

On order of Chairperson Carr and there being no objection, the Committee accepted the Committee Work Plan.

13. Committee Staff Report

There was no Committee Staff report.

14. Chairperson's Report

There was no Chairperson's Report.

2. PUBLIC COMMENT (Continued)

Mr. Lebrun commented concerning the BART station project of the Diridon Integrated Station. Concept Plan. Mr. Lebrun suggested immediate termination of the contracts for the DISC and the BART projects, as these contracts are managed by two separate project managers having no intention of integrating BART with the rest of the Diridon alignment project.

15. Determine Consent Agenda for the March 5, 2020, Board of Directors Meeting

CONSENT:

Agenda Item #5. Recommend that the VTA Board of Directors authorize the General Manager to execute a cost plus fixed fee contract with Jacobs Engineering Group Inc. to

perform alternatives analysis and preliminary engineering services for the Project Initiation Document (“PID”) phase of the SR 17 Corridor Congestion Relief Project for the amount of \$544,436.

Agenda Item #6. Recommend that the VTA Board of Directors authorize the General Manager to execute a cost plus fixed fee contract with WSP to perform Engineering Services for the Project Approval and Environmental Document (“PA/ED”) phase of the State Route (“SR”) 237 and Middlefield Road Interchange Improvement Project (“Project”) in the amount of \$989,366.

Agenda Item #10. Recommend that the VTA Board of Directors declare, pursuant to the requirements of the California Surplus Lands Act, approximately 6,871 square feet of Santa Clara Valley Transportation Authority (VTA) Parcel B4202 as shown on Attachment A, to be surplus property based on the finding that it is not needed for VTA’s operation of the Vasona light-rail extension or any other VTA activities, and authorize the General Manager to sell the property pursuant to the requirements of the Surplus Land Act.

REGULAR:

Agenda Item #8. Recommend that the VTA Board of Directors review and accept the Fiscal Year 2020 Statement of Revenues and Expenses for the period ending December 31, 2019.

16. ANNOUNCEMENTS

There were no Announcements.

17. ADJOURNMENT

On order of Chairperson Carr and there being no objection, the meeting adjourned at 1:08 p.m.

Respectfully submitted,

Reyne Jimeno, Board Assistant
VTA Office of the Board Secretary