

September 8, 2020

Kent Steffens
City Manager
City of Sunnyvale
456 West Olive Avenue
Sunnyvale, CA 94088

Subject: Appointment to VTA BPAC for Upcoming Term

Dear Mr. Steffens:

This is to request that the City of Sunnyvale appoint its representative to VTA's Bicycle & Pedestrian Advisory Committee (BPAC) for the two-year term.

The BPAC is a 17-member committee that advises VTA's Board of Directors on planning and funding issues for bicycle and pedestrian projects in the county. As a VTA Member Agency, the City of Sunnyvale has one voting position on this committee.

The BPAC bylaws specify that each Member Agency appoints one individual as a representative of its local bicycle advisory committee. Member Agencies that do not have such a committee may appoint an individual interested in bicycle or pedestrian issues. BPAC Members are appointed for a two-year term that ends on June 30 of even-numbered years and may be re-appointed to multiple and consecutive terms. Members must live and/or work in Santa Clara County during their term, and cannot be staff of either VTA or the Member Agency they represent. All BPAC appointments require ratification by the VTA Governance and Audit Committee. A copy of the BPAC bylaws is attached for your convenience.

The term of Sunnyvale's current BPAC representative, David Simons, has expired.

We request the City of Sunnyvale initiate the action necessary to either reappoint Mr. Simons or appoint another representative for the two-year term that begins retroactively on July 1, 2020. As a reminder, the appointing authority may remove or replace its BPAC representative anytime during the term, subject to the replacement appointee meeting the stated eligibility requirements and ratification by the VTA Governance and Audit Committee.

When Sunnyvale has selected its appointee, please notify VTA in writing indicating your appointee's name, full address and contact information. If appointing a new member, the memo should also include the appointee's daytime telephone number, email address, and a brief biography (usually one or two paragraphs maximum that indicates their background, occupation, education, employer, how long they have lived in the area, etc.).

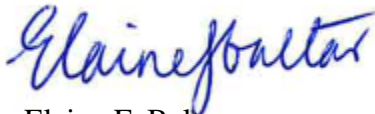
For expediency and surety, please scan and email the signed letter and/or mail the original to:

e-mail: board.secretary@vta.org

U.S. Mail: VTA Board Secretary
3331 North First Street, Building B
San Jose, CA 95134-1906

Your assistance with this appointment will be greatly appreciated. If you have questions, please contact either Michelle Oblena, Advisory Committee Coordinator, at (408) 321-5814 or myself at (408) 321-7578.

Sincerely,



Elaine F. Baltao
VTA Board Secretary

cc: Dennis Ng, Technical Advisory Committee (TAC) Member
Lillian Tsang, TAC Alternate Member
VTA Office of the Board Secretary file