3. Approval of December 8, 2011 Minutes - Attached

TRANSPAC Meeting Summary Minutes

MEETING DATE:	December 8, 2011
ELECTED OFFICIALS PRESENT:	Bill Shinn, Concord (Chair); Julie Pierce, Clayton (Vice Chair); Mark Ross, Martinez; David Durant, Pleasant Hill; Karen Mitchoff, Contra Costa County; Kristina Lawson, Walnut Creek; Ron Leone, Concord; Cindy Silva, Walnut Creek
PLANNING COMMISSIONERS PRESENT:	Bob Armstrong, Clayton; Diana Vavrek, Pleasant Hill; John Mercurio, Concord
STAFF PRESENT:	Ray Kuzbari, Concord; Jeremy Lochirco, Walnut Creek; Eric Hu, Pleasant Hill; Jack Hall, CCTA; Steve Goetz, Contra Costa County; Deidre Heitman, BART; Tim Tucker, Martinez; Lynn Overcashier, Corinne Dutra-Roberts, 511 Contra Costa; Barbara Neustadter, TRANSPAC.
GUESTS/PRESENTERS:	Susan Miller, CCTA; Kim Franchi, Parsons; Ivy Morrison, CirclePoint; Jim Townsend, EPRPD; Hamid Fathollahi, Caltrans; Rick Dowling, Dowling Associates; Adrian Levy, Caltrans; Raymond Odulami, MTC
MINUTES PREPARED BY:	C. L. Peterson, TRANSPAC Staff

Chair Shinn convened the meeting at 9:05 a.m. with a quorum.

1. **Pledge of Allegiance/Self introductions - Completed**

2. **Public Comment – None**

Consent Agenda:

3. **Approval of the November 10, 2011 minutes**
4. **511 Contra Costa 2012/2013 Funding Request**

ACTION: Pierce/Mitchoff/Unanimous

End Consent Agenda

5. **Continued SR 4 and SR 242 Ramp Metering Study Discussion**

Jack Hall, Transportation Analyst, Contra Costa Transportation Authority (CCTA), presented the Ramp Metering Studies on behalf of Tom Biggs, Atkins North America. Mr. Hall provided an overview of this study and discussed how multiple studies throughout the country indicate the benefits of ramp metering, including enhancing safety and reducing accidents.

In the discussion that followed, a question was asked about accident rates on the ramps in the study area. Mr. Levy said that there is the potential for more rear-end collisions at the on-ramps and a series of advance warning signs will be installed at the entrances. Several members wanted to see ramp metering studies specifically for Bay Area freeways, including studies of its effect on local arterials. Mr. Hall said one of the study's goals is to find ways to avoid having traffic back up onto city streets. In response to a comment made about the first day of ramp metering in the South Bay, Mr. Levy acknowledged that regardless of the advance notification given to the public, confusion can be expected on the day that ramp metering is initiated. Concern was also expressed that reliance upon the after-study potentially could put safety at risk; after-studies in other locations should be used to determine the appropriate infrastructure from the beginning. Mr. Dowling said that the after-study is useful for fine-tuning ramp metering problem areas. He added that he will work with the TAC to provide additional studies and evidence in support of ramp metering. The decision to be made today is whether to do the feasibility study.

ACTION: Approved moving forward with the Ramp Metering Study. Durant/Mitchoff/ Unanimous

6. Update on the I-680 Southbound HOV Gap Closure Project

Susan Miller, CCTA Director, Projects, presented an overview of the project and talked about CCTA's role as sponsor and Caltrans' role as a partner. Kim Franchi, Parsons consultant, provided some of the technical details about the project. As the environmental studies move forward, consideration will be given to future conversion of an HOV lane to a HOT lane as well as future ramp metering. Mr. Franchi described the selection of the two alternatives and how the Reduced Standard Alternative created the HOV lane by widening the freeway where possible and reducing existing lane and shoulder size by restriping.

In response to a question about the effect reducing the shoulder to four feet might have on emergency services response, Mr. Franchi answered that emergency equipment would be able to use the HOV lane as is the case on many of the Bay Area freeways, such as I-880, which is also constrained. Another question arose about changes in air quality. Mr. Franchi replied that air quality is expected to improve due to reduced congestion as vehicles move from the mixed-flow lane into the HOV lane. Ms. Miller added that the HOV lane will facilitate movement of express buses through the corridor.

Ramps at South Main Street in Walnut Creek will need to be reconfigured. Member Lawson asked if right of way acquisition is necessary, and Ms. Miller said it was not. Ms. Miller asked to work with Walnut Creek to get contact information for area homeowner associations, businesses and the community so that meetings can be scheduled to discuss their concerns and needs. Los Lomas High and an elementary school also will be affected by work on the undercrossing.

Ms. Miller discussed funding for the project, noting that is not fully funded yet and that CCTA will be seeking additional state and federal funds. She noted that this is a long timeline, and a draft environmental document might be ready in about a year for public review.

ACTION: Received report with thanks to Susan Miller, Kim Franchi, Parsons, Ivy Morrison, CirclePoint, and the Caltrans and consultant team

7. **East Bay Regional Park District (EBRPD) Funding Request for the Contra Costa Canal Trail-Citrus Avenue to Oak Grove Road Presented by Jeff Rasmussen, Grants Manager, EBRPD**

   Jim Townsend, EBRPD took the place of Jeff Rasmussen in presenting the funding request. He noted a clarification on the staff report that should have indicated it was the Contra Costa Water District, not the County that required immediate repairs on the Tioga to Via Montanas project.

   ACTION: Approved the TAC recommendation to request CCTA to allocate Measure J funds for EBRPD's Contra Costa Canal Trail - Citrus Avenue to Oak Grove Road rehabilitation project. Durant/ Lawson/Unanimous

8. **The Tale of Two Cities - the development of a Joint School Crossing Guard Contract presented by Cheryl Owens, Administrative Services Manager, Office of the Chief, City of Concord Police Department and Jeremy Lochirco, Senior Planner, City of Walnut Creek**

   Ms. Owens was unable to attend the meeting. Jeremy Lochirco reported that through this cooperative effort, the cities of Concord and Walnut Creek have been able to streamline crossing guard services and save on administrative costs. One master agreement was agreed upon by both cities, with a provision that each city operate its provider independently. The contract term is one year with options for extension, and other cities will have an opportunity to enter into the agreement. Ms. Lochirco said that Walnut Creek's costs were reduced by about $28,000 per year and Concord's costs were reduced by about $2500 per year. City of Walnut Creek Councilmember Cindy Silva thanked TRANSPAC and staff on behalf of Walnut Creek parents and children for ensuring the continuation of crossing guard services.

   ACTION: Thanks to Mr. Lochirco

9. **Discussion of process/appointments to the Countywide Bicycle and Pedestrian Advisory Committee (CBPAC)**

   Member Mitchoff questioned the purpose of having a citizen alternate who can't vote or participate but merely relays information. Member Durant said that the bylaws suggest that one resident could be appointed as an alternate for both the citizen and staff roles. In this case, Corinne Dutra-Roberts could serve as a staff alternate or a citizen representative of the same area of the County. Mr. Lochirco noted that there was a question whether the intent for the alternate was to serve only as the staff replacement or the citizen replacement as well. The Advisory Committee's main concern was to ensure equally-balanced representation between citizens and staff.

   ACTION: Approved the TAC recommendation that Lynn Overcashier and Corinne Dutra-Roberts of 511 Contra Costa share the TRANSPAC staff alternate position; Ms. Dutra-Roberts may also serve as the citizen alternate. Durant/Mitchoff/Unanimous

10. **TRANSPAC CCTA Representative Reports: Reports on the most recent CCTA Administration and Projects Committee (Member Pierce), Planning Committee (Member Durant), and CCTA meetings** (Members Pierce and Durant). Items approved by the Authority on November 17, 2011 for Circulation to the Regional Transportation Planning Committees (RTPCs), and items of interest; November 16, 2011 CCTA Executive Director's Report; October 19, 2011 CCTA Board meeting minutes were circulated with the packet.

a. Administration and Projects Committee (APC) meeting
Member Pierce reported that the APC took the following actions: Approved amendments and agreements for the Highway 4 project; approved a request for appropriation of funds for the Marina Bay Parkway Grade Separation project; received a legislative update and reviewed the legislative platform for the next year; discussed modifying the Administrative Code to allow exceptions for the ex-officio bus operator representative on the Authority Board to be a non-elected officials to serve. The APC received a presentation on the final Measure C Strategic Plan and an overview of the annual audit report.

b. Planning Committee (PC) meeting
Member Durant reported that the PC took the following actions: Approved funding resolutions for the DVC Transit Center and the Pittsburg/Bay Point Redevelopment project; approved a cooperative agreement and funding resolution for the Martinez Shell Avenue Pedestrian/ Bicycle Improvement Project and the Alhambra Valley Road Sidewalk Gap Closure Project; approved a draft letter to be sent annually to the jurisdictions to remind them of the requirements for compliance with the Measure J Urban Limit Line. The PC reviewed the Preliminary Measure J Growth Management Program (GMP) Biennial Compliance Checklist.

ACTION: Information accepted

***URGENCY ITEM* – Expiration of Authority Member Term and Appointment of Representative for the February 1, 2012 through January 31, 2014 Period**

A letter dated December 5, 2011, from CCTA Executive Director Randy Iwasaki to Chair Shinn was circulated, requesting reappointment or replacement of the Commissioner and alternate on the Authority Board for terms expiring on January 31. As TRANSPAC will not meet in January, a motion was made to add this urgency item to the agenda.

ACTION: Approved adding to the agenda the urgency item for reappointment of CCTA representative and alternate for the 2012-2014 term. Mitchoff/Durant/Unanimous

Member Mitchoff moved that Member Pierce be reappointed as Commissioner and Member Lawson be reappointed as alternate. Member Lawson's reappointment will be subject to the City of Walnut Creek's City Council's affirmation.

ACTION: Mitchoff/Durant/Unanimous

11. SB 375/SCS Report by Martin Engelmann, CCTA Deputy Executive Director, Planning

In Mr. Engelmann's absence, Ms. Neustadter reported on the SB375 update given at the Planning Committee meeting, including discussion of the new MTC/ABAG scenarios. MTC has proposed a program to accelerate the deployment of zero-emission vehicles in order to meet its target of 15% reduction in greenhouse gas emissions, and an outreach meeting will be held at CCTA on December 12. Ms. Neustadter noted that despite 511 Contra Costa's active involvement in the deployment of electric vehicles and charging stations, it has not been advised of these activities.

ACTION: Information accepted

12. 511 Contra Costa and TRANSPAC Staff Reports

a) 511 Contra Costa

Ms. Overcashier reported that the local electric charging station network is expanding. 511 Contra Costa has provided $20,000 to Contra Costa Centre for installation of four charging stations. 511 Contra Costa has also funded the one-year lease of a Nissan Leaf for use by CCTA employees and is considering offering financial assistance for jurisdictions that are interested in leasing electric cars. Ms. Overcashier discussed the need to have a mechanism in place that would allow reporting of emissions credits for charging station installation and use of electric vehicles as part of the Sustainable Communities Strategy efforts. Member Ross commented that MTC would be the agency to establish criteria for such credits.

Ms. Overcashier also reported that 511 Contra Costa has been working with Martin Engelmann and representatives from Sonoma and Marin Counties on a regional Realtime Rideshare program. She reported that staff has also been working on the Local Assistance process for federal CMAQ Safe Routes to School funds, and she thanked Eric Hu, Pleasant Hill, for his assistance.

b) TRANSPAC Report: Ms. Neustadter reported that at the November TAC meeting, discussion arose concerning the need for a policy statement or guidelines to govern the allocation of TRANSPAC's Measure J Line 20 A funds. Member Pierce said that policies are needed to address the legal aspect of making a gift of public funds to non-profit organizations or private companies.

ACTION: The TAC was directed to develop a draft set of policy recommendations for allocation of TRANSPAC's Measure J Line 20 A funds for TRANSPAC's consideration.

13. TAC Reports by Jurisdiction:

Pleasant Hill – Eric Hu gave an overview of the Lisa Lane and Oak Park/Patterson projects completed this year which received partial funding from TRANSPAC. He reported that the City has received positive feedback and that pedestrian traffic has increased.

14. Correspondence/Copies/Newsclips/Information - Information accepted

15. For the Good of the Order - No action required

16. The meeting was adjourned at 10:45 a.m. The next meeting is scheduled for February 9, 2012 at 9 a.m. in the Community Room at Pleasant Hill City Hall.