

3. Minutes: Approval of June 9 and July 14, 2011 TRANSPAC minutes

TRANSPAC Meeting Summary Minutes

MEETING DATE: June 9, 2011

ELECTED OFFICIALS PRESENT: Bill Shinn, Concord (Chair); Julie Pierce, Clayton (Vice Chair); Mark Ross, Martinez; John Hanecak (for David Durant), Pleasant Hill; Karen Mitchoff, Contra Costa County; Kristina Lawson, Walnut Creek; Ron Leone (for Ray Kuzbari), Concord

PLANNING COMMISSIONERS PRESENT: Bob Armstrong, Clayton; Diana Vavrek, Pleasant Hill; John Mercurio, Concord

STAFF PRESENT: Eric Hu, Pleasant Hill; Martin Engelmann, CCTA; Jeremy Lochirco, Walnut Creek; Steve Goetz, Contra Costa County; Deidre Heitman, BART; Tim Tucker, Martinez; Corinne Dutra-Roberts, 511 Contra Costa; Barbara Neustadter, TRANSPAC.

MINUTES PREPARED BY: C. L. Peterson, TRANSPAC Staff

Chair Shinn convened the meeting at 9:06 a.m.

1. Pledge of Allegiance/Self introductions - Completed
2. Public Comment – None
3. Approval of the May 12, 2011 minutes – Pierce/Ross/Unanimous

The order of the agenda was changed. Item 5 was heard first and Item 4 followed Item 15.

4. Discussion with Jim Townsend, Trails Development Program Manager, East Bay Regional Park District (EBRPD) on trail maintenance projects proposed for Measure J funding available to the EBRPD

In Mr. Townsend's unexpected absence, Barbara Neustadter provided a brief overview of the two projects proposed by EBRPD for work on segments of the Canal Trail in Central County. TRANSPAC will be the first area to get projects as the oldest parts of the trails are here. The proposed funding requested is \$450,000 for both projects.

ACTION: Approved the allocation of Measure J funds to the EBRPD for rehabilitation of two sections of the Contra Costa Canal Trail: Tioga to Via Montanas (\$150,000) and Via Montanas to Treat Boulevard (\$306,000). **Pierce/Ross/Unanimous**

5. Review of Proposed Scope Revision for the SR 4 Integrated Corridor Analysis (ICA) Study Presented by Martin Engelmann, CCTA Deputy Executive Director, Planning

Ms. Neustadter spoke on behalf of Martin Engelmann about the revised scope for the SR 4 Integrated Corridor Analysis. The change in scope includes a focused review of the third eastbound lane as proposed by Ray Kuzbari at the May TRANSPAC meeting. The additional cost for the scope change is \$45,000, which will be funded by the Authority. Ms. Neustadter brought attention to the form in the packet that will be used by the TAC to determine what recommendation to make to TRANSPAC after analysis of the data has been completed.

ACTION: Accepted the proposed scope revision to the Atkins contract for the SR 4 Integrated Corridor Analysis to include a focused review of the SR 4 third eastbound lane. **Pierce/Ross/ Unanimous**

6. BART Measure J Strategic Plan Project Amendment Request by Deidre Heitman, Senior Planner, Contra Costa Planning

BART has requested the Project Amendment because \$5 million would not be sufficient to complete any elements of the Pleasant Hill Vertical Circulation project. That project will be set aside and replaced with a Transit Oriented Development (TOD) and Access Improvement Project at Central County BART as described on the fact sheet handed out at the meeting. Deidre Heitman said that expanding vertical circulation at Pleasant Hill or Walnut Creek stations would be costly, requiring the addition of stairs and escalators and expansion of pay areas. BART would like to make the \$5 million available to leverage with other state, regional and federal funds for improving TODs. She added that Pleasant Hill BART station improvements are currently undefined.

Member Pierce commented that the fact sheet description includes expanded automated fare collection equipment; however, for BART station access, she would prefer to see the money go into parking, pathways, bike facilities, sidewalks, signage and wayfinding. Ms. Heitman confirmed that there are no plans to expand fare collection equipment at this time. Member Mitchoff added that the County and Contra Costa Centre are coordinating wayfinding funding.

ACTION: Approved BART's Measure J Strategic Plan amendment request to delete the Improve Vertical Circulation Pleasant Hill BART Station (\$5 million) project and to add a new project: Transit Oriented Development (TOD) and Access Improvements at Central County BART Stations (\$5 million). **Pierce/Mitchoff/Unanimous**

7. Proposed Allocation of TRANSPAC Transportation for Livable Communities Project Grants funds for Three Bicycle Projects near Schools which Improve Community Walkability

ACTION: Approved Line 12a Allocation Requests to CCTA in the amount of \$600,000 for three projects which support Transportation for Livable Communities and Safe Routes to Schools Program efforts: A) the City of Martinez Shell Avenue Pedestrian/Bicycle Improvement project (\$305,000); B) The City of Martinez Alhambra Valley Road Sidewalk Gap Closure project (\$75,000); and C) the City of Pleasant Hill Oak Park Boulevard/Patterson Boulevard Intersection Improvement Project (\$220,000). **Ross/Pierce/Unanimous**

8. Review of the Proposal by RTPC and TDM Program Managers for the establishment of an overarching policy for the allocation of TFCA, MTC Employer Outreach funds, and Measure J Commute Alternatives funding presented by Corinne Dutra-Roberts, 511 Contra Costa, Senior Transportation Analyst

Corinne Dutra-Roberts said that the proposal is for the RTPCs to ask the Transportation Authority to allocate Measure J Line Item #17 Commute Alternatives to the 511 Contra Costa program. This allocation historically has been given to 511 Contra Costa to help jurisdictions meet their growth management program requirements, but has never been formally documented. The proposal would establish a policy for the allocation of Measure J, TFCA, and MTC Employer Outreach funds to the 511 Contra Costa Programs.

ACTION: Approved the proposed policy to be forwarded to CCTA with a request for adoption.
Mitchoff/ Ross/Unanimous

9. Administrative Extension of TRANSPAC's contract with Neustadter Associates

ACTION: Approved a one-year extension with Neustadter Associates as established in the 2010-2011 contract. **Ross/Pierce/Unanimous**

10. Review of FY 2011-12 Draft TRANSPAC Budget

Ms. Neustadter discussed the FY 2011-12 draft budget and changes to the individual line items. Many expenditures such as copy services and postage have decreased in recent years, while salary and benefits have increased. She explained the allocation formula and how it is applied to the six jurisdictions. It was suggested that the format of the budget document be modified next year.

ACTION: Approved adoption of the FY 2011-2012 TRANSPAC budget. **Mitchoff/Pierce/Unanimous**

11. Reports on CCTA activities. TRANSPAC and CCTA Representatives are requested to report 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 May 18, 2011 for Circulation to the Regional Transportation Planning Committees (RTPCs), and items of interest; May 18, 2011 CCTA Executive Director's Report; April 20, 2011 CCTA Board meeting minutes were circulated with the packet.

a. Planning Committee (PC) meeting

In Member Durant's absence, Ms. Neustadter reported on PC actions including approvals of: Growth Management Program Compliance Checklists for Antioch, Pleasant Hill and Pinole; an allocation for a Measure J Countywide Bus Services Program, the Countywide Transportation For Seniors and People with Disabilities, and the Express Bus Program; a scope amendment with ATKINS for the I-680 traffic analysis; and a recommendation to submit projects to MTC for funding Safe Routes to School Projects. The Executive Director was authorized to sign the new TFCA Funding Agreement. The PC discussed the Proposed Bylaws for the Countywide Bicycle and Pedestrian Advisory Committee, which the RTPCs will be asked to comment on. Other approvals included: an FY 2011-12 Measure J Allocation for the Sub-Regional Southwest County Safe Transportation for Children School Bus Program and an amendment to the Economic Planning and System consulting agreement for technical assistance on SB 375 requirements. The PC approved contract negotiations with consultant Dyett and Bhatia for Contra Costa's CMP and GMP. The PC received an update on SB 375/SCS implementation and a status report on the proposed BCDC plan amendment.

b. Administration and Projects Committee (APC) meeting

Member Pierce reported that the APC took the following actions: approved a consultant agreement to prepare a Project Study Report for SR 242/Clayton Road Ramps; selected the City of Hercules for a Measure J compliance audit; and recommended that no position be taken on SB 582 Commute Benefit Policies. The APC reviewed and discussed the Authority's Investment portfolio; approved the Authority's proposed budget; and authorized an agreement with Best Best & Krieger to provide the Authority's general counsel legal services. The APC received a presentation on the Draft Strategic Plan, which is expected to be adopted in July. The APC approved the schedule, process, screening and scoring criteria, and the release for the STIP "Call for Projects". Staff reported on CTC's programming of Prop 1B CMIA savings that would go to the SR4 Bypass and I-680 Auxiliary Ramp projects. The Executive Director received an annual review.

ACTION: Information accepted

12. SB 375 report by Martin Engelmann, CCTA Deputy Executive Director, Planning

In Mr. Engelmann's absence, Ms. Neustadter spoke about SB 375. She noted that comment letters on the Initial Vision Scenario from the jurisdictions were included in the packet and that additional letters are available for review on the Authority's website.

Member Pierce reported that the Executive Committee approved the latest draft letter from the Authority to ABAG/MTC on the Sustainable Communities Strategy. The letter reiterates concerns about unrealistic projections on population, housing and the amount of money that's available for transportation.

ACTION: Information accepted

13. Reports from 511 Contra Costa and TRANSPAC Staff

a) **511 Contra Costa Report**

Ms. Dutra-Roberts reported that during the week of May 16, 511 Contra Costa completed the week-long bicycle/pedestrian safety education outreach program at Pleasant Hill Middle School. She thanked Diana Vavrek and David Durant for their participation in the Assembly Day activities on Wednesday of that week. Thursday was Challenge Day, where students were challenged to use a commute alternative to get to school. The students' active participation resulted in an increase in the number of students who walked, biked, used transit, and carpooled to school. To encourage students to continue biking to school, 511 Contra Costa will pay for repairs to a broken gate on one of the school's bike cages. Ms. Dutra-Roberts also reported that at the Parent Education Meeting, Eric Hu gave an informative and enlightening presentation on grant funding in Pleasant Hill.

Following up on a request made at June's TRANSPAC meeting, Ms. Dutra-Roberts said that the charging stations at Martinez and Pittsburg were now shown as active and useable on Coulomb's map of electric charging stations. She is working with Pleasant Hill and Walnut Creek to make sure their gateways are working in order to get them on the map as well. In two weeks 511 Contra Costa and Pittsburg will host a round-table discussion of electric charging stations. All jurisdictions that either have installed or have expressed an interest in installing electric charging

stations are invited to attend. Member Ross asked for data on the frequency of use of the electric charging stations. Mr. Armstrong was interested in the number of kilowatt hours used. Mr. Armstrong asked if any fees were being charged, and Ms. Dutra-Roberts responded that each host sets its own fees for charging station usage, but most are free initially.

Member Pierce asked about pursuing the concept of placing charging stations in BART parking lots as an alternative to installations at individual residences. Member Ross suggested considering an electric car valet service for a quick charge. Ms. Neustadter added that electric cars would be able to use the smaller spaces in BART parking lots.

Ms. Dutra-Roberts talked about MTC's efforts to formulate a youth school outreach program on a regional level. 511 Contra Costa has been invited to participate on the TAC which will have its first meeting next week. The agenda will include taking an inventory of school outreach that currently exists in the nine area counties. MTC will decide what to do at the regional level in cities throughout the Bay Area based on this information.

ACTION: Report received

14. TAC Reports by Jurisdiction

Martinez – Tim Tucker reported that the City received 17 responses on the Statement of Qualifications for its Intermodal and Court Street projects. The list has been narrowed to a few that will be asked for more detailed information.

Pleasant Hill – Eric Hu reported that with the help of TRANSPAC, the Lisa Lane sidewalk project is now fully funded and construction will begin in three weeks. The Oak Park/Patterson Intersection Improvement Project's bid opening was on June 1. Construction will begin mid-July. The Citywide Bike Plan is underway. An RFP was issued for the Contra Costa Boulevard Improvement Project, with construction expected to begin in summer 2012.

Walnut Creek – Jeremy Lochirco reported that Walnut Creek is also finalizing its first Bike Plan which will be brought before Council for adoption in August. The County Connection downtown trolleys now have extended hours and will operate until 9:30 p.m. beginning in August. The trolley costs the City about \$200,000 a year.

ACTION: Information accepted

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

16. For the Good of the Order

Mr. Armstrong suggested that everyone should visit downtown Clayton to observe the "story poles" for a project that has been proposed by a church. Story poles provide a visual concept that depicts the size and scale of a project, and the City Council asked the church to construct the story poles for this purpose.

Member Mitchoff said that the redistricting issue will be going to the Board on June 28. If anyone has input, they should come to the meeting to make their comments.

Ms. Neustadter said that Ross Chittenden's Express Lanes presentation may be rescheduled to September due to a delay in getting information from MTC. Also in September, Craft Consulting will give a presentation on economy's impacts on transportation. At the July meeting, the City of Concord and the City of Walnut Creek's joint crossing guard contract will be discussed.

ACTION: Information accepted

17. The next meeting is scheduled for July 14, 2011 at 9 a.m.

18. The meeting was adjourned at 10:11 a.m.

3-8
TRANSPAC Meeting Summary Minutes

MEETING DATE: July 14, 2011

ELECTED OFFICIALS PRESENT: Bill Shinn, Concord (Chair); Julie Pierce, Clayton (Vice Chair); Kristina Lawson, Walnut Creek; Ron Leone, Concord (alternate)

PLANNING COMMISSIONERS PRESENT: Bob Armstrong, Clayton; Diana Vavrek, Pleasant Hill; John Mercurio, Concord

STAFF PRESENT: Eric Hu, Pleasant Hill; Martin Engelmann, CCTA; Jamar Stamps, Contra Costa County; Deidre Heitman, BART; Tim Tucker, Martinez; Corinne Dutra-Roberts, 511 Contra Costa; Barbara Neustadter, TRANSPAC

MINUTES PREPARED BY: C. L. Peterson, TRANSPAC Staff

Chair Shinn called the meeting to order at 9:02 a.m. without a quorum.

1. Pledge of Allegiance/Self introductions - Completed
2. Public Comment – None
3. Approval of the June 9, 2011 minutes to be carried over to the next meeting.
Chair Pierce requested a correction on the attendance which showed Ron Leone attending for Ray Kuzbari; his attendance was as an elected official.

The order of the agenda was changed. Item 4 was postponed to September.

4. 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

ACTION: This item to be rescheduled

5. Review of Projects Proposed for Submission by TRANSPAC Jurisdictions in response to the STIP Call for Projects

In addition to the projects included in the packet (Contra Costa Boulevard Corridor Enhancement Project, Phase 3; Kirker Pass Road Northbound Truck Climbing Lane; and Walnut Creek BART TOD Intermodal), the Transportation Authority is proposing two additional projects described on the handout: I-680 Southbound HOV Gap Closure; and I-680/SR4 Phase 3 Interim Improvements.

In response to an inquiry, Ms. Neustadter suggested that all the projects be submitted to the scorers to demonstrate the backlog of projects. She noted that the only new project, Walnut Creek BART Transit Oriented Development, was not discussed by the TAC.

John Mercurio said that he appreciated that the Kirker Pass project included a Class Two bike lane as it's a critical link. He added that the City of Concord's Trail Master Plan has a Class One trail leading up to the base of Kirker Pass, and he would eventually like to see a Class One trail in that area.

Mr. Armstrong asked about the right of way for the southbound truck lane. Member Pierce said that is the County's project, and noted that it will be more expensive as it requires extensive grading.

ACTION: Concurred on the project applications and received strong direction to support the submission of all the applications to CCTA.

6. Review of CCTA's "Proposed Bylaws for Countywide Bicycle and Pedestrian Advisory Committee" (CBPAC)

Ms. Neustadter said that CBPAC was originally created in 2001 to develop the Countywide Bicycle and Pedestrian Plan, but over the years has been called upon to take on additional tasks. The CBPAC has requested that the committee's role and function be formalized. The Authority is asking the RTPCs to comment on the proposed CBPAC Bylaws. Because the TAC did not meet in June to discuss the Bylaws, TRANSPAC and 511 Contra Costa staff developed a number of issues to discuss.

In the discussion, it was agreed that that establishing Bylaws is a good idea, and that it would be beneficial for the CBPAC to operate under the terms of the Brown Act as the public is interested in bicycle and pedestrian issues. It was requested that all agendas, minutes, and other CBPAC information be made available online, as well as having some mechanism for people to sign up online for electronic mailings. There was also discussion about two-year terms and the need to stagger terms in order to ensure continuity. A preference was expressed for having non-Authority staff serve as CBPAC Chair.

Martin Engelmann said that according to the Authority's legal counsel, the Brown Act applies to a committee which is part of the legislative body. This committee was not originally part of the legislative body and has functioned as a working group. Now that the Authority is adopting Bylaws, it will become subject to Brown Act standards for public meetings. Bob Armstrong asked if we know what the CBPAC budget is, and Mr. Engelmann answered that it has none.

Member Pierce said that the CBPAC needs to be a formalized committee to meet MTC's requirements for bike plan approvals. She noticed that on the membership roster there are two staff members from each RTPC except TRANSPAC. She suggested that there be one staff member plus an alternate from each RTPC, and that the County should have two representatives rather than three. She also recommended that a seat be given to 511 Contra Costa in addition to a transit agency representative.

Ms. Heitman explained that when the TCC added a transit rep, it resulted in an even number of committee members, so an additional County member was added. Mr. Engelmann recommended keeping the representative from County Health Services.

3-10 **ACTION:** Agreed with comments of the TCC, Planning Committee, and TRANSPAC on the proposed Bylaws and sending the comments o CCTA.

7. **Reports on CCTA activities.** TRANSPAC and CCTA Representatives are requested to report 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 May 18, 2011 for Circulation to the Regional Transportation Planning Committees (RTPCs), and items of interest; May 18, 2011 CCTA Executive Director's Report; April 20, 2011 CCTA Board meeting minutes were circulated with the packet.

a. Administration and Projects Committee (APC) meeting

Member Pierce reported that there was no APC meeting this month.

b. Planning Committee (PC) meeting

In Member Durant's absence, Ms. Neustadter reported that the PC approved Growth Management Compliance checklists for the Cities of Orinda, Martinez, Clayton and Town of Danville. Approval was given for: FY 2011-12 Measure J Allocation for the Central County Safe Transportation for Children Program; FY 2011-12 Measure J Allocation for the Central County Additional Bus Service Enhancements Program; Allocation of Additional CMA Block Grant Funding to the Downtown Lafayette Pedestrian, Bicycle & Streetscape Improvements Project; and FY 2011-12 Measure J Commute Alternatives Program Allocation. The PC also approved: Consultant Agreement No. 324 with Dyett & Bhatia for the Ongoing Planning-Related Consultant Services for Contra Costa's Congestion Management and Growth Management Programs; Adoption of Resolution 11-30-G Finding FY 2011-12 TFCA Projects Meet Bay Area Air Quality Management District Cost Effectiveness Criteria; Adoption of Proposed Guidelines for the Measure J CC-TLC and PBTF Programs; Release of Draft 2011 Congestion Management Program (CMP) Update. The PC received an update on SB 375/SCS Implementation.

Jamar Stamps asked when they could expect the TLC Call for Projects. Ms. Neustadter said that this will be discussed at TAC later this month, but she had not yet been informed of the details. Mr. Engelmann said that CCTA staff is considering a Call for Projects in September and suggested that he and Ms. Neustadter discuss the Call for Projects separately from this meeting.

ACTION: Information accepted

8. **SB 375/SCS report by Martin Engelmann, CCTA Deputy Executive Director, Planning**

Mr. Engelmann reported that the Authority had sent a letter to ABAG/MTC requesting more reasonable forecasts for housing and job growth. ABAG/MTC has selected five alternatives for evaluation of the SCS preferred alternative, including those which have more reasonable forecasts that the Authority requested. Mr. Engelmann said that ABAG/MTC has developed an online tool where jurisdictions can see the land use in each census tract. We will still be going through the process of looking at the alternatives, engaging local jurisdictions and Planning Directors, and commenting on the five alternatives. The five alternatives will be run and the results will indicate if the GHG reduction targets have been met. Mr. Engelmann expects to return to TRANSPAC in September with another status update, although final results won't be available until October or

November. Chair Shinn asked if more public outreach was being planned, and Member Pierce³⁻¹¹ replied that plans for more public outreach will come out in October and November.

Mr. Engelmann also reported that there will be another grant program coming up at the end of the year. MTC is increasing the amount of the grant program from \$17 million to \$32 million for Contra Costa County. Member Pierce added that MTC will be giving local CMAs more authority in awarding the grants and is relaxing some criteria. She suggested to MTC that it would be useful to lower the \$5 million project threshold and to relax other standards to make it easier for jurisdictions to be able to use the money.

ACTION: Report received

9. 511 Contra Costa and TRANSPAC Staff Reports

511 Contra Costa: Corinne Dutra Roberts reported that as part of Walnut Creek Intermediate's "Peace on the Streets: Ride On" bicycle/pedestrian education program, 511 Contra Costa agreed to pay for an expansion of the school's bicycle cage, which would double its parking capacity. The expanded bike cage will be ready for the start of the new school year. The City of Clayton is expected to receive its bike racks this week. Los Medanos Community Garden in Pittsburg has just received three bicycle bollards. On-site safety infrastructure implementation at Diablo View Middle School is on hold until solar panels are installed. 511 Contra Costa will help finance the curb striping and signage at drop off areas.

Ms. Dutra-Roberts reported that BART is expected to discontinue issuing high-value tickets and will move to the Clipper card. The Clipper card will require commuters to use a credit card to Autoload funds. Member Pierce spoke about some issues with the Clipper Autoload process and urged a resolution to the problems. Ms. Neustadter voiced concern about how this would affect occasional and disabled commuters. Ms. Heitman thought it unlikely that all machines would be eliminated because of the need to accommodate the occasional user, but she suggested that TRANSPAC may want to request a speaker from MTC or BART to discuss this issue. Chair Shinn asked Ms. Heitman to convey these concerns to BART.

ACTION: Reports received

10. TAC Reports by Jurisdiction: Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County

Martinez – Tim Tucker reported that consultant interviews for the Court Street Overcrossing and the Intermodal parking and pedestrian bridge projects are underway.

ACTION: Information accepted

11. Correspondence/Copies/Newsclips/Information

ACTION: Information received

3-12 For the Good of the Order

It was noted that Chair Shinn and Mr. Armstrong are both undergoing surgeries tomorrow.

Member Pierce offered a word of caution to jurisdictions about submitting Growth Management Checklists too early. The City of Clayton lost \$70,000 due to a Board of Equalization correction a year later. She also noted that changes in population and street miles can also create fluctuations in how much is received which may be a concern when the Concord Naval Weapons Station is developed.

- 13. Next meeting Date:** The next meeting is scheduled for September 8, 2011 at 9 a.m. in the Community Room at Pleasant Hill City Hall.
- 14. The meeting was adjourned at 10:06 a.m.**