



CONTRA COSTA  
**transportation  
 authority**

COMMISSIONERS

Robert Taylor,  
 Chair

David Durant,  
 Vice Chair

Janet Abelson

Newell Americh

Ed Balico

Susan Bonilla

Jim Frazier

Federal Glover

Mike Metcalf

Julie Pierce

Maria Vramontes

Paul Maxwell,  
 Interim  
 Executive Director

**MEMORANDUM**

To: Barbara Neustadter, TRANSPAC  
 Andy Dillard, SWAT, TVTC  
 John Cunningham, TRANSPLAN  
 Christina Atienza, WCCTAC  
 Richard Yee, LPMC

From: Paul Maxwell, Interim Executive Director *PM*

Date: March 18, 2010

Re: Items approved by the Authority on March 17, 2010, for circulation to the Regional Transportation Planning Committees (RTPCs), and items of interest

At its March 17, 2010 meeting, the Authority discussed the following items, which may be of interest to the Regional Transportation Planning Committees:

1. **Office Relocation.** *In February, the Authority authorized a relocation and lease for office space at 2999 Oak Road in Walnut Creek. As of March 17, 2010, the lease has been fully executed, with a tentative move-in date of July 1, 2010.*
2. **Approval of FY 2010-11 Transportation Fund for Clean Air (TFCA) 40% Expenditure Plan.** *The Authority approved Resolution 10-08-G, incorporating the Authority's FY 2010-11 TFCA Expenditure Plan and the allocation of 40% TFCA funds, and submittal of the application to the Bay Area Air Quality Management District (BAAQMD) by March 22, 2010.*
3. **November 2010 Ballot Measure In Contra Costa: Vehicle Registration Fee Increase to Fund Transportation Programs and Projects.**

**Overall Approach, Schedule and Work Plan.** *In 2009, the passage of Senate Bill 83 gave countywide transportation planning agencies the option of imposing an annual fee of up to \$10 to fund transportation programs and projects, providing that a nexus between the programs and projects being funded and the benefit to vehicle owners paying the fee could be established. In February, the Authority considered the possibility of placing a measure on the Contra Costa ballot in November 2010, and*

3478 Buskirk Avenue  
 Suite 100  
 Pleasant Hill  
 CA 94523  
 PHONE: 925.256.4700  
 FAX: 925.256.4701  
 www.ccta.net

*directed staff to begin work immediately to develop a general approach, timeline, and budget.*

*At the March meeting, the Authority approved the overall approach, schedule and work plan, advisory committee structure, and revenue estimate for the development of an expenditure plan, nexus analysis and measure language per SB 83.*

*The Authority also approved augmentation to Nolte Contract No. 230 in the amount of \$90,000 for consulting services associated with the expenditure plan, nexus study and ballot measure language.*

**Approval of Public Opinion Polling Consultant:** *The Authority approved Contract No. 283 with EMC Research, Inc. for an amount not to exceed \$40,000.*

4. **Strategic Plan for MTC's CMA Block Grant Program for Regional Bicycle, County TLC, and Regional Streets and Roads.** *MTC has given the CMAs the responsibility for allocating funds for the Regional Bicycle Program, the county portion of MTC's Transportation for Livable Communities program, and the Local Streets and Roads Shortfall program through a new CMA Block Grant. In addition, CMAs are to lead the development of the new regional Safe Routes to School program. As a first step, each CMA must prepare a strategic plan, due to MTC by April 1, 2010, that outlines its approach to carrying out the block grant responsibilities. The Authority approved submittal of the proposed CMA Block Grant Strategic Plan as amended to MTC by April 1, 2010.*



**EXECUTIVE DIRECTOR'S REPORT**  
**March 17, 2010**

**Mineta Transportation Institute: February 18, 2010**

I was a guest speaker at a graduate transportation seminar on transportation funding finance, focusing on transportation sales taxes - particularly our experiences here in Contra Costa with Measures C and J.

**California Transportation Foundation (CTF) Meeting: February 23, 2010**

Along with three other staff members, I attended the annual CTF meeting in Sacramento. The Chairs of the Assembly and Senate Transportation Committees, the Caltrans Director, the Deputy State Treasurer and newly elected CTC Chair Jim Earp were speakers. The focus was on the transportation implications of the various budget proposals circulating in Sacramento.

**California Transportation Commission Meeting: February 24 & 25, 2010**

Arielle Bourgart and Susan Miller attended on consecutive days. The CTC approved the adjustment to the baseline schedule for the Route 4 Widening in East County – a pre-requisite to seeking a funding appropriation in May for the Somersville Road interchange project. The CTC also approved an allocation of \$69.4 million for the rehabilitation of I-680 in the San Ramon Valley from Rudgear Road to the Alameda County line. Caltrans will advertise the project in mid March with construction anticipated to begin this summer.

**CMA Association Meeting: February 26, 2010**

We hosted the monthly meeting of the CMA Association at the Authority's office on February 26. CTC Executive Director Bimla Rhinehart was a guest. Discussion items included the state budget, as well as preparations for an anticipated second round of federal transportation stimulus funds. MTC Commissioner Jim Spring joined the group to initiate planning for a joint CMA/MTC Planning Committee meeting tentatively set for April 9.

**California Municipal Finance Conference, Huntington Beach: March 1-3, 2010**

Randy Carlton attended the California Municipal Finance Conference which included updates on the state budget, public financing strategies, the Build America Bonds program authorized under the American Recovery and Reinvestment Act and a review of the housing market and the economy. State Treasurer Bill Lockyer was the keynote speaker.

**Principles for Development of Sustainable Communities per SB 375:**

The final principles were distributed to members by e-mail following the February Board meeting. They may also be found on the Authority's website, posted under "Current Activities."

**Route 4 Loveridge Road Interchange Project:**

We expect Caltrans to formally award the construction contract later this month.

**Permanent Executive Director Recruitment:** The process is moving forward expeditiously. A short list of candidates has been interviewed by the Authority Board.

**Vacation:** I will be out of the office on a previously-planned vacation from March 12-26, and consequently will be unavailable for the March 17 Board meeting. Martin Engelmann will stand in for me at the Board meeting and is designated to act on my behalf during my absence.



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SUMMARY MINUTES  
February 17, 2010

**Commissioners Present:** Janet Abelson, Ed Balico, Susan Bonilla, David Durant, Jim Frazier, Federal Glover, Mike Metcalf, Julie Pierce, Robert Taylor, Maria Viramontes

**Commissioners Absent:** Janet Abelson, Federal Glover

**Alternates Present:** Dave Hudson (for Newell Arnerich, until his arrival), Genoveva Calloway for Janet Abelson

**Ex-Officios Present:** Joel Keller, Bob Simmons

**Staff Present:** Paul Maxwell, Brad Beck, Martin Engelmann, Amin AbuAmara, Arielle Bourgart, Randall Carlton, Erick Cheung, Peter Engel, Jack Hall, Matt Kelly, Susan Miller, Hisham Noeimi, Stan Taylor (Authority Counsel), Danice Rosenbohm (Executive Secretary)

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**A. CONVENE MEETING:** *Chair Viramontes* convened the meeting at 6:06 p.m. *Chair Viramontes* stated that she had received a request to move up agenda item 4.B.3. There were no objections, so the item was taken out of order.

**B. PLEDGE OF ALLEGIANCE:**

**C. PUBLIC COMMENT:** There were no public comments on items not on the agenda.

**D. ELECTION:**

*Commissioner Pierce* nominated *Commissioner Taylor* as the next Chair, and *Commissioner Durant* as Vice Chair, seconded by *Commissioner Balico*. The motion passed unanimously, 9-0. (*Commissioner Arnerich had not yet arrived.*)

*Chair Taylor* said that he looked forward to serving as Chair of the Authority Board.

*Commissioner Arnerich arrived at 6:11 p.m.*

**E. COMMENDATION:** Commendation to *Outgoing Chair Maria Viramontes*.

*Chair Taylor* presented outgoing *Chair Viramontes* an award commending her service over the past year as Chair. *Outgoing Chair Viramontes* said that she it had been a great year and that she was honored to serve on the Authority Board.

**F. COMMITTEE ASSIGNMENTS:** Please submit assignment requests to the Chair through Danice Rosenbohm by Friday, February 19<sup>th</sup>.

*Chair Taylor* asked that commissioners communicate their committee assignment preferences to Danice Rosenbohm by Friday, February 19<sup>th</sup>.

**G. COMMENDATION:** Commendation to former commissioner Michael Kee.

*Chair Taylor* presented a commendation to former commissioner Michael Kee, in recognition of his service to the Authority. Mr. Kee stated that he was pleased to have served on the Authority and that he had enjoyed working with CCTA staff.

**1. APPROVAL OF MINUTES:** Authority Meeting Minutes of January 20, 2010.

**ACTION:** *Commissioner Pierce* moved to approve the Authority Minutes of January 20, 2010, seconded by *Commissioner Balico*. The motion passed unanimously, 10-0.

**2. CONSENT CALENDAR:** Consent Items recommended by the following committees:

**ACTION:** *Commissioner Viramontes* moved to approve the Consent Calendar excluding Item 2.B.4, seconded by *Commissioner Arnerich*. The motion passed unanimously, 10-0.

**2.A Administration & Projects Committee:**

**2.A.1 Monthly Project Status Report.**

**2.A.2 Monthly Accounts Payable Invoice Report for December 2009.** This report is a listing of disbursements by vendor. Also includes are summary payroll costs.

**2.A.3 Monthly Investment Report for December 2009.** The Authority's Investment Policy requires this report which provides a summary of investment transactions.

**2.A.4 Listing of Construction Change Orders (CCOs) that exceed \$25,000.\*** Authority policy requires that this list be submitted to the APC for information.

**2.A.5 Out of State Travel.** Paul Maxwell and Susan Miller attended the 2010 Transportation Research Board (TRB) Conference held between January 10 and January 14 in Washington D.C. The conference addressed transportation, energy and climate change. Expenses to attend the conference, including registration, travel, lodging, and food totaled \$3,567.80.

**2.A.6 State Route 4 Widening Project – Somersville Road to SR 160 - Utility Relocation Agreements with PG&E (Project 1407/3001)** Staff seeks authorization to enter into two utility agreements with PG&E, Agreement No. 280 and 281 in the amount of \$53,200 and \$27,900, respectively, to relocate electrical distribution facilities at two locations within the project limits.

**2.A.7 Quarterly Project Funding Plans – Major State Highway Projects.** The quarterly report on the status of ongoing consultant project-related contracts as well as on key project funding issues is attached.

**2.A.8 State Route 4 Bypass Authority – Sand Creek Road Interchange – Phase 1 (Project 5003).** The State Route 4 Bypass Authority has requested transferring \$207,000 of right-of-way funds to design for Phase 1, Stage 2. **Resolutions: 07-03-PJ, rev.1; 07-04-PJ, rev.2**

- 2.A.9 State Route 4 Widening (Bailey Road to Railroad Avenue) – Amendment No. 5 to Cooperative Agreement 90.14.03 with Caltrans (Project 1403).** Staff seeks authorization to extend the term of the cooperative agreement through December 31, 2010. No additional funds are involved.
- 2.A.10 Results of Annual Compliance Audits.** Authority Resolution No. 93-02A establishes procedures regarding the expenditure of Authority funds by other recipients. Audits are performed annually to measure compliance with such procedures. For fiscal year ended June 30, 2009, compliance audits were performed on the City of Hercules, City of Concord and Parsons Transportation Group. According to the independent auditors, all entities complied with the Authority's requirements.
- 2.A.11 Single Audit Report Related to the Award of Federal Funds.** Federal regulations require an independent audit on funding awards greater than \$500,000 (referred to as the "Single Audit" report). As of the fiscal year ended June 30, 2009, the auditor noted that the Authority complied with the requirements applicable to the Federal award. The auditor did however note a nonmaterial deficiency related to the timeliness of submitting quarterly reports. That deficiency has been corrected and no further action is required.
- 2.A.12 Legislation.** The Committee may take action on these subjects or on any other matter related to the Authority's legislative objectives.
- 2.A.13 Proposed Extension of Consulting Services Agreement with Nolte Associates, Inc. Contract for Program and Project Management Services.** Staff recommends exercising the two year extension provision in the current contract for Program and Project Management Services.
- 2.A.14 State Route 4 Widening Project – Project Status Update.** Staff presented a PowerPoint update on the status of the State Route 4 Widening Project.
- 2.A.15 Jobs for Main Street Act (Stimulus II)– Proposed List of Projects.** The Authority was asked to submit a list of Local Streets and Roads rehabilitation projects to MTC by January 21, 2010. In response to a call of projects, twenty one applications were submitted. The TCC reviewed the project list and recommended two options to distribute the funds pending the final fund estimate.

**2.B Planning Committee:**

- 2.B.1 Letter of Support for the Knightsen-Byron Area Transportation Study.** The Conservation and Development Department of Contra Costa County has requested that the Authority provide a letter of support for a Caltrans Planning Grant Request not to exceed \$300,000. Funds from the grant would be used to re-evaluate the Circulation Element of the County's General Plan to improve the consistency of the Knightsen-Byron area with the Urban Limit Line and related policies.
- 2.B.2 Update on the MTC Transit Sustainability Project.** Staff provided an update on the status of MTC's Transit Sustainability Project, which will explore strategies for reducing operating costs and improving public transit service throughout the Bay Area. The study will look at three aspects of service provision in the region including finance/cost control; service delivery/planning and institutional issues/relationships. The project is proposed to include a significant amount of public outreach and be completed in early 2012. The project has a preliminary budget of \$2.3 million.

*2.B.4 Removed from Consent Calendar*

**End of Consent Calendar**

**2.B.4 Issues and Options for Addressing MTC's CMA Block Grant.** MTC has begun the process for allocating funds that are expected to become available through the new federal transportation reauthorization act. One component is the allocation of expected STP and CMAQ funds through a new CMA Block Grant. The "block grant" would address the Local Street and Road Shortfall Program, the county portion of MTC's Transportation for Livable Communities program, and the Regional Bicycle Program. CMAs must submit their proposed approach for the block grant to MTC by April 1, 2010. A subsequent list of recommended projects is due by July 30, 2010.

**ACTION:** *Commissioner Frazier* moved to accept the report on MTC's CMA Block Grant Program, seconded by *Commissioner Bonilla*. The motion passed unanimously, 10-0.

**DISCUSSION:**

Paul Maxwell, Interim Executive Director, stated that a meeting handout was a letter dated February 16, 2010 on behalf of TransForm, Greenbelt Alliance, American Lung Association, East Bay Bicycle Coalition, Contra Costa County Climate Leaders Program, and the Bay Area Bicycle Coalition regarding the draft Strategic Plan for MTC's new CMA Block Grant Program.

The block grant would allow CMAs to shift up to 20 percent of the funding from any of the three component programs (Regional Bicycle Program, County Portion of TLC, and Local Streets and Roads Shortfall Program) without MTC approval to "recognize practical project delivery considerations and unique county priorities", with shifts of more than 20 percent subject to MTC review and approval.

Mr. Maxwell said that the letter's request not to redirect TLC and Regional Bike funding was consistent with staff's recommendation in the draft Strategic Plan which would be reviewed by the Technical Coordinating Committee on February 18<sup>th</sup> and brought to the Authority for formal adoption in March (prior to the submittal deadline of April 1, 2010).

**PUBLIC COMMENT:**

Olivia deBree, Contra Costa Organizer for TransForm, stated that she was glad to see that staff was not recommending reduced funding for the Regional Bike Network, Transportation for Livable Communities, and Local Streets and Road, and that she appreciated the spirit of regional equity represented in staff's recommendation.

Robert Raburn, Executive Director for East Bay Bicycle Coalition, said that he also supported retention of MTC's base case allocation, as serious funding cuts had already been made. He stated that the East Bay Bicycle Coalition had worked closely with MTC to establish the fixed allocations with the hope that Contra Costa's bikeway network could be completed.

**3.0 MAJOR DISCUSSION ITEMS:** *None*

**4.0 REGULAR AGENDA ITEMS:**

**4.B Planning Committee:**

**4.B.3 Review of Guiding Principles for SB375 Implementation:** The Authority requested that staff develop Guiding Principles, to help guide decision makers through the upcoming policy-level discussion of SB375 at both the local and regional level. Authority staff has worked with the Contra Costa Planning Directors and TCC to develop the draft principles.

**ACTION:** *Commissioner Viramontes* moved to adopt the SB 375 Guiding Principles, seconded by *Commissioner Arnerich*. The motion passed unanimously, 10-0.

**STAFF REPORT:**

Martin Engelmann, Deputy Executive Director for Planning, stated that staff had been working on the SB 375 Principles for Collaborative Development of the Sustainable Communities Strategy (SCS) in Contra Costa since October in response to a suggestion by *Supervisor (Alternate) Uilkema* that guiding principles would be helpful to elected officials as a resource for upcoming discussions and decisions about SB 375 implementation.

Mr. Engelmann stated that the principles had been thoroughly reviewed by the Planning Directors, Public Managers Association, and the Authority's Technical Coordinating Committee and Planning Committee. He said that the Planning Committee had recently suggested the addition of a preamble to the guiding principles, providing background on SB 375 and their intended purpose.

Mr. Engelmann outlined other recent changes made to the guiding principles, which included significant edits to Principle #3, Consideration of General Plans. This principle would address a situation when the proposed SCS developed by MTC and ABAG did not agree with a jurisdiction's General Plan.

Mr. Engelmann stated that staff was requesting Authority adoption of SB 375 Principles for Collaborative Development of the Sustainable Communities Strategy in Contra Costa. He explained that the SB 375 Principles were intended to be a "living document", and could be modified by the Authority as appropriate in the future.

Mr. Engelmann flagged letters received from TransForm, Contra Costa Health Services, and a joint letter from the American Cancer Society, American Lung Association, Regional Asthma Management and Prevention, Martinez Unified School District, which requested the addition of a public health guiding principle. The letters were distributed as meeting handouts.

**PUBLIC COMMENT AND DISCUSSION:**

Nancy Baer, Program Manager for Contra Costa Health Services, stated that transportation decisions had an impact on health, and that the addition of a public health guiding principle would help address health concerns in Contra Costa County. Ms. Baer said that she would be willing to make a presentation on health and transportation planning, as suggested by *Commissioner Bonilla* following a recent Planning Committee meeting.

Jenny Bard, American Lung Association in California, said that she supported the Authority and its understanding of the relationship between transportation decisions and public health. She thanked *Commissioner Bonilla* for suggesting a presentation to the Authority Board about the public health impacts of transportation, and said that she would be willing to help with it.

*Commissioner Bonilla* stated that she thought the addition of a public health guiding principle was a good idea, and thanked Authority staff for their work to include it. She said that the process was very positive, and commended Ms. Bard from the American Lung Association for advocating at the committee level to make a difference.

*Commissioner Arnerich* asked Martin Engelmann if the Public Managers Association and Planning Directors had provided feedback on the guiding principle related to a jurisdiction's General Plans. Mr. Engelmann responded that Principle #3, Consideration of General Plans, was initially crafted by the Planning Directors, who worked diligently to incorporate language that would address differences between the SCS and a jurisdiction's General Plan.

*Commissioner Frazier* thanked Mr. Engelmann for working with his city's Community Development Directors to address the City of Oakley's concerns.

*Commissioner Pierce* stated that preliminary discussions at the Association of Bay Area Government



(ABAG) level did not include consequences for differences between the SCS and a General Plan, and that she expected the SCS implementation process to evolve over time.

*Commissioner Balico* said that he would like to have seen stronger language incorporated into Principle #3 to protect local jurisdictions.

#### 4.A Administration & Projects Committee:

4.A.12 **Legislation.** The Committee may take action on these subjects or on any other matter related to the Authority's legislative objectives.

##### **STAFF REPORT:**

###### State Budget Update

Arielle Bourgart, Director of Government and Community Relations, stated that as part of the State Budget, the Governor had proposed a provision to eliminate the sales tax on gasoline and diesel and replace it with an increased excise tax on gasoline. Ms. Bourgart stated that the proposed "swap" provision would severely impact transportation funding and eliminate funding for transit operations.

Ms. Bourgart stated that in January, the Governor called a special legislative session to work on the development of budget solutions, and that the process would soon be concluding. She said the Authority's legislative advocate, Smith-Watts, had informed staff that the Senate Budget Committee had voted on a transportation proposal being presented as an alternative to the governor's proposal.

Ms. Bourgart introduced Juanita Martinez of Smith-Watts, who gave a presentation on the budget proposal and the latest developments.

Ms. Martinez explained that the Senate proposal consisted primarily of three elements: (1) the "gas tax" swap (excise tax implementation); (2) transit; and (3) giving Metropolitan Planning Organizations (MPOs) the authority to implement a local fee for SB 375 implementation.

Ms. Martinez said that the Senate would soon be voting on budget proposal, with the Assembly voting immediately after. She stated that the proposal would eliminate Proposition 42 protection, would not require a two-thirds vote of the legislature, and would allow the State to sell Proposition 1B bonds.

Following a brief question and answer period, *Commissioner Bonilla* asked that a summary of Ms. Martinez' report and budget language be transmitted electronically to Authority members.

4.A.12.1 **Appointment of Authority's Representative to CALCOG.** The APC recommended Julie Pierce as the Authority's representative – with Robert Taylor as the alternate.

**ACTION:** *Commissioner Durant* moved to appoint *Commissioner Pierce* as the Authority's representative to CALCOG with *Chair Taylor* as the alternate, seconded by *Commissioner Balico*. The motion passed unanimously, 9-0. (*Commissioner Bonilla had left the meeting.*)

##### **STAFF REPORT:**

Arielle Bourgart, Director of Government and Community Relations, stated that the California Association of Councils of Government (CALCOG), originally formed to provide public policy advocacy and inter-governmental coordination for councils throughout California, had become an important forum for the discussion and development of regional goals and strategies related to transportation, housing, growth, environmental and social equity issues, and the economy. Ms. Bourgart explained that while the Authority and other transportation authorities and commissions had participated in CALCOG discussions, they had not been represented on the CALCOG governing council. She stated that last November CALCOG had revised its bylaws to include county transportation authorities as voting

members of the council and allow participation at CALCOG's annual issues forum and business meetings.

*Commissioner Bonilla left the meeting at 6:56 p.m., immediately before the vote was taken on Item 4.A.12.1.*

**4.A.12.2 Authorization to Issue RFQ 10-2 for Public Opinion Polling Services.** The APC authorized spending up to \$40,000 for a public opinion poll relative to SB 83 – a vehicle registration fee. Staff recommends issuing an RFQ for polling services.

**ACTION:** *Commissioner Durant* moved to authorize staff to issue an RFP for polling services and authorize an expenditure of up to \$40,000, seconded by *Commissioner Pierce*. The motion passed unanimously, 9-0. (*Commissioner Bonilla had left the meeting.*)

**STAFF REPORT:**

Arielle Bourgart, Director of Government and Community Relations, stated that SB 83 (passed in 2009) would allow the Authority to place a measure on the countywide ballot that would increase the annual registration fee on motor vehicles registered in Contra Costa County by up to ten dollars to fund transportation programs and projects. She explained that eligible projects needed to be consistent with the Regional Transportation Plan, and that a nexus between the revenue collected and the benefit to vehicle owners paying the fee would need to be established. Ms. Bourgart discussed reasons for the potential ballot measure and timing considerations.

Ms. Bourgart stated that the APC had concluded that the Authority could not make an informed decision without information regarding Contra Costa voter sentiment, and therefore recommended an expenditure of up to \$40,000 to conduct a public opinion poll to assess voter interest and potential support for a fee increase to support transportation programs and projects.

Ms. Bourgart said that staff was also seeking a Request for Proposal (RFP) instead of a Request for Qualifications (RFQ) as previously indicated in the staff report.

Paul Maxwell stated that an Expenditure Plan would need to be crafted, adopted, and findings made for adoption by the Authority in July. He said that if the RFP were approved and issued immediately, staff could report back to the Authority in March and be prepared to move forward with the public opinion poll.

A brief discussion of the ballot measure process, timeline and polling objectives followed.

*Commissioner Arnerich* requested that staff return to the Authority with a schedule and proposed budget for the work.

*Commissioner Durant* requested concurrent tracking of the work by Authority staff.

**4.A.16 Authorization to Enter Into a Lease Agreement with SVF Oak Road Walnut Creek for Authority Offices.** In September the APC appointed a subcommittee to begin a process of evaluating alternatives to house the Authority's administrative offices. Staff is seeking authorization to enter into a lease agreement within the terms specified in the attached proposal dated January 19, 2010, from Cornish & Carey Commercial.

**ACTION:** *Commissioner Viramontes* moved to authorize staff to enter final lease negotiations with Cornish & Carey Commercial including a counter-offer, and authorized the Executive Director to execute a lease agreement within the parameters of the proposal reviewed by the Authority, seconded by

*Commissioner Pierce.* The motion passed unanimously, 9-0. *Commissioner Bonilla had left the meeting.*

**STAFF REPORT:**

Randall Carlton, Chief Financial Officer, introduced Kameron Schroeder from Jones Lang LaSalle, who has been assisting the Authority with real estate services. Mr. Carlton gave a Powerpoint presentation on the office lease project, which included history, options, relocation objectives, and details on the recommendation to lease office space at 2999 Oak Road in Walnut Creek. Mr. Schroeder provided information regarding market pricing and the structure of the proposed lease.

Mr. Carlton stated that the Administration and Projects Committee recommended the proposed office lease, and that the terms had improved since the staff report was developed. Mr. Carlton outlined recent changes, which included no cost parking for 20 employee spaces increased from two to three years, the relocation allowance increased from \$3 to \$5, and a change from fixed cost tenant improvements of \$40 RSF to "turn-key" building standard improvements. Mr. Carlton stated that staff was requesting authorization to work within the revised parameters of the proposed office lease. A discussion about parking, tenant improvements, lease terms and provisions followed.

*Commissioner Arnerich* said that although a move was a good idea, he was concerned about costs to the Authority over the life of the lease. He stated that parking was not free and should be included in the cost-analysis, and that the scheduled (lease) cost increases were not acceptable.

Paul Maxwell stated that there would be adequate funding in Measure J to cover the proposed office lease.

*Commissioner Viramontes* stated that the Office Lease Subcommittee had evaluated a number of proposals and narrowed the options to two, the most favorable of which had been detailed in the Authority packet and was recommended by the APC. *Commissioner Viramontes* said that because the Office Lease Subcommittee and APC determined that Buskirk was no longer a viable option for the Authority, she did not think that the comparison between Buskirk and the proposed location was of significant value.

*Representative Keller* suggested that the Authority should consider equitable transit incentives for staff. Paul Maxwell, Interim Executive Director responded that the initial three year free-parking lease period would allow the Authority time to develop and adopt parking policies and transit incentives or subsidies. Mr. Carlton confirmed that the agency had made no commitments to Authority staff regarding parking, and that parking policy decisions could be made by the Authority over the next three years.

*Commissioner Pierce* commented that it was not uncommon to pay for parking when attending a public meeting. She suggested that the Chair be authorized to work with staff on the final lease agreement.

*Commissioner Metcalf* requested a more comprehensive cash flow analysis of the lease proposal.

*Chair Taylor* asked for clarification of the interim plan for public meeting space, due to the delayed availability of the boardroom at the proposed location. Mr. Carlton explained that the boardroom at Hookston Square would be available for use until the new boardroom became available in February 2011. Because the first 12 months on the new office location were rent-free, there would be no associated costs.

*Commissioner Durant* asked if the current lease represented the best deal the Authority could negotiate, and asked for estimated total costs. Mr. Carlton responded that staff would report back to the Authority in March with employee paid parking costs and a complete relocation cost analysis including such things as furnishings, network cabling, telephone systems, and access improvements.

*Commissioner Arnerich* requested that staff report back to the Authority with a full disclosure of all-in costs, and re-open negotiations on the lease cost increases.

**PUBLIC COMMENT:**

Jenny Bard, American Lung Association, thanked the Authority for considering the value of a transit-friendly office location. She encouraged the Authority to consider policies that encourage transit and suggested web-conferencing as an option for public meetings.

- 4.1 NEW ITEM: Request for Qualifications for Office Relocation Services.** The Authority is considering a recommendation to relocate its offices to 2999 Oak Road, across from the Pleasant Hill BART station. Relocation services will assist the Authority with a furniture inventory and analysis, furniture acquisition, space planning, and project management for related tasks including network cabling, telephones, audio/video and furniture/equipment moving.

**ACTION:** *Commissioner Viramontes* moved to issue an RFQ for office relocation services, seconded by *Commissioner Pierce*. The motion passed unanimously, 9-0. (*Commissioner Bonilla had left the meeting.*)

**STAFF REPORT:**

Randall Carlton, Chief Financial Officer, stated that the concept of a Request for Qualifications (RFQ) for office relocation services had been suggested at the February APC meeting during discussion of the office lease item. Mr. Carlton said that based on Authority approval of the lease agreement for new office space (Item 4.A.16), relocation services would assist with furniture inventory and analysis, acquisition, space planning, and project management for tasks related to the office network, telephones, furniture and audio/visual equipment moving.

**5.0 CORRESPONDENCE AND COMMUNICATIONS:**

**5.1 Letter Dated January 17, 2010 from Congressman John Garamendi RE: Contra Costa County Transportation Roundtable Event of January 7, 2010.**

**5.2 Letter Dated January 26, 2010 to Save Mount Diablo RE: Urban Growth Boundaries and Measure J Compliance.**

**6.0 ASSOCIATED COMMITTEE REPORTS:**

- 6.1 Central County (TRANSPAC): *Report of December 10, 2009*
- 6.2 East County (TRANSPLAN): *Report of January 14, 2010 (Meeting Handout if Available)*
- 6.3 Southwest County (SWAT): *Report of December 7, 2009*  
*(Meeting of January 4<sup>th</sup> Canceled – Next Meeting February 1, 2010)*
- 6.4 West County (WCCTAC): *(Next Meeting January 31, 2010)*
- 6.5 Conference of Mayors (COM):
- 6.6 Contra Costa County (COUNTY)
- 6.7 CCTA Citizen Advisory Committee (CAC)

**7.0 COMMISSIONER AND STAFF COMMENTS:**

- 7.1 Chair's Comments and Reports
- 7.2 Commissioners' Comments and Reports
- 7.3 Executive Director Report and Staff Comments

Paul Maxwell, Interim Executive Director, stated that bids received on the State Route 4 Loveridge Road Interchange Project were 30 percent lower than expected. The bids were summarized on a handout which was distributed at the meeting.

Mr. Maxwell also reminded the Authority that he would not be present at the March 17<sup>th</sup> Authority meeting.

**8.0 CALENDAR: March/April/May 2010**

**8.1 CTF 2010 Transportation Forum, February 23<sup>rd</sup>, 2010, Sacramento Grand Ballroom in Downtown Sacramento.** *Commissioners interested in attending should contact Danice Rosenbohm.*

**9.0 ADJOURNMENT:** to Special Authority Meeting (to be held at the Embassy Suites Hotel – for Closed Session under Government Code 54957) on Wednesday, March 3<sup>rd</sup> at 8:30 a.m., and the regular Authority Meeting scheduled for Wednesday, March 17<sup>th</sup> at 6:00 p.m.

The meeting was adjourned at 8:40 p.m.



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SUMMARY MINUTES  
February 17, 2010

**Commissioners Present:** Janet Abelson, Ed Balico, Susan Bonilla, David Durant, Jim Frazier, Federal Glover, Mike Metcalf, Julie Pierce, Robert Taylor, Maria Viramontes

**Commissioners Absent:** Janet Abelson, Federal Glover

**Alternates Present:** Dave Hudson (for Newell Arnerich, until his arrival), Genoveva Calloway for Janet Abelson

**Ex-Officios Present:** Joel Keller, Bob Simmons

**Staff Present:** Paul Maxwell, Brad Beck, Martin Engelmann, Amin AbuAmara, Arielle Bourgart, Randall Carlton, Erick Cheung, Peter Engel, Jack Hall, Matt Kelly, Susan Miller, Hisham Noeimi, Stan Taylor (Authority Counsel), Danice Rosenbohm (Executive Secretary)

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**A. CONVENE MEETING:** *Chair Viramontes* convened the meeting at 6:06 p.m. *Chair Viramontes* stated that she had received a request to move up agenda item 4.B.3. There were no objections, so the item was taken out of order.

**B. PLEDGE OF ALLEGIANCE:**

**C. PUBLIC COMMENT:** There were no public comments on items not on the agenda.

**D. ELECTION:**

*Commissioner Pierce* nominated *Commissioner Taylor* as the next Chair, and *Commissioner Durant* as Vice Chair, seconded by *Commissioner Balico*. The motion passed unanimously, 9-0. (*Commissioner Arnerich had not yet arrived.*)

*Chair Taylor* said that he looked forward to serving as Chair of the Authority Board.

*Commissioner Arnerich arrived at 6:11 p.m.*

**E. COMMENDATION:** Commendation to *Outgoing Chair Maria Viramontes*.

*Chair Taylor* presented outgoing *Chair Viramontes* an award commending her service over the past year as Chair. *Outgoing Chair Viramontes* said that she it had been a great year and that she was honored to serve on the Authority Board.

**F. COMMITTEE ASSIGNMENTS:** Please submit assignment requests to the Chair through Danice Rosenbohm by Friday, February 19<sup>th</sup>.

*Chair Taylor* asked that commissioners communicate their committee assignment preferences to Danice Rosenbohm by Friday, February 19<sup>th</sup>.

**G. COMMENDATION:** Commendation to former commissioner Michael Kee.

*Chair Taylor* presented a commendation to former commissioner Michael Kee, in recognition of his service to the Authority. Mr. Kee stated that he was pleased to have served on the Authority and that he had enjoyed working with CCTA staff.

**1. APPROVAL OF MINUTES:** Authority Meeting Minutes of January 20, 2010.

**ACTION:** *Commissioner Pierce* moved to approve the Authority Minutes of January 20, 2010, seconded by *Commissioner Balico*. The motion passed unanimously, 10-0.

**2. CONSENT CALENDAR:** Consent Items recommended by the following committees:

**ACTION:** *Commissioner Viramontes* moved to approve the Consent Calendar excluding Item 2.B.4, seconded by *Commissioner Arnerich*. The motion passed unanimously, 10-0.

**2.A Administration & Projects Committee:**

**2.A.1 Monthly Project Status Report.**

**2.A.2 Monthly Accounts Payable Invoice Report for December 2009.** This report is a listing of disbursements by vendor. Also includes are summary payroll costs.

**2.A.3 Monthly Investment Report for December 2009.** The Authority's Investment Policy requires this report which provides a summary of investment transactions.

**2.A.4 Listing of Construction Change Orders (CCOs) that exceed \$25,000.\*** Authority policy requires that this list be submitted to the APC for information.

**2.A.5 Out of State Travel.** Paul Maxwell and Susan Miller attended the 2010 Transportation Research Board (TRB) Conference held between January 10 and January 14 in Washington D.C. The conference addressed transportation, energy and climate change. Expenses to attend the conference, including registration, travel, lodging, and food totaled \$3,567.80.

**2.A.6 State Route 4 Widening Project – Somersville Road to SR 160 - Utility Relocation Agreements with PG&E (Project 1407/3001)** Staff seeks authorization to enter into two utility agreements with PG&E, Agreement No. 280 and 281 in the amount of \$53,200 and \$27,900, respectively, to relocate electrical distribution facilities at two locations within the project limits.

**2.A.7 Quarterly Project Funding Plans – Major State Highway Projects.** The quarterly report on the status of ongoing consultant project-related contracts as well as on key project funding issues is attached.

**2.A.8 State Route 4 Bypass Authority – Sand Creek Road Interchange – Phase 1 (Project 5003).** The State Route 4 Bypass Authority has requested transferring \$207,000 of right-of-way funds to design for Phase 1, Stage 2. **Resolutions: 07-03-PJ, rev.1; 07-04-PJ, rev.2**

- 2.A.9 **State Route 4 Widening (Bailey Road to Railroad Avenue) – Amendment No. 5 to Cooperative Agreement 90.14.03 with Caltrans (Project 1403).** Staff seeks authorization to extend the term of the cooperative agreement through December 31, 2010. No additional funds are involved.
- 2.A.10 **Results of Annual Compliance Audits.** Authority Resolution No. 93-02A establishes procedures regarding the expenditure of Authority funds by other recipients. Audits are performed annually to measure compliance with such procedures. For fiscal year ended June 30, 2009, compliance audits were performed on the City of Hercules, City of Concord and Parsons Transportation Group. According to the independent auditors, all entities complied with the Authority's requirements.
- 2.A.11 **Single Audit Report Related to the Award of Federal Funds.** Federal regulations require an independent audit on funding awards greater than \$500,000 (referred to as the "Single Audit" report). As of the fiscal year ended June 30, 2009, the auditor noted that the Authority complied with the requirements applicable to the Federal award. The auditor did however note a nonmaterial deficiency related to the timeliness of submitting quarterly reports. That deficiency has been corrected and no further action is required.
- 2.A.12 **Legislation.** The Committee may take action on these subjects or on any other matter related to the Authority's legislative objectives.
- 2.A.13 **Proposed Extension of Consulting Services Agreement with Nolte Associates, Inc: Contract for Program and Project Management Services.** Staff recommends exercising the two year extension provision in the current contract for Program and Project Management Services.
- 2.A.14 **State Route 4 Widening Project – Project Status Update.** Staff presented a PowerPoint update on the status of the State Route 4 Widening Project.
- 2.A.15 **Jobs for Main Street Act (Stimulus II)– Proposed List of Projects.** The Authority was asked to submit a list of Local Streets and Roads rehabilitation projects to MTC by January 21, 2010. In response to a call of projects, twenty one applications were submitted. The TCC reviewed the project list and recommended two options to distribute the funds pending the final fund estimate.

**2.B Planning Committee:**

- 2.B.1 **Letter of Support for the Knightsen-Byron Area Transportation Study.** The Conservation and Development Department of Contra Costa County has requested that the Authority provide a letter of support for a Caltrans Planning Grant Request not to exceed \$300,000. Funds from the grant would be used to re-evaluate the Circulation Element of the County's General Plan to improve the consistency of the Knightsen-Byron area with the Urban Limit Line and related policies.
- 2.B.2 **Update on the MTC Transit Sustainability Project.** Staff provided an update on the status of MTC's Transit Sustainability Project, which will explore strategies for reducing operating costs and improving public transit service throughout the Bay Area. The study will look at three aspects of service provision in the region including finance/cost control; service delivery/planning and institutional issues/relationships. The project is proposed to include a significant amount of public outreach and be completed in early 2012. The project has a preliminary budget of \$2.3 million.

2.B.4 *Removed from Consent Calendar*

**End of Consent Calendar**



**2.B.4 Issues and Options for Addressing MTC's CMA Block Grant.** MTC has begun the process for allocating funds that are expected to become available through the new federal transportation reauthorization act. One component is the allocation of expected STP and CMAQ funds through a new CMA Block Grant. The "block grant" would address the Local Street and Road Shortfall Program, the county portion of MTC's Transportation for Livable Communities program, and the Regional Bicycle Program. CMAs must submit their proposed approach for the block grant to MTC by April 1, 2010. A subsequent list of recommended projects is due by July 30, 2010.

**ACTION:** *Commissioner Frazier* moved to accept the report on MTC's CMA Block Grant Program, seconded by *Commissioner Bonilla*. The motion passed unanimously, 10-0.

**DISCUSSION:**

Paul Maxwell, Interim Executive Director, stated that a meeting handout was a letter dated February 16, 2010 on behalf of TransForm, Greenbelt Alliance, American Lung Association, East Bay Bicycle Coalition, Contra Costa County Climate Leaders Program, and the Bay Area Bicycle Coalition regarding the draft Strategic Plan for MTC's new CMA Block Grant Program.

The block grant would allow CMAs to shift up to 20 percent of the funding from any of the three component programs (Regional Bicycle Program, County Portion of TLC, and Local Streets and Roads Shortfall Program) without MTC approval to "recognize practical project delivery considerations and unique county priorities", with shifts of more than 20 percent subject to MTC review and approval.

Mr. Maxwell said that the letter's request not to redirect TLC and Regional Bike funding was consistent with staff's recommendation in the draft Strategic Plan which would be reviewed by the Technical Coordinating Committee on February 18<sup>th</sup> and brought to the Authority for formal adoption in March (prior to the submittal deadline of April 1, 2010).

**PUBLIC COMMENT:**

Olivia deBree, Contra Costa Organizer for TransForm, stated that she was glad to see that staff was not recommending reduced funding for the Regional Bike Network, Transportation for Livable Communities, and Local Streets and Road, and that she appreciated the spirit of regional equity represented in staff's recommendation.

Robert Raburn, Executive Director for East Bay Bicycle Coalition, said that he also supported retention of MTC's base case allocation, as serious funding cuts had already been made. He stated that the East Bay Bicycle Coalition had worked closely with MTC to establish the fixed allocations with the hope that Contra Costa's bikeway network could be completed.

**3.0 MAJOR DISCUSSION ITEMS:** *None*

**4.0 REGULAR AGENDA ITEMS:**

**4.B Planning Committee:**

**4.B.3 Review of Guiding Principles for SB375 Implementation:** The Authority requested that staff develop Guiding Principles, to help guide decision makers through the upcoming policy-level discussion of SB375 at both the local and regional level. Authority staff has worked with the Contra Costa Planning Directors and TCC to develop the draft principles.

**ACTION:** *Commissioner Viramontes* moved to adopt the SB 375 Guiding Principles, seconded by *Commissioner Arnerich*. The motion passed unanimously, 10-0.

**STAFF REPORT:**

Martin Engelmann, Deputy Executive Director for Planning, stated that staff had been working on the SB 375 Principles for Collaborative Development of the Sustainable Communities Strategy (SCS) in Contra Costa since October in response to a suggestion by *Supervisor (Alternate) Uilkema* that guiding principles would be helpful to elected officials as a resource for upcoming discussions and decisions about SB 375 implementation.

Mr. Engelmann stated that the principles had been thoroughly reviewed by the Planning Directors, Public Managers Association, and the Authority's Technical Coordinating Committee and Planning Committee. He said that the Planning Committee had recently suggested the addition of a preamble to the guiding principles, providing background on SB 375 and their intended purpose.

Mr. Engelmann outlined other recent changes made to the guiding principles, which included significant edits to Principle #3, Consideration of General Plans. This principle would address a situation when the proposed SCS developed by MTC and ABAG did not agree with a jurisdiction's General Plan.

Mr. Engelmann stated that staff was requesting Authority adoption of SB 375 Principles for Collaborative Development of the Sustainable Communities Strategy in Contra Costa. He explained that the SB 375 Principles were intended to be a "living document", and could be modified by the Authority as appropriate in the future.

Mr. Engelmann flagged letters received from TransForm, Contra Costa Health Services, and a joint letter from the American Cancer Society, American Lung Association, Regional Asthma Management and Prevention, Martinez Unified School District, which requested the addition of a public health guiding principle. The letters were distributed as meeting handouts.

**PUBLIC COMMENT AND DISCUSSION:**

Nancy Baer, Program Manager for Contra Costa Health Services, stated that transportation decisions had an impact on health, and that the addition of a public health guiding principle would help address health concerns in Contra Costa County. Ms. Baer said that she would be willing to make a presentation on health and transportation planning, as suggested by *Commissioner Bonilla* following a recent Planning Committee meeting.

Jenny Bard, American Lung Association in California, said that she supported the Authority and its understanding of the relationship between transportation decisions and public health. She thanked *Commissioner Bonilla* for suggesting a presentation to the Authority Board about the public health impacts of transportation, and said that she would be willing to help with it.

*Commissioner Bonilla* stated that she thought the addition of a public health guiding principle was a good idea, and thanked Authority staff for their work to include it. She said that the process was very positive, and commended Ms. Bard from the American Lung Association for advocating at the committee level to make a difference.

*Commissioner Arnerich* asked Martin Engelmann if the Public Managers Association and Planning Directors had provided feedback on the guiding principle related to a jurisdiction's General Plans. Mr. Engelmann responded that Principle #3, Consideration of General Plans, was initially crafted by the Planning Directors, who worked diligently to incorporate language that would address differences between the SCS and a jurisdiction's General Plan.

*Commissioner Frazier* thanked Mr. Engelmann for working with his city's Community Development Directors to address the City of Oakley's concerns.

*Commissioner Pierce* stated that preliminary discussions at the Association of Bay Area Government

(ABAG) level did not include consequences for differences between the SCS and a General Plan, and that she expected the SCS implementation process to evolve over time.

*Commissioner Balico* said that he would like to have seen stronger language incorporated into Principle #3 to protect local jurisdictions.

#### **4.A Administration & Projects Committee:**

**4.A.12 Legislation.** The Committee may take action on these subjects or on any other matter related to the Authority's legislative objectives.

##### **STAFF REPORT:**

###### State Budget Update

Arielle Bourgart, Director of Government and Community Relations, stated that as part of the State Budget, the Governor had proposed a provision to eliminate the sales tax on gasoline and diesel and replace it with an increased excise tax on gasoline. Ms. Bourgart stated that the proposed "swap" provision would severely impact transportation funding and eliminate funding for transit operations.

Ms. Bourgart stated that in January, the Governor called a special legislative session to work on the development of budget solutions, and that the process would soon be concluding. She said the Authority's legislative advocate, Smith-Watts, had informed staff that the Senate Budget Committee had voted on a transportation proposal being presented as an alternative to the governor's proposal.

Ms. Bourgart introduced Juanita Martinez of Smith-Watts, who gave a presentation on the budget proposal and the latest developments.

Ms. Martinez explained that the Senate proposal consisted primarily of three elements: (1) the "gas tax" swap (excise tax implementation); (2) transit; and (3) giving Metropolitan Planning Organizations (MPOs) the authority to implement a local fee for SB 375 implementation.

Ms. Martinez said that the Senate would soon be voting on budget proposal, with the Assembly voting immediately after. She stated that the proposal would eliminate Proposition 42 protection, would not require a two-thirds vote of the legislature, and would allow the State to sell Proposition 1B bonds.

Following a brief question and answer period, *Commissioner Bonilla* asked that a summary of Ms. Martinez' report and budget language be transmitted electronically to Authority members.

**4.A.12.1 Appointment of Authority's Representative to CALCOG.** The APC recommended Julie Pierce as the Authority's representative – with Robert Taylor as the alternate.

**ACTION:** *Commissioner Durant* moved to appoint *Commissioner Pierce* as the Authority's representative to CALCOG with *Chair Taylor* as the alternate, seconded by *Commissioner Balico*. The motion passed unanimously, 9-0. (*Commissioner Bonilla had left the meeting.*)

##### **STAFF REPORT:**

Arielle Bourgart, Director of Government and Community Relations, stated that the California Association of Councils of Government (CALCOG), originally formed to provide public policy advocacy and inter-governmental coordination for councils throughout California, had become an important forum for the discussion and development of regional goals and strategies related to transportation, housing, growth, environmental and social equity issues, and the economy. Ms. Bourgart explained that while the Authority and other transportation authorities and commissions had participated in CALCOG discussions, they had not been represented on the CALCOG governing council. She stated that last November CALCOG had revised its bylaws to include county transportation authorities as voting

members of the council and allow participation at CALCOG's annual issues forum and business meetings.

*Commissioner Bonilla left the meeting at 6:56 p.m., immediately before the vote was taken on Item 4.A.12.1.*

**4.A.12.2 Authorization to Issue RFQ 10-2 for Public Opinion Polling Services.** The APC authorized spending up to \$40,000 for a public opinion poll relative to SB 83 – a vehicle registration fee. Staff recommends issuing an RFQ for polling services.

**ACTION:** *Commissioner Durant* moved to authorize staff to issue an RFP for polling services and authorize an expenditure of up to \$40,000, seconded by *Commissioner Pierce*. The motion passed unanimously, 9-0. (*Commissioner Bonilla had left the meeting.*)

**STAFF REPORT:**

Arielle Bourgart, Director of Government and Community Relations, stated that SB 83 (passed in 2009) would allow the Authority to place a measure on the countywide ballot that would increase the annual registration fee on motor vehicles registered in Contra Costa County by up to ten dollars to fund transportation programs and projects. She explained that eligible projects needed to be consistent with the Regional Transportation Plan, and that a nexus between the revenue collected and the benefit to vehicle owners paying the fee would need to be established. Ms. Bourgart discussed reasons for the potential ballot measure and timing considerations.

Ms. Bourgart stated that the APC had concluded that the Authority could not make an informed decision without information regarding Contra Costa voter sentiment, and therefore recommended an expenditure of up to \$40,000 to conduct a public opinion poll to assess voter interest and potential support for a fee increase to support transportation programs and projects.

Ms. Bourgart said that staff was also seeking a Request for Proposal (RFP) instead of a Request for Qualifications (RFQ) as previously indicated in the staff report.

Paul Maxwell stated that an Expenditure Plan would need to be crafted, adopted, and findings made for adoption by the Authority in July. He said that if the RFP were approved and issued immediately, staff could report back to the Authority in March and be prepared to move forward with the public opinion poll.

A brief discussion of the ballot measure process, timeline and polling objectives followed.

*Commissioner Arnerich* requested that staff return to the Authority with a schedule and proposed budget for the work.

*Commissioner Durant* requested concurrent tracking of the work by Authority staff.

**4.A.16 Authorization to Enter Into a Lease Agreement with SVF Oak Road Walnut Creek for Authority Offices.** In September the APC appointed a subcommittee to begin a process of evaluating alternatives to house the Authority's administrative offices. Staff is seeking authorization to enter into a lease agreement within the terms specified in the attached proposal dated January 19, 2010, from Cornish & Carey Commercial.

**ACTION:** *Commissioner Viramontes* moved to authorize staff to enter final lease negotiations with Cornish & Carey Commercial including a counter-offer, and authorized the Executive Director to execute a lease agreement within the parameters of the proposal reviewed by the Authority, seconded by

*Commissioner Pierce.* The motion passed unanimously, 9-0. *Commissioner Bonilla had left the meeting.*

**STAFF REPORT:**

Randall Carlton, Chief Financial Officer, introduced Kameron Schreoder from Jones Lang LaSalle, who has been assisting the Authority with real estate services. Mr. Carlton gave a Powerpoint presentation on the office lease project, which included history, options, relocation objectives, and details on the recommendation to lease office space at 2999 Oak Road in Walnut Creek. Mr. Schreoder provided information regarding market pricing and the structure of the proposed lease.

Mr. Carlton stated that the Administration and Projects Committee recommended the proposed office lease, and that the terms had improved since the staff report was developed. Mr. Carlton outlined recent changes, which included no cost parking for 20 employee spaces increased from two to three years, the relocation allowance increased from \$3 to \$5, and a change from fixed cost tenant improvements of \$40 RSF to "turn-key" building standard improvements. Mr. Carlton stated that staff was requesting authorization to work within the revised parameters of the proposed office lease. A discussion about parking, tenant improvements, lease terms and provisions followed.

*Commissioner Arnerich* said that although a move was a good idea, he was concerned about costs to the Authority over the life of the lease. He stated that parking was not free and should be included in the cost analysis, and that the scheduled (lease) cost increases were not acceptable.

Paul Maxwell stated that there would be adequate funding in Measure J to cover the proposed office lease.

*Commissioner Viramontes* stated that the Office Lease Subcommittee had evaluated a number of proposals and narrowed the options to two, the most favorable of which had been detailed in the Authority packet and was recommended by the APC. *Commissioner Viramontes* said that because the Office Lease Subcommittee and APC determined that Buskirk was no longer a viable option for the Authority, she did not think that the comparison between Buskirk and the proposed location was of significant value.

*Representative Keller* suggested that the Authority should consider equitable transit incentives for staff. Paul Maxwell, Interim Executive Director responded that the initial three year free-parking lease period would allow the Authority time to develop and adopt parking policies and transit incentives or subsidies. Mr. Carlton confirmed that the agency had made no commitments to Authority staff regarding parking, and that parking policy decisions could be made by the Authority over the next three years.

*Commissioner Pierce* commented that it was not uncommon to pay for parking when attending a public meeting. She suggested that the Chair be authorized to work with staff on the final lease agreement.

*Commissioner Metcalf* requested a more comprehensive cash flow analysis of the lease proposal.

*Chair Taylor* asked for clarification of the interim plan for public meeting space, due to the delayed availability of the boardroom at the proposed location. Mr. Carlton explained that the boardroom at Hookston Square would be available for use until the new boardroom became available in February 2011. Because the first 12 months on the new office location were rent-free, there would be no associated costs.

*Commissioner Durant* asked if the current lease represented the best deal the Authority could negotiate, and asked for estimated total costs. Mr. Carlton responded that staff would report back to the Authority in March with employee paid parking costs and a complete relocation cost analysis including such things as furnishings, network cabling, telephone systems, and access improvements.

*Commissioner Arnerich* requested that staff report back to the Authority with a full disclosure of all-in costs, and re-open negotiations on the lease cost increases.

**PUBLIC COMMENT:**

Jenny Bard, American Lung Association, thanked the Authority for considering the value of a transit-friendly office location. She encouraged the Authority to consider policies that encourage transit and suggested web-conferencing as an option for public meetings.

- 4.1 **NEW ITEM: Request for Qualifications for Office Relocation Services.** The Authority is considering a recommendation to relocate its offices to 2999 Oak Road, across from the Pleasant Hill BART station. Relocation services will assist the Authority with a furniture inventory and analysis, furniture acquisition, space planning, and project management for related tasks including network cabling, telephones, audio/video and furniture/equipment moving.

**ACTION:** *Commissioner Viramontes* moved to issue an RFQ for office relocation services, seconded by *Commissioner Pierce*. The motion passed unanimously, 9-0. (*Commissioner Bonilla had left the meeting.*)

**STAFF REPORT:**

Randall Carlton, Chief Financial Officer, stated that the concept of a Request for Qualifications (RFQ) for office relocation services had been suggested at the February APC meeting during discussion of the office lease item. Mr. Carlton said that based on Authority approval of the lease agreement for new office space (Item 4.A.16), relocation services would assist with furniture inventory and analysis, acquisition, space planning, and project management for tasks related to the office network, telephones, furniture and audio/visual equipment moving.

5.0 **CORRESPONDENCE AND COMMUNICATIONS:**

5.1 Letter Dated January 17, 2010 from Congressman John Garamendi RE: Contra Costa County Transportation Roundtable Event of January 7, 2010.

5.2 Letter Dated January 26, 2010 to Save Mount Diablo RE: Urban Growth Boundaries and Measure J Compliance.

6.0 **ASSOCIATED COMMITTEE REPORTS:**

6.1 Central County (TRANSPAC): *Report of December 10, 2009*

6.2 East County (TRANSPLAN): *Report of January 14, 2010 (Meeting Handout if Available)*

6.3 Southwest County (SWAT): *Report of December 7, 2009*

*(Meeting of January 4<sup>th</sup> Canceled – Next Meeting February 1, 2010)*

6.4 West County (WCCTAC): *(Next Meeting January 31, 2010)*

6.5 Conference of Mayors (COM):

6.6 Contra Costa County (COUNTY)

6.7 CCTA Citizen Advisory Committee (CAC)

7.0 **COMMISSIONER AND STAFF COMMENTS:**

7.1 Chair's Comments and Reports

7.2 Commissioners' Comments and Reports

7.3 Executive Director Report and Staff Comments

Paul Maxwell, Interim Executive Director, stated that bids received on the State Route 4 Loveridge Road Interchange Project were 30 percent lower than expected. The bids were summarized on a handout which was distributed at the meeting.

Mr. Maxwell also reminded the Authority that he would not be present at the March 17<sup>th</sup> Authority meeting.

**8.0 CALENDAR: March/April/May 2010**

**8.1 CTF 2010 Transportation Forum, February 23<sup>rd</sup>, 2010, Sacramento Grand Ballroom in Downtown Sacramento.** *Commissioners interested in attending should contact Danice Rosenbohm.*

**9.0 ADJOURNMENT:** to Special Authority Meeting (to be held at the Embassy Suites Hotel – for Closed Session under Government Code 54957) on Wednesday, March 3<sup>rd</sup> at 8:30 a.m., and the regular Authority Meeting scheduled for Wednesday, March 17<sup>th</sup> at 6:00 p.m.

The meeting was adjourned at 8:40 p.m.

