

TRANSPAC Transportation Partnership and Cooperation

Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County
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TRANSPAC TAC MEETING NOTICE AND AGENDA

THURSDAY, NOVEMBER 17, 2011

9:00 AM TO 11:30 AM

COMMUNITY ROOM

CITY OF PLEASANT HILL CITY HALL

100 GREGORY LANE

PLEASANT HILL

(925) 969-0841

1. SR 4 and SR 242 Ramp Metering Study Discussion

Continued discussion with CCTA, MTC, and Caltrans staff on the SR4 and SR 242 Ramp Metering Study draft that incorporates revisions from the 8/16/11 TRANSPLAN TAC meeting and the 9/22/11 TRANSPAC TAC meeting.

Attachments: Revised State Route 4 and State Route 242 Ramp Metering Studies and Implementation Plan Description of Work; TRANSPLAN 11/10/11 agenda with TAC ramp metering study recommendation to TRANSPLAN; TRANSPLAN 10/13/11 agenda with 9/8/11 meeting minutes re: ramp metering; Excerpt from the 2009 TRANSPAC Action Plan re: ramp metering

ACTION: Recommendation to TRANSPAC and/or as determined

2. Funding Request for Senior Helpline Services presented by Elaine Welch, Executive Director

The Senior Helpline Services Executive Director is requesting a one-time-only Measure J allocation of \$100,000 to cover the first four months of 2012 operating costs for the agency that provides disabled senior transportation services in Central Contra Costa. If the full amount of the request is not recommended, the agency would appreciate any allocation amount to support the provision of services. After April of next year, expenses will be covered by a New Freedom grant, Contra Costa County Area on Aging grant, grants from private foundations and miscellaneous sources. Please see the attachments for additional information.

Recommended Measure J funding in response to this request would be allocated from Central County's line 20a \$10 million in "Additional Transportation for Seniors and People with Disabilities" funding. Please note that CCTA staff has advised that \$689,000 minus the June 2011 total allocations of \$65,144 to the cities of Walnut Creek and Pleasant Hill is available for allocation. The net available balance for line 20a is \$623,856.

Attachments: Overview of Senior Helpline Services including Purpose/History/Development/Programs in support of a funding request to TRANSPAC; Senior Helpline Services brochure; an

excerpt from Measure J describing Central County's \$10 million in line 20a "Additional Transportation for Seniors and People with Disabilities" funding.

ACTION: Recommendation to TRANSPAC and/or as determined

3. 511 Contra Costa TFCA Funding Request

511 Contra Costa staff is requesting TRANSPAC TAC approval of the TRANSPAC/TRANSPLAN 511 Contra Costa work plan for consideration by TRANSPAC. Authorization is sought for the submission of the following Grant Applications to: CCTA for FY 2012/2013 Measure J Commute Alternative Funds; the Bay Area Air Quality Management District for FY 2012/2013 TFCA Funds; MTC for CMAQ (Employer Outreach Funds); Execute the Required Grant Contracts; and to Enter into Cooperative Agreements with the Respective Funding Agencies.

Attachment: FY 2012/13 TRANSPAC/TRANSPLAN 511 Contra Costa work plan

ACTION: Approve request and/or as determined

4. Discussion of process/appointments to the Countywide Bicycle and Pedestrian Committee (CBPAC) [Attachment]

Over the past several months, CCTA staff has worked with the CBPAC, the RTPCs and interested parties to develop and formally adopt the mission and composition of the CPBAC committee. The CCTA has accomplished that task and is now requesting that affected organizations that make CBPAC appointments reaffirm its current appointments and make new appointments as necessary. TRANSPAC is responsible for three appointments: a citizen, a jurisdiction staff member and staff alternate. The first two positions are filled and the third is vacant. The TAC is requested to review these appointments and determine if reappointments are appropriate, to recommend an appointment for the staff alternate or consider recommending the implementation of a process to seek new representatives. These recommendations will be forwarded to TRANSPAC for action.

ACTION: As determined

5. Discussion of scheduling options for Holiday/New Year TAC meetings: originally scheduled meeting is December 22, 2011 (alternate scheduled date is December 15 or cancel), the first 2012 meeting is scheduled for January 26, 2012 (can cancel if no items), or consider not meeting until February 23, 2012. Please note that TRANSPAC is scheduled to meet on February 9, 2012.

Description of Work

(revisions per 8/16/11 Transplan TAC Meet and 9/22/11 Transpac Meet)

Background

To assist local agencies in evaluating new ramp metering projects, MTC and Caltrans conduct technical studies of the effects of ramp metering with input from local agencies regarding technical issues of concern. In addition, Caltrans also will develop a Memorandum of Understanding (MOU) between Caltrans and local agencies regarding the operation and maintenance of the ramp meters. The MOU may be negotiated in parallel or in sequence with the technical study. This memo provides the proposed scope of work for the technical study of ramp metering of portions of State Route 4 (SR 4) and State Route 242 (SR 242) in Contra Costa County. The task of negotiating MOU is also identified in this memo.

Corridor Study Limits:

The SR 4 freeway in Contra Costa County between Alhambra Avenue and SR 160/SR 4 Bypass Interchange (Post mile: CC 8.00 to 31.5 – approximately 23.5 miles) and the SR-242 freeway from I-680 to SR-4 interchanges (approximately 3.4 miles), inclusive.

Task Order Purpose:

To work with MTC, Caltrans, Contra Costa Transportation Authority (CCTA), TRANSPAC and TRANSPLAN:

1. To study the feasibility and effects of ramp metering SR 4 and SR 242,
2. To develop a staging plan for implementation of ramp metering on SR 4 and SR 242,
3. To develop recommended ramp metering rates for the initial implementation segment (to be determined in the staging plan), and
4. To assist Caltrans in monitoring ramp meter activation and conducting a “Before and After” study of the effects for the initial implementation segment.
5. To develop a memoranda of understanding (MOU) with local agencies.

The study will be conducted in two phases: Phase 1 includes Tasks 1, 2, 3 and 4 described in the scope. Phase 2 includes Tasks 5, 6 and 7, which is not included in this task order.

Project Responsibilities:

The study will be led by Caltrans and MTC and conducted in partnership with CCTA, TRANSPAC and TRANSPLAN, and subjected to the approval of the stakeholders.

Atkins and Dowling Associates (CONSULTANT) will provide engineering support as described in this scope of work. Atkins will have primary responsibilities for facilitating meetings, preparing the presentation, presenting the results of the study, and reviewing the technical analysis and findings. Dowling Associates will have primary responsibilities for performing the technical analysis and providing results to Atkins for review prior to presentation to Caltrans, MTC, local stakeholders (defined below).

Atkins will have lead CONSULTANT responsibilities for communications (in coordination with Dowling) with one stakeholder’s ramp metering technical advisory committee (assuming one committee for this study). Dowling Associates will have lead CONSULTANT technical responsibilities and provide technical support to Atkins.

Caltrans will be responsible for:

- 1) Providing MTC or CONSULTANT with any readily available count and tachometer runs (tach run) vehicle data, and
- 2) Reviewing CONSULTANT technical recommendations and results.

MTC will be responsible for:

- 1) Providing CONSULTANT with the necessary data including counts (mainline and ramps) and tach runs from Caltrans or other sources,
- 2) Providing CONSULTANT with data from CCTA,
- 3) Cooperatively organizing stakeholder meetings with CCTA, and
- 4) Organizing reviews of CONSULTANT technical recommendations and results.

The local stakeholders will be represented by a CCTA selected Ramp Metering Technical Advisory Committee (Meter-TAC) to be formed for this study and consisting of technical representatives to be selected from the TRANSPLAN (Eastern Contra Costa) Technical Advisory Committee (TRANSPLAN-TAC) and the TRANSPAC (Central Contra Costa) Technical Advisory Committee (TRANSPAC-TAC). Local stakeholders will be requested to provide to MTC timely reviews of draft technical documents produced under this task order.

Atkins and Dowling Associates shall submit separate invoices to MTC and shall perform project management duties needed to closely monitor their individual schedules and budget for their individual work scope, as described below.

Tasks:

1. Project Administration and Coordination

CONSULTANT will work in partnership to prepare a detailed study workplan using Microsoft Project tools as a part of this task. The workplan will identify key milestones, deliverables, agency/stakeholder review periods and periods of stakeholder outreach. The workplan will be periodically updated as needed.

A kick off meeting will follow shortly after the notice-to-proceed. The objective of this meeting is to introduce CONSULTANT key members that will be working on the study to the MTC, Caltrans, and CCTA staff overseeing this effort; review the scope; work in partnership to exchange information, and to obtain input that will guide the study. At this meeting the objectives relating to scope, schedule, budget and responsibilities will be discussed and the project management team formalized. The day to day management of the study will include documenting all coordination meetings.

Deliverables: Dowling and Atkins will deliver to MTC the following:

- | |
|--|
| 1. Refined Scopes of Work and Budgets by Dowling and Atkins for Respective Efforts |
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2. Local Agency Input and Coordination Meetings

Prior to holding the stakeholder's meeting, MTC, Caltrans, CCTA and CONSULTANT will work in collaboration to exchange information, refine the scope of the study, and discuss how information will be presented at the Ramp Metering Technical Advisory Committee (Meter-TAC) meeting.

This task includes plans for one stakeholder meeting to collect input from local jurisdictions and refine the scope of the ramp metering feasibility study and staging plan. These meetings or phone communications will be initiated by Atkins with support by Dowling Associates. Before each stakeholder meeting there will be a pre-meeting conference call with MTC, Caltrans and CCTA to review agenda, presentations, handouts (jointly attended by Atkins and Dowling Associates). CONSULTANT shall utilize emails and phone conference calls to minimize the number of in-person meetings.

CONSULTANT shall reserve budget, in this task, for one (1) additional stakeholder meeting for the purpose of reviewing the Existing Conditions and Trends (ECT) memo. Depending on the extent of stakeholder comments related to the ECT memo, this additional meeting may or may not be utilized. MTC, Caltrans, CCTA, and CONSULTANT will determine the need for this meeting.

Caltrans and MTC will assist CCTA, to present project status reports to TRANSPAC and TRANSPLAN. Feedback from these board meetings shall be conveyed to the CONSULTANT and the appropriate Technical Advisory Committee (TAC).

Deliverables: For each meeting, Atkins (with input from Dowling) will deliver to MTC the following:

2. Draft and Final Meeting Agenda, Slide Show, and Handouts (jointly developed by Atkins and Dowling) for up to two meetings, Draft and Final Stakeholder Meeting Minutes

3. Ramp Metering Feasibility Study and Staging Plan

This task consists of: refinement of scope, development of the existing conditions memo, and preparation of the SR 4 and SR 242 Ramp Metering Feasibility and Staging Plan.

3.1 Refinement of Scope

Dowling and Atkins will refine and finalize the scope of work and analysis plan based on input from the stakeholder meetings, identified under Task 2. It is assumed that one coordination meeting will be held with the Meter-TAC to present the final study scope. This scope will identify study limits and the surface street segments, including up to 20 key intersections, to be evaluated for diversion impacts. The scope will identify the measures of effectiveness that will be used for evaluation of effects of ramp metering on SR 4, SR 242, other freeway operations and surface streets.

Deliverable: Dowling and Atkins will deliver the following

3.1 Respective Final Scopes of Work for Dowling and Atkins for the SR 4 and SR 242 Ramp Metering Feasibility and Staging Plan

3.2 Existing Conditions and Trends (ECT) Memo – Freeway

Atkins and Dowling will work to identify appropriate 4 to 5 hour peak periods (possibly 5-10 AM, 2:30-7 PM), travel direction, study segments (between and including Alhambra Avenue and SR-4 by-pass interchanges with SR-4 and between I-680 and SR-4 interchanges on SR-242), study intersections, performance measures, and methodologies for evaluating the effects of SR 4 and SR 242 ramp metering on other critical freeways, routes of regional significance, and key intersections in Contra Costa County.

SR 4 Freeway Analysis: Much of the data on existing conditions will be extracted from the SR 4 Corridor System Management Plan, the SR 4 Freeway Performance Initiative, and the on-going CCTA SR4 Integrated Corridor Analysis Study. Assuming this data is current and with input from the local stakeholders, Atkins will prepare the following portion of the Existing Conditions and Trends (ECT) Memo related to the SR 4 freeway describing typical AM and PM weekday peak periods:

- Existing and future SR 4 freeway bottlenecks
- Existing and future performance {vehicle-miles traveled (VMT), vehicle-hours traveled (VHT), Delay, speed} of SR 4 freeway without ramp metering, and
- Existing and future queues and delays at SR 4 on-ramps

SR 242 Freeway Analysis: Existing data for SR-242 will be obtained from the PeMS database, Caltrans census counts, any available MTC and/or CCTA databases. Dowling will summarize freeway operations for SR-242 describing typical AM and PM weekday peak periods. The discussion of operations on SR-242 will include:

- Existing and future SR 242 freeway bottlenecks
- Existing and future performance (VMT, VHT, Delay, speed) of SR 242 freeway without ramp metering, and
- Existing and future queues and delays at SR 242 on-ramps

Other Freeway and Surface Street Analysis: Based on data contained in the prior and on-going SR 4 studies (CSMP, FPI, and Corridor Management Plan – CMP), data provided by local stakeholders and data contained in the CCTA model, Dowling will prepare the portion of the ECT memo relevant to existing and baseline (2015 AM and PM) trends for peak hour operating conditions on the freeways and surface streets that the local stakeholders have identified to be of concern. The scope estimates that this analysis would address the following freeway and arterial segments:

- Freeways
 - I-680 (SR 242 to Pacheco Blvd.)
 - SR 160 (SR 4 to Wilbur Ave)
 - State Route 4 Bypass (Rte 160) from SR 4 to Laurel Road
- Routes of Regional Significance – East County
 - Bailey Road
 - Buchanan Road
 - East 10th Street/ Harbor Street.
 - A Street/East 18th Street.
 - Hillcrest Avenue.
 - James Donlon Boulevard and Extension
 - Kirker Pass Road/Railroad Avenue
 - Leland Road and Extension/Delta Fair Boulevard
 - Lone Tree Way
 - Ninth Street/Tenth Street

- Pittsburg-Antioch Highway
- Somersville Road
- Willow Pass Road
- Routes of Regional Significance – Central County
 - Alhambra Avenue
 - Contra Costa Boulevard
 - Pacheco Boulevard
 - Treat Boulevard
 - Ygnacio Valley Road
 - Kirker Pass Road

The input of local agencies will be considered when finalizing the routes of regional significance during the project. Additional streets besides the regional routes listed above (such as Loveridge Road in Pittsburg, Willow Pass Road/Evora Road in Concord/Bay Point, and Imhoff/Arnold Industrial Pkwy in Concord) may be evaluated in consultation with local agencies. The segment analyses of other freeways and surface streets will be AM and PM peak hour volumes, v/c, and mean speed by segment.

In addition to all of the signalized intersections at the entrance of each on-ramp, up to 20 key intersections away from the freeways, selected in consultation with the local stakeholders, will be evaluated for level of service. The level of service method is to be determined in consultation with the local stakeholders.

No new intersection traffic counts will be gathered under this task order. It is understood that CCTA or local agencies will provide intersection counts and signal timing sheets (if needed by the selected LOS method) from their files for any intersections they wish to include in the analysis of the effects of ramp metering that are not already covered in prior SR 4 CSMP, FPI, or CMP work.

Dowling will combine the SR 4 and SR-242 freeways, other freeway, surface streets and intersection analyses into an Existing Conditions and Trends (ECT) memorandum. The memorandum will include the identification of bottleneck locations, queue lengths, and congestion duration, with specific explanations of the causes of congestion problems.

Consultant will compute appropriate system wide performance statistics (VMT, VHT, mean speed, PMT, PHT) for 2015 and 2030 reflecting the countywide effects of ramp metering or not metering. Since this is a countywide effect, the system-wide performance measures will be computed using the CCTA model, rather than the FREQ model

The draft ECT memorandum will be submitted to MTC and Caltrans for a preliminary review, followed by CCTA review and comments. The draft ECT memo will then be revised by the CONSULTANT based on those comments. The revised memo will be circulated among the local stakeholders for review. Comments received from the local stakeholders will be reviewed by MTC, Caltrans, and CCTA; and the CONSULTANT will prepare the final ECT. If a meeting is needed to reconcile responses to comments, MTC will plan, organize, and schedule the meeting, and CONSULTANTs will attend, document the meeting, and finalize the ECT after the meeting.

Deliverables: Dowling will prepare (with input from Atkins) the following:

Deliverable 3.2A: Draft and Final Existing Conditions and Trends (ECT) Memo
Deliverable 3.2B: SR 4 and SR 242 FREQ and Intersection LOS input files

3.3 Ramp Metering Feasibility Study and Staging Plan

The purpose of this task is to develop a feasibility and implementation staging plan for SR 4 and SR 242, and to provide information to local stakeholders on the projected effect of ramp metering on freeway and arterial operations.

Dowling (with advice and input from Atkins) will identify the appropriate freeway segments along with timelines for implementation/activation of ramp metering on SR 4 and SR-242. The analysis will first test the effects of strictly on-ramp metering. Freeway-to-freeway ramps at I-680, SR 242, and at SR 160/SR 4 bypass will initially be assumed to be unmetred. Should the analysis indicate that so much traffic will come from some freeway-to-freeway ramps as to render on-ramp metering ineffective in the vicinity of those interchanges, then consultant will identify those locations for consideration for additional steps to be determined at that time in consultation with the stakeholders.

Staging plan will take into consideration the timing, growth and shifting of locations of freeway bottlenecks between 2011 and 2015, current and planned construction work, the relative cost-effectiveness of metering different groups of ramps, the effect on cut-through traffic of metering some ramps before others, the effect on surface street traffic shifts of metering some ramps before others, and degree to which some meters can be implemented before others (because of previously installed equipment, or because of the completion of construction in some freeway sections before others). The Consultant will take into account the status of the ramp metering equipment installations, which will be provided by Caltrans (those meters already installed, those installed and in need repairs, those currently being constructed, and those currently being designed).

Dowling will use the existing conditions FREQ files (one-hour time slice) to identify metering rates that will maximize the computed Vehicle-Miles Traveled (VMT) or other selected measure of productivity (among those available in FREQ and defined in task 3.2) subject to ramp storage constraints.

Ramp storage constraints will be computed assuming 30 feet per vehicle, measuring the distance from the ramp meter stop bar back to the ramp entrance. If the surface street has an exclusive turn lane feeding into the on-ramp that can store freeway-bound vehicles without hindering surface street through movements, and only if the local agency having jurisdiction is also agreeable to the use of these lanes to store ramp queues, that distance may be added to the available storage length for the ramp.

Dowling will develop tentative metering rates and the recommended hours of ramp metering for the purposes of the feasibility analysis.

Dowling will use a combination of FREQ and the CCTA model to estimate potential diversion of traffic, if any, to the arterial street system. FREQ's arterial diversion option will be employed for this task. The FREQ predicted diversion volumes and those predicted by the CCTA model will

be input to the CONSULTANT's estimate of the predicted volume changes for impacted intersections.

Dowling (with input and advice from Atkins) will prepare a draft Ramp Metering Feasibility and Staging Plan to document the forecasted effects of the recommended ramp metering plan on freeway and arterial street operations. The analyzed arterial intersections (up to 20 locations, if impacted) would include traditional Highway Capacity Manual intersection capacity analysis. The results of that analysis would include delays and queue estimates, as well as any recommended changes to signal timings or phasing to mitigate the effects.

The ramps recommended for metering will be grouped into a logical staging plan for implementation. Upon review by MTC, Caltrans, CCTA, and Ramp Metering Technical Advisory Committee (Meter-TAC), CCTA, TRANSPLAN and TRANSPAC, CONSULTANT will finalize the Ramp Metering Feasibility and Staging Plan Report.

The feasibility study will:

1. Identify the effects of ramp metering on freeway and surface street demands.
2. Identify the freeway operations effects of ramp metering.
3. Report the intersection level of service effects of ramp metering at ramp intersections and at selected other signalized intersections away from the freeway.
4. Identify ramps where queue storage would exceed the available storage capacity, even at maximum feasible metering rates.
5. Recommend mitigations for ramps with identified queue storage problems.
6. Identify a staging plan for implementing ramp metering.

Deliverables: Dowling will prepare (with input from Atkins) the following:

Deliverable 3.3A: Draft and Final Ramp Metering Feasibility and Staging Plan Report (Electronic files only)
Deliverable 3.3B: Supporting FREQ and Intersection LOS input files

4. Additional Coordination Meetings (Optional Task)

This task includes additional stakeholder meetings to obtain feedback and provide information from and to the local jurisdictions throughout the study. These meetings or phone communications will be initiated by MTC and Caltrans with support by Atkins and Dowling Associates. CONSULTANT shall provide technical support and help with general coordination tasks for these meetings. It is assumed that the documentation and exhibits generated for stakeholder meetings listed under Task 2 will be adequate for these additional coordination meetings.

Phase 2 Services (Task 5, 6 and 7)**5. Develop Memoranda of Understanding**

Consultant will assist Caltrans to develop a memorandum of understanding (MOU) with those local agencies in the study corridor where ramp metering is recommended in the Feasibility Study and Staging Plan. The MOU will outline responsibilities and protocols for the operation of the ramp meters. Initial discussions will be conducted at the TRANSPLAN/TRANSPAC level, but ultimately, the MOU will be agreed by each local jurisdiction. This task can proceed in parallel with or prior to the other Phase 2 tasks.

6. Metering Rate Plan for Initial Implementation Section

Once the metering implementation staging plan is finalized, CONSULTANT will prepare a recommended metering rate plan for the initial implementation section or sections. This will involve updating the FREQ volume inputs for the initial implementation section to forecasted summer 2012 volumes and re-running FREQ to obtain the updated optimal metering rates. CONSULTANT will gather new AM and PM peak period ramp counts for the initial implementation section. Mainline volumes will be updated based on data from Caltrans or new mainline counts.

The metering rate plan will take into consideration both capacities on the mainline freeways as well as the ramps. The capability is built into the FREQ software to be used for the analyses.

The draft FREQ files will be submitted to MTC, Caltrans, CCTA, TRANSPLAN and TRANSPAC for review.

The FREQ recommended metering rates will be translated into Caltrans TOS (Traffic Operating Systems) Time of Day Table Memory Map, and Metering Plan Memory Map inputs. The FREQ metering rates will be limited to the range 240 vph to 900 vph (with 1000 vph possible if two cars per green implemented) and rounded to the available metering rates within the TOS system. The metering rates will be converted to the equivalent percent occupancy thresholds using mainline volume/occupancy data provided to CONSULTANT by Caltrans, one set for each metered ramp. CONSULTANT will fit parabolic curve (as appropriate) to Caltrans data and determine appropriate percent occupancy thresholds for stepping down metering rates as mainline occupancy increases. CONSULTANT will prepare draft TOS metering plan and revise it to final form based on Caltrans comments.

The Draft TOS Metering Plan will be submitted to MTC, Caltrans CCTA, TRANSPLAN and TRANSPAC for review.

Deliverables: CONSULTANT will prepare the following:

Deliverable 6.1: Draft and Final FREQ Input/Output Files with Optimized Metering Rates
Deliverable 6.2: Draft and Final TOS Metering Plan

7. Initial Implementation Section Monitoring and "Before/After" Study

To the extent that Caltrans would like assistance in monitoring the metering on activation day and in conducting the before and after study, CONSULTANT is prepared to do the following.

7.1 Before Metering Data Collection

Caltrans shall conduct freeway mainline traffic counts and ramp traffic counts for the same three days as the other data that shall be collected on the freeway. CONSULTANT shall perform the sub-tasks described below. The data shall be collected on the same three mid-week days unless stated otherwise.

7.1.1 Arterial Machine Counts

Traffic data shall be collected in 15-minute increments for three consecutive 24-hour days on up to 10 arterial roadway locations to be determined based on consultations with local stakeholders.

Deliverable 7.1.1: Tables and Figures Showing Daily and Peak Hour Arterial Traffic Volumes Before Metering

7.1.2 Arterial Turning Movement Counts

Traffic data shall be collected at intersections during a morning peak period and the afternoon peak period for a single typical weekday at up to 20 locations to be determined based on consultations with local stakeholders.

Deliverable 7.1.2: Tables and Figures Showing Morning Peak Hour Turning Movement Counts Before Metering

7.1.3 Arterial Travel Time, Speed, and Delay Runs (Floating Cars)

Floating car runs shall be performed along up to 10 arterial routes to be determined in consultation with the local stakeholders.

Travel time, speed, and delay shall be obtained using GPS unit equipped floating cars. Vehicles shall depart every 30 minutes along each route the morning and afternoon peak periods to yield 6 runs along each route per peak period.

The longitude and latitude of each car shall be recorded to the nearest 1/100,000th of a degree for each second of travel time for each travel time run (in effect, to the nearest 4 feet latitude, and nearest 3 feet longitude for the 37 degree latitude of the study corridor).

The GPS data shall be reported and delivered in Excel spreadsheet format similar to that shown below (exact format varies by data collection vendor and hardware/software they use):

Run	Date	Time	Speed	Latitude	Longitude	HDOP	Sat Used
1	08/01/11	7:27:23	14.8	37.94428	121.72431	4.1	12
1	08/01/11	7:27:24	17.6	37.94427	121.72434	4.1	12

- Run = run number
- Date = date stamp.
- Time = time stamp
- Speed = vehicle speed at time stamp

- Latitude (to nearest 100,000th of a degree, about 4 feet at 37 degrees latitude)
- Longitude (to nearest 100,000th of a degree, about 3 feet at 37 degrees latitude)
- HDOP = horizontal dilution of precision (5 or lower desired)¹
- Sat Used = Number of satellites in view (the more the better)

The drivers shall aim for the median speed, passing as many vehicles as pass them. The GPS data shall be reported and delivered in Excel spreadsheet format. The location of the back of any observed recurring queues shall be recorded and documented.

Deliverable 7.1.3 Tables and Figures Showing Peak Period Arterial Travel Time, Speed, and Delay Before Metering

7.1.4 Visual Observations

CONSULTANT shall perform visual observations of arterial traffic operations as part of Tasks 7.1.2 and 7.1.3. Locations of congestion, excessive queuing or other notable conditions shall be recorded.

Deliverable 7.1.4: Memorandum Describing Conditions Observed On the Arterial Streets and Figure Showing Locations of Notable Conditions Before Metering

7.1.5 Compile Technical Data

CONSULTANT shall compile the data collected by Caltrans and CONSULTANT for before metering conditions. Freeway floating car data described above shall also be included in the technical memorandum.

Deliverable 7.1.5: Draft and Final Before Ramp Metering Technical Memorandum

7.2 Local Media Press Release (Caltrans)

Caltrans, with approval of MTC, CCTA, TRANSPLAN and TRANSPAC, shall provide the local media press release.

7.3 Metering Plan Activation

Caltrans shall activate the metering plan, perform visual observations of freeway mainline and ramp traffic operations, and fine-tune ramp metering equipment. CONSULTANT shall assist Caltrans with Task 7.3.1 (visual observations of selected freeway ramps) and shall perform Task 7.3.2.

7.3.1 Visual Observation of Ramps

CONSULTANT shall assist Caltrans with observation of metered ramps during the morning period and the evening period for four days as directed by Caltrans. CONSULTANT shall observe traffic operations at up to 4 of the 8 metered on-ramps to be determined in consultation with Caltrans. Each ramp in each group will be monitored first to determine if they are performing properly and if the meter is operating at an appropriate cycle length consistent with the ramp metering plans. After initial confirmation that all ramps are functioning properly, the CONSULTANT shall monitor each ramp beginning with the most westerly ramps and proceeding to the east ramps to observe the end of the vehicle queues on the ramps at 5-minute

¹ See [http://en.wikipedia.org/wiki/Dilution_of_precision_\(GPS\)](http://en.wikipedia.org/wiki/Dilution_of_precision_(GPS)). HDOP is related to the angles between satellites.

intervals. The goal will be to observe as many 5-minute intervals as possible at each ramp so that data may be collected at each ramp at least every hour. At each observation (at least every hour), the ramp meter cycle length will be observed to determine if the meter is operating consistent with the ramp metering plans with observation of the freeway mainline to estimate the level of congestion (detector occupancy).

If at any time CONSULTANT notices that a vehicle queue exceeds or is likely to exceed the storage capacity of a ramp or if a meter does not appear to be operating according to plan, CONSULTANT shall immediately notify the designated Caltrans staff person (and local agency having jurisdiction as specified in the MOU between Caltrans and the agency) of the nature of the problem.

CONSULTANT staff shall meet with Caltrans staff at the end of each day of observation to review results.

Deliverable 7.3.1 Draft and Final Memorandum Describing Metering Rates Implemented and Excessive Queues Observed and Corrective Action Taken to Implement Plan as Intended

7.3.2. Visual Observation of Arterials

CONSULTANT shall perform visual observations of arterial traffic operations generally at the locations identified for study in Task 7.1. Study arterials shall be observed during the morning peak period and the evening peak period for four days, and locations of congestion, excessive queuing or other notable conditions shall be recorded. Abnormal congestion shall be identified and reported to the Caltrans project manager.

CONSULTANT staff shall meet with Caltrans staff at the end of each day of observation to review results and will contact local agency staff if necessary.

Deliverable 7.3.2 Draft and Final Memorandum Describing Abnormal Conditions Observed During Metering Plan Activation on the Arterial Streets and Corrective Action Taken to Return Traffic Operations to Normal

7.4 After Metering Study

Three to six months after implementation of ramp metering, Caltrans shall conduct freeway mainline traffic counts and ramp traffic counts. The data shall be collected on the same three mid-week days unless otherwise stated. CONSULTANT shall perform the tasks below.

7.4.1 Arterial Machine Counts

Traffic data shall be collected in 15-minute increments for three consecutive 24-hour days at the same locations identified for Task 7.1.

Deliverable 7.4.1: Tables and Figures Showing Daily and Peak Hour Arterial Traffic Volumes After Metering

7.4.2 Arterial Turning Movement Counts

Traffic data shall be collected at intersections during a morning and the afternoon peak periods for a single typical weekday at the same locations identified for Task 7.1.

Deliverable 7.4.2: Tables and Figures Showing Morning Peak Hour Turning Movement Counts After Metering

7.4.3 Travel Time, Speed, and Delay Runs for Freeway Lanes

Floating car runs shall be performed along the same route and using the same procedures described in Task 7.1.

Deliverable 7.4.3: Tables and Figures Showing Peak Period Freeway Mixed-Flow Travel Time, Speed, and Delay and CHP Media Traffic Incident Information

7.4.4 Arterial Travel Time, Speed, and Delay Runs (Floating Cars)

Floating car runs shall be performed along the routes identified in Task 7.1 using the same procedures. The GPS data shall be reported and delivered in Excel spreadsheet format. Locations of back of queues shall be recorded twice per hour at all metered ramps during the morning and afternoon peak periods after ramp metering is implemented. These data may be recorded on different days from the collection of the other data collected for this study.

Deliverable 7.4.4: Tables and Figures Showing Peak Period Arterial Travel Time, Speed, and Delay After Metering

7.4.5 Visual Observations

CONSULTANT shall perform visual observations of arterial traffic operations. Locations of congestion, excessive queuing or other notable conditions shall be recorded.

Deliverable 7.4.5: Memorandum Describing Conditions Observed On the Arterial Streets and Figure Showing Locations of Notable Conditions After Metering

7.4.6 Compile Technical Data

CONSULTANT shall compile the data collected by Caltrans and CONSULTANT after metering is implemented.

Deliverable 7.4.6: Draft and Final After Ramp Metering Tables and Figures in the Same Format as Provided in the Before Study Technical Memorandum

7.4.7 Prepare Report

CONSULTANT shall prepare a Before/After Ramp Metering Report that describes the following:

1. Final ramp metering plan with meter on/off times and discharge rates
2. Changes in freeway, street segment, and intersection turning movement traffic volumes resulting from ramp metering
3. Changes in freeway and arterial travel times resulting from ramp metering
4. Discussion of visual observations of effects of ramp metering

Deliverable 7.4.7: Draft & Final Before/After Ramp Metering Report

7.5 Coordinate Meetings with Local Stakeholders

CONSULTANT shall coordinate up to three meetings with local stakeholders within the first implementation segment for ramp metering to discuss progress of the ramp metering project, identify a date for implementation, and report findings of the before and after study.

CONSULTANT shall arrange for no-cost public agency venues for the meetings, prepare agendas, organize presentations, and prepare brief minutes for the local stakeholders meeting.

Deliverable 7.5A: Brief Minutes of Local Stakeholders Meeting No. 1

Deliverable 7.5B: Brief Minutes of Local Stakeholders Meeting No. 2

Deliverable 7.5C: Brief Minutes of Local Stakeholders Meeting No. 3

Brian Kalinowski
Chair
Antioch
City Council

Jim Frazier
Vice-Chair
Oakley
City Council

Ben Johnson
Pittsburg
City Council

Federal D. Glover
Contra Costa County
Board of Supervisors

Robert Taylor
Brentwood
City Council

Gil Azevedo
Antioch
Planning Commission

Joseph Weber
Brentwood
Planning Commission

Carmen Gaddis
Representing the
Contra Costa County
Board of Supervisors

Duane Steele
Contra Costa
Planning Commission

Kevin Romick
Oakley
Planning Commission

Bruce Ohlson
Pittsburg
Planning Commission

Staff Contact:
John Cunningham
TRANSPLAN
651 Pine Street
N. Wing—4th Floor
Martinez CA 94553
Phone
(925) 335-1243
Facsimile
(925) 335-1300
www.transplan.us
john.cunningham@dcd.cccounty.us

TRANSPLAN Committee Meeting

Thursday, November 10, 2011 – 6:30 PM

Tri Delta Transit Board Room, 801 Wilbur Avenue, Antioch

We will provide reasonable accommodations for persons with disabilities to participate in TRANSPLAN meetings if they contact staff at least 48 hours before the meeting. Please contact John Cunningham at (925) 335-1243 or john.cunningham@dcd.cccounty.us

AGENDA

Items may be taken out of order based on the business of the day and preferences of the Committee.

1. Open the meeting.
2. Accept public comment on items not listed on agenda.

Consent Items (see attachments where noted [♦])

3. Adopt Minutes from October 13, 2011 TRANSPLAN Meeting. ♦ PAGE 4
4. Accept Correspondence. ♦ PAGE 10
5. Accept News Articles ♦ PAGE 32
6. Accept Status Report on Major Projects. ♦ PAGE 38
7. Request Authorization for the 511 Contra Costa - TRANSPAC/ TRANSPLAN TDM Program Manager to Submit Applications and Enter in to Necessary Contracts and Agreements to CCTA, BAAQMD, and MTC for Grant Funds to Conduct Program Activities. *The TAC reviewed the request at their October TAC Meeting and Recommends the Committee Approve the Request. Please see attached staff report for detail.* ♦ PAGE 48

End of Consent Items

Action/Discussion Items (see attachments where noted [♦])

8. Appoint TRANSPLAN Member to the Contra Costa Transportation Authority's (CCTA) Technical Coordinating Committee: *See attached recommendation.* ♦ PAGE 51
9. Authorization to Enter into Memorandum of Understanding with Contra Costa Transportation Authority and the East Contra Costa Regional Fee and Finance Authority: *The State Route 4 Bypass Authority has requested that the CCTA assume certain project development responsibilities related to the Bypass. Details provided in the attached staff report.* ♦ PAGE 56
- 10: Receive Report, Provide Comments on the State Route 4 Ramp Metering Proposal and APPROVE the TAC recommendation: ♦ PAGE 72
CCTA Staff will give a presentation on ramp metering, provide an overview of the proposed State Route 4 Ramp Metering Study, and respond to questions from the

Committee. The TRANSPLAN Technical Advisory Committee reviewed the proposal in August, provided comments on the scope, and recommends that the Committee APPROVE the scope and DIRECT staff to assist with the conduct of study.

11. Consider Report on Status of Regional Fee Program Requirements/City of Pittsburg and Take Action as Appropriate

12. Receive Update: State Route 4 Integrated Corridor Analysis

End of Action/Discussion Items – Adjournment

13: Adjourn to next meeting on Thursday, December 9, 2011 at 6:30 p.m. or other day/time as deemed appropriate by the Committee. Upcoming agenda items includes a presentation by the East Bay Economic Development Alliance on their report, "Building on our Assets".

◆ = An attachment has been included for this agenda item.

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TRANSPLAN Committee Meeting

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AGENDA

Items may be taken out of order based on the business of the day and preferences of the Committee.

1. Open the meeting.
2. Accept public comment on items not listed on agenda.

*see attached
except **

Consent Items (see attachments where noted [♦])

3. Adopt Minutes from September 8, 2011 TRANSPLAN Meeting. ♦ PAGE 4
4. Accept Correspondence. ♦ PAGE 17
5. Accept News Articles ♦ PAGE 37
6. Accept Status Report on Major Projects. ♦ PAGE 41

End of Consent Items

Action/Discussion Items (see attachments where noted [♦])

7. Approve Amendment No. 1 to the 2011 Measure J Strategic Plan: Contra Costa Transportation Authority (CCTA) staff requests approval of Strategic Plan amendment No. 1 which reprograms approximately \$200,000 from the SR4 East Widening Project (Project 5009) to the SR4 Bypass widening project – Laurel Road to Sand Creek Road (Project 5002). See attached CCTA staff report. Timing issues resulted in this item being placed on the TRANSPLAN agenda prior to Technical Advisory Committee (TAC) review. TAC input is being solicited and any comments will be brought before the Committee for discussion. ♦ PAGE 48

8. Authorization to Enter into Memorandum of Understanding with Contra Costa Transportation Authority and the East Contra Costa Regional Fee and Finance Authority: The State Route 4 Bypass Authority has requested that the CCTA assume certain project development responsibilities (detailed in the included staff report) related to the Bypass. The proposed MOU is to assist CCTA in demonstrating that the projects will be fully funded. ♦ PAGE 58

↓ continued on next page ↓

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 September 8, 2011
 Page 7

Jim Frazier sought consideration of stations in other cities for passengers through transit oriented development (TOD). He noted that there used to be an Oakley station and there should be some right-of-way remaining from that station

Bob. Taylor thanked the team for the presentation and recognized that the railroad was a legend and it was nice to get a report on a viable option.

RECEIVE REPORT, PROVIDE COMMENTS ON THE STATE ROUTE 4 RAMP METERING PROPOSAL AND APPROVE THE TAC (Technical Advisory Committee) RECOMMENDATION



Mr. Cunningham reported that MTC and Caltrans had approached the CCTA some months ago on a SR4 Ramp Metering Proposal. The TRANSPLAN TAC had made a number of comments on the original draft, had focused on making sure the ramp metering study examined and studied all impacts to local arterials, made sure that the TRANSPLAN Committee had involvement in critical decision points on the contents of the study, and noted that the scope included ramp metering and an implementation component that was contingent upon a successful study of ramp metering benefits and impacts to arterials. He explained that although this would be the forum for the discussion and approval of ramp metering, the Memorandums of Understanding (MOUs) would be negotiated with each individual jurisdiction on the corridor.

Mr. Cunningham stated that the TRANSPLAN TAC had reviewed the scope of work and had made recommendation to approve and authorize the TAC to proceed with the study. CCTA and Caltrans staff were available to respond to comments.

Bruce. Ohlson commented that billions of dollars had been spent to make freeways for which bicycles were prohibited and he suggested that ramp metering would encourage motorists to use local streets. He asked that to be studied as well.

Ben. Johnson suggested that the James Donlon Boulevard Extension should be considered in light of impacts to Buchanan Road, an issue of regional significance.

Mary Piepho referred to the philosophy of ramp metering, stated that traffic would back up and impact local roadways, which was negative, and that the current road structure was not designed for significant backups. She asked that to be evaluated and noted that the concept worked in mitigating flow and if on the freeway it would be beneficial, but if trying to get on the freeway it would not.

Adrian Levy, Senior Transportation Engineer with Caltrans stated with respect to getting onto the freeway that ramp metering was designed to optimize the efficiency of a freeway corridor and was not designed to spread the pain over local streets, which was not desired.

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Page 8

Mr. Levy expressed a desire to reach out to the local communities to make sure that ramp metering, a safety improvement, worked for everyone. He stated that Caltrans would work with the counties and cities to make sure that was done before any lights were turned on. He reiterated that Caltrans did not want backups on city streets. Ramp metering was intended to optimize the capacity of the entire corridor.

Joe Weber acknowledged the comment and referred to a 1999 task force when he was the TRANSPLAN representative for an I-680 ramp metering study when it had been clear at that time that it was not a situation that was supported. He wanted to see the technical report that indicated that the flow of traffic would be improved. He characterized ramp metering as punitive in nature, stated that the bulk of access to freeways came off signalized intersections, and suggested it would be a disaster waiting to happen. He added that there were huge implications to ramp metering. He emphasized that there was signalized access to freeway access and he did not believe that ramp metering would benefit East County users.

Ben Johnson concurred and did not see that ramp metering had worked in larger communities, such as San Jose to SR237. He noted that ramps in East County were different from other areas and he concurred with the negative effects of ramp metering.

In response to Brian Kalinowski, Mr. Cunningham reiterated that each individual jurisdiction would have an understanding with Caltrans on the operation of each meter in its jurisdiction.

Jack Hall with the CCTA stated that they would continue to work with each agency. He noted that the current format was intended to get to that point. The project would be funded by MTC. The study would evaluate whether or not metering would smooth out congested areas.

Brian Kalinowski did not support the study and suggested that allowing the study to move forward would jeopardize the lives of people expecting some freeway relief. He did not support ramp metering, suggested there would be gridlock, and stated that as the freeway improved through Antioch the backup would push further back beyond Bailey Road. He did not believe that travel times would be improved by queuing vehicles on the on-ramp. He could not support the proposal.

Mr. Hall described the study as a safety issue and reiterated that the study was an attempt to see if ramp metering could improve the situation.

Mr. Cunningham acknowledged that the TRANSPLAN TAC had similar concerns and stated that there had been serious discussions.

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Given the comments, Mr. Cunningham recommended a change in the phasing of the study, if possible, to segment out the work so that it was clear. He recommended that the first phase address the concerns expressed by the TRANSPLAN Committee with an analysis and a report back to the Committee prior to continuing.

Brian Kalinowski suggested it was too early in the process of the Highway 4 improvements, which needed to be completed prior to considering studies for ways to mitigate congestion. He did not support a segmented concept.

In response to Jim Frazier, Mr. Levy noted that backup detectors and diametric metering would allow more cars onto the freeway and when reaching capacity more cars would be held back from entering the freeway corridor.

Jim Frazier verified with Mr. Hall that MTC was trying to be proactive with mobility and the study. He wanted to see best to worst case scenarios and noted that anything built with a ramp in the last ten years now had a traffic signal.

Mr. Kalinowski reiterated that the corridor needed to be completed before considering ramp metering. He stated that if Highway 4 did not work because of congestion ramp metering could be considered, although the corridor would not be substantially complete for another five years and ramp metering would offer another constraint prior to that time.

Ross Chittenden advised that there would be similar discussions with the TRANSPAC Committee. He agreed with the concerns related to a brand new corridor and stated that the real benefit would be for those downstream. He added that the MTC concept was to evaluate a number of operational improvements, not just ramp metering that would benefit everyone.

Mr. Kalinowski reiterated his concerns and noted that the travel patterns of East County residents were strange given a lack of infrastructure, which would change with the development of the infrastructure.

Jim Frazier stated that the development of the Concord Naval Weapons Station (CNWS) was also a factor to consider.

Mr. Hall clarified that the metering lights would not be activated until the freeway had been built. He stated that the study would determine an implementation plan, which could potentially be from Bailey Road to SR242 and up to Alhambra Avenue. As the freeway came on line the metering rates would then be determined. He stated that the study also proposed to study arterial streets. He added that studies had shown that once ramp metering was activated, a community loved it.

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Page 10

Mr. Hall referred to a prior study where there had been a 26 percent reduction in accidents with ramp metering, even after that metering had initially been turned off and public support had later reactivated that metering.

Mr. Levy explained that the corridor was being built out to a certain capacity and they could be confident in conducting those studies before everything was built out, which was one reason to pursue the study now prior to the build out of the corridor.

Brian Kalinowski questioned whether or not ramp metering was the best use of resources.

Ben Johnson referred to Buchanan Road, an arterial road that was heavily impacted, and asked how that had been studied; to which Mr. Hall stated that the City of Pittsburg's Traffic Engineer, a member of the TRANSPLAN TAC, was monitoring that situation in light of Pittsburg's concerns for congestion along that corridor which was used instead of the freeway.

Mr. Johnson referred to the City of Concord's metering on Kirker Pass Road and noted the frustrations involved in that case.

Mr. Cunningham clarified that his suggestion for staggering was for the scope of work to study ramp metering, not for implementation of metering. He recommended bringing back the information only that addressed the concern of the TRANSPLAN Committee which would make the determination.

As to the estimated cost in response to Ms. Piepho, Mr. Levy stated that the cost was unknown at this point with potential savings now versus a later study yet unknown.

Ms. Piepho asked if there was risk to the agency by not participating on some project funding, to which Mr. Hall stated that there was a finite limit of FPI [Freeway Performance Initiative] money and Marin, Solano, and San Mateo counties were doing the same things.

In further response to Mary Piepho, Mr. Levy explained that Caltrans had an MOU with San Mateo County and the cities in that county, with one MOU, a situation that had worked well in that case.

Mr. Hall clarified with respect to the I-680 ramp metering that each individual city had made a determination and MOUs were only executed if a jurisdiction executed ramp metering.

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Joe Weber noted the discussion of safety in the corridor and suggested that the single most influential safety component was the presence and increased presence of the California Highway Patrol (CHP). Without CHP vigilance, he stated there were serious problems. On the safety issue, he stated that there was a construction zone with a 55 MPH speed zone, which was not being monitored. While ramp metering had been proposed as a safety issue down the road, he stated that there was a safety issue now. He did not support ramp metering.

Gil Azevedo suggested that safety appeared to be the argument although he did not want to satisfy safety on the freeway for safety on arterial streets. He stated that traffic congestion was a serious issue and he did not see that safety would be produced.

Mr. Hall explained that timing would be provided to avoid congestion on surface streets. He suggested that while initially surface streets would suffer, the metering lights would prove their worth over time.

Ben Johnson referred to Railroad Avenue where there were a number of signal lights involved with no direct access to the freeway from both sides. He stated that traffic flow across the new overpasses and new improvements would have to be better synchronized to make ramp metering work. He emphasized the need to make sure that off ramps were efficient to support ramp metering.

A motion by Jim Frazier to approve the State Route 4 Ramp Metering Proposal failed for lack of a second.

On motion by Bob Taylor, seconded by Mary Piepho, TRANSPLAN Committee members unanimously referred the State Route 4 Ramp Metering Proposal back to Mr. Cunningham to scope Phase I differently, suggesting that bringing the scope to set the corridor was premature, and requesting a more comprehensive report on other case studies and Best Practices, how ramp metering had benefited other areas, the potential consequences, what it would cost, and the MOUs to allow the TRANSPLAN Committee to make a more informed decision.

On the question, Mr. Ohlson stated that those studies should be of similar freeways and Mr. Kalinowski wanted studies on corridors that were under construction, in phases.

RECEIVE REPORT ON STATUS OF REGIONAL FEE PROGRAM REQUIREMENTS / CITY OF PITTSBURG AND TAKE ACTION AS APPROPRIATE

Mr. Cunningham advised that the item related to the status of the City of Pittsburg's Regional Fee Program.

GOAL 2	Increase HOV lane usage
ACTIONS	<p>2-A: Support the completion of a continuous HOV system on I-680.</p> <p>2-B: Support consistent occupancy requirements for toll-free HOV lanes on the Benicia-Martinez Bridge and I-680.</p> <p>2-C: Support additional incentives for HOV users.</p> <p>2-D: Provide additional park-and-ride lots.</p>
RESPONSIBLE AGENCIES	TRANSPAC will continue to advocate for funding and phasing to complete the HOV lane system and to encourage incentives.
TIMELINE	Depending on funding availability, Action 2-A in the southbound direction is intended to be completed by 2014. Other actions are ongoing.

GOAL 3	Work to improve freeway flow
ACTIONS	<p>3-A: Continue to monitor and evaluate operational improvements of freeway interchanges on I-680, SR-242, SR-24, and SR-4.</p> <p>3-B: Continue to support the completion of the fourth bore of the Caldecott Tunnel (SR-24).</p> <p>3-C: Support the study and implementation of potential regional freeway management strategies.</p> <p>3-D: Consider a multi-agency approach to freeway ramp metering.</p>
RESPONSIBLE AGENCIES	TRANSPAC and its jurisdictions
TIMELINE	These actions are ongoing. Depending on funding availability, target completion of the Caldecott Tunnel fourth bore is 2014.



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GOAL 3	Work to improve freeway flow
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	3-B: Continue to support the completion of the fourth bore of the Caldecott Tunnel (SR-24).
	3-C: Support the study and implementation of potential regional freeway management strategies.
	3-D: Consider a multi-agency approach to freeway ramp metering.
RESPONSIBLE AGENCIES	TRANSPAC and its jurisdictions
TIMELINE	These actions are ongoing. Depending on funding availability, target completion of the Caldecott Tunnel fourth bore is 2014.



Senior Helpline Services
Funding Request to TRANSPAC
11/8/2011

2-1

Senior Helpline Services, a 501(c) (3) nonprofit, charitable organization, provides transportation services, telephone relationships, information and referrals for disabled seniors residing in Contra Costa County. The two programs currently offered by Senior Helpline Services are Rides for Seniors and Reassurance Phone Friends. The synergism of these two programs enhances our organization's ability to improve the lives of present and future senior residents of Contra Costa County.

Our overall goal is to support programs that contribute to our clients' primary goal, which is to age in their own homes. We are significantly increasing our clients' opportunities for healthy aging by providing our services to them, especially escorted rides to obtain the clinical care they need, as well as the basic necessities of life.

No other agency in this county presently offers a free, one-on-one, door-through-door volunteer transportation program with unlimited rides for seniors, throughout Contra Costa County, provided in concert with a phone friend program, falls prevention/home safety services, information and referral services, as well as the opportunity for seniors and those who care about aging issues to become change agents in their communities.

We are at a critical point in our history, because we have exhausted all possible sources of adequate funding for the first four months of 2012. After April of next year, our expenses will be covered by a New Freedom grant, Contra Costa County Area on Aging grant, grants from private foundations and miscellaneous sources. In addition, we plan to create a reserve account from non grant donations in order to provide for coverage of our expenses for at least the first quarter of 2013. We will, of course, continue to research and apply for other grants and funding opportunities. We also believe that the value added service of operating a countywide call in helpline for transportation information & referrals will bring more visibility and appreciation of our organization and thus increase our sustainability.

At this time, we are requesting a one-time-only Measure J allocation of \$100,000 to cover Senior Helpline Services' operating costs for Central Contra Costa County disabled senior transportation services for the first four months of 2012. We are aware of how seriously you take your fiduciary responsibilities for the appropriate use of Measure J funds and the demand on those funds from multiple, deserving sources. If the full amount of our request is not available, we would appreciate any amount you are able to give our organization. We truly believe the results we report to you on the use of those funds will be consistent with the intent of Measure J and will justify your investment in us.

Programs that are free to recipients are not free to operate, thus we need financial resources to carry out our mission. In the past few years, grants have become harder and in many cases impossible to obtain from foundations since the trend with funders, that used to support programs for seniors, is to support programs for children and young families.

We launched our Rides for Seniors Program in September 2005. This is a free, one-on-one, door-through-door, volunteer driver program for seniors living at home who cannot access other forms of transportation. Volunteer drivers not only donate their time, but use their own vehicles and gasoline. Rides for Seniors clients also are required to participate in our Reassurance Phone Friends Program, on at least a weekly basis, so that they can receive the benefits of that program, and we can monitor

changes in their condition that might affect their ability to be safely transported by a volunteer driver. 2-2 These two programs help make our award winning transportation model a unique one with safeguards not provided by other transportation programs.

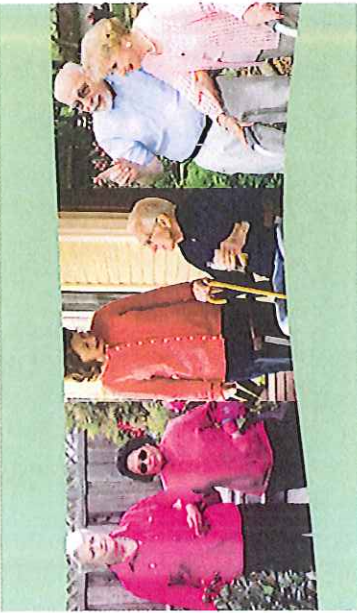
We currently have 222 disabled seniors enrolled in our Rides for Seniors Program with 122 trained volunteer drivers. Ten more volunteer drivers are being scheduled for training and recruitment efforts are ongoing. In 2010, volunteer drivers drove over 44,000 miles providing over 3,700 rides. This year, we are providing 350 to over 400 rides per month, and it is not unusual for a volunteer driver to spend two or more hours with a client. Although we cover all of Contra Costa County, most of our clients reside in Central County. We are very fortunate at Senior Helpline Services to have staff members who view their work more as a "calling" than a job and along with our volunteers and Board members are completely dedicated to fulfilling our mission. Senior Helpline Services operates with an annual budget of just over \$300,000.

We are putting considerable effort into rebuilding our individual donor base. Concentrating on this important source of revenue is resulting in an increase in the number of individual donors and the amount and frequency of gifts. We are also working with the Volunteer Center to help us build a volunteer fundraising committee that will work closely with our Board and Executive Director on new methods of fundraising focused on individuals and businesses.

In January 2012, without adding paid staff, we will expand our transportation information & referral service. This will offer a local (925) number as well as a toll free number for callers outside (925). Since "one size does not fit all" this service will require expertise on transportation options for seniors in Contra Costa County communities. This service will consist of a decision tree type of approach based on focused questions to facilitate the appropriate match between individual needs and available transportation options. We currently are the only agency in Contra Costa County providing this level of individualized mobility management assistance. Early next year, we will do significant outreach to notify those in need of this type of assistance and thus provide this service on a larger scale.

Rides for Seniors

This program offers free, one-on-one, door-through-door rides provided by screened and trained volunteer drivers. These rides are primarily for the purpose of obtaining medical care, groceries, and other basic necessities.



MOBILITY = INDEPENDENCE

The Rides for Seniors program started on September 1, 2005 to fill a gap in services for seniors who no longer drive and/or cannot access other forms of transportation. Unless they are able to use public transportation, paratransit, vans, or cabs that provide only curb-to-curb service, seniors often have difficulty in accessing medical care and obtaining basic necessities. In our society, mobility = independence, so without a safe and available alternative to driving, the end result for seniors is often permanent institutionalization.

Senior Helpline Services

Our Mission

Senior Helpline Services enables Contra Costa County seniors to age in place safely and comfortably by providing transportation services, telephone relationships, information and referrals; and offers opportunities for seniors and others who care about aging issues to become agents of change for our communities.

Transportation Information and Referrals



If you are a senior, or someone trying to assist a senior who needs help with transportation in Contra Costa County, call:

925-284-6109
OR TOLL FREE
1-855-234-RIDE (7433)

We will answer your questions and refer you to the transportation provider that matches your mobility needs.

Reassurance Phone Friends



This program matches a senior with a volunteer phone friend who will keep the promise to call daily or less frequently as requested. Our Reassurance phone friends place 5 to 10 minute calls from their homes, offices, or cell phones at a mutually agreed upon time.



Only A Phone Call Away




Our Reassurance Phone Friends program started on June 1, 1998. Annually, phone friends make nearly 20,000 calls to clients age 60 to over 100.

These phone calls:

- Let the client know that someone cares
- Offer a few minutes of friendly conversation and compassionate listening
- Allow us to make sure the client is in reasonably good health
- Gives us an opportunity to identify the need for services, information, referrals, and advocacy.

Staff members provide a "safety net" by following up on unanswered calls to see if the client needs immediate help due to a fall, sudden illness, or other reason.

How You Can Help

-  Good drivers (age 25 - 75) to be volunteer drivers for the Rides for Seniors program.
-  Caring, reliable individuals (minimum age 18) to be volunteer callers for the Reassurance Phone Friends program.
-  Donations to help us to continue to provide services to our seniors at no charge to them.

If you would like more information on volunteering, please call

925-284-6161

DONATIONS
Please send your tax deductible donation by check or credit card (Visa, Mastercard or Discover) to:



1035A Carol Lane
Lafayette, CA 94549
Phone: 925-284-2207
Fax: 925-284-4831
Email: office@seniorhelpline.net

Thank You

www.seniorhelpline.net

From Our Clients

"I simply don't know what I would do without the Rides and Reassurance Programs. This last year has been very difficult, and I can't imagine how I would ever have made it through without all of you. It is more than a 'Helpline.' It has been a 'Lifeline'."

"I'm very grateful for this program as I do not have family close by."

"My wife died after 62 years of marriage. My volunteer's reassuring voice confirms that I am alive and ready to face another day."

"They all behave like loving relatives with open arms."

"My mom passed away at 104 years old. I was so sad and was glad that I could talk to my phone friend about it. It really helped a lot."

"Without Senior Helpline Services programs I would not be able to live in my own home. Thank you so much!"

From Our Volunteers

"It's an exceptional program that meets an urgent need in our community. I'm proud to be a volunteer."

"Thank you for giving me the opportunity to make a tremendous positive improvement in a senior's life."

"I have driven fascinating people from a number of different cultures. . . a wonderful experience."

"By giving the gift of listening, I truly believe that we are a bright light in the often lonesome lives of our clients. We make them feel valued and more secure."

"I have met some very gracious people that make me feel good and positive about what I am doing."

January 2012

Senior Helpline Services



Rides for Seniors



Transportation Information & Referrals

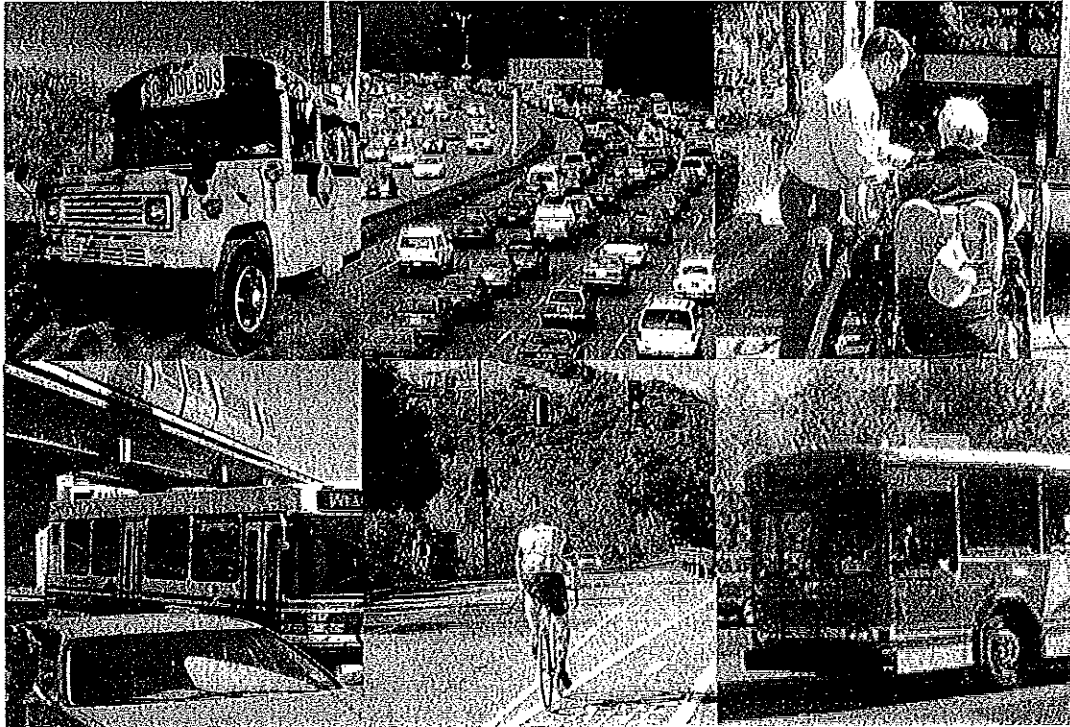


Reassurance Phone Friends

GIVING SENIORS A LIFT!

Measure J

CONTRA COSTA'S TRANSPORTATION SALES TAX EXPENDITURE PLAN



CONTRA COSTA TRANSPORTATION AUTHORITY

TRANSPORTATION SALES TAX EXPENDITURE PLAN

Table of Expenditure Plan Allocations

	\$ millions	%	Distribution of Funding By Subregion			
			Central (a)	West (b)	Southwest (c)	East (d)
CAPITAL IMPROVEMENT PROJECTS ¹						
1 Caldecott Tunnel Fourth Bore	125	6.3%	62.5		62.5	
2 BART - East Contra Costa Rail Extension	150	7.5%				150.0
3 State Route 4 East Widening	125	6.3%				125.0
4 Capitol Corridor Improvements Including Rail Stations at Hercules and Martinez	15	0.8%	7.5	7.5		
5 East County Corridors: Vasco Rd, SR4 Bypass, Byron Hwy, Non Freeway SR4	94.5	4.7%				94.5
6 Interchange Improvements on I-680 & State Route 242	36	1.8%	36.0			
7 I-80 Carpool Lane Extension and Interchange Improvements	30	1.5%		30.0		
8 I-680 Carpool Lane Gap Closure/ Transit Corridor Improvements	100	5.0%	75.0		25.0	
9 Richmond Parkway	16	0.8%		16.0		
SUBTOTAL	691.5	34.6%	181.0	53.5	87.5	369.5
COUNTYWIDE CAPITAL AND MAINTENANCE PROGRAMS						
10 BART Parking, Access and Other Improvements	41	2.1%	12.0	15.0	3.0	11.0
11 Local Streets Maintenance & Improvements ²	360	18.0%	108.0	82.8	79.2	90.0
12 Transportation for Livable Communities Project Grants ²	100	5.0%	29.0	24.0	18.0	29.0
13 Pedestrian, Bicycle and Trail Facilities ³	30	1.5%	2.5	2.5	2.5	2.5
SUBTOTAL	531	26.6%	151.5	124.3	102.7	132.5
OTHER COUNTYWIDE PROGRAMS						
14 Bus Services ⁴	100	5.0%	24.0	52.0	15.0	9.0
15 Transportation for Seniors & People with Disabilities ⁴	100	5.0%	25.0	35.0	17.0	23.0
16 Express Bus ⁴	86	4.3%	20.0	40.0	20.0	6.0
17 Commute Alternatives	20	1.0%	5.8	4.8	3.6	5.8
18 Congestion Management, Transportation Planning, Facilities & Services	60	3.0%				
SUBTOTAL	366	18.3%	74.8	131.8	55.6	43.8
SUBREGIONAL PROJECTS AND PROGRAMS						
19 Additional Bus Transit Enhancements ⁴	68.5	3.4%	24.0	44.5		
* 20 Additional Transportation for Seniors and People with Disabilities ⁴	23	1.2%	10.0	13.0		
21 Safe Transportation for Children ⁴ (Lamorinda and San Ramon Valley School Bus Programs, West County Low Income Student Bus Pass Program, Central County School Access Programs, Pedestrian and Bicycle Improvements, etc.)	90.9	4.5%	10.0	14.5	66.4	

TRANSPORTATION SALES TAX EXPENDITURE PLAN

unincorporated portions of Central County. West County (the WCCTAC subregion) includes El Cerrito, Hercules, Pinole, Richmond, San Pablo and the unincorporated portions of West County. Southwest County (the SWAT subregion) includes Danville, Lafayette, Moraga, Orinda, San Ramon and the unincorporated portions of Southwest County. East County (the TRANSPLAN subregion) includes Antioch, Brentwood, Oakley, Pittsburg and the unincorporated portions of East County.

Each subregion has identified specific projects and programs which include: school bus programs, safe routes to school activities, pedestrian and bicycle facilities, incremental transit services over the base program, incremental transportation services for seniors and people with disabilities over the base program, incremental local street and roads maintenance using the population and road-miles formula, major streets traffic flow, safety, and capacity improvements, and ferry services.

With respect to transit operations (bus, transportation for seniors & people with disabilities, ferries and express bus), the Authority will allocate funds on an annual basis and will establish guidelines (in cooperation with transit operators through the Bus Transit Coordinating Council) so that the additional revenues will fund additional service in Contra Costa. The guidelines may require provisions such as maintenance of effort, operational efficiencies including greater coordination promoting and developing a seamless service, a specified minimum allowable farebox return on sales tax extension funded services, and reserves for capital replacement, etc.

For an allocation to be made by the Authority for a subregional project and program, it must be included in the Authority's Strategic Plan.

CENTRAL COUNTY (TRANSPAC)

19a Additional Bus Service Enhancements 1.2% (\$24 million)

Funds will be used to enhance bus service in Central County, with services to be jointly identified by TRANSPAC and County Connection.

20a Additional Transportation Services for Seniors and People & Disabilities 0.5% (\$10 million) *

Funds will be used to supplement the services provided by the countywide transportation program for seniors & people with disabilities and may include provision of transit services to programs and activities. Funds shall be allocated annually as a percentage of total sales tax revenues, and are in addition to funds provided under the base program as described above.

21a Safe Transportation for Children 0.5% (\$10 million)

TRANSPAC will identify specific projects which may include the SchoolPool and Transit Incentive Programs, pedestrian and bicycle facilities, sidewalk construction and signage, and other projects and activities to provide transportation to schools.

MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

for bus service enhancements; and if County Connection's funding levels are restored to 2008 levels, these funds shall be used to enhance bus service. TRANSPAC will determine if the use of funds by County Connection or other operators meets these guidelines for the allocation of these funds.

X 20a *Additional Transportation Services for Seniors and People & Disabilities*..... 0.5% (\$10 million)

Funds will be used to supplement the services provided by the countywide transportation program for seniors & people with disabilities and may include provision of transit services to programs and activities. Funds shall be allocated annually as a percentage of total sales tax revenues, and are in addition to funds provided under the base program as described above.

In years when revenues have declined from the previous year, funds may be used for supplemental, existing, additional or modified service for seniors and people with disabilities; in years where funding allows for growth in service levels, these funds would be used for service enhancements for seniors and people with disabilities; and if funding levels are restored to 2008 levels, these funds shall be used to enhance services for seniors and people with disabilities. TRANSPAC will determine if the use of funds proposed by operators meets these guidelines for the allocation of these funds.

21a *Safe Transportation for Children*..... 0.5% (\$10 million)

TRANSPAC will identify specific projects which may include the SchoolPool and Transit Incentive Programs, pedestrian and bicycle facilities, sidewalk construction and signage, and other projects and activities to provide transportation to schools.

23a *Additional Local Streets Maintenance and Improvements*..... 1% (\$20 million)

These funds will be used to supplement the annual allocation of the 18% "Local Streets Maintenance & Improvements" program funds for jurisdictions in Central County. Allocations will be made to jurisdictions in TRANSPAC on an annual basis in June of each fiscal year for that ending fiscal year, without regard to compliance with the GMP. Each Jurisdiction shall receive an allocation using a formula of 50% based on population and 50% based on road miles.

24a *Major Streets: Traffic Flow, Safety and Capacity Improvements*..... 2.4% (\$48 million)

Improvements to major thoroughfares including but not limited to installation of bike facilities, traffic signals, widening, traffic calming and pedestrian safety improvements, shoulders, sidewalks, curbs and gutters, bus transit facility enhancements such as bus turnouts and passenger amenities, etc.

TO: TRANSPAC TAC

FROM: Lynn Overcashier, 511 Contra Costa Program Manager

DATE: November 17, 2011

SUBJECT: Request Authorization for the 511 Contra Costa - TRANSPAC/TRANSPLAN TDM Program Manager to Submit Grant Applications to: CCTA for FY 2012/2013 Measure J Commute Alternative Funds; to the Bay Area Air Quality Management District for FY 2012/2013 Transportation Fund for Clean Air (TFCA) Funds; to MTC for CMAQ (Employer Outreach) Funds; to Execute the Required Grant Contracts; and to Enter into Cooperative Agreements with the Respective Funding Agencies

The Central/East County 511 Contra Costa staff implements programs and projects which fulfill each jurisdiction's Transportation Demand Management ordinance, Growth Management Program and Action Plan requirements under Measure J. With legislation (AB 32 and SB 375) requiring greenhouse gas emission (GHG) reductions, the 511 Contra Costa programs have a proven success record with the Bay Area Air Quality Management District and the Metropolitan Transportation Commission in reducing vehicle miles traveled (VMT) and GHG emissions.

The Workplan for FY 2012/13 includes trip reduction and emissions reduction projects and programs which focus on outreach to residents, students and commuters in Contra Costa. The program elements are refined and changed each year to ensure the maximum cost effectiveness, as determined by the Bay Area Air Quality Management District (BAAQMD), the Metropolitan Transportation Commission (MTC) and CCTA.

Program elements include:

- Action Plan Implementation - Both the TRANSPAC and TRANSPLAN Action Plans include actions and programs which are implemented by the Central/East County 511 Contra Costa Program. Staff will also be working with local jurisdictions in developing Transportation Demand Management strategies as part of the Sustainable Communities Strategies through SB 375.
- Safe Routes to Schools (SR2S) Programs and Projects - Staff will work with local jurisdictions, school administrators, parents, PTAs, police departments and others to expand the SR2S programs to elementary, middle and high schools throughout East County over the next three years. Program elements include: SchoolPool carpool ridematching; SchoolPool transit ticket program; Bicycle/pedestrian education and encouragement; Bicycle/pedestrian assemblies; Challenge Days to promote bicycling, walking, carpooling and transit ridership to schools; school site assessments and minor site access safety programs.
- Employer Outreach – These services assist employers in Central and East County in

ways to help retain businesses and promote economic development. Services include elements which reduce SOV commuting to worksites, including: distribution and analysis of transportation surveys; telework; promoting car-sharing programs; clean fuel infrastructure; transportation/health fairs; support for shuttle operations; customized ridematch assistance; pre-tax transit benefit education; bicycle parking infrastructure. The comprehensive trip reduction program will encourage participants to pledge to use commute alternatives. Staff will also continue to work with transit agencies on special promotions.

- Electric Charging Program provides funds to jurisdictions for electric charging stations, lease of electric plug-in vehicles to promote the use of this technology. Staff is working to expand the network of charging stations in Contra Costa County to keep pace with the growing demand.
- COMMUNITY OUTREACH PROGRAM – Staff will be working with local jurisdictions to distribute more “green” transportation information and program elements through city newsletters, libraries and other city events to inform residents of ways to reduce VMT and GHG emissions.
- BICYCLE/SKATEBOARD INFRASTRUCTURE - Staff works with the RTPC TACs to develop bicycle/pedestrian projects and assist in project delivery of bicycle/pedestrian gap closure projects. Bicycle lockers and racks will be installed at locations prohibited by the BAAQMD. Skateboard racks will be installed per recommendations by the local city/county staff and local schools.
- WEBSITE DEVELOPMENT AND MAINTENANCE - The 511CC website is a comprehensive one-stop location for Bay Area transportation information with an emphasis on Contra Costa transportation. 511 CC is also host to the TRANSPAC and TRANSPAN websites (www.transpac.us and www.transplan.us, in addition to the www.511contracosta.org site.
- STAFF LIAISON ACTIVITIES- Staff participates in many local and regional meetings to ensure coordination, promotion and funding for TDM activities through CCTA committees, MTC, BAAQMD, ACT, League of California Cities’ Transportation Policy Committee and its Climate Change Task Force, TRB’s TDM Committee, TDM Institute, SR2S National Organization, Association for Commuter Transportation, APTA and other organizations and agencies.
- TFCA AND MTC APPLICATION DEVELOPMENT, SUBMITTAL AND FUNDING AGREEMENTS- BAAQMD policy prohibits expenditure of TFCA funds for costs associated with drafting TFCA applications; assisting other agencies with TFCA applications; coordinating the submittals through the RTPC, CCTA and BAAQMD, and other program development activities.

Funding is expected to be approximately the same as in FY 2011/12. Available fund allocations are currently unknown, however pending notification from the BAAQMD and CCTA funds are estimated to be approximately \$650,000 TFCA, \$39,900 MTC CMAQ, and \$300,000+/- Measure J Commute Alternative funds.



CONTRA COSTA
transportation
authority

4-1

COMMISSIONERS

November 2, 2011

David Durant, Chair

Don Tatzin,
Vice Chair

Janet Abelson

Genoveva Calloway

Jim Frazier

Federal Glover

Dave Hudson

Karen Mitchoff

Julie Pierce

Karen Stepper

Robert Taylor

Randell H. Iwasaki,
Executive Director

Hon. Bill Shinn
Chair of TRANSPAC
1950 Parkside Drive
Concord, CA 94519

Subject: Appointment to Countywide Bicycle and Pedestrian Advisory
Committee

Dear Mr. Shinn:

The Contra Costa Transportation Authority first established the Countywide Bicycle and Pedestrian Plan Advisory Committee (CBPAC) to help oversee the preparation of its first Countywide Bicycle and Pedestrian Plan (CBPP), which was adopted in December 2003. Since that time the CBPAC has helped review and recommend applications for funding bicycle and pedestrian projects, review complete streets checklist required by MTC, and oversaw the development of the 2009 update to the CBPP. The Authority expects the CBPAC to continue its role in implementing the Authority's bicycle and pedestrian policies and advising it on funding decisions, including making recommendations on funding through the Measure J Pedestrian, Bicycle and Trail Facilities program, and on issues affecting walking and bicycling in Contra Costa and the region.

The advisory committee is composed of representatives from the following agencies and organizations:

- One citizen and one staff person plus one alternate appointed by each of the four Regional Transportation Planning Committees
- One staff person plus one alternate appointed by the County of Contra Costa
- One representative plus one alternate appointed by the East Bay Regional Park District
- One citizen representative plus one alternate appointed by the East Bay Bicycle Coalition
- Two citizen representatives appointed by the Authority, one familiar with bicycling and walking issues affecting youths and one familiar with bicycling and walking issues affecting seniors and people with disabilities

2999 Oak Road
Suite 100
Walnut Creek
CA 94597
PHONE:
925.256.4700
FAX: 925.256.4701
www.ccta.net

We are now writing to ask that your organization reaffirm its current appointments to the advisory committee or appoint a new member or members.

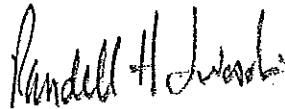
Hon. Bill Shinn
TRANSPAC
November 2, 2011
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The attached CBPAC by-laws outline the role of the committee and the responsibilities of its members. Members are appointed for two year terms. There is no limit on the number of consecutive terms that a member may serve.

CBPAC meetings are generally scheduled for 11:00 a.m. on the fourth Monday of every other month beginning in January. Meetings, however, may be added or cancelled depending on need. Because the committee is made up of both citizens and public agency staff, members will need to have a certain amount of flexibility in meeting times. While the committee has recently met most frequently at lunch, it has also met in the late afternoon and early evening.

If you have any further questions, please call Brad Beck, Senior Transportation Planner, at (925) 256-4726.

Sincerely,



Randell H. Iwasaki
Executive Director

Attachments: Countywide Bicycle and Pedestrian Advisory Committee List
CBPAC Bylaws Adopted, 10/19/2011

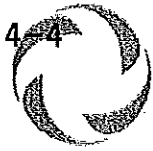
cc: Barbara Neustadter, TRANSPAC

File: 01.07.03

Countywide Bicycle and Pedestrian Advisory Committee

MEMBERSHIP AS OF OCTOBER 19, 2011

<i>Appointment</i>	<i>Appointee</i>	<i>Status</i>
SWAT citizen	John Fazel	May be reappointed
SWAT staff	Leah Greenblat	May be reappointed
SWAT staff alternate	Andy Dillard	May be reappointed
TRANSPAC citizen	Dave Favello	May be reappointed
TRANSPAC staff	Jeremy Lochirco	May be reappointed
TRANSPAC staff alternate	—	This position is vacant
TRANSPLAN citizen	Bruce Ohlson	May be reappointed
TRANSPLAN staff	Paul Reinders	May be reappointed
TRANSPLAN staff alternate	—	This position is vacant
WCCTAC staff	Joanna Pallock	May be reappointed
WCCTAC citizen	—	This position is vacant
WCCTAC staff alternate	John Rudolph	May be reappointed
County staff	Jerry Fahy	Only one staffperson can serve as County representative and one as alternate
County staff	John Cunningham	
County staff	Nancy Baer	
EBBC citizen	—	This position is vacant
EBRPD staff	Jim Townsend	May be reappointed
CCEAC staff	Joe Enke	This position is eliminated
Authority Youth Rep	—	New position
Authority Senior/Disabled Rep	—	New position



BY-LAWS

Countywide Bicycle and Pedestrian Advisory Committee

Adopted October 19, 2011

These by-laws outline the purpose, membership, responsibilities, and operating procedures of the Contra Costa Countywide Bicycle and Pedestrian Advisory Committee (herein "CBPAC") of the Contra Costa Transportation Authority (the "Authority").

1. Name and Authorization

The name of this organization shall be the Contra Costa Countywide Bicycle and Pedestrian Advisory Committee (CBPAC).

2. Purpose

- 2.1. The purpose of the CBPAC is to advise the Authority on bicycle and pedestrian issues and to help the Authority carry out its responsibilities as a sales tax and congestion management agency.
- 2.2. The CBPAC shall have the responsibility to:
 - 2.2.1. Oversee updates to the CBPP and other Authority policy documents and help implement the policies established therein
 - 2.2.2. Review and provide recommendations on applications for funding for bicycle and pedestrian projects and programs
 - 2.2.3. Review and comment on "complete streets" checklists required of proposed projects
 - 2.2.4. Address other bicycle or pedestrian issues facing the Authority, Contra Costa and the region

3. Membership

- 3.1. The CBPAC shall be comprised of 13 members, plus alternates as noted, appointed from the following agencies:
 - 3.1.1. One citizen and one staff person plus one alternate appointed by each of the four Regional Transportation Planning Committees
 - 3.1.2. One staff person plus one alternate appointed by the County of Contra Costa
 - 3.1.3. One representative plus one alternate appointed by the East Bay Regional Park District
 - 3.1.4. One citizen representative plus one alternate appointed by the East Bay Bicycle Coalition
 - 3.1.5. Two citizens appointed by the Authority, one of which familiar with issues of youth walking and bicycling and one of which familiar with issues of seniors and disabled non-motorized transportation
- 3.2. Citizen members shall be residents of Contra Costa.
- 3.3. Members shall represent the general countywide interest and not solely the interest of their appointing authorities or any specific organization.
- 3.4. At the discretion of the respective appointing body, CBPAC members are subject to recall at anytime.
- 3.5. Members shall be appointed for two year terms. There shall be no limit on the number of consecutive terms which a member may serve.
- 3.6. If a member fails to attend three consecutive meetings, whether regularly scheduled or special, the position to which that member was appointed shall be considered vacant. Attendance by an alternate for that position shall be considered attendance by the member.

- 3.7. A vacancy in a position shall be filled for the remainder of the term by the alternate assigned to that position, if any, or until the appointing agency appoints another person to fill that position.

4. Officers

- 4.1. The Officers of the CBPAC shall be a Chair and a Vice-Chair. Their duties shall be as follows:

4.1.1. Chair: Presides over CBPAC meetings; reviews the meeting agenda; appoints subcommittees and subcommittee chairs; and reports the CBPAC's actions and decisions to the Authority as appropriate.

4.1.2. Vice-Chair: Presides over the CBPAC meetings in the absence of the Chair; conducts the other duties of the Chair in his/her absence.

- 4.2. Election of Officers shall be made as follows:

4.2.1. Chair: The Chair's term of office shall be for one calendar year. The Chair shall be elected each year at the last meeting of the calendar year by a majority of the CBPAC members present and voting, and shall serve until replaced by a newly-elected chair. If the term of appointment of the Chair expires before the year is out, and that member does not seek or accept reappointment, the Vice-Chair will serve as Chair until the following January.

4.2.2. Vice-Chair: This officer shall be elected by a majority of the CBPAC members present and voting at the last meeting of the calendar year. The term of office shall be for one year. If the term of appointment of the Vice-Chair expires before the year is out and that member does not seek or accept reappointment, the Committee will hold an election for a Vice-Chair to serve out the remainder of the term.

- 4.3. In the event of a vacancy in the office of the Chair, the Vice-chair shall be elevated to the office of Chair for the remainder of the calendar year term, and the CBPAC shall nominate and elect a new Vice-chair.

5. Voting

- 5.1. Decision-making by the CBPAC shall be by consensus. The CBPAC shall use formal voting only where consensus among members, and alternates attending in place of a member, cannot be reached.
- 5.2. Each member shall have one vote. Alternates are eligible to vote when seated in place of their regular committee member.
- 5.3. A quorum shall consist of a majority of the then-appointed CBPAC members. Vacant positions shall not be considered in calculating whether a quorum has been achieved. Alternates attending instead of regularly-appointed members shall be considered as members in determining whether a quorum has been achieved.
- 5.4. Actions taken by the CBPAC must be approved by a majority of those members or alternates eligible to vote at a meeting at which a quorum has been achieved.

6. Meetings

- 6.1. All CBPAC meetings shall be posted public meetings conducted in compliance with the Brown Act.
- 6.2. The regular meetings of the CBPAC are generally scheduled for the fourth Monday of every other month beginning in January of every year at 11:00 a.m. in the Authority offices at 2999 Oak Road, Suite 100, Walnut Creek, California 94597. Additional or alternative meetings may be scheduled to address issues requiring more immediate consideration.
- 6.3. The rules contained within the current edition of Robert's Rules of Order (Newly Revised) shall govern the CBPAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Authority's Administrative Code, the Authority's Office Procedures Guide, and any special rules of order the CBPAC may adopt.

7. Subcommittees

- 7.1. The Chair may establish subcommittees and ad hoc committees as necessary.

- 7.2. Each subcommittee shall consist of at least three (3) CBPAC members. Members shall be reappointed annually.

8. Amendment of By-Laws

Amendment of these bylaws may be initiated either by the CBPAC or the Authority directly. Amendment by the CBPAC requires a two-thirds (2/3) vote of the CBPAC members present and voting at any regular meeting of the CBPAC, and subsequent approval by the full Authority Board. Amendment by the Authority would be made consistent with the Authority's adopted procedures.

9. Communications and Reporting

- 9.1. The primary channel of communication for the CBPAC shall be through written and oral reports from the CBPAC to the Technical Coordinating Committee, and through that committee to the Planning Committee and Authority board.
- 9.2. Reports from the CBPAC should reflect the consensus of the CBPAC. If consensus has not been achieved, the Chair shall convey to the Authority that the CBPAC position reflects a majority vote, and the Chair shall acknowledge and convey minority opinions.
- 9.3. CBPAC members are encouraged to report back to their appointing Councils or boards on at least an annual basis and more frequently if warranted.

10. Conflict of Interest

- 10.1. There shall be no monetary gain by members of the CBPAC as a result of their membership and actions on the CBPAC.
- 10.2. CBPAC members shall recuse themselves from discussion and voting on issues in which they might have a personal financial interest or benefit.