
*Administration and Projects Committee Meeting **MINUTES***

MEETING DATE: November 7, 2013

MEMBERS PRESENT: Robert Taylor, Julie Pierce, Newell Arnerich, Dave Hudson, Tom Butt

STAFF PRESENT: Randell Iwasaki, Ross Chittenden, Susan Miller, Randy Carlton, Hisham Noeimi, Linsey Willis

MINUTES PREPARED BY: Mari Shine

A. CONVENE MEETING: Chair Taylor convened the meeting at 8:32 am.

B. PUBLIC COMMENT: None.

C. APPROVAL OF MINUTES:

ACTION: The Committee approved the Minutes, 5-0, moved by Commissioner Pierce and seconded by Chair Taylor.

CONSENT CALENDAR

ACTION: Item 11 was removed from the Consent Calendar by Commissioner Metcalf. The remainder of the Consent Calendar was approved 5-0, moved by Commissioner Pierce and seconded by Commissioner Hudson.

1.0 Monthly Project Status Report.

2.0 Accept Monthly Accounts Payable Invoice Report.

3.0 Accept Quarterly Cash and Investment Report for the Period Ended September 30, 2013.

4.0 Listing of Contract Change Orders (CCOs).

5.0 Accept Quarterly Sales Tax Revenue Report for the Period Ended September 30, 2013.

6.0 Accept Internal Accounting Report for the Fiscal Year Ended September 30, 2013.

7.0 Approve Purchase and Maintenance Agreement with Canon Solutions America for Acquiring a Replacement Multifunction Printer/Copier.

8.0 State Route 4/State Route 160 Connector Ramps (Project 5001) – Update on Project Status.

9.0 Land Purchase for Development of Future Bus Storage Facility (Project 19002-04): Request for Appropriation of Measure J Funds.

10.0 Interstate 80/San Pablo Dam Road Interchange Improvements (Project 7002).

10.1 Utility Agreement No. 381 with Pacific Gas & Electric (PG&E). Staff requests authorization for the Chair to enter into Utility Agreement No. 381 with PG&E, in the estimated amount of \$386,484, to relocate its electrical facilities and accommodate the I-80/San Pablo Dam Road Interchange improvement project. Staff Contact: Hisham Noeimi (*Attachment-Action*)

10.2 Utility Agreement No. 382 with AT&T. Staff requests authorization for the Chair to enter into Utility Agreement No. 382 with AT&T, in the estimated amount of \$24,839 to relocate its telephone facilities and accommodate the I-80/San Pablo Dam Road interchange improvement project. Staff Contact: Hisham Noeimi (*Attachment-Action*)

11.0 I-680 Southbound HOV Gap Closure and Express Lane Conversion (Project 8005/8001) – Authorization to Execute Agreement No. 376 with HDR Engineering, Inc. (HDR) for Preparation of Scoping and Project Report, Environmental Document, and Plans, Specifications and Estimate (PS&E).

ACTION: Item 11 was approved by the Committee 5-0, moved by Commissioner Hudson and seconded by Commissioner Pierce.

DISCUSSION:

Ross Chittenden introduced this as a hot lane item, in response to SWAT's receiving a briefing from MTC on this project. The briefing was quite extensive with questions, etc. Mr. Chittenden offered some clarifying highlights:

Staff requests authorization of a contract with HDR to environmentally clear a segment of the express lanes at the north end of 680 and a combined design for the gap closure and the express lanes. He stated that Susan Miller can address any questions regarding the express lanes.

Mr. Chittenden presented a map/handout showing the entire express lane network in orange, red, and yellow. He stated that three different entities were implementing and operating the 500+ miles of express lane: the red is Alameda County Express lanes between 580 and 680, including the piece of 680 that is in operations. Yellow is Santa Clara Valley Transportation Authority – Silicon Valley Express Lanes, with one segment open at the 880/237 direct connector. We are part of the orange segment, via authorization obtained by MTC. Caltrans and California Highway Patrol (CHP) are involved in how the system is being planned and managed so that they can help with enforcement. Tolls will be collected through Fastrak. With the amount of penetration we already have with Fastrak users across the Bay Bridge it makes sense in terms of efficiency. The system is being implemented to be built out between now and 2035. The second side of the map shows the short term effort, which is our initial focus.

Mr. Chittenden explained that there are three express lane operators: Santa Clara, Alameda, and MTC. For MTC/BATA, the 680 corridor will be their first 'win'. They have the project underway in the southern end and we are trying to do the same on the north end. Some of the other corridors such as 880 are seeing some challenges. The southern section of 680 is targeted to open in 2015-16; the northern section in about 2018.

The Bay Area Infrastructure Financing Authority (BAIFA) is a Joint Powers Authority (JPA) between MTC and BATA. There are five members of BAIFA: the Chair and Vice Chair of MTC; and one representative each from Contra Costa, Solano and Alameda counties, so we are well represented. We have two of five seats and in the long term we will always have at least one. The JPA will take on the financial risk to implement the system and develop operating policies, again with our representation. The folks that came and spoke at SWAT were doing so on behalf of the BAIFA organization.

The other map focuses on 680, which is CCTA and MTC's emphasis. The yellow section is the contract we are talking about today: completing the gap closure, implementing the express lane, with gap closure being the key. It is an \$80 million project without the express lane technology (ELT). The ELT will be fully funded by BAIFA. This leaves a funding shortfall of \$28 million. Randy Iwasaki, Susan Miller and Mr. Chittenden are negotiating with MTC to try and close the \$28 million gap. That is part of the benefit, in addition to the improved mobility, and why this project is priority.

Mr. Chittenden explained that Fastrak will collect the tolls. Carpoolers using the 680 express lanes will be required to put their tag in the mylar bag. This will be a switchable tag so if you have a legal carpool the tag will face one way and if you're a solo driver you will switch it the other way. Tolls will be regulated that way; carpoolers will continue to use the carpool lanes for free. As a self-declaring system, CHP enforcement areas are being built where they will be able to look into cars and see which way the tag is facing. Solo drivers if spotted will receive a carpool violation notice.

The purpose of the project is not to generate revenue; it is to improve operations by closing the gaps in the HOV network. This improves transit operation and encourages carpooling.

First call on revenue will be to operate and maintain the system; second call will be to construct the gaps, the missing pieces in the HOV network. Revenue spent beyond that is still a policy call to be made by BAIFA. It will be 2025 or longer before there is excess revenue. Our focus is getting the \$28 million, closing the gap and participating in the discussion on how the rest of the revenue is used.

Near-term policy decisions by BAIFA will be to develop the financing strategy; the second and most important for us is the implementation sequencing. We will ask our representatives, Commissioners Worth and Glover, to represent us on BAIFA so that the 680 corridor is seen as key and gives us more traction for receiving the \$28 million. CCTA staff is open to providing regular project briefings.

A discussion ensued as to the wisdom of adding lanes vs. converting them into express lanes, and the benefit of freeing up use in mixed flow lanes. CCTA is also working with Carma to encourage carpool use, which will make the HOV lanes more productive.

12.0 Legislation. No report this month.

End of Consent Calendar

REGULAR AGENDA ITEMS

13.0 Approval to Issue a Request for Qualifications 13-4 to Conduct a Total Compensation Study.

ACTION: Item 13 was approved by the Committee, 5-0, moved by Commissioner Pierce and seconded by Commissioner Hudson

DISCUSSION:

Randall Carlton, CFO, introduced this item, stating that staff is planning a workshop with the APC Committee and a Human Resources consultant to discuss the employment marketplace and arrive at some consensus of what other agencies we might look at as we gather data for comparisons on salaries and benefits. The consultant will then create a preliminary report, we will then perform analysis and review questions generated from the workshop about a specific compensation policy. It will then come back to the Committee for discussion. This initiative will be a tool/source of information as the Committee contemplates the Authority's compensation policy going forward. Clear recommendations may emerge that could call for adjustment to a specific classification so that our compensation remains within the median for that particular position. This item has no financial impact. Staff is issuing a request for qualifications, a firm to recommend and a dollar amount for your consideration.

Commissioner Metcalf emphasized the need to look at total compensation, so that the comparison with other agencies is valid.

Mr. Carlton stated that not every aspect of compensation translates item for item. Data will isolate salaries, and each of the various benefits that employees receive. A third table will compile it in the form of a total dollar amount, minus employer-paid benefits. The process will include employee and management interviews.

14.0 Draft 2013 Measure J Strategic Plan.

ACTION: Item 14 was approved by the Committee, 5-0, moved by Commissioner Hudson and seconded by Commissioner Metcalf.

DISCUSSION:

Hisham Noeimi, Engineering Manager, introduced this item as an update to the 2013 Strategic Plan. The Committee established the ground rules for this update in April 2013, including the amount of Measure J funds to be programmed as a whole and in each RTPC. Staff has been working with the RTPCs to determine where to program their shares based on their priorities, using readiness as a major criterion in selection of an

eligible project. The RTPCs and staff worked with the project sponsors to update project information including schedules, costs and funding needs. We ran our cash flow model to ensure that we have sufficient resources to meet the demands on our Measure J funds. The 2013 Strategic Plan is the outcome of this effort. Staff requests Committee comments, which will go into the final version before it comes back for adoption in December. This strategic plan is different in several ways:

- it programs a significant amount of additional MJ funds resulting from the improved economic conditions and outstanding financial terms on the last issued bonds;
- it is based on a revenue forecast done by a specialized firm that looked at macroeconomic conditions;
- it implements several new policies, such as discontinuing the Measure J fund escalation for projects under construction and establishes programmatic construction reserves for unforeseen cost increases.
- it restores funding to several project and program categories in East County that were defunded back in 2009 due to the recession and the need to fully fund Highway 4 and eBART.

Full funding is obtained for several high-priority Measure J projects: the I-680/4 Phase 3, the Balfour Road interchange project in East County, the I-80 San Pablo Dam Road Phase 1 in West County and numerous arterial improvements in Southwest County, including one that did not successfully compete for OBAG funds. It adds funds to other important projects such as the Hercules Rail Station, the I-80 central, the direct access ramps for HOV and express buses near Norris Canyon, and improvements at BART stations throughout the county.

Commissioner Butt asked why West County's share is so small. Mr. Noeimi explained that in 2004 there was an agreement to split Measure J revenues based on projection of population in the year 2020 between the different subregions. CCTA went back to the RTPCs and gave them their share, which was 25% or more for West County and they were asked how they wanted to program it. West County decided to put more emphasis on programs and less on capital projects. This is just the capital portion, not total Measure J.

15.0 Hercules Intermodal Transit Center (Project 4001).

ACTION: Item 15 was approved by the Committee, moved by Commissioner Hudson and seconded by Commissioner Butt.

DISCUSSION:

Ross Chittenden introduced this item, stating that there has been a successful groundbreaking for construction. CCTA has supported this project with Measure J and STIP shares and now it is moving forward.

The City of Hercules (City) has asked the Authority's help in administering construction for the project. These two items include an agreement that defines terms, roles and responsibilities and how the Authority will be compensated for our costs, and establishes a process for selection of a construction management firm.

Mr. Chittenden introduced Project Manager William Silva of D'Oro Consulting to provide a project update.

Mr. Silva stated that the City has had a long-standing commitment to bringing intercity passenger rail to Hercules. The project has expanded beyond intercity rail service to become one project with many facets, with intercity passenger rail service as its cornerstone, anchoring a transit-oriented development with environment sustainability:

- Providing regional transit connectivity for rail, bus, auto and bike, and with the potential for a ferry in the future;
- Potential for transcontinental freight rail and goods movement;
- Bus transit service
- Pedestrian/bike connections

Since the early 90's passage of the act that started the formation of intercity rail lines, Contra Costa County was the first to form a Joint Powers Authority (JPA). 30 trains now pass through Hercules daily, running from Auburn to San Jose. Last year San Joaquin moved to form a JPA with representation from CCTA through Don Tatzin. Intercity passenger rail provides connecting services to BART, reinforces the connection with the Richmond Intermodal, which is a key piece to connect into BART and Amtrak long distance rail at Emeryville and Oakland, as well as to the airports.

Mr. Silva explained that transcontinental freight rail/goods movement is important on a state level because of the Panama Canal widening being complete in 2015. To maintain competitiveness within California after the Canal is widened, goods in the global arena could potentially move to Texas to hit the east coast. The Contra Costa County Board of Supervisors passed an initiative to revitalize the working waterfront within the county, which acts as a bookend to that study.

Bus transit service in-fills a piece for Westcat, and ties in nicely with the regional bus connections. Pedestrian/bike connections will complete a one and a quarter mile segment of the San Francisco Bay Trail, thus completing the Hercules segment of the Bay Trail. There is a creekside trail connector that will tie in to the ridge trail system through the City. The team is collaborating with the Park District relating to the Pinole Shores project, which would complete the Pinole-Hercules connection for the Bay Trail. Involvement of and coordination with the railroad plays into the pedestrian/bike connection both locally and regionally.

The project provides transit alternatives as well as restoration of Refugio Creek, and will ultimately have a 6.3 acre conservation easement. The project has been recognized on several levels for its sustainable concepts.

Partners and stakeholders are CCTA and the City of Hercules.

The project has received support on several levels, including Union Pacific Railroad's solid letter of support for the project. Hercules City Council maintains the ITC as its highest priority.

Delivery will be based on funding plans. Site preparation and grading work are completed. The goal is to leverage relationships between CCTA and the City, bring expertise, licensed engineers, financial strength, and leverage grant funds as described within the staff report to deliver the project.

Mr. Silva concluded his presentation by acknowledging Sherry McCoy (WCCTAC) and Steve Duran (City of Hercules).

Commissioner Metcalf asked about plans for ferries.

Mr. Silva responded that the City made a decision in 2009 to expand the rail station and bus element separately for the environmental report. WETA developed a draft EIR that

was not published. Creating an environmental document to include the ferry makes sense closer to 2016-17 so it would not be stale at the time that construction would be contemplated. Initial ferry location contemplated dredging the tidal flat, both a significant initial cost and long-term maintenance cost. An alternative has been identified: Hercules Point. This would minimize dredging significantly and is planned as a subsequent phase.

Discussion ensued as to the positive impact of the project on all levels.

Mr. Chittenden reiterated the item's purpose: an agreement with the City for the Authority to assume construction management services, which defines roles and costs for our services. These will be project costs, not a donated service by the Authority. CCTA will recover our costs from the project budget. The second item informs the Committee that we are interviewing construction management firms from our on-call list. Interviews will be conducted on November 12, with William Silva and Steve Duran on the evaluation panel. The results of that process will be brought to you at the Authority meeting.

15.1 Agreement No. 04W.02 with the City of Hercules for Construction Management Services.

15.2 Selection of Contract Construction Management Services (Contract No. 383).

16.0 Correspondence and News Clippings.

17.0 Commissioner and Staff Comments:

17.1 Chair's Comments and Reports

17.2 Commissioners' Comments and Reports on Activities and Meetings

17.3 Executive Staff Comments

18.0 Other Business.

19.0 Adjournment to Next Meeting. The meeting was adjourned at 9:48 a.m., in memory of Owen S. Carlton, Randy Carlton's father. The next regular meeting is proposed for Thursday, December 5, 2013 at 8:30 am.

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