



Planning Committee Meeting MINUTES

MEETING DATE: January 2, 2013

MEMBERS PRESENT: Don Tatzin (Vice-Chair), Janet Abelson, David Durant, Karen Mitchoff, and Kevin Romick

STAFF PRESENT: Randell Iwasaki, Martin Engelmann, Brad Beck, and Matt Kelly

MINUTES PREPARED BY: Diane Bodon

- A. **CONVENE MEETING:** *Vice-Chair Tatzin* convened the meeting at 6:00 p.m.
- B. **PUBLIC COMMENT:** Vice-Chair Tatzin welcomed *Commissioner Kevin Romick*.
- C. **APPROVAL OF MINUTES:** Planning Committee Minutes of December 5, 2012.

ACTION: Motion to approve the minutes was made by *Commissioner Abelson* and seconded by *Commissioner Mitchoff*. Approved 4-0 (*Commissioner Durant* had not yet arrived).

CONSENT CALENDAR ITEMS

No Items on Consent

REGULAR AGENDA ITEMS

1.0 Adoption of the *Technical Procedures Update*.

ACTION: Motion to approve was made by *Commissioner Mitchoff* and seconded by *Commissioner Abelson*. Approved 5-0

DISCUSSION: Matthew Kelly, CCTA's Associate Transportation Planner, explained that the *Technical Procedures* is a document containing the uniform set of travel analysis and traffic evaluation methods that local jurisdictions (and their consultants) use to implement the Growth Management Program under Measure J. He stated that the *Technical Procedures* was last updated in 2006. The current update was initiated to complete the transition from Measure C to Measure J, travel demand model, and update the procedures for calculating intersection Level of Service (LOS), as

documented in the 2010 Highway Capacity Manual. He noted that the draft document was circulated for review and comments to the RTPCs, consultant community and the County's Department of Conservation and Development. Substantial comments were received and were incorporated into the final document. Mr. Kelly finalized his report by recommending adoption of the updated *Technical Procedures* for use in the Authority's Growth and Congestion Management Program activities under Resolution 13-01-G.

Commissioner Durant arrives at 6:04 p.m.

Commissioner Abelson requested clarification on the LOS scores and how they were used. Mr. Kelly responded that the LOS scores help to identify problem areas that are then used to channel resources to the appropriate areas.

2.0 Incorporating Sustainability into the 2014 Countywide Transportation Plan.

ACTION: Motion to approve was made by *Commissioner Mitchoff*, and seconded by *Commissioner Durant*. Approved 5-0

DISCUSSION: Martin Engelmann, CCTA's Deputy Executive Director, Planning noted that the intent of this item is to discuss the concept of sustainability and to determine how or to what extent the Authority would incorporate the concept into the 2014 CTP. He explained that the first draft of the Sustainability paper was developed with the help of the CTP Task force, members listed on page 2-37 in the packet and the draft was presented to the Planning Committee (PC) on December 5, 2012 by Chris Ford of Dyett & Bhatia.

Mr. Engelmann said following the December 5th PC meeting, Authority staff received direction from the PC to bring back the revised paper addressing the following points: 1) get to the key points quicker; 2) provide framework for dealing with potential conflict; and 3) elaborate on the role of performance measures. He stated that staff worked on the paper in collaboration with *Commissioner Tatzin*. He noted that the paper indicates that there are situations in which pursuing sustainability can be inconsistent with other Authority policies or historical practices but it demonstrates that integrating sustainability into our process can put the Authority in a leadership position. The potential benefits could be to broaden the Authority's focus and integrate its efforts from project/programs to integration with regional state and federal policies. The opposing reasons would be that it could distract from the Authority's core function. The paper elaborates on the benefits and drawbacks of incorporating sustainability. It also raises the question of scale what works for the Countywide level might not work at the subarea or project level. A possible drawback is that it could result in more paperwork

and less flexibility. The perception that sustainability is all about the environment, and not about equity and the economy, would also need to be addressed. And finally, the argument that we are already doing it and have been doing it through Measure J and Growth Management Program and TLC Ped/Bike Programs raises the question: “why change anything?”

Mr. Engelmann finalized his report by stating that a decision needed to be made on whether or not to proceed with this and if there was a consensus to approve, decide how to include sustainability in the CTP. He summarized staff’s recommendation of possible options: include sustainability in the vision, goals or pursue sustainability through the general Measure J mission, add to sustainability to some or all the functions of the Authority, provide tools for allowing project sponsors to analyze sustainability, or incorporate sustainability into the systemwide performance measures.

Commissioner Tatzin said the intent of the item was for the Planning Committee to decide whether or not the Sustainability paper was ready to be circulated.

Commissioner Abelson stated that she noted that the term sustainability could be used in many different ways and suggested adding a concrete definition on how the Authority plans on using sustainability.

Commissioner Mitchoff stated that defining sustainability should be left to the RTPCs because their input was important. She said she did not feel comfortable with the Planning Committee defining what sustainability is in term of the document because it might limit the discussion of the RTPCs.

Commissioner Durant commented that he did not like the APA definition, and preferred using MTC’s version found in their current RTP. He noted that it would be useful as a guiding principle. He suggested starting with that definition as a premise and tie it to the Authority’s mission.

Commissioner Tatzin summarized *Commissioner Durant’s* recommendation: staff should begin with the discussion about sustainability, the diagram figure on page 2-7 and then go into Authority’s Objectives and Sustainability.

Commissioner Romick agreed with forwarding the document to the RTPCs for their input.

Commissioner Abelson agreed with *Commissioner Durant* but was concerned that each RTPC might come back with different definitions.

Commissioner Mitchoff agreed with *Commissioner Durant's* recommendation, and said it would be beneficial to hear how each RTPC defines sustainability for their region.

Commissioner Tatzin said he agreed that the document should be forwarded to the RTPCs and recommended that they be asked to discuss the following questions: 1) How should the Authority define sustainability; 2) Do we want to make sustainability a goal of the 2014 CTP; 3) if yes, how do we do this.

3.0 Update on Real-Time Ridesharing Pilot Program.

ACTION: Information Only – No Action Taken

DISCUSSION: Mr. Engelmann stated that Peter Engel, CCTA's Program Manager, 511 Contra Costa and the RTR Task Force worked collaboratively on the innovative RTR pilot program. He explained that Mr. Randell Iwasaki, CCTA's Executive Director requested that staff pursue the climate initiative grants which generated a \$1.5 million dollar, three-county grant. He noted that the grant is shared between Sonoma County Transportation Authority, and the Transportation Authority of Marin, with Sonoma being the lead and overseeing the entire project. He explained that CCTA has \$550,000 to work with to deploy Real-Time Ridesharing pilot programs in Contra Costa.

Mr. Engelmann stated that consultants, Novavia Solutions and Avego are assisting with this project. He said Novavia is helping with the overall strategy, while Avego is the software technology vendor. He noted that a discussion took place with Commissioner Timothy Simon, of the California Public Utilities Commission (CPUC) to discuss the RTR pilot program. He explained that a number of studies have been underway to look at possible areas for deployment and it was determined that the first pilot program would be at the Pleasant Hill BART Station/Contra Costa Centre. He said staff is working closely with Lynette Busby, Contra Costa Centre's Executive Director, to ensure proper coordination. He finalized his report by stating that it is expected that deployment will occur in February/March 2013.

4.0 Approval of Agreement Number 366 with the Gray-Bowen Consultant Team to Conduct Public Outreach and Polling in Support of the 2014 CTP.

ACTION: Motion to approve was made by *Commissioner Romick*, and seconded by *Commissioner Durant*. Approved 4-0-1. *Commissioner Mitchoff* abstained.

DISCUSSION: Mr. Engelmann stated that on October 19, 2012, Authority staff released RFP 12-6 for Public Outreach, Polling and Strategic Planning. The selection committee met on December 18, 2012 and interviewed three firms: 1) Gray-Bowen; 2) the Planning Center/DC& E; and 3) Godbe Research. He noted that a

fourth proposal was received from Tramutola Advisors but was rejected because it was not received on time. He said Gray-Bowen was chosen by the selection committee as the most qualified to execute a proposed scope of services to help the Authority with the 2014 CTP Public Outreach, Polling, and Strategic Planning and to assist staff with the next RTP. He explained that all federal guidelines were followed and it is potentially eligible for up to 88.53 percent of federal reimbursement through STP funds. He did note that there is an eligibility issue with the subconsultant regarding their FAR multiplier but staff is working on that issue through the Authority's Legal Counsel and Grant Administrator. He finalized his report by stating staff is recommending authorization to enter into agreement with Gray-Bowen team in an amount not to exceed \$600,000.

5.0 Approval of Agreement Number 365 with the DKS Associates Consultant Team to Prepare the Action Plans for Routes of Regional Significance for the 2014 CTP.

ACTION: Motion to approve was made by *Commissioner Mitchoff*, and seconded by *Commissioner Abelson*. Approved 5-0.

DISCUSSION: Mr. Engelmann reported that on November 2, 2012, the Authority released RFP 12-5 for Updating the Action Plans, and the selection committee met on December 20, 2012 to interview three firms: 1) DKS Associates; 2) Kittelson & Associates, Inc; and 3) Atkins North America. He said DKS Associates was chosen by the selection committee as the most qualified, teaming with Fehr & Peers, CH2M Hill, Dyett & Bhatia and Eisen Letunic. He noted that DKS presented the committee with an array of highly qualified Project Managers that will be available to each RTPC to assist them on their individual action plans. He explained the project is eligible for federal funding at 88.53 percent. Mr. Engelmann finalized his report by stating that staff recommended authorization to enter into agreement with DKS Associates in an amount not to exceed \$600,000.

6.0 SB 375/SCS Implementation Update.

ACTION: Information Only – No Action Taken

DISCUSSION: Mr. Engelmann referred to a memo that was included in the December Planning Committee packet informing the Planning Committee of the new schedule for

the RTP and delays. He said the draft RTP draft is scheduled for April 2013 with final scheduled in June 2013.

OneBayArea Program: Mr. Engelmann directed the Planning Committee to a handout, which was a letter addressed to Mr. Iwasaki from Ann Flemer, MTC's Deputy Executive Director, Policy dated December 21, 2012. Mr. Engelmann said Brad Beck, CCTA's Senior Transportation Planner would report on the details of the letter.

Mr. Beck explained that over the last few months, MTC moved \$20 million dollars from the regional portion to the county portion, which provided \$2.8 million dollars to the Authority for Priority Development Area (PDA) planning. He said the letter outlines the requirement for that funding.

6.0 Other Business. None

7.0 News Clippings and Correspondence. None.

8.0 Adjournment: The meeting was adjourned at 6:52 p.m. The next regular meeting is scheduled for Wednesday, February 6, 2013 at 6:00 p.m.