



Planning Committee Meeting **MINUTES**

MEETING DATE: February 6, 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. He announced that all Commissioners were present with the exception of *Commissioner Mitchoff* who was expected later. He said that he would be going out of order by starting the meeting with the Pledge of Allegiance. He requested that *Commissioner Abelson* lead the Committee in the Pledge of Allegiance.

Commissioner Abelson explained that the City of El Cerrito's Council had an item on their agenda to eliminate the Pledge of Allegiance from their meetings. She announced that the City of El Cerrito's Council voted 5-0 in favor of keep it as part of their meetings. She said it made her reflect on the meaning of the Pledge of Allegiance and how important it was to her.

Commissioner Abelson led the committee in the Pledge of Allegiance.

- B. PUBLIC COMMENT:** None.
- C. APPROVAL OF MINUTES:** Planning Committee Minutes of January 2, 2013.

ACTION: Motion to approve the minutes was made by *Commissioner Romick* and seconded by *Commissioner Abelson*. The motion passed, 4-0. Absent *Commissioner Mitchoff*.

CONSENT CALENDAR ITEMS

ACTION: Motion to approve the Consent Calendar was made by *Commissioner Durant* and seconded by *Commissioner Romick*. The motion passed, 4-0. Absent *Commissioner Mitchoff*.

- 1.0 **Approval of the City of San Ramon's Calendar Years (CY) 2010 & 2011 Growth Management Program (GMP) Compliance Checklist.**
- 2.0 **Approval of the City of Orinda's Calendar Years (CY) 2010 & 2011 Growth Management Program (GMP) Compliance Checklist.**
- 3.0 **East Bay Regional Park District – San Francisco Bay Trail, Martinez Intermodal to Crockett (Project 130008) – 90 Percent Design Peer Review.**
- 4.0 **Approval of FY 2013-14 Transportation Fund for Clean Air (TFCA) 40 Percent Expenditure Plan.**

End of Consent Calendar

REGULAR AGENDA ITEMS

- 5.0 **CTPL Call for Projects.**

ACTION: Motion to approve was made by *Commissioner Romick* and seconded by *Commissioner Abelson*. The motion passed, 4-0. Absent *Commissioner Mitchoff*.

DISCUSSION: Brad Beck, CCTA's Senior Transportation Planner, stated that for almost twenty years the Authority has developed the Comprehensive Project list, a financially unconstrained list of transportation projects in Contra Costa. He explained that it is used for the Countywide Transportation Plan (CTP), Congestion Management Plan (CMP), and database in which projects are drawn for the Bicycle/Pedestrian Plan and Countywide Model. He stated that staff was requesting authorization to send out a call for projects so that agencies could add new and eliminate projects that have been either completed or no longer supported. He said this would allow staff to update information in the projects list so that it could be used as part of the update to the CTP and also as a kick-off to the OneBayArea Grant Call for Projects.

Commissioner Tatzin inquired about the timeline for the release of the CTPL Call for Projects. Mr. Beck responded that staff proposes to release it no later than February 8 2013.

- 6.0 **Approval to Release RFP 13-1 for Preparation of the EIR for the 2014 Countywide Transportation Plan Update.**

ACTION: Motion to approve was made by *Commissioner Durant* and seconded by *Commissioner Abelson*. The motion passed, 4-0. Absent *Commissioner Mitchoff*.

DISCUSSION: Mr. Beck reported that staff was requesting approval to release RFP 13-1 to procure an environmental consultant for the Environmental Impact Report (EIR) as part

of the development of the CTP and the Action Plans (AP). He explained that staff prepares the EIR on the adoption of the CTP and the AP with the assistance of environmental consultants.

Commissioner Durant asked if the cost was estimated at \$200,000 for the proposed work. Mr. Beck confirmed it was.

7.0 Authorization to Seek a Contract Planner to Assist the Planning Section in Completing its Work Plan for 2013 & 2014.

ACTION: Motion to approve was made by *Commissioner Mitchoff* and seconded by *Commissioner Durant*. The motion passed unanimously, 5-0.

Commissioner Mitchoff arrived at 6:07 p.m.

DISCUSSION: Martin Engelmann, CCTA's Deputy Executive Director, Planning stated that the Planning Department for CCTA consisted of Brad Beck, Matthew Kelly, Diane Bodon and himself. He explained that staff has undertaken on a number of new responsibilities and were in the process of developing the CTP and EIR. He noted that although staff currently works with the consultant firms of Dyett & Bhatia, EPS and DKS Associates to complete such projects as the SCS Outreach, Action Plan development, Public Outreach and Ongoing Planning, staff was in need of an additional resource to assist with reviewing materials submitted by those consultants.

Mr. Engelmann said staff is proposing hiring a contract planner to assist with completing the work in the 2013 and 2014 work plan. He explained that a job announcement would be released and once the individual is selected a contract would be issued to have the individual act as an extension of staff and an impartial third party when it came to working directly with consultants. He stated funding would come from federal funds and added to the upcoming midyear budget. He further explained the cost is estimated at \$60,000-80,000 for up to 1,000 hours part time. He finalized his report by stating that staff is asking for authorization to advertise the position.

Commissioner Abelson asked for clarification on the rate for the contract planner. Mr. Engelmann responded that the rate would be negotiated but confirmed a reasonable rate would be \$60-80/hour. He stated that staff would come back to the Planning Committee with the rate and contract.

Commissioner Tatzin inquired if there were funds available in this year's budget for this cost. Mr. Engelmann stated that this would be a mid-year budget change.

Commissioner Durant asked who would be supervising the contract planner. Mr. Engelmann said that the contract planner would report to him and also consult with Brad Beck.

8.0 Approval of Amendment No. 1 to Agreement No. 365 with Parsons Transportation Group (PTG) for the State Route (SR) 239 Corridor Study, to Extend the Term of the Agreement, and to Eliminate the Retention Provision.

ACTION: Motion to approve was made by *Commissioner Mitchoff* and seconded by *Commissioner Romick*. The motion passed unanimously, 5-0.

DISCUSSION: Mr. Engelmann stated that Parsons Transportation Group (PTG) is currently working with staff on the SR-239 Corridor Study. He explained that their agreement with the County would end on May 31, 2013, so staff is proposing to extend that contract for 18 months through November 30, 2014. Mr. Engelmann finalized his report by stating that the actions would be to extend the term 18 months and also to eliminate the retention provision from the PTG contract.

9.0 SB 375/SCS Implementation Update.

ACTION: Information Only – No Action Taken

DISCUSSION: Mr. Engelmann reported that towards the end of March there will be a draft Plan Bay Area release by MTC. He said MTC staff had contacted Mr. Iwasaki, CCTA's Executive Director, in order to present the draft 2013 RTP for the April Authority meeting. He explained that staff has proposed that the draft 2013 RTP will come to the April PC meeting. The Planning Committee will be given an overview, and the full presentation will be made during the Authority meeting. He noted that during the Authority meeting, CCTA will have an opportunity to make comments to MTC staff.

Mr. Engelmann stated that for the OneBayArea grant program, Mr. Beck was working on the draft criteria and on the definition of "proximate access". He said the second OBAG working group meeting is scheduled for Tuesday, February 11, 2013, during which the working group will develop some ideas for criteria, scoring, ranking of projects and for defining proximate access. He said the PDA/OBAG working group was not a voting group but staff would get their input and document it so that it could go to the TCC on Feb 21st. He said staff will bring back the proposed call for projects on March 6th and it will be released on March 8th. He finalized his report by stating that the goal was to forward the \$30 million dollar OBAG project list to MTC at the end of June.

Commissioner Tatzin asked if the call for projects would include a description of the evaluation criteria. Mr. Engelmann confirmed it would, and also provide a definition of proximate access.

Commissioner Durant stated that it seemed like a very aggressive time schedule.

Commissioner Abelson recommended that staff send out the document early to allow sufficient time for review. Mr. Beck said he would forward the materials that will be given to the PDA/OBAG working group. She requested that staff forward an email to the Planning Committee and include a link that directs to the information on the CCTA website. Mr. Beck agreed.

6.0 Other Business.

- *Commissioner Mitchoff* announced that she would not be present at the March 6th meeting.
- *Commissioner Tatzin* stated that *Dave Hudson* will be replacing him as the SWAT representative.

7.0 News Clippings and Correspondence. None.

8.0 Adjournment: The meeting was adjourned at 6:23 p.m. The next regular meeting is scheduled for Wednesday, March 6, 2013 at 6:00 p.m.