

**West Contra Costa Transportation Advisory Committee
Board of Directors Meeting
Meeting Minutes: March 28, 2014**

Members Present: Janet Abelson, Chair (El Cerrito); Tom Butt (Richmond); Sherry McCoy (Hercules); Joe Wallace (AC Transit); Maureen Powers (WestCAT); Zakhary Mallett (BART); Jael Myrick (Richmond); Roy Swearingen (Pinole); Courtland Boozé (Richmond)

Staff Present: John Nemeth; Joanna Pallock; Danelle Carey; Kristopher Kokotaylo-Legal Counsel; Peter Engel-CCTA; Matt Kelley-CCTA; Rick Ramacier-County Connection.

Location: San Pablo Council Chambers, 13831 San Pablo Avenue, San Pablo, CA 94806

1. Call to Order and Self-Introductions – Chair Janet Abelson

2. Public Comment. None

Consent Calendar

ACTION: *Director Mallett* moved to ADOPT Items 5-11. Seconded by *Director Myrick*. Passed unanimously.

- 3. Minutes of January 31, 2014 Board Meeting.**
- 4. Monthly Update on WCCTAC Activities.**
- 5. Financial Reports for January and February 2014.**
- 6. CCTA Technical Coordinating Committee Representatives.**
- 7. Payment of Invoices over \$10,000.**
- 8. Fiscal Audits and Memoranda of Internal Control for Fiscal Years 2011, 2012 and 2013.**

DISCUSSION

9. Draft Final West County Action Plan.

ACTION: *Director Myrick* moved to adopt the Draft Final West County Action Plan and asked that CCTA clarify the LOS for Pinole Valley Road as well as state in Item #47 on page 26, "Support broad coordination between Contra Costa and neighboring counties (including Alameda, Solano and Marin) to reduce single-occupant vehicles along the I-80 corridor." Seconded by *Vice-Chair Butt*. Approved unanimously.

DISCUSSION: *Executive Director Nemeth* presented the recent comments made by the TAC to the 2014 Draft Final West County Action Plan, released for comment in January 2014. *ED Nemeth* highlighted a change made by the Board during earlier Board review on Action Item #47. The TAC also recommended an addition to the language on Item #47.

Director McCoy stated she did not recall the new wording on Action #47. She recalled just Solano County being mentioned by the Board. *ED Nemeth* stated that she is correct and it was the TAC that included Marin and Alameda counties and stated that it could be narrowed if the Board desired changing it. *Director McCoy* responded that she saw the need for coordination but that she did not want to create new formal structures for that coordination. Discussion arose around the role of coordination on the I-80 ICM project and WCCTAC's works with Alameda County.

Brooke Dubois from the consulting firm Fehr and Peers addressed the Board and explained the edits to the Action Plan and that there was no specific matrix with coordination between neighboring counties.

Director Swearingen referred to Section A and B of the draft Action Plan and asked about the reality of LOS on Pinole Valley Road, and mentioned the added traffic generated from Orinda. *Mr. Matt Kelly* from CCTA explained that the LOS data needs to be revisited. *Director Swearingen* asked if the Orinda BART Station is planning to add parking. *Mr. Kelly* explained that the Lamorinda area Action Plan stated that they are not planning to add parking to the Orinda BART Station.

Vice-Chair Butt referred to the Richmond Parkway at Pittsburg and Parr intersections. He asked why the LOS is so high when he has not observed traffic congestion in this area.

Mr. Kelly stated that the consultant found that the model had an input error for Pinole Valley Road and will recalculate. He further explained that the LOS outcomes on Richmond Parkway are affected by signal timing at the Pittsburg and Parr intersections. At this time he stated it cannot be resolved but once the signals are optimized, this will be resolved.

Director McCoy asked about the basis for the model data. *Mr. Kelly* responded that it comes from ABAG's current regional plan. She asked if this assumes full General Plan build out for each city. *Mr. Kelly* replied that it does.

Director Myrick moved to adopt the Draft Final West County Action Plan and asked that: CCTA clarify the LOS for Pinole Valley Road as well as state in Item #47 on page 26 that, "there is support for broad coordination between Contra Costa and neighboring counties (including Alameda, Solano and Marin) to reduce single-occupant vehicles along the I-80 corridor." Seconded by *Vice-Chair Butt*. Approved unanimously.

10. Contra Costa Mobility Management Plan.

ACTION: *Vice-Chair Butt* motioned to:

- Ask CCTA to give WCCTAC more time to respond and comment on the MMP;
- Support the creation a Mobility Manager position at CCTA, rather than the creation of a new non-profit agency;
- Put available funding into programs rather than administration;
- Recommend that the oversight function should be carried out by the existing Paratransit Coordinating Committee at CCTA, rather than a new Oversight Committee.
- Request that cities with local paratransit programs (El Cerrito, Richmond, and San Pablo) send letters to CCTA.

Seconded by *Director Myrick*. Approved unanimously.

DISCUSSION: *Peter Engel* from CCTA and Rick Ramacier from County Connection presented the Board with a brief overview of the development of the Mobility Management Plan, funded by a New Freedom grant from MTC.

Chair Abelson asked which of the bullets listed as possible mobility management activities are the most important. *Mr. Ramacier* responded that CCTA and different cities all have different priorities and all the items are important. He stated that these are not recommendations; they are just examples. He stated that the decision on which elements to implement is now up to CCTA since the MMP was adopted by County Connection and handed over to CCTA. He stated that comments should be given to CCTA.

Director McCoy asked if WCCTAC is supposed to make recommendations on which elements to implement. *Peter Engel* responded that the Oversight Committee formation would be the first step. Services and programs would then be built into a recommended work plan for CCTA Board adoption.

Director Wallace asked what the cost was to develop the plan. *Mr. Engel* replied that \$75,000 was spent under Cycle 2 of a New Freedom grant.

Richmond staff member, *Lori Reese-Brown*, recommended that the plan be considered in its entirety and not as separate pieces to be adopted individually. She stated that she was not sure whether the plan was complete or whether the community was supportive.

Vice-Chair Butt asked if this plan will solve or exacerbate the problems of the City of Richmond's Paratransit Program. He stated that CCTA is looking for specific recommendations from RTPC and this is our chance to comment. He made it clear that now is the time for the Board to gather its comments.

Ms. Reese-Brown said Richmond has provided their comments to WCCTAC and the City's recommendation is to accept the plan.

Vice-Chair Butt said recommendations should address specific items in the plan.

ED Nemeth stated that specific comments from the City of Richmond have not yet been received.

Director Myrick asked if the recommendation is that the Board approve the entire plan or take time and make changes. *Ms. Reese-Brown* said she recommends we take the time and make changes and then bring it back.

Director Boozé stated that members of the community have not had a chance to give their input and to be heard. He said it might be premature to adopt the plan, and it is important to give more time to meet with the community.

Mr. Sam Casas, Coordinator of Richmond's paratransit service (R-Transit), spoke in favor of coordination in general. In particular, he emphasized the need to coordinate with Alameda County. He stated that R-Transit supports the idea of centralized information and travel training, as described in the plan. However, he pointed out that the administrative costs represent 100% of the plan's expenses. He stated a preference for a new Mobility Manager position housed within CCTA over the plan's recommendation for a Consolidated Transportation Services Agency (CTSA) non-profit with an Executive Director. He also expressed a preference for coordination to be carried out by CCTA's Paratransit Coordinating Committee (PCC) rather than a new Oversight Board.

Director Boozé agreed that the plan is too heavy with administrative costs and also that the goal should be for money to go to programs.

Vice-Chair Butt asked if *Mr. Casas* participated in the plan's creation. *Mr. Casas* stated that he was a part of the Plan development process. *Vice-Chair Butt* also asked about the composition of the proposed Oversight Board. *Mr. Casas* stated that a preference coordination to be carried out by CCTA's existing Paratransit Coordinating Committee (PCC).

City of San Pablo Planning Director *Michele Rodriguez* presented the City of San Pablo's comments on the plan. She stated that the City is in support of a MMP and in favor of coordination in general, but are seeking more information on existing programs and a cost basis for these efforts. They are in agreement with the list of mobility management

activities on page 5, but they do not support forming a new organization as described on page 4. She stated that not having city representation on the Oversight Board is not appropriate and the costs for a new Executive Director in a new agency are too high. She stated a city preference for a Mobility Manager position at CCTA instead. She noted that the projected trip cost of five dollars were too high. She concluded by stating the City's letter, included in the packet, spelled out their position on specific issues.

Vice-Chair Butt stated that CCTA is not going to wait and this is a one-time opportunity to make suggestions. He encouraged the comments be specific. He suggested highlighting two or three specific actions. *Ms. Rodriguez* stated that the process of plan development was not well handled. *Vice-Chair Butt* agreed with *Ms. Rodriguez* but in the name of time, he asked that the cities to make specific comments.

Yvetteh Ortiz, Public Works Director of the City of El Cerrito, stated that the City supports the goals of the plan. However, she also stated the MMP raised concerns including: a possible lack of inclusion of AC Transit services, duplicative governing bodies when existing structures exist, as well as new and high administrative costs. The City of El Cerrito also provided a letter specifying their concerns.

Ms. Janet Bilbas, staff to the City of El Cerrito's Senior Center, stated that the three operators in the cities have met and are seeking to provide the best service at the best price to their customers. She questions the cost of implementing the proposed plan and asked where the funds will come from. She pointed out that a five dollar ride is too high for local paratransit riders.

Director McCoy asked *Mr. Engel* how the particular issues in West County were considered in the study. *Mr. Engel* explained that the consultant spoke to all the operators in the County. He highlighted the fact that three summits were held for the public and staff, including one at the City of San Pablo City Hall.

Director McCoy asked if the funds will be taken from the local operators. *Mr. Engel* said no money can be taken from local operators without changing Measure J, and there are no plans to do that.

Chair Abelson pointed out that there is no mention of functions by ADA operators.

Director Swearingen stated his concern with the creation of additional bureaucracy.

Director Myrick summed up that it is clear that the current MMP is not a good benefit to West County. He concurred with *Vice-Chair Butt* that it is necessary to act now or get left behind. He asked if more time to review the plan could be requested of CCTA.

Chair Abelson stated that the process was not standard and comments should be made but she is not sure if this will change the course of the process.

Director McCoy asked for a timeline to get comments to CCTA. *Mr. Engel* responded that late spring is the timeframe for bringing back comments to the CCTA Board.

Director Powers asked for modifications to be made now to keep the process moving forward.

Chair Abelson noted that AC Transit already does some of the things called for in the plan including: travel training and in-person assessment. She said coordinated vehicle maintenance is sometimes useful and other times not appropriate for a city. She was not convinced a paratransit vehicle coordination program made sense. She also argued that the volunteer driver program separates out wheelchair users from non-users which reduces the number of ADA vehicles and ultimately lowers the service level.

Mr. Greg Lyman from the El Cerrito City Council summarized the suggested changes and included changing the name of the Plan. He concurred that a Mobility Manager at CCTA made sense.

Vice-Chair Butt motioned to take the following actions:

- Ask CCTA to give WCCTAC more time to respond and comment on the MMP;
- Support the creation a Mobility Manager position at CCTA, rather than the creation of a new non-profit agency;
- Put available funding into programs rather than administration;
- Recommend that the oversight function should be carried out by the existing Paratransit Coordinating Committee at CCTA, rather than a new Oversight Committee.
- Request that cities with local paratransit programs (El Cerrito, Richmond, and San Pablo) send letters to CCTA.

Director Boozé left at 8:30 a.m.

Director Wallace left at 8:30 a.m.

Director Mallet left at 9:00 a.m.

11. WCCTAC Office Space.

ACTION: *Director Myrick* moved to approve appointing the following WCCTAC Board members to an ad-hoc subcommittee to further pursue office space options; *Chair Abelson, Vice-Chair Butt, and Director Swearingen*, Seconded by *Director McCoy*. Approved unanimously.

DISCUSSION: *ED Nemeth* noted the Board's request to seek alternatives to the current WCCTAC office space located in San Pablo City Hall. The priority is finding office space that is ADA compliant. *ED Nemeth* noted that staff had identified options and asked the Board to appoint an ad-hoc subcommittee to work with staff on securing a tentative lease agreement. Any final decisions would come back to the full Board.

12. Safe Routes to Schools (SR2S) Needs Assessment Report. *Director McCoy* recommended moving Items 12 and 13 to the next month's meeting due to time constraints. Chair Abelson agreed.

13. Train Horn Noise Resolution. *Moved to next month's agenda due to time constraints.*

STANDING ITEMS

14. Other Information

a. Summary and Minutes of recent Technical Advisory Committee meetings

- January 9, 2014 TAC Meeting
- February 13, 2014 TAC Meeting

b. Acronym List

15. Board and Staff Comments

- Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
- Report of CCTA Representatives (*Directors Abelson & Butt*)
- Executive Director's Report

Director McCoy raised the subject of the high occupancy transit study for West County. She asked that it be given a more broad name instead of being referring to as the "I-80 Corridor Transit Study". This discussion will be placed on the April agenda.

Chair Abelson stated that the introduction of Clipper on smaller transit systems has been delayed. She also stated that, based on discussions at CCTA, efforts to place a half-cent sales tax on the 2014 ballot should wait until 2016 so adequate time can be given for an outreach campaign.

ED Nemeth noted that the PERS items have all been resolved and that WCCTAC is now its own PERS agency, separate from the City of San Pablo. It also now contracts directly for its benefits, rather than piggybacking on the City of San Pablo. *ED Nemeth* also reminded Board members to hand in their Form 700 paperwork.

16. Other Business

17. Adjourn.
