

TRANSPLAN Technical Advisory Committee

651 Pine Street, 4th Floor, North Wing, Martinez, CA 94553-0095

Participating entities: Cities of Antioch, Brentwood, Oakley and Pittsburg • Contra Costa County
Tri Delta Transit • 511 Contra Costa • Contra Costa Transportation Authority • Caltrans District 4 • BART
TRANSPLAN • State Route 4 Bypass Authority • East Contra Costa Regional Fee & Financing Authority

**Antioch City Hall, 3rd Floor Conference Room
Tuesday, December 20, 2011 from 1:30 to 2:30 p.m.**

AGENDA

*NOTE: The Technical Advisory Committee (TAC) agenda/packet is only distributed digitally, **no paper copies will be sent.** If you need a printed copy please contact staff.*

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

- 1:30 Item 1: Recommend Appointments to The Countywide Bicycle and Pedestrian Advisory Committee (CBPAC):** *The Contra Costa Transportation Authority (CCTA) has formalized the structure of the CBPAC and is requesting that the Regional Transportation Planning Committees (RTPC) either confirm existing appointments or appoint new representatives. RTPCs appoint one staff member (and an alternate) and one Citizen member. Current appointments are Paul Reinders (Pittsburg) and Bruce Ohlson (Pittsburg). The staff alternate seat is vacant. Please see attached communication from CCTA. ♦*
- 1:45 Item 2: Discuss Status of State Route 4 Bypass/Sand Creek Widening-Interchange:** *At their November 2011 meeting the TRANSPLAN Board entered in to an Memorandum of Understanding with CCTA and the East Contra Costa Regional Fee and Financing Authority taking on some responsibility for ensuring availability of full project funding.*
- 2:00 Item 3: Discuss TRANSPLAN 2010/11 Work Program Task 8:** *The current TRANSPLAN Work Program includes the following: “Work with the TAC, legal counsel and the TRANSPLAN Committee to establish procedures for administering Measure J/Growth Management compliance issues that come before TRANSPLAN”. The TAC will discuss options for proceeding with this task. ♦*
- 2:30 Item 4: Adjourn to Tuesday, January 17, 2012 at 1:30 p.m.**
The Technical Advisory Committee (TAC) meets on the third Tuesday afternoon of each month, starting at 1:30 p.m. in the third floor conference room of the Antioch City Hall building. The TAC serves the TRANSPLAN Committee, the East Contra Costa Regional Fee & Financing Authority, and the State Route 4 Bypass Authority.

Persons needing a disability-related accommodation should contact John Cunningham, TRANSPLAN staff person, at least 48 hours prior to the starting time of the meeting: (925) 335-1243 or at john.cunningham@dcd.cccounty.us.

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

g:\transportation\committees\transplan\tplan_year\2011-12\meetings\tac\december\tac agenda dec2011.doc



CONTRA COSTA
transportation
authority

CONTRA COSTA

2011 NOV -4 A 11:43

RECEIVED (CONTRASTA)
2011 NOV 4

COMMISSIONERS

November 2, 2011

David Durant, Chair

Hon. Brian Kalinowski
Chair of TRANSPLAN

Don Tatzin,
Vice Chair

P.O. Box 5007

Janet Abelson

Antioch, CA 94531-5007

Geneveva Calloway

Subject: Appointment to Countywide Bicycle and Pedestrian Advisory
Committee

Jim Frazier

Federal Glover

Dear Mr. Kalinowski:

Dave Hudson

Karen Mitchoff

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.

Julie Pierce

Karen Stepper

Robert Taylor

Randell H. Iwasaki,
Executive Director

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 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. Brian Kalinowski
TRANSPLAN
November 2, 2011
Page 2

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: John Cunningham, TRANSPLAN

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.

Draft Work Program for FY 2010/2011

Task 1. Participate in project development for the Brentwood-Tracy Expressway (SR 239) Interregional Corridor Study. TRANSPLAN had minimal work on this Task in FY 2009/10, and FY 2010/11, limited to discussions relative the East County Action Plan for Routes of Regional Significance and occasional reports to the Committee. However, funding has been made available and Contra Costa County has selected and retained a consultant in May 2011, the planning process will begin in 2011. A multi-county, inter-agency group will oversee the process, all affected regional, local and state agencies will participate. TRANSPLAN will be one of the stakeholders in the process.

Task 2. Review major land use proposals *within* East County for compliance with East County Action Plan requirements. This task will continue as an ongoing activity, required both by Measure C, Measure J and by TRANSPLAN's own procedures. It was part of the Measure C Growth Management Program and continues under Measure J.

Task 3. Review land use proposals *outside* of East County that meet the Measure J threshold requirements (100 or more new peak-period vehicle trips) for potential traffic impacts on East County routes of regional significance. This task will continue as an ongoing activity, similar to Task 2 above. It is part of the Measure J Growth Management Program.

Task 4. Provide Facilitation between the Contra Costa Transportation Authority in the conduct planning activities requiring sub-regional consultation. TRANSPLAN will provide ongoing assistance and local facilitation with CCTA, at a minimum for the planned *CCTA State Route 4 Corridor Management Plan*. The Congestion Management Program, the Measure J Strategic Plan, Measure J Growth Management Program, and the Countywide Bicycle and Pedestrian Plan require local facilitation on occasion although no major initiatives are anticipated in the coming year.

Task 5. Represent TRANSPLAN at meetings of CCTA as needed, including the monthly CCTA Board meetings and the monthly meetings of its two committees (the Administration and Projects Committee, and the Planning Committee). This task will continue.

Task 6. Participate as needed in refining the East County portion of the countywide travel demand forecasting model and/or in adapting the model for local application. CCTA completed the model update and combine the four sub-regional models into one countywide version in 2003. Ongoing refinements or consultation may be needed. The Measure C/J Growth Management Program requires local jurisdictions to consult with the TAC when they use or adapt the model for local general plan amendments or CEQA review of large development proposals.

Task 7: Decennial Model Update: Related to Tasks 1 and 6 above is the CCTA led effort to conduct the Decennial Model Update to the travel forecasting model. A major update was completed in 2003. The preliminary recommendation from CCTA staff, consultants and the Technical Model Working Group is that this update should be streamlined. Despite a streamlined approach, there will be a need for facilitation and participation from the RTPCs. This effort began in 10/11 and continues in 11/12.

Task 8. Participate in planning the Los Medanos Area Plan/Concord Naval Weapons Station Community Reuse Project. It was anticipated that a General Plan Amendment (GPA) proposal (and associated environmental documents) would be reviewed in 2010/2011. That document has not yet been released but is anticipated to be out in the 2011/2012 fiscal year. Participation on the anticipated fair share cost traffic study is also expected. This activity consumed a substantial amount of staff time in 2009 and is likely to do the same with the GPA which will be the last step in the environmental/Measure J planning process.

Task 9. Review/Revise Administrative Procedures: Work with the Technical Advisory Committee, legal counsel and the TRANSPLAN Committee to establish procedures for administering Measure J/Growth Management compliance issues that come before TRANSPLAN.

Draft Work Program for FY 2010/2011

Task 1. Participate in project development for the Brentwood-Tracy Expressway (SR 239) Interregional Corridor Study. TRANSPLAN had minimal work on this Task in FY 2009/10, and FY 2010/11, limited to discussions relative the East County Action Plan for Routes of Regional Significance and occasional reports to the Committee. However, funding has been made available and Contra Costa County has selected and retained a consultant in May 2011, the planning process will begin in 2011. A multi-county, inter-agency group will oversee the process, all affected regional, local and state agencies will participate. TRANSPLAN will be one of the stakeholders in the process.

Task 2. Review major land use proposals *within* East County for compliance with East County Action Plan requirements. This task will continue as an ongoing activity, required both by Measure C, Measure J and by TRANSPLAN's own procedures. It was part of the Measure C Growth Management Program and continues under Measure J.

Task 3. Review land use proposals *outside* of East County that meet the Measure J threshold requirements (100 or more new peak-period vehicle trips) for potential traffic impacts on East County routes of regional significance. This task will continue as an ongoing activity, similar to Task 2 above. It is part of the Measure J Growth Management Program.

Task 4. Provide Facilitation between the Contra Costa Transportation Authority in the conduct planning activities requiring sub-regional consultation. TRANSPLAN will provide ongoing assistance and local facilitation with CCTA, at a minimum for the planned *CCTA State Route 4 Corridor Management Plan*. The Congestion Management Program, the Measure J Strategic Plan, Measure J Growth Management Program, and the Countywide Bicycle and Pedestrian Plan require local facilitation on occasion although no major initiatives are anticipated in the coming year.

Task 5. Represent TRANSPLAN at meetings of CCTA as needed, including the monthly CCTA Board meetings and the monthly meetings of its two committees (the Administration and Projects Committee, and the Planning Committee). This task will continue.

Task 6. Participate as needed in refining the East County portion of the countywide travel demand forecasting model and/or in adapting the model for local application. CCTA completed the model update and combine the four sub-regional models into one countywide version in 2003. Ongoing refinements or consultation may be needed. The Measure C/J Growth Management Program requires local jurisdictions to consult with the TAC when they use or adapt the model for local general plan amendments or CEQA review of large development proposals.

Task 7: Decennial Model Update: Related to Tasks 1 and 6 above is the CCTA led effort to conduct the Decennial Model Update to the travel forecasting model. A major update was completed in 2003. The preliminary recommendation from CCTA staff, consultants and the Technical Model Working Group is that this update should be streamlined. Despite a streamlined approach, there will be a need for facilitation and participation from the RTPCs. This effort began in 10/11 and continues in 11/12.

Task 8. Participate in planning the Los Medanos Area Plan/Concord Naval Weapons Station Community Reuse Project. It was anticipated that a General Plan Amendment (GPA) proposal (and associated environmental documents) would be reviewed in 2010/2011. That document has not yet been released but is anticipated to be out in the 2011/2012 fiscal year. Participation on the anticipated fair share cost traffic study is also expected. This activity consumed a substantial amount of staff time in 2009 and is likely to do the same with the GPA which will be the last step in the environmental/Measure J planning process.

Task 9. Review/Revise Administrative Procedures: Work with the Technical Advisory Committee, legal counsel and the TRANSPLAN Committee to establish procedures for administering Measure J/Growth Management compliance issues that come before TRANSPLAN.