



**CITIZENS ADVISORY COMMITTEE
SAN MATEO COUNTY TRANSPORTATION AUTHORITY
1250 San Carlos Avenue, San Carlos CA 94070, Bacciocco Auditorium, 2nd Floor**

AGENDA

December 1, 2009 - Tuesday

4:30 PM

1. Pledge of Allegiance
2. Call to Order/Roll Call
3. Approval of Minutes from November 3, 2009
4. Public Comment
Public testimony by each individual speaker shall be limited to three minutes
5. "New" Measure A Program – Strategic Plan Implementation Update **(TA Item 10)**
(M. Choy)
6. Transportation Authority Board Meeting Agenda for December 3, 2009
 - a. Approval of Minutes of November 5, 2009 **(TA Item 3a)**
 - b. Acceptance of Statement of Revenues and Expenses for October 2009 **(TA Item 3b)**
 - c. SamTrans Liaison Report – November 12, 2009 **(TA Item 7)**
 - d. Authorize Rejection of All Proposals for Providing Environmental Planning **(TA Item 11a)**
 - e. Authorize Award of Contract to Shaw/Yoder/Antwih, Inc. to Provide State Legislative Advocacy Services for a Total Not-to-Exceed Cost of \$133,328 for Three Years **(TA Item 11b)**
 - f. Authorize Award of Contract to Holland & Knight LLP to Provide Federal Legislative Advocacy Services for a Total Not-to-Exceed Cost of \$180,000 for Three Years **(TA Item 11c)**
 - g. Authorize Award of Contract to Maze & Associates Accountancy Corporation to Provide Financial Audit Services for a Total Not-to-Exceed Cost of \$77,100 for a Three-year Base Term and Up to Two Additional One-year Option Terms **(TA Item 11d)**

- h. Authorize Allocation Up to An Additional \$50 Million in Funds for Investment Advisory Services by Tamalpais Wealth Advisors for the San Mateo County Transportation Authority **(TA Item 11e)**
 - i. Update on State and Federal Legislative Program **(TA Item 12a)**
 - j. Capital Projects Status Report – 1st Quarter Fiscal Year 2010 **(TA Item 12b)**
- 7. Report of the Chair (P. Dixon)
 - a. Election of 2010 Officers
 - 8. Report from Staff (J. Hurley)
 - 9. Member Comments/Requests
 - 10. Date, Time and Place of Next Meeting: Tuesday, January 5, 2010 at 4:30 p.m., San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2nd Floor, 1250 San Carlos Avenue, San Carlos, CA 94070
 - 11. Adjournment

All items on this agenda are subject to action

CAC MEMBERS: Barbara Arietta • Jim Bigelow • Pat Dixon (Chair) • John Fox • Rich Hedges • Randall Hees • Charles King • Steve Krause • Austin Mader-Clark • Doris Maez • Daniel Mensing • Larry Shaine • April Vargas • Paul Young (Vice-Chair) • George Zimmerman

INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the Assistant Authority Secretary at 650.508.6223. Assisted listening devices are available upon request. Agendas are available on the Transportation Authority Website at www.smcta.com.

Date and Time of Boards and Advisory Committee Meetings

San Mateo County Transportation Authority (TA) Committees and Board: First Thursday of the month, 5 p.m. Transportation Authority Citizens Advisory Committee (CAC): Tuesday preceding first Thursday of the month, 4:30 p.m. Date, time and location of meetings may be changed as needed.

Location of Meeting

The San Mateo County Transit District Administrative Office is located at 1250 San Carlos Ave., San Carlos, which is one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus Routes: 260, 295, 390, 391, KX. [Click here for map.](#)

Public Comment

If you wish to address the Citizens Advisory Committee, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Citizens Advisory Committee and included for the official record, please hand it to the Assistant Authority Secretary, who will distribute the information to the Committee members and staff.

Members of the public may address the Citizens Advisory Committee on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to three minutes and items raised that require a response will be deferred for staff reply.

Accessibility for Individuals with Disabilities

Upon request, the TA will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to Rosemary Lake at San Mateo County Transportation Authority, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email to cacsecretary@smcta.com; or by phone at 650-508-6223, or TDD 650-508-6448.

Availability of Public Records

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

**CITIZENS ADVISORY COMMITTEE
SAN MATEO COUNTY TRANSPORTATION AUTHORITY**
1250 San Carlos Avenue, San Carlos CA 94070
Bacciocco Auditorium, 2nd Floor

MINUTES OF NOVEMBER 3, 2009

MEMBERS PRESENT: B. Arietta, J. Bigelow, P. Dixon (Chair), R. Hedges, R. Hees, C. King, A. Mader-Clark, D. Maez, D. Mensing, G. Zimmerman

MEMBERS ABSENT: J. Fox, S. Krause, L. Shaine, P. Young, A. Vargas

STAFF PRESENT: M. Choy, E. Glover, J. Hurley, R. Lake

Chair Pat Dixon called the meeting to order at 4:37 p.m. Randy Hees led the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion (Hees/Bigelow) to approve the minutes of September 29, 2009 was passed.

PUBLIC COMMENT

Pat Giorni, Burlingame, distributed stickers from a grassroots advocacy bike group in San Mateo County. She said Peninsula Corridor Joint Director Powers Board (JPB) Director Jim Hartnett is being termed out. She suggested Burlingame City Council member and SamTrans Board Director Jerry Deal be considered for the vacant seat.

ITEMS FOR REVIEW – NOVEMBER 1, 2009 TA BOARD AGENDA

There was no discussion on the following items:

1. Approval of Minutes of October 1, 2009 - TA Item 3a
2. Acceptance of Statement of Revenues and Expenses for September 2009 - TA Item 3b
3. Approval of 2010 Board of Directors Meeting Calendar - TA Item 3c
4. SamTrans Liaison Report – October 14, 2009 - TA Item 7
5. Update: State/Federal Legislative Programs - TA Item 11a

Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the San Mateo County Transportation Authority - TA Item 10a

Director of TA Program Joe Hurley said the TA's Investment Policy for General Funds contains a requirement for a quarterly report to be transmitted to the Board within 30 days of the end of the quarter. The report was forwarded to the Board of Directors on October 19, 2009.

George Zimmerman said delving into certain areas of finance is not the primary function of the CAC and he doesn't think the CAC is expected to have that level of expertise.

Mr. Hees said CAC members should read the financial reports to see if there is anything that screams a red flag because the public will look at the report and if the CAC has a question, it's very likely that it would come up again.

Program – Highway and Transportation System Management/Alternative Congestion Relief Programs

Executive Director Rich Napier and Project Manager Parvis Mokhtari of the City/County Association of Governments of San Mateo County (C/CAG) provided details on the Smart Corridor Project. The project is actually part of two programs: the Highway and Transportation System Management/Alternative Congestion Relief.

- The need for a Smart Corridor project was evident when an incident in January 2008 closed Highway 101 for 39.5 hours including eight hours in both directions.
- The project area would include El Camino Real from Highway 380 to Whipple Avenue in Redwood City and major arterials between El Camino Real and Highway 101.
- Traffic would flow from Highway 101 to Highway 280, to El Camino Real and to major arterials and parallel frontage roads during an incident.
- During a major incident on Highway 101, Caltrans would control and optimize phasing on predetermined routes to manage traffic flow around an incident. The system would also allow the corridors to be coordinated and monitored to optimize traffic flow during normal operations.
- The goal of the project is remote control of signals, traffic information and monitoring in the project area; establishing a communication system to route all monitoring and control information to Traffic Management Centers (TMC) in Oakland and the City of San Mateo police station; providing real time access to traffic video and monitoring by Caltrans and cities/county; and providing user information.
- The basic concept of the project is use of an Intelligent Transportation System (ITS) technology. Caltrans has control of both local and select local and state roads. C/CAG is pre-negotiating signal timing on some local and state roads and pre-negotiating agreements with cities for timing alternatives during normal operation so Caltrans can change timing on El Camino Real.
- The project would install ITS equipment including cameras, dynamic signs and signal controller communications along pre-identified state and local routes.
- The project is fully funded for \$25 million including a \$3 million loan from the TA to be repaid to the TA in State Transportation Improvement Plan (STIP) funds.
- Caltrans is the design lead with consultant support.
- The Federal ITS process is completed to detailed design; the city of San Mateo demonstration project is cleared and the complete project will be cleared by November 15, 2009. Project completion is scheduled for April 2012.
- The project benefits include alternate route management with timing optimized for incident management; local event management timing options for El Camino Real (non-incident); access to all video, signals and monitors to optimize normal operations; and upgrades to local signals and equipment.

Mr. Mokhtari said current signal synchronization on El Camino Real is a technical challenge. The ITS system will show a specific problem at a specific intersection and a city can react to signal timing changes along El Camino Real through the TMC in a matter of seconds.

Barbara Arietta asked about local management during a non-incident. Mr. Napier said C/CAG is trying to pre-negotiate some signal timing scenarios with cities and cities will be able to call Caltrans for assistance from the TMC to respond to timing changes on El Camino Real.

Doris Maez asked if there would be an impact on pedestrian demand to cross El Camino Real with a change in signal timing. Mr. Mokhtari said Caltrans can alert TMC to a problem, which can be

changed in a matter of seconds. There are four cameras at every intersection that will look at the stream of traffic from 300 to 400 feet and adjust signals accordingly for safe pedestrian crossing.

Ms. Maez asked how the system could help with traffic situations caused by the closure of the Bay Bridge. Mr. Mokhtari said the TMC could increase green timing at all signals on El Camino Real to move traffic more quickly northbound or southbound.

Austin Mader-Clark asked if sensors could be used instead of cameras. He said the Memorandum of Understanding (MOU) with the cities allows use of cameras solely for real time traffic movements.

Rich Hedges said it is important to keep streets clear of traffic near transportation hubs and areas where public safety vehicles travel. Mr. Napier said during an incident, traffic will naturally go off of Highway 101 into neighborhoods. It would be smarter to channel this traffic into select areas with signal priority preemption that will help other transit modes.

Mr. Hees asked if there was a project phase to deal with traffic issues at Highway 101 and Highway 92. Mr. Mokhtari said traffic issues at Highway 92 are addressed in the project. During an incident signs and signal timing will send traffic away from Highway 92. No physical improvements to Highway 92 are included in the project.

Mr. Napier said the Metropolitan Transportation Commission (MTC) is going to institute a study to address ramp problems and other traffic issues between Highway 92 at Highway 101 to Alameda de las Pulgas.

Charles King asked if the cameras could be used for enforcement issues. Mr. Napier replied absolutely not.

Mr. King asked if there will be Smart Corridor management near the Dumbarton Bridge area. Mr. Napier replied no. He said C/CAG has entered into a contract to look at operational improvements for Willow Road and University Avenue in Palo Alto including no left turn hours, additional turning pockets and lane striping.

Mr. Mokhtari said another goal of the TMC is to be able to control all signals in the nine Bay Area counties.

Daniel Mensing asked if the general public will be involved in some details of project development. Mr. Mokhtari said C/CAG meets with stakeholders, public works directors, city engineers and fire and police personnel. He said it is up to the cities to determine public involvement and hopes all recommendations are considered during project development.

Ms. Arietta asked if red light traffic cameras will interface with ITS equipment. Mr. Mokhtari replied no and said the red light cameras and ITS equipment are located in different areas.

Jim Bigelow said San Mateo County is the first county to have a Smart Corridor project. He said this project illustrates how well the TA and C/CAG worked to leverage money for the \$25 million project.

Public Comment

Pat Giorni, Burlingame, said this technology doesn't take into account bicyclists. She asked if part of the project could be involved in fixing the Old County Road/Pacific Boulevard bicycle route areas in San Mateo. Mr. Mokhtari said neither of these streets are part of the project.

New Measure A Program – Strategic Plan Implementation

Manager of Capital Project Planning Melanie Choy presented details of the program to solicit feedback and comments from the CAC on the draft proposal for Strategic Plan implementation.

- The five-year Strategic Plan was adopted in December 2008 and is the policy framework and basis for the proposal.
- The plan for implementation involves development of a capital improvement program, a call for projects and selection of projects.
- The planning process involves input from the TA Board subcommittee, C/CAG C/CAG Technical Advisory Committee, the City Managers Ad Hoc Committee and the TA CAC.
- The program will be presented to the TA Board at the December 3 board meeting.
- The project team consisted of TA staff assisted by URS Corporation, Nancy Whelan Consulting and MIG.
- There are 11 TA programs.
 - Three programs are in the call for projects. Local Shuttle and Pedestrian and Bicycle programs call for projects will begin in 2010 and Alternative Congestion Relief will begin in 2011.
 - Eight programs are plan-based, agreement-based or to be determined.
 - a. The Caltrain program will be reviewed under a plan-based approach with a Short Range Transit Plan (SRTP) for Caltrain that lays out a 5 to 10 year plan to look at needs. The Highway program will begin with a needs assessment project for the county to develop a 5 to 10 year Highway Plan.
 - b. The agreement-based approach includes the Ferry, BART and Local Streets and Transportation. These are based on formulas as outlined in the new Expenditure Plan and there is no need to undertake a competitive process for distributing funds in these categories.
 - c. To be determined projects include Accessible Services, Dumbarton Corridor and Grade Separation programs. Paratransit will continue to be funded and pilot projects are ongoing. A policy advisory committee is deliberating on next steps for the Dumbarton Corridor project. The grade separation project involves many unknowns due to High Speed Rail (HSR) and there is insufficient funding to complete all grade separations. The focus will be on local traffic and safety improvements along the Caltrain corridor. Decisions on grade separations will be revisited as the HSR program develops.
- Project selection criteria for the three programs involved in the call for projects include first tier eligibility and second tier prioritization. The five categories of the scoring criteria are:
 1. Need
 2. Policy consistency
 3. Readiness
 4. Effectiveness
 5. Sustainability.
- The monitoring program includes the evaluation of capital projects on a quarterly basis and operating projects on an annual basis.
- Capital projects will be reviewed with performance indicators including scope, schedule, budget, funding plan and risk register.

- Operating projects will be reviewed with performance indicators including financial details, service outcomes, effectiveness and customer complaints.

Mr. Hedges asked for an explanation of community-based transportation. Mr. Hees said he thinks this means using the available senior shuttles and trying to work it into one system that everybody knows about so it can maximize the financial punch to get as many people on wheels as possible.

Ms. Choy said community and commuter shuttles should be the same thing.

Mr. Hedges said they operate in very similar ways; Commuter shuttles are actually funded partially by the county and, therefore, the community can ride them and this is almost always overlooked. He said the TA is overlooking a tremendous resource unless it is marketed more clearly.

Mr. Zimmerman asked if changes in the new Measure A reflect the fact that anticipated revenues of many sources including interest income and sales tax revenues have declined and are expected to be lower than anticipated for the next five years. Ms. Choy said in reference to the call for projects the amounts are fairly conservative and based on \$60 million in revenues.

Ms. Maez asked how vehicles miles traveled (VMT) reduction under effectiveness criteria for the local shuttles program is measured. Ms. Choy said staff is looking to the project sponsor to provide these estimates.

Ms. Maez said VMT reduction would be appropriate under the bicycle/pedestrian program because it isn't just about the number of bike trips or how far you walk, but does that really reduce VMT.

Ms. Maez said the local shuttle and bicycle/pedestrian program both list natural habitat in sustainability criteria. She asked how this applies to these particular projects as it seems like the only thing you could do is compare project A against project B because all of them will have some impact and maybe some more or some less.

Mr. Hees said on the Caltrain and Highway projects he can see how the approach for Caltrain will work because there is only one agency involved. The TA is working with Caltrans on the Highway program but projects can also be submitted by a city. He said there needs to be a way for other groups to be involved in the call for projects. He asked how projects on hold will be handled, for example, the San Bruno grade separation that seems to be receiving funding yet grade separation projects are on hold. Mr. Hurley said the San Bruno Grade Separation Project is not on hold.

Ms. Choy said the San Bruno Grade Separation Project is funded out of old Measure A funding and that is one distinction staff is trying to draw here. The funding from the original Measure A would not be held to the conditions of the proposed policies.

Mr. Hedges said cities on the Peninsula are starting to recognize that they have to combine services in order to exist. He said the lifeline part of shuttles is income-based but that's apart from community-based transportation, which is not necessarily, but could be. He would like to push the idea to SamTrans that employer and community shuttles are not really separable if the county has money. All of the shuttles except the employer-based shuttles allow anyone in the community to ride them. It's an overworked and underutilized service and we are still lacking on the Peninsula because we need east/west transit and the shuttles offer that. Shuttles don't duplicate fixed routes except for Route 251.

Mr. Bigelow said Caltrain and HSR are organizing a second MOU to lock themselves into a partnership of dual planning for \$1.5 billion of possible Federal Railroad Administration (FRA) stimulus money for HSR from San Francisco to San Jose. Caltrain and HSR must complete the Environmental Impact Review (EIR) and Environmental Impact Statement (EIS) project level work and incorporate Caltrain electrification by December of 2011. He said Menlo Park has an item on their agenda tonight regarding a HSR document, which doesn't mention Caltrain. He said the CAC or someone should suggest that any cities that are getting involved with HSR would be well-served to recognize that Caltrain and HSR are in a partnership and cities should not be creating a resolution just for one particular mode when Caltrain and HSR are a partnership. He said this is not serving the city or the people involved on the Caltrain/HSR projects to make it work.

Mr. Bigelow said safety enhancements on the Caltrain right of way should be touted because these projects have made crossing the tracks much safer and this is a benefit of spending the money in the Caltrain category.

Mr. Bigelow said Caltrain projects are the number one priority for the TA and cities cannot be creating resolutions about HSR and ignore the partnership with Caltrain and HSR. He suggested this issue be agendized for discussion at an upcoming CAC meeting.

Ms. Choy said the role of the TA on the Caltrain/HSR partnership is actually as a funding agency. She said the issue with cities creating resolutions about HSR without concern for Caltrain is another issue and beyond the scope of the presentation.

Ms. Choy said she would be returning to the December 1 CAC meeting to review comments or proposals received. She said the December 3 TA Board agenda packet the CAC receives before their December 1 meeting will include some summarizations and perhaps some data on the new Measure A program comments.

Mr. Hedges encouraged Mr. Bigelow to work with staff on educating local leaders about the Caltrain/HSR partnership and how this fits into the total Strategic Plan.

Mr. Hurley questioned what role Caltrain is playing in the lack of recognition of the Caltrain/HSR partnership. In the interest of time, Mr. Hurley suggested this discussion continue off line and summarized at the next CAC meeting.

Ms. Arietta said Executive Director Michael Scanlon should be made aware of the lack of Caltrain recognition with the cities in the Caltrain/HSR partnership because he is involved with the TA, Caltrain and SamTrans. Ms. Choy said this information will be passed along to Mr. Scanlon.

Mr. King asked about deadlines for submitting comments. Ms. Choy said comments should be mailed to Assistant District Secretary Rosemary Lake. Ms. Lake will email the CAC tomorrow on the actual deadline for submitting comments.

Public Comment

Pat Giorni, Burlingame, said cities are confused about the creation of the Peninsula Rail Program, which is part of the Caltrain/HSR MOU. She is concerned that the call for bicycle/pedestrian projects is only once every two years. C/CAG has put a one year moratorium on calls for projects.

Allocation to the San Francisco County Transportation Authority for the Bayshore Intermodal Station Access Study in the Amount of \$15,000 - TA Item 3d

A motion (Zimmerman/Hees) to support allocation passed.

REPORT OF THE CHAIR – PAT DIXON

- Selection of Nominating Committee for 2010 Election of Officers
Mr. Bigelow and Mr. Hees were appointed to serve on the Nominating Committee.
- The MTC is proposing a toll hike for all Bay Area toll bridges except the Golden Gate Bridge.
A public meeting will be held at the San Mateo City Hall, City Council Chambers on November 17 at 6:30 p.m.

Ms. Maez reported the San Bruno City Council recently met on the San Bruno Grade Separation Project and said Caltrain was committed to including elevators in the project.

REPORT FROM STAFF

No report

COMMITTEE COMMENTS

None

NEXT MEETING

The next regular meeting of the TA CAC will be held on Tuesday, December 1, 2009 at 4:30 p.m. at 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd Floor, San Carlos, CA 94070.

ADJOURNMENT

6:41 p.m.