

**CITIZENS ADVISORY COMMITTEE
SAN MATEO COUNTY TRANSPORTATION AUTHORITY
1250 SAN CARLOS AVENUE, SAN CARLOS CA 94070
BACCIOCCO AUDITORIUM, 2ND FLOOR**

MINUTES OF JUNE 3, 2008

MEMBERS PRESENT: B. Arietta, P. Dixon (Chair), J. Fox, R. Hedges, R. Hees, S. Krause, A. Mader-Clark, D. Maez, L. Shaine, P. Young (Vice-Chair), A. Vargas, G. Zimmerman

MEMBERS ABSENT: J. Bigelow, R. Gomez, N. Stern

STAFF PRESENT: C. Dunn, J. Hurley, R. Lake, T. Reavey, I. Tzur

Chair Pat Dixon called the meeting to order at 4:35 p.m. and Rich Hedges led the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion (Hees/Zimmerman) to approve the minutes of April 29, 2008 was passed.

Larry Shaine missed the April meeting and said the minutes were so thorough he felt he had attended the meeting.

PUBLIC COMMENT

Pat Giorni, Burlingame, agreed with Mr. Shaine that the TA CAC minutes are some of the best she reads.

Ms. Giorni had addressed various transportation agencies to ask for support for a grant funding request led by San Mateo County Parks and Recreation to provide signage for the north/south county bicycle route. She apologized that an error in the proposal disallowed its submission. She promised every effort will be made to make future attempts perfect for approval or implementation and thanked all for their forbearance.

STAFF REPORT

Director of Transportation Authority Programs Joe Hurley requested that a briefing on the Strategic Plan public outreach schedule be presented at this time as part of his staff report.

Project Manager Ivy Tzur is managing the strategic planning efforts for the reauthorized Measure A Expenditure Plan. The purpose of this briefing is to update the CAC on the status of the TA Strategic Plan and present a master schedule of public outreach.

Ms. Tzur presented the following details:

- This is the first Strategic Plan (Plan) required by the 2004 Measure A Transportation Expenditure Plan, which is to be completed by December 31, 2008.
- The Plan will have a five-year range and provide a framework for project prioritization and decision-making consistent with the Expenditure Plan and countywide transportation plan.

- The Plan will address six program categories including transit, highways, local streets/transportation, grade separations, pedestrian and bicycle and alternative congestion relief.
- The Plan addresses project submittal procedure and guidance, evaluation criteria for selection and prioritization, performance measures and monitoring programs.
- Staff will receive project support by the consultant firm, URS.
- Responsible parties and committees for the project include the TA Board subcommittee, City/County Association of Governments (C/CAG) Technical Advisory Committee (TAC), City Manager Ad Hoc Committees and the TA CAC.
- The project schedule proposes:
 1. A seven-month process to prepare and adopt the Plan.
 2. May/June: Focus on program development and developing a public outreach strategy and public information process.
 3. July/August: Stakeholder group meetings.
 4. September: Public-at-large meetings in Daly City, Redwood City, Pacifica and Burlingame.
 5. October/November: Draft prepared for release and final round of public comments.
 6. December: Adoption by the TA Board.

**ITEMS FOR REVIEW – TRANSPORTATION AUTHORITY BOARD MEETING
AGENDA OF JUNE 5, 2008**

TA Item 3a) Adoption of the FY 2009 Operating Budget in the Amount of \$23,307,086
Finance Director Trish Reavey was present to answer questions.

Randy Hees asked if there were any changes in the operating budget since the presentation of the budget at the April 29 CAC meeting. Ms. Reavey said the county pool reassessed their projected interest rate and this will affect the TA interest income. The only other small change involved administration costs.

George Zimmerman asked what happens if the TA experiences cost overruns and/or revenue shortfalls. Ms. Reavey said many TA expenses are predetermined. The sales tax and revenues are conservatively projected and expenses are watched closely.

Mr. Hurley said capital funds are not money the TA hopes to receive but rather money that is actually in the bank.

Mr. Hurley said if there is an anticipated cost overrun, corrective action is taken to bring the project in under budget and on time.

TA Item 3b) Adoption of the FY 2009 Capital Budget in the Amount of \$46,336,000

Mr. Hurley said there were no changes to the Capital Budget that was presented at the April 29, 2008 CAC meeting.

Mr. Zimmerman asked if Caltrain safety improvements are preventative or are they evaluated after an accident. Mr. Hurley said they are preventative. He said railroad safety improvements are currently underway at a number of locations in San Mateo County. These may be

raised medians at the rail crossing designed to block a vehicle from going around another vehicle. Other preventative-type improvements include pedestrian gates at rail crossings.

A motion (Hees/Arietta) to recommend adoption of the FY 2009 Operating and Capital budgets was passed.

TA Item 4b) Acceptance of Statement of Revenues and Expenses for April 2008

No discussion.

TA Item 4c) Adoption of Appropriations Limit for FY 2009 at \$504,634,435

Ms. Reavey said this item accompanies the budget that sets the limits. The limits are a direct calculation, which is included in the appropriations staff report in the June 5 TA agenda packet.

A motion (Hees/Arietta) to recommend adoption of the appropriations limit for FY 2009 was passed.

TA Item 11a) Award of Contracts to Ross Financial-Robert Kuo Consulting, LLC and KPMG, LLP to Provide On-call Auditor and Technical Analysis for Services for an Aggregate Not-to-Exceed Sum of \$250,000 for a Three-Year Term

Ms. Reavey said the TA, Joint Powers Board (JPB) and SamTrans did a request for proposals together for a multitude of services including financial advisory services, financial analysis services and audit and technical services. This provides for review of contracts, business processes, auditor and technical analysis services and strategic planning. Ross Financial will provide expertise in small reviews and technical and analysis services, which is especially important at this time with the transition from the original Measure A to the reauthorized Measure A.

Mr. Hees asked if the JPB or SamTrans currently uses these services. Ms. Reavey said yes.

Chair Dixon asked if this item had been discussed in the past. Ms. Reavey said she previously discussed the TA investment manager resolution with the CAC. A subcommittee was developed and has been meeting to do due diligence on the topic and will be reporting back to the TA Board. She said Epic Wealth Management changed their name to Tamalpias Wealth Advisors. Staff has met with Bill Osher from Epic Wealth Management and County Treasurer Lee Buffington in order to gather information to make a recommendation to the Board.

Doris Maez asked if administrative costs involved in the on-call auditor and technical analysis services were factored into the administrative costs and if there was a ceiling in terms of costs. Ms. Reavey said the costs are incorporated into the operating budget and will not exceed the ceiling.

Mr. Hees asked if the vendors, when called, would make a decision on a request from the TA or would the TA ask for bids for a specific piece of work. Ms. Reavey said that if a job required a CPA, staff would choose KPMG for a more involved range of services versus using Ross-Financial-Robert Kuo for quicker, smaller reviews. If both firms qualified for a specific project,

the TA would go out for a competitive bid between the two but it is more likely that staff would be going out for competitive pricing on each type of project that goes out.

Ms. Maez said, because there is such a small number of competitive bidders, these very same parties may be working for some of the entities the TA will have contracts with. Ms. Reavey said that is more likely with KPMG. She said if there was a conflict of interest staff would go out for bids. Ross Financial-Robert Kuo has worked with the TA, JPB and SamTrans as advisors in the past and the TA has fewer problems with a conflict of interest because Ross Financial-Robert Kuo is a much smaller firm.

A motion (Hees/Arietta) to recommend award of the on-call contract was passed.

TA Item 12a) Capital Project Status Report – 3rd Quarter FY 2008

Mr. Zimmerman commented on Project #725 - 3rd Avenue to Millbrae Auxiliary Lane. He said northbound access to Highway 101 from Third Avenue is dangerous. Mr. Hurley said he drove this section of Highway 101 and understands the concerns. He said the gawk screens have been lowered and suggested they may be peeled back a bit more.

Mr. Zimmerman asked about Project #708 – Outside boarding platform at the Broadway station. He asked if service would begin soon or if this was simply a safety project. Mr. Hurley said the project is on hold pending the outcome of the footprint study and involves elimination of the hold-out rule.

Mr. Zimmerman asked about Project #757 – Grade Separation Study-Menlo Park. He asked if the current Menlo Park City Council is generally supportive of the proposed grade separation identified for Menlo Park. Mr. Hurley said the formal position by the council is dated because the council has changed. A former city council looked at a number of alternatives and did not support an elevated railroad throughout the community. Staff has presented early stages of the footprint study to the new city council, explained what the TA is proposing to do and looked at alternatives. The city council reserved the right to either approve or disapprove anything until they have a formal presentation in terms of specific alternatives.

Austin Mader-Clark asked if trains honk horns on a grade-separated track. Mr. Hurley said they are not required to sound their horns. Ms. Mader-Clark said she lives near a railroad crossing and this would be one selling point for grade separation.

Mr. Hurley said the Federal Railroad Administration requires horns to be sounded as a safety precaution at grade crossings. If the crossing is grade separated and there is a platform, sounding the horn is at the discretion of the engineer and based on safety issues.

John Fox said, as a Menlo Park resident and City Commissioner for Menlo Park, there is a visioning program in Menlo Park for El Camino Real development in terms of car dealerships and other things changing. The focus is on the mix of housing, retail, and professional offices, use of El Camino Real, adjacent properties to Caltrain tracks, configuration and desirability of a pedestrian bike tunnel under the tracks to Burgess Park, etc. He said these issues are significant to the community in terms of what and how things would coordinate in a positive way with

changes to the rail grade and grade separation option. He said this is a good time to talk with the Menlo Park City Council as they are in flux as to the ultimate configuration.

Barbara Arietta asked about Project #615 – Route 1 Fassler Avenue to Westport. She said it seems there is a floating completion date under the preliminary engineering status. She thought the project completion would be in the fall of 2009 but is scheduled for January 2009.

Mr. Hurley said there have been some challenges gaining access to the adjacent quarry property for environmental studies.

Ms. Arietta asked how legal issues will impact the project. Mr. Hurley said entry is not possible to the property without permission to access the property for environmental field testing.

Mr. Shaine asked if the quarry would benefit from the project. Mr. Hurley said it would improve traffic flow in the area

REPORT OF THE CHAIR

- Rick Gomez submitted his letter of resignation from the CAC due to workload issues.
- The current CAC absence policy was distributed as an information item.

REPORT FROM STAFF (CONTINUED)

Mr. Hurley reported:

- Attended a California Transportation Commission (CTC) meeting in San Diego. The CTC adopted the State Transportation Improvement Program (STIP) in response to the May revision of the state budget. Transportation dollars are still available but are being pushed out to later years. In order to keep projects on schedule, projects will need to be frontloaded with Measure A dollars with the balance of the funding coming from STIP dollars when available.
- The CTC approved an allocation of \$10 million to San Mateo County for the Smart Corridor Project – Intelligent Transportation System, which will deal with signal coordination and other issues in the event of an accident on Highway 101. Three million dollars of Measure A funding were used to leverage this funding

Mr. Hees said the success story of the CTC allocation of \$10 million should be made public to indicate successes of leveraging Measure A dollars.

The TA project for changeable message signs along Highway 101 that compares Caltrain and freeway travel times to specific locations is one of three finalists for the statewide transportation Tranny Awards. Awards will be announced this week.

Mr. Hees said it is great seeing changeable message sign information on Highway 101 with the ability to exit Highway 101 to a train station. Mr. Fox said parking charges could be included in the changeable message.

Mr. Shaine said there is no need to have ramp metering lights on southbound Highway 101 at 3 p.m. since this is not during commute hours. Mr. Hurley will check this.

COMMITTEE COMMENTS

Mr. Hees expressed his concerns regarding out-of-control activities at the 4th and King Caltrain station on Friday, May 9 after a Giants game. He contacted Caltrain staff and Caltrain Transit police dispatch about the station problems including staff being overwhelmed with crowds, lack of barriers, inability to see signage, lack of information on which train to board and a mobility. Once on the train, there were many people in their twenties that were intoxicated and abusive to passengers and there were no trainmen or policemen on his car. He said Caltrain Transit police led away many unruly passengers from the station platforms at the 4th and King and South San Francisco stations.

Mr. Hees met with Caltrain staff and suggested the police dispatch number be prominently posted in cars and signage in stations improved. He complimented Caltrain staff for the ways they reacted to the problems.

Ms. Arietta said she sees these problems at the South San Francisco station and the events of May 9 were not an exception.

Mr. Hedges said on May 9 he was forewarned by two police officers to not get on the first Giants train after the game. He took the first train and saw two armed uniformed police officers on the train that could not control the overwhelming crowds and out-of-control passengers.

Mr. Hees said the total Caltrain Transit police department consists of 11 officers for 24 hours a day and seven days a week. He said it was extreme to have six officers at one scene on May 9.

Mr. Hees said he was going to make some suggestions on crowd control after Giants games to the Joint Powers Board (JPB) meeting on June 5 and June 18 JPB Citizens Advisory Committee meeting. He suggested doing outreach at the San Mateo County Fair in August and having volunteers standing at key Caltrain station points giving direction to specific trains and providing train times and directions.

Mr. Hedges said the Giants train problems are a matter of personal responsibility and there couldn't be enough police to control these problems as long as people feel they have a license to be intoxicated and out-of-control, which is exacerbated by a backed-up court and penal system.

Mr. Krause said the Burlingame Station project looks great. He said people initially objected to the project but are now very happy with the outcome.

Mr. Fox said he was disappointed that BART eliminated the direct southbound connection from the Millbrae Station to SFO. Mr. Hurley said a fix might involve reintroduction of an airport shuttle.

Paul Young said BART trains at the South San Francisco station run more frequently and the parking lot is now full due to the changes in the BART schedule to SFO.

Mr. Shaine said he sees a lot of fare evasion on the trains. Mr. Hees said the proof-of-purchase has solved some of this problem.

Ms. Maez said Caltrain maintenance staff discovered hairline cracks in the wheel assembly in 13 percent of the trains. She asked if the speed of express trains could have a bearing on this problem. Mr. Hurley said the crack is in the frame of some of the rolling stock but not in the Bombardier cars. Inspection is on-going. Caltrain is working with other agencies to secure a loan of some rolling stock.

Mr. Hees said frame cracks in heavy-duty, heavy trains would be a good argument for the lightweight European rolling stock proposed for Caltrain because the cracked assembly carries the entire weight of the train car. He complimented Caltrain maintenance crews for discovering the crack.

Mr. Zimmerman appreciates the improvement in BART's direct service to Millbrae.

Mr. Zimmerman said it is economic discrimination for the governor to axe funding for public transit. It hits those who cannot afford the price of gasoline and who are shifting to public transit.

Ms. Arietta referred to the previously discussed Capital Project Status Report Project #615 – Route 1 Fassler Avenue to Westport. She asked if the project is doomed if access for environmental testing is not allowed to the quarry property by January 31, 2009. Mr. Hurley said staff is working closely and cooperatively with the property owner to gain access for the testing.

Mr. Hedges received a positive reply from Chief Operating Officer Chuck Harvey's office regarding a situation he reported on shuttle scheduling. He acknowledged the District's good response to complaints.

NEXT MEETING

The next regular meeting of the TA CAC will be held on Tuesday, July 1, 2008, at 4:30 p.m. at 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd Floor, San Carlos, CA 94070.

ADJOURNED

The meeting adjourned at 6 p.m.