

MEETING NOTICE AND AGENDA

WEST CONTRA COSTA

TRANSPORTATION ADVISORY COMMITTEE

FRIDAY, OCTOBER 29, 2004

**** * NOTE TIME: 7:45 AM TO 9:30 AM * ****
(or immediately following the Closed Session, whichever is earlier)

LOCATION: City of San Pablo, Council Chambers
13831 San Pablo Avenue (at Church Lane) - San Pablo, California

NOTES:

- If you have special transportation requirements and would like to attend the meeting, please call WCCTAC at 215.3035 or 215.3044 at least 48 hours in advance to make arrangements.***
- Please refrain from wearing scented products to the meeting as there may be attendees susceptible to environmental illnesses.***
- Please turn off all cellular phones and pagers during the meeting.***
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**7:30 AM CLOSED SESSION – BOARD MEMEBERS: PURSUANT TO
GOVERNMENT CODE SECTION 54957.6 - CONFERENCE WITH LABOR
NEGOTIATORS**

Agency designated representatives: Personnel Committee: Chair Kris Valstad;
Vice Chair Mindell Penn
Unrepresented Employee: Managing Director

The WCCTAC Board will meet with its agency representatives in closed session to discuss the Managing Director's annual performance review. The Agency representative(s) will report on the closed session in Agenda Item #9.

END CLOSED SESSION

1. Call to Order and Self-Introductions – Chair Kris Valstad

2. Public Comment – Please fill out a speaker card and hand it to the Chair/Staff

At this time, the public is welcome to address the WCCTAC on any item which does not otherwise appear on the agenda. With a full agenda, comments may be limited to three minutes per speaker.

******* CONSENT CALENDAR *******

3. Minutes, Sign-In Sheet, and Meeting Summary from the Sept. 24, 2004 Meeting – ATTACHMENTS

The minutes and sign-in sheet from the September meeting are attached.

Staff Recommendation: Approve the September 2004 minutes.

4. Staff Reports – ATTACHMENTS

Employee Staff Reports from the Managing Director, the Transportation Project Specialist, and the Management Assistant are attached.

Staff Recommendation: Accept the reports.

5. Resolution 04-05 - WCCTAC Resolution Authorizing the Application, Acceptance, and Execution of an Environmental Justice Planning Grant from Caltrans - ATTACHMENT

WCCTAC (and the cities of Richmond and San Pablo, WCCUSD, and three departments within Contra Costa County) submitted a Caltrans Environmental Justice grant application on October 14th. The application requires a Resolution from the WCCTAC Board (attached). Excerpts from the grant application are also attached for background.

Please note that part of the local match (in addition to staff time) is \$7,500 in Regional Studies funds from the WCCTAC FY 04-05 budget.

Staff Recommendation: Authorize the Chair to sign Resolution 04-05; transmit to Caltrans.

6. 2004 Holiday Schedule - ATTACHMENT

In the past, the WCCTAC Board has combined the November/December meetings due to the holidays. Staff is recommending that the Board meet on December 10th this year. The TAC is scheduled to meet on November 18th and a special TAC meeting to discuss the countywide model update is scheduled on December 9th.

For the past three years, the WCCTAC offices have been closed for the holidays using a combination of holidays and vacation days (or employees may opt to work). Attached is the proposed holiday schedule; consistent with last year's holiday schedule.

Staff Recommendation: (1) Approve the December 10th WCCTAC Board meeting date; (2) Approve the Holiday Schedule. Authorize the Managing Director to distribute a new meeting schedule and Holiday Schedule.

7. Report on Recent Successful Project Applications and Funding Application Deadlines - ATTACHMENT

Information from CCTA's Technical Coordinating Committee meeting packet is attached.

Staff Recommendation: No recommendation; for information only.

8. Subregional Transportation Mitigation Fee Program (STMP) Update

The WCCTAC-TAC reviewed the Preliminary Draft of the STMP Update at the October 14th meeting. Following numerous questions and requests for additional information, the TAC requested further discussion of the draft at the November 18th meeting. The draft will be brought to the WCCTAC Board for review at the December meeting.

Staff/TAC Recommendation: Agendize the STMP Update for the November 18th TAC meeting and the December WCCTAC Board meeting.

*****END OF CONSENT ITEMS*****

ACTION ITEMS:

The order for discussion of Action Items is as follows: (1) Staff Report; (2) Public Comment; (3) Board Discussion and Questions; (4) Action/Vote.

9. Report from Closed Session – Chair Valstad – 5 minutes

ACTION ITEM

The chair will report on the Managing Director’s Performance Evaluation

Staff Recommendation: No recommendation; Board action as appropriate.

10. Richmond Intermodal Station/Transit Village – Staff – ATTACHMENT and HANDOUT – 15 minutes

- (1) The Metropolitan Transportation Commission (MTC) Staff recommendation for the **Transportation for Livable Communities (TLC) capital grant program** (see attached) includes \$1,580,702 for the station building project (including the infrastructure work – stairway, elevator, canopy, etc.) that was submitted by the Richmond Redevelopment Agency and WCCTAC as co-sponsors. The MTC Board will take final action on the list of projects at its December meeting.
- (2) **Letter Agreement Between WCCTAC and the Richmond Redevelopment Agency (\$175,000 Fund Transfer from the Redevelopment Agency to WCCTAC)** – A Letter Agreement is being drafted by staff and outside legal counsel between WCCTAC and the Richmond Redevelopment Agency for funding to prepare the bid documents for the station building component of the project. The Letter Agreement will be distributed at the meeting. Full funding for this component of the project is in the Richmond Redevelopment Agency’s current year budget. The funding will be used for the architect and subconsultants on the project (who have been retained under a Professional Services Agreement with WCCTAC) to: modify the drawings for the station building and related items; coordinate the final plans and prepare a biddable set of documents; prepare the temporary access plan for the west side during construction; and provide support during the bid process and during construction of the station.

According to WCCTAC’s legal counsel on this project, the WCCTAC Joint Powers Agreement (dated January 28, 2003) sets out the management of the Richmond Intermodal Station project as one of the projects that WCCTAC oversees

(“Objectives” - Section 1P). Additionally, Section 6, governing WCCTAC “Powers,” gives WCCTAC the authority to “make and enter into contracts and employ or contract for the services of agents.”

Staff Recommendation: Authorize the Chair to sign the Letter Agreement with the Richmond Redevelopment Agency subject to legal review and approval.

11. FY 03-04 Budget Summary and First Quarter 04-05 Budget Adjustments - Staff -ATTACHMENTS - 20 minutes

ACTION ITEM

The Managing Director and Treasurer (Bradley Ward, Finance Director, City of San Pablo) prepared the attached Staff Report that outlines budget issues for the end of FY 03-04 and requests several budget adjustments (not affecting the budget "bottom line") for FY 04-05.

Staff will make a presentation on the issues outlined in the Staff Report and will be available for questions.

Staff Recommendation: Review the Staff Report, address questions to Staff; accept the information regarding FY 03-04; approve the budget adjustments for FY 04-05.

INFORMATION ITEMS:

12. Report of Findings from BART's Environmental Justice Grant (Richmond Station) - Anthony Foster and Deidre Heitman (BART) - HANDOUT - 20 minutes

Anthony Foster and Deidre Heitman from BART will present the findings from BART's Environmental Justice Grant.

Staff Recommendation: No recommendation; for information only.

13. El Sobrante Transportation and Land Use Plan - Patrick Roche (Contra Costa County) – HANDOUT - 20 minutes

Patrick Roche will update the Board on the El Sobrante Transportation and Land Use Plan and other planning processes that are underway in El Sobrante.

Staff Recommendation: No recommendation; for information only.

14. Correspondence/Other Information:

Incoming:

TRANSPAC meeting summary - 9.21.04.

Letter from CCTA to City of Richmond regarding Citizens Advisory Committee member - 9.29.04.

CCTA Items Approved at the October 20th meeting – October 21, 2004.

Outgoing:

Letter of support for AC Transit LIFT grant application - 9.24.04.

Letter of support for WestCAT LIFT grant application - 9.24.04.

Letter to David Murray re: request for reimbursement for STMP fees - 10.1.04.

Newspaper Articles, etc.:

Third Quarter Richmond Bay Trail Report

State Rejects Lone Bridge Bid - 10.1.04.

Richmond Council Delays Point Molate Bid Decision - 10.6.04.

BART Tracks (email from BART Government and Community Relations) - 10.6.04.

Span Plan Should be Abandoned, Panel Says - 10.6.04.

Train Crossings Safety Draws Richmond Officials' Attention - 10.8.04.

UC Berkeley Press - "Traffic Nightmare" if BART Service Knocked Out - 10.13.04.

Transit Asks for Tax Help - SF Chronicle - 10.14.04.

Neighbors at Odds Over Casino Plan - SF Chronicle - 10.14.04.

15. Board Members Comments/Reports

16. Managing Director Comments

17. Other Business

ADJOURN TO NEXT MEETING:

To Be Determined