

Technical Advisory Committee

Thursday, December 11, 2008

MINUTES

CALL TO ORDER

The Regular Meeting of the Technical Advisory Committee (TAC) was called to order at 1:39 p.m. by Chairperson Tripousis in Conference Room B-104, Valley Transportation Authority (VTA), 3331 North First Street, San Jose, California.

1. ROLL CALL

Attendee Name	Title	Status	Arrived
Heba El-Guendy	Alternate - City of Sunnyvale	Present	1:50 PM
Todd Capurso	Town of Los Gatos	Absent	
John Cherbone	City of Saratoga	Present	
Don Dey	City of Gilroy	Present	
Glenn Goepfert	City of Cupertino	Present	
Joan Jenkins	City of Mountain View	Absent	
Robert Kass	City of Campbell	Absent	
Gayle Likens	City of Palo Alto	Absent	
Ed Slintak	City of Monte Sereno	Absent	
Ben Tripousis	City of San Jose	Present	
Richard Chen	Town of Los Altos Hills	Absent	
Dan Collen	Santa Clara County	Present	
Jim Gustafson	City of Los Altos	Absent	
Kevin Riley	City of Santa Clara	Present	
Jaime Rodriguez	City of Milpitas	Present	2:25 PM
Jim Rowe	City of Morgan Hill	Present	
Kevin Connolly	Alternate, Ex-Officio VTA	Absent	
Lee Taubeneck	Ex-Officio Caltrans	Absent	

A quorum was not present and a Committee of a Whole was declared.

2. **PUBLIC PRESENTATIONS**

There were no Public Presentations.

3. **ORDERS OF THE DAY**

There were no Orders of the Day.

4. **Committee Staff Report**

John Ristow, Chief CMA Officer and Staff Liaison, reported on the following highlights from the December 11, 2008, Board of Directors Meeting and Workshop: 1) Election of Chairperson Sandoval and Vice Chairperson Liccardo; 2) Policy discussion to provide direction for Measure A; and 3) BART project as the priority of the Measure A Program.

Mr. Ristow noted preparation of procedures for all planning documents, as recommended by the State Auditors, would be agendized on a future TAC meeting to receive the Committee's input.

On order of Chairperson Tripousis and there being no objection, the Committee of the Whole received the Committee Staff Report.

5. **Chairperson's Report**

Chairperson Tripousis expressed appreciation to the committee for giving him the opportunity to serve as the Chair of TAC for 2008.

6. **Reports from TAC Working Groups**

- Capital Improvement Program (CIP)

There was no report from the CIP.

- Systems Operations & Management (SOM) Working Group

Eugene Maeda, Senior Transportation Planner, acknowledged Paul Ma, City of San José Department of Transportation, for his diligent work as Chair of the SOM.

Mr. Maeda announced Sam Peiris, City of Palo Alto, would be the Chairperson for 2009 and Don Dey, City of Gilroy, as Vice Chairperson.

On order of Chairperson Tripousis and there being no objection, the Committee of the Whole received the Reports from the TAC Working Groups.

BUSINESS REFERRED TO COMMITTEE BY THE BOARD OF DIRECTORS/GENERAL MANAGER

CONSENT AGENDA

7. Minutes of November 13, 2008

On order of Chairperson Tripousis and there being no objection, the Committee of the Whole deferred the Minutes of November 13, 2008 until arrival of a quorum.

8. Proactive CMP Reviewed and Approved Development Quarterly Status Report

On order of Chairperson Tripousis and there being no objection, the Committee of the Whole received the Proactive CMP Reviewed and Approved Project Quarterly Status Report.

9. Fiscal Year to Date 2009 First Quarter Transit Operations Performance Report

On order of Chairperson Tripousis and there being no objection, the Committee of the Whole received the Fiscal Year to Date 2009 First Quarter Transit Operations Performance Report.

10. VTP Highway Program Semi-Annual Report - October 2008

On order of Chairperson Tripousis and there being no objection, the Committee of the Whole received the VTA Highway Program Semi-Annual Report - October 2008.

REGULAR AGENDA

11. Conduct Elections for TAC Chairperson and Vice Chairperson for 2009

On order of Chairperson Tripousis and there being no objection, the Committee of the Whole deferred the Elections for TAC Chairperson and TAC Vice Chairperson until arrival of a quorum.

12. Advisory Committee Enhancement Update: December

Jennie Loft, Public Information Officer, provided a brief update on the Advisory Committee Enhancement process. She noted once all advisory committees adopt their mission statements, a memo would be agendized for the Administration and Finance Committee to proceed to the next step which is the creation of a Task Force to review the mission statements of all advisory committees.

Chairperson Tripousis inquired about the process of selecting subcommittee members to participate on the Task Force. Ms. Loft responded each subcommittee would have to select two to three members to join the Task Force.

On order of Chairperson Tripousis and there being no objection, the Committee of the Whole received the Advisory Committee Enhancement Update: December.

13. Technical Advisory Committee (TAC) Subcommittee Report

Member Dey provided a report highlighting the following: 1) Agreement between agencies to work together to improve the transportation system; and 2) Implementation of ramp metering along State Route 87 and State Route 85.

Alternate Member El-Guendy took her seat at 1:50 p.m.

On order of Chairperson Tripousis and there being no objection, the Committee of the Whole received an update from the Technical Advisory Committee (TAC) Subcommittee.

14. Re-Adopt Provisional Technical Advisory Committee Mission Statement

On order of Chairperson Tripousis and there being no objection, the Committee of the Whole deferred to consider reaffirming approval of the provisional Technical Advisory Committee (TAC) Mission Statement, as shown, previously adopted by the Committee in March 2007 until arrival of a quorum.

15. VTP 2035 Plan Adoption

John Sighamony, Senior Transportation Planner, reported on the Final VTP 2035 document containing the following:

- Plan setting, vision, goals and objectives;
- Fund projections and a description of the VTP capital investments, services, and planning activities;
- Land-use, partnership, and climate protection programs to continue and expand VTA's involvement in livability initiatives and better link transportation and land use decision-making;
- Near-term implementation tasks and transportation studies to be undertaken; and a
- Strategic Plan element.

Mr. Sighamony reported on the errata sheet containing comments that would be incorporated in the Final VTP 2035 document. He noted additional comments received would still be included in the Final VTP 2035 document through the errata sheet.

Member Dey inquired if comments regarding Local Streets and County Roads were incorporated in the VTP 2035 document. Mr. Sighamony responded they were included in the updated VTP 2035 document distributed in a CD.

John Ristow, Chief CMA Officer and Staff Liaison, commented staff is reducing the use of paper and is moving toward distributing Agenda packets electronically.

On order of Chairperson Tripousis and there being no objection, the Committee of the Whole deferred review and recommend the draft Valley Transportation Plan 2035 (VTP 2035) as Santa Clara County's long-range countywide transportation plan until arrival of a quorum.

16. Memorandum of Understanding to Implement Ramp Metering in Santa Clara County

David Kobayashi, Senior Transportation Planner, provided a background report on the three corridors in Santa Clara County where ramp metering would be implemented. He reported on the following sections of the MOU between VTA and Caltrans: 1) Goal; 2) Governance; 3) Operating principles; 4) Operating parameters; 5) Implementation phasing; 6) Capital improvements; and 7) Monitoring and maintenance.

Alternate Member Collen inquired on the goal of minimizing traffic impacts on local streets along State Route (SR) 87. Mr. Kobayashi responded staff would be monitoring traffic flow once the metering timing plans are implemented on southbound SR 85 and northbound 87. He added part of the plan is to study travel planning changes of other streets.

Member Dey expressed concern the coordination between Caltrans and local agencies could impact traffic flow on major corridors. Mr. Kobayashi responded the issue would be addressed under the Operating Principles of the MOU ensuring efficient operations of ramp meters to consider freeway and arterial operations.

Member Dey suggested the following: 1) Not to create another technical working group; and 2) Utilize TAC on County policy related in issues. He expressed support for the MOU with modifications that would identify the party responsible for managing, maintaining, and operating the ramp metering systems.

On order of Chairperson Tripousis and there being no objection, the Committee of the Whole deferred recommending authorization of the General Manager to execute a Memorandum of Understanding between Santa Clara Valley Transportation Authority and California Department of Transportation defining the management, maintenance, and operations of ramp metering systems in Santa Clara County.

17. Multi-Modal Design Practices and Principles

John Ristow, Chief CMA Officer and Staff Liaison, provided a background report on the Community Design & Transportation Program. He noted staff recommends the multi-modal design approach be used on all future roadway improvements.

Jim Costantini, Engineering and Construction Deputy Director, enumerated the multi-modal design approach incorporated in the US 101/Tully Road interchange project.

Alternate Member Rodriguez took his seat at 2:25 p.m. and a quorum was declared.

Alternate Member Riley suggested using large images to aid in visualizing the project design.

Member Dey expressed support for the multi-modal design approach. He suggested using the American Association of State Highway and Transportation Officials (AASHTO) design guidelines as a way to move the project forward.

M/S/C (Collen/Dey) to recommend the Board of Directors direct staff to follow the multi-modal design approach on all future roadway improvements as feasible, including projects within the State right of way as for example used for the US 101/Tully Road interchange project as amended.

18. Countywide Expressway Study - 2008 Update

John Sighamony, Senior Transportation Planner, provided a brief background on the Countywide Expressway Study - 2008 Update. He noted a Technical Working Group (TWG) reviewed the Administrative Draft 2008 document and recommended moving it forward for approval.

Member Collen reported the Comprehensive County Expressway Planning Study is a long-term plan geared toward the improvement and maintenance of Expressways. He noted the following are also incorporated under the plan: 1) Capital improvements; 2) Operation and maintenance; and 3) Funding strategies.

M/S/C (Dey/Rowe) to review and recommend the 2008 Draft Countywide Expressway Study be adopted by the Board of Directors.

The Agenda was taken out of order.

11. Conduct Elections for TAC Chairperson and Vice Chairperson

Stephen Flynn, Senior Management Analyst, reported on the election process for TAC Chairperson and Vice Chairperson.

Member Dey provided a brief overview on the Nominating Committee Report. He noted Jack Witthaus's nomination for TAC Chairperson for 2009.

The Committee opened nominations from the floor for TAC Chairperson 2009.

The Committee closed nominations from the floor for TAC Chairperson 2009.

M/S/C (Dey/Rodriguez) to elect Jack Witthaus for TAC Chairperson for 2009.

Member Dey provided a brief overview on the Nominating Committee Report. He noted Gayle Likens' nomination for TAC Vice Chairperson for 2009.

The Committee opened nominations from the floor for TAC Vice Chairperson 2009.

The Committee closed nominations from the floor for TAC Vice Chairperson 2009.

M/S/C (Collen/Rodriguez) to elect Gayle Likens for TAC Vice Chairperson for 2009.

14. Re-Adopt Provisional Technical Advisory Committee Mission Statement

M/S/C (Goepfert/Dey) to consider reaffirming approval of the provisional Technical Advisory Committee (TAC) Mission Statement, as shown, previously adopted by the Committee in March 2007.

15. VTP 2035 Plan Adoption

M/S/C (Collen/Goepfert) to review and recommend the draft Valley Transportation Plan 2035 (VTP 2035) as Santa Clara County's long-range countywide transportation plan with continuing corrections identified by the Cities and County as amended.

19. CMP Work Program: Conformity and Land Use, TDM, Monitoring and Conformance

Ying Smith, Transportation Planning Manager, provided a presentation highlighting the following: 1) Statutory requirements; 2) TDM and trip reduction; 3) Community form and land use impact analysis; and 4) Annual monitoring and conformance.

On order of Chairperson Tripousis and there being no objection, the Committee received the CMP Work Program: Conformity and Land Use, TDM, Monitoring and Conformance.

7. Minutes of November 13, 2008

M/S/C (Goepfert/Dey) to approve the Minutes of November 13, 2008.

OTHER

20. MTC Activities and Initiatives

Chairperson Tripousis stated the Partnership Technical Advisory Committee would meet on Monday, December 15, 2008, to discuss how the Regional Transportation Plan (RTP) should move forward. He noted actions of the Metropolitan Transportation Commission (MTC) are closely observed to ensure early appropriations are used for the original plan.

John Ristow, Chief CMA Officer and Staff Liaison, reported the next step of the RTP is identifying distribution of funds. He added staff is working hard to ensure MTC uses funds for local agency projects.

Mr. Ristow noted the Express Lanes plan would be presented at the MTC meeting on Tuesday, December 16, 2008.

On order of Chairperson Tripousis and there being no objection, an update on MTC Activities and Initiatives was received.

21. Committee Work Plan

Member Dey requested the Traffic Impact Analysis Guidelines be received by the Committee as an Information Item. He suggested the Committee review the updated Traffic Impact Analysis Guidelines.

On order of Chairperson Tripousis and there being no objection, the Committee reviewed the Committee Work Plan.

22. Announcements

There were no Announcements.

23. ADJOURNMENT

On order of Chairperson Tripousis and there being no objection, the meeting was adjourned at 2:51 p.m.

Respectfully submitted,

Michael Diaresco, Board Assistant
VTA Board of Directors