

TECHNICAL ADVISORY COMMITTEE

January 8, 2009

MINUTES

CALL TO ORDER

The Regular Meeting of the Technical Advisory Committee (TAC) was called to order at 1:30 p.m. by Chairperson Witthaus in Conference Room B-104, Valley Transportation Authority (VTA), 3331 North First Street, San Jose, California.

1. ROLL CALL

Attendee Name	Representing	Status	Arrived
Rajeev Batra	City of Santa Clara	Present	
Todd Capurso	Town of Los Gatos	Present	
Richard Chen, Alternate	Town of Los Altos Hills	Absent	
John Cherbone	City of Saratoga	Present	
Dan Collen, Alternate	County of Santa Clara	Present	
Kevin Connolly, Alt. Ex-Officio	VTA	Absent	
Don Dey	City of Gilroy	Present	
Glenn Goepfert	City of Cupertino	Present	
Jim Gustafson, Alternate	City of Los Altos	Absent	
Joan Jenkins	City of Mountain View	Present	
Robert Kass	City of Campbell	Absent	
Gayle Likens, Vice Chairperson	City of Palo Alto	Present	1:32 p.m.
Kathleen Molloy-Previsich	City of Morgan Hill	Absent	
Jaime Rodriguez, Alternate	City of Milpitas	Present	
Ed Slintak	City of Monte Sereno	Absent	
Ben Tripousis	City of San Jose	Present	1:44 p.m.
Lee Taubeneck, Ex-Officio	Dept. of Transportation (Caltrans)	Present	1:33 p.m.
Jack Witthaus, Chairperson	City of Sunnyvale	Present	

A quorum was present.

2. PUBLIC PRESENTATIONS

There were no Public Presentations.

3. ORDERS OF THE DAY

There were no Orders of the Day.

4. Committee Staff Report

Vice Chairperson Likens took her seat at 1:32 p.m.
Ex-Officio Member Taubeneck took his seat at 1:33 p.m.

John Ristow, Chief CMA Officer and Staff Liaison, provided a report, highlighting: 1) Valley Transportation Plan 2035 (VTP 2035) as Santa Clara County's long-range countywide transportation plan agendized for approval at the January 8, 2009 Board of Directors meeting; 2) Federal Economic Stimulus package coordination; 3) Update on High Speed Rail; and 4) Bicycle Expenditure Program (BEP) Scoring Committee.

Mr. Ristow noted staff would provide information on the Federal Economic Stimulus package to TAC.

Member Dey noted TAC is the appropriate Committee to discuss the issues of High Speed Rail and recommended it be agendized for discussion every two to three months. Mr. Ristow noted the possible formation of a TAC working group to discuss High Speed Rail.

Member Tripousis took his seat at 1:44 p.m.

Chairperson Witthaus asked for volunteers to serve on the BEP Scoring Committee. The following persons volunteered or were appointed to serve on the BEP Scoring Committee: 1) Dan Collen, representing the County of Santa Clara; 2) John Brazil, representing the City of San Jose; 3) Dennis Ng or Lorenzo Lopez, representing the City of Santa Clara; 4) Heba El-Guendy, representing the City of Sunnyvale; and 5) Jaime Rodriguez, representing the City of Milpitas.

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

5. Chairperson's Report

Chairperson Witthaus thanked Member Tripousis for serving as the 2008 Chairperson and for a job well done. He also thanked Member Likens for volunteering to serve as the 2009 Vice Chairperson and welcomed back Member Batra.

6. Reports from TAC Working Groups

- **Capital Improvement Program (CIP)**

Celeste Fiore, Transportation Planner II, provided the following highlights from the December 16, 2008 CIP meeting: 1) Status of Project Monitoring Reports; 2) Notification of the Community Design and Transportation (CDT) Program Call for Projects; 3) Discussed Transportation Fund for Clean Air (TFCA 40%) Call for Projects; and 4) Next scheduled CIP Working Group Meeting is January 27, 2009.

- **Systems Operations & Management (SOM) Working Group**

Paul Ma, City of San José Department of Transportation, provided the following highlights from the December 2008 meeting: 1) Approved the administrative draft of the Traffic Impact Analysis (TIA) Guidelines and 2) Discussed revision of the Deficiency Plan Guidelines and Model Consistency Guidelines.

On order of Chairperson Witthaus and there being no objection, the Reports from the TAC Working Groups were received.

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

CONSENT AGENDA

7. **Minutes of December 11, 2008**

M/S/C (Tripousis/Dey) to approve the Minutes of December 11, 2008.

8. **City of Saratoga Local Transportation Needs, Issues and Priorities**

M/S/C (Tripousis/Dey) to receive a report by the City of Saratoga on its local transportation needs, issues and priorities.

REGULAR AGENDA

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

David Kobayashi, Senior Transportation Planner, reported the item was presented at the December 11, 2008 TAC meeting, and the Members requested the item be deferred to the January 8, 2009 TAC meeting. The Members requested the language in the Memorandum of Understanding (MOU) regarding the Ramp Metering Working Group (RMWG) be removed and substituted with the Systems Operations & Management (SOM) Working Group. It was noted technical issues regarding ramp metering should be reviewed by TAC and not the RMWG.

Mr. Kobayashi noted the following ramp metering activations: 1) Northbound 87 on January 13, 2009 and 2) Southbound 85 between Almaden Expressway and Cottle Road on January 27, 2009.

NOTE: M/S/C MEANS MOTION SECONDED AND CARRIED AND, UNLESS OTHERWISE INDICATED, THE MOTION PASSED UNANIMOUSLY.

Chairperson Witthaus recommended VTA staff actively monitor ramp metering and foster a good working relationship with Caltrans.

M/S/C (Collen/Rodriguez) to request the VTA Board of Directors authorize the General Manager to execute a Memorandum of Understanding (MOU) between Santa Clara Valley Transportation Authority (VTA) and California Department of Transportation (Caltrans) defining the management, maintenance, and operations of ramp metering systems in Santa Clara County.

10. Annual Transit Service Plan - Information

Jim Unites, Deputy Director, Service Planning, reported the Annual Transit Service Plan functions as the process and document that implements the policies set forward in the Transit Sustainability Policy. The proposals of the Plan were presented to the Transit Planning and Operations (TP&O) Committee in December 2008 and community meetings and public outreach will be conducted during the months of January and February 2009.

Mr. Unites provided a report on the proposals of the Annual Transit Service Plan, highlighting: 1) Proposed major service changes; 2) Proposed Community Bus studies; and 3) Proposed minor service changes. The final draft Annual Transit Service Plan will be presented at the March 19, 2009 TP&O meeting and forwarded to the Board of Directors for approval at their April 2, 2009 meeting.

Chairperson Witthaus recommended VTA staff consider an outreach effort that is fairly evenly distributed throughout the County of Santa Clara.

On order of Chairperson Witthaus and there being no objection, information on 2009 Annual Transit Service Plan was received.

11. ABAG Projections 2009 Growth Forecasts

George Naylor, Principal Transportation Planner, reported the Association of Bay Area of Governments (ABAG) is the regional agency responsible for developing the socio-economic data forecasts for the nine county Bay Area. He indicated the last set of projections was developed in 2007, noting the projections are prepared every two years.

Mr. Naylor provided a report on the process to develop the Projections 2009 data series, highlighting: 1) ABAG has released in a formal letter to the jurisdictions the set of city-wide projections for growth in households, population, and jobs for the County of Santa Clara; 2) Initial set of projections for both the Scattered Success and Focused Future scenarios were developed by ABAG in late 2008; 3) Submitted draft projections to local jurisdictions for comment by November 2008 for incorporation into a revised draft of the Focused Future scenario to be released by January 2009; 4) ABAG will produce only one set of forecasts reflecting comments for the Projections 2009 series; 5) ABAG in process of releasing detailed information that will show growth allocated to individual Census Tracts for each jurisdiction and VTA in January 2009; and 6) Each jurisdiction should complete second round of comments and provide to ABAG by February 2009.

Member Dey referenced the letter sent to the jurisdictions and asked if VTA staff could contact ABAG and request ABAG send a copy of the letter to VTA.

Upon query of Chairperson Witthaus, Mr. Naylor noted comments should be submitted by February 13, 2009.

On order of Chairperson Witthaus and there being no objection, the Committee received information on development of ABAG Projections 2009 and provided comment.

12. **CMP Work Program Review of New/Continued VTP2035 Program Elements, Countywide Development Impact Fees, Air Quality/GHG Programs, Complete Streets, CDT**

Chris Augenstein, Deputy Director, Planning, reported staff has been presenting elements of the CMP Work Program to TAC for the last several months.

Mr. Augenstein provided an overview of the continued and new VTP 2035 Program Elements, highlighting: 1) Model Consistency Guidelines and Data Base Development; 2) Complete Streets Program; 3) Countywide Development Impact Fees; 4) Air Quality/Greenhouse Gas Initiatives; and 5) Community Design and Transportation (CDT) Program.

Mr. Augenstein noted staff will be presenting a revised CMP Work Program to TAC in a couple of months.

Alternate Member Rodriguez left the meeting at 2:35 p.m.

Chairperson Witthaus referenced the CDT Program and the peer research to be conducted on parking design/policies and encouraged a bottom up approach.

On order of Chairperson Witthaus and there being no objection, the CMP Work Program: New/Continued VTP2035 Program Elements, Countywide Development Impact Fees, Air Quality/GHG Programs, Complete Streets, CDT was reviewed.

13. **Congestion Management Program – Transportation Impact Analysis (TIA) Guidelines Update**

Eugene Maeda, Senior Transportation Planner, noted the proposed changes to the draft TIA Guidelines were presented to the Bicycle and Pedestrian Advisory Committee (BPAC) in December 2008. The final draft of the TIA Guidelines Update will be brought back to TAC for final review and approval at the February 12, 2009 TAC meeting and forwarded to the Board of Directors for approval at the March 5, 2009 meeting.

Mr. Maeda provided a brief summary of the key proposed changes to the following sections of the draft Traffic Impact Analysis (TIA) Guidelines: 1) TIA Guidelines Document Format; 2) TIA Notification Process; 3) Study Scenarios; 4) Bicycle and Pedestrian Analysis; and 5) Special Project Types. He noted in regards to the mitigation measures, references pending the adoption of the Countywide Deficiency Plan have been removed from the TIA Guidelines.

Ex-Officio Member Taubeneck requested peak hour projections be included in the TIA notification form.

Member Dey thanked Mr. Maeda and Paul Ma, City of San José Department of Transportation, for all their efforts on the project.

Alternate Member Collen left the meeting at 2:45 p.m.

Chairperson Witthaus expressed concern regarding the flexibility that has been incorporated into the TIA Guidelines for cumulative study scenarios. He expressed concern there may not be enough specificity in how traffic growth rates are applied corresponding to the build out year of the development. Chairperson Witthaus encouraged TAC Members to review the section in question and perhaps having the TIA define a build out date with some certainty.

Member Dey recommended the Systems Operations & Management (SOM) Working Group address the issue. He commented the TIA Guidelines should be envisioned as a living document.

On order of Chairperson Witthaus and there being no objection, a brief summary on the proposed changes to the Traffic Impact Analysis (TIA) Guidelines was received.

14. Advisory Committee Enhancement Update: January

Jennie Loft, Public Information Officer, provided a brief update on the Advisory Committee Enhancement process, highlighting: 1) Completion of all the Advisory Committee draft mission statements; 2) Other Subcommittees are still working on updating their respective bylaws; 3) Formation of a Task Force consisting of all Advisory Committee Subcommittee members; and 4) First Task Force meeting scheduled to be held in late January 2009; noting the goal of the meeting is to align the Advisory Committee Work Plans to the Standing Committee Work Plans.

Member Batra queried about the issue of consolidating the Policy Advisory Committee (PAC) and TAC. Ms. Loft noted in a few weeks, a status report will be presented to the Administration and Finance Committee on the Advisory Committee Enhancement process and a report on the results of the Task Force meetings will be presented to the Board of Directors by mid-year.

Stephen Flynn, Senior Management Analyst, noted any suggestions to either combine committees or eliminate a certain committee should be discussed at the Task Force meetings.

On order of Chairperson Witthaus and there being no objection, a brief update on the status and progress of the Advisory Committee Enhancement process to date was received.

15. Technical Advisory Committee (TAC) Subcommittee Report

Stephen Flynn, Senior Management Analyst, noted a Technical Advisory Committee (TAC) Subcommittee meeting will be held during the month of February 2009.

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

OTHER

16. MTC Activities and Initiatives

Member Tripousis reported at the January 9, 2009, Local Streets and Roads Working Group meeting, the Metropolitan Transportation Commission (MTC) will be discussing a strategy for potentially distributing any Stimulus funds coming to the Region.

John Ristow, Chief CMA Officer and Staff Liaison, noted the MTC Regional Transportation Plan (RTP) Environmental Impact Report (EIR) is available for review.

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

17. Committee Work Plan

Chairperson Witthaus requested staff provide on an as needed basis quarterly updates on the High Speed Rail.

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

18. Announcements

Vice Chairperson Likens queried about the status of the Transportation Development Act (TDA) fund estimate. John Ristow, Chief CMA Officer and Staff Liaison, noted it is presently being collected and by current statute, has to be distributed accordingly.

Member Dey referenced federally funded projects and asked if Committee Members had a contact person at their respective agencies he could speak with about how to track hourly time in order for an agency to be properly reimbursed by the Federal Government. Mr. Ristow noted he would speak with Mr. Dey following the meeting.

Chairperson Witthaus announced the opening of the new City of Milpitas Library on Saturday, January 10, 2009, at 10:00 a.m.

19. ADJOURNMENT

On order of Chairperson Witthaus and there being no objection, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Tracene Y. Crenshaw, Board Assistant
VTA Board of Directors