

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

MINUTES OF JANUARY 6, 2009

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

MEMBERS ABSENT: R. Hees, J. Bigelow

STAFF PRESENT: M. Choy, J. Hurley, M. Knuckles, R. Lake, K. Yu

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

Chair Dixon welcomed TA board member Director Karyl Matsumoto to the meeting.

APPROVAL OF MINUTES

A motion (Shaine/Arietta) to approve the minutes of December 2, 2008 was passed.

ITEMS FOR REVIEW – JANUARY 8, 2009 TA BOARD AGENDA

Approval of Minutes of December 4, 2008 – TA Item 5a

George Zimmerman referred to the TA board minutes referencing the investment plan for the TA investment portfolio invested by Tamalpais Wealth Advisors (TWA). He asked about qualifications of TWA. TA Project Director Joe Hurley said in terms of their history and experience, TWA has been managing portfolios with public agencies for more than 25 years. TWA has been an investment advisor to the San Mateo County Transit District for a number of years. In terms of their philosophy, TWA ranks priorities as follows: safety; liquidity and return.

Mr. Zimmerman said given very low interest rates that the TA is experiencing at the present time and quite likely for the foreseeable future, does this mean that TA investment income will be very low given the current economy. Mr. Hurley said quite possibly, because of concerns for greater safety and liquidity with investments.

Acceptance of Statement of Revenues and Expenses for November 2008 – TA Item 5b

No discussion.

South San Francisco Ferry Allocation Update – TA Item 12a

Mr. Hurley said at its December 4 meeting the TA Board requested items be added to the South San Francisco Ferry Project funding resolution. The Board requested the agreement be a three-party agreement between the TA, the City of South San Francisco and the Water Emergency Transportation Authority (WETA); that there be a demonstration that the project was fully funded and there were commitments from the other funding sources, not just from the TA; that first responders have priority in the event of an emergency and that there be a requirement that the business plan which would lay out their service and financial plan before the flow of any money be made available and acceptable to the TA.

Barbara Arietta asked if the flow of money would be over 15, 20 or 30 years. Mr. Hurley said there is an agreed upon flow in terms of Measure A funds for the project, which would not become available until June 30, 2009, and would then be paid on a quarterly basis over an 18 month period. The money will only be paid on a reimbursable basis, which means the money actually has to be spent and invoices would be submitted to the TA. This agreement was acceptable to WETA. Staff also took a look in terms of whether there would be an adverse impact on the TA's ability to deliver other projects and programs of the TA. At this time staff feels that there would be no adverse impacts on its program.

Larry Shaine asked for an expanded definition of first responders. Mr. Hurley said it would include fire, police and emergency personnel.

Mr. Shaine asked if it could include a private citizen who was a paramedic or trained in first aid. Mr. Hurley said a high percentage of emergency personnel that service the Peninsula reside in the East Bay. In the event of a catastrophe that took out a bridge, it would be critical to get those emergency personnel to their jobs on the Peninsula. As part of the formation of WETA, the agency is tasked with developing an emergency plan by July 2009. WETA will be incorporating the Board request that emergency personnel have first priority in terms of the service.

Rich Hedges said the Emergency Preparedness Subcommittee of the Metropolitan Transportation Commission (MTC) is planning to develop a plan for emergency transportation of the elderly and disabled. The details of the plan are on the state Web site.

Doris Maez asked if there might be a need for waste water treatment and water supply personnel in the event of a disaster. She said these people live in many places and do shift work and their services would be critical after a disaster. Mr. Hurley said it may be necessary to broaden the definition of first responders.

Mr. Zimmerman asked about the status of the Environmental Impact Report (EIR). Mr. Hurley said the environmental document for the project was approved in the latter part of 2006.

Capital Projects Status Report – 1st Quarter Fiscal year 2009 – TA Item 13a

Mr. Hurley said there are new tools that have become available that are better able to communicate the status of projects and introduced Manager of Project Controls Kelvin Yu.

Mr. Yu reviewed the new and enhanced "traffic light" format of the report:

- The new status report emphasizes project costs and performance rather than merely financial reporting as with the old report.
- Major report enhancements are shown in the form of a histogram which includes project cost and schedule performance; project performance status; underruns or overruns; forecasts estimate at completion (EAC); original/current baseline and estimate at completion; and original/current baselines and forecast start and finish dates.
- Green, yellow and red traffic light graphics identify the performance of project elements of scope, schedule, budget/cost and funding. A green light would indicate scope is consistent with budget or funding; a yellow light would indicate scope is not consistent with

budget or funding and a red light for could indicate significant deviations from the original plan.

- The four project elements are expanded relative to project issues and specifics, for example: details of environmental work, tracking budget activity to completion, scheduling milestones and specifics of funding, which includes original and current funding contributions by the TA, federal, state and other sources.
- The project focus is management by exception, which means focusing on the problem areas rather than spending lots of time on projects that have no issues.

Chair Dixon asked if the report would be completed each quarter. Mr. Yu said yes.

Mr. Shaine asked how projects are handled that run into difficulties with issues that are beyond the control of the project managers, engineers and staff. He referred to the Highway 1 project in Pacifica where multi-environmental agencies were involved. Mr. Yu said meetings would be held with management to decide whether or not to re-baseline the schedule and details would be noted in the "Issues" section of the project in question.

Mr. Hurley said the thing Mr. Yu was referring to is a component of risk management. He said there is a certain element of risk when a project moves forward. A risk for the Route 1 Pacifica project was the number of regulatory agencies involved. In this case, staff would ask the project managers what the risks are, how risks are managed and what the potential consequences are. All of this information gets folded in because there is a need to have some baseline when the TA embarks on a project.

Mr. Zimmerman commended staff for the extraordinary effort and the objective to have consistency in the quarterly report. He suggested the new report have a project summary similar to the former report format. He said it is difficult to read the lights if the report is not in color.

Ms. Maez said a good demonstration of the new status report is the Caltrain electrification project on page 23 of the report which reports on findings by the Federal Transit Administration in the "Issues" section - scope, details of scheduling and project milestones.

Ms. Maez asked if there would be an explanation in the report if a project was re-baselined. Mr. Yu said details would be noted including any board approval.

Ms. Arietta suggested using larger alpha characters to indicate green, yellow and red. Mr. Yu said staff would try to improve on the graphics.

April Vargas asked a question relative to the history of the projects and agency. She asked if there was a ratio of how many projects at any given time are green relative to yellow and red. She asked if there was a certain kind of goal that staff aims for relative to the different projects and how well they are doing. Mr. Yu said there is no set ratio, which changes every month depending on the status of the project; but staff aims at more than 90 percent green.

Nancy Stern asked if all project data is tracked in a special database. Mr. Yu said there is a database with a report in an Excel format.

Ms. Stern said it is important for project management to be able to track to the original baseline and find out what project milestones are originally and see how staff did as far as budget and timelines in order to see what the standard deviation is. For example, did the project go over costs by a certain amount; can a standard be determined and how are costs and timelines projected. She encouraged staff to store a baseline in the database if possible. Mr. Yu said staff is testing an enhancement to show budget development to show curves and track the history.

Ms. Stern asked if there is a set point where a flag would be raised to indicate a project was at a specific point over budget so this information is available before a quarter has ended. Mr. Yu said this activity is done on a monthly basis.

Austin Mader-Clark said she noticed the only places there are yellow and red lights are on scheduling and everything else is green. She asked if this is historically where problems are. Mr. Yu said this pattern is just for this quarter and may be different for the next quarter.

Mr. Hurley said the traffic light report is a very valuable and powerful tool in terms of reporting out on the status of a project and an effective means for a project manager to efficiently manage the project. The report also establishes a great data bank in terms of, when we do this once, twice or three times, to develop a wealth of knowledge in terms of how much, for example, does it cost to build an interchange or build a grade separation project; how much time should be allowed and what are potential risks associated with the project. He thanked Mr. Yu for all the work in organizing the projects status report.

Chair Dixon asked about the State Route 92 – Route 101 to 280 project. Mr. Hurley said this has to do with the lower part of Route 92 near Concar Drive and Delaware Avenue in San Mateo. There are issues in terms of weaving, where cars are coming on and off of Route 92. There are a number of things being considered including closure of some of the ramps or braiding of the ramps, which means one ramp is taken over another as opposed to the ramps being at the same grade.

Mr. Zimmerman referred to page 10 of the report, which details the grade separation footprint study for 25th, 28th and 31st avenues in San Mateo. He said a project summary would be a helpful tool in the report. He asked about the progress of the project. Mr. Hurley said the necessary preliminary engineering is completed for the three locations. The TA is funding footprint studies for the balance of the Caltrain Corridor and that is scheduled for completion in June, 2009. Upon completion of the footprint studies, staff is going to evaluate which particular projects have merit for the TA to move forward with the next phase, which would be a project study report.

Mr. Zimmerman asked if staff would be comparing all possible grade separation projects. Mr. Hurley said all scenarios and locations are being compared.

Mr. Zimmerman referred to Caltrain electrification on page 23 of the report. He asked how this project interrelates with future grade separation crossings and the High Speed Rail (HSR) project. Mr. Hurley said Caltrain staff has been meeting with HSR in terms of design criteria. Staff is trying to evaluate what are incompatible issues in terms of HSR vs. compatible issues and staff can move forward where there are no issues. Many specifics of HSR are yet to be determined so it's a question of whether to wait until that information becomes available and

then move forward, or move forward at this time with the risk that there may be some incompatible issues.

Mr. Zimmerman asked when that decision would be made. Mr. Hurley said electrification is another factor involved and staff is trying to move cautiously but enthusiastically.

Chair Dixon said she had an invitation to a meeting with HSR at the District administrative offices on January 22. She asked Assistant District Secretary Rosemary Lake to forward information about the meeting to CAC members.

Mr. Shaine asked if the HSR meeting will be open to the public. Ms. Lake will follow up on meeting specifics.

Ms. Maez asked how projects, specifically the San Bruno Grade Separation Project, are chosen to be included in the Capital Projects Status Report. Mr. Hurley said the work that was completed in December 2008 was considered to be the first phase of the grade separation project, which was the San Mateo Avenue and San Bruno Avenue alignment. It was too late to capture this project information in the current report. The project does have activities during this quarter, but in terms of the actual grade separation project, there was no activity on that project during this quarter.

REPORT OF THE CHAIR – PAT DIXON

She wished all a Happy New Year.

REPORT FROM STAFF

Mr. Hurley wished all a Happy New Year. He said there would be challenges in 2009 with funding issues in Sacramento and possible good news at the federal level with a stimulus package.

COMMITTEE COMMENTS

Mr. Hedges said there are rumors about his candidacy for the San Mateo City Council. He said he has not applied but plans to. He said he would speak with CAC members after the meeting about any other details.

Mr. Hedges said he gave a year-ending report on the status of the Elderly and Disabled Advisory Group Committee of the Planning Committee of the MTC and in closing discussed pedestrian safety. He listed the number of people to the MTC that are either known by the relatively small committee he is on or have personally been struck in a pedestrian crossing and he said you could hear a pin drop among the commissioners because there are so many complications from it. He said he didn't think people who drive all the time understand what a challenge it is to walk in this community. Data indicates that the highest rates of pedestrian collisions in the Bay Area are in southern Burlingame, northern San Mateo and Daly City. Mr. Hedges said he was recently struck by a vehicle in San Mateo.

Mr. Hedges said the City of San Mateo recently voted on the Smart Corridor Project that has TA funding. He said he read details of the pilot project and cannot support the project because traffic during a major incident would be directed to the most stressed neighborhoods in San Mateo,

which happen to be along the rail corridor with 3,000 new homes and a couple million square feet of office space and retail space. He didn't know how first responders could even get into this area and said the project makes no sense, especially at the cost of \$1.5 million just for the pilot project.

Mr. Hurley asked Mr. Hedges if his concern was the idea of the re-route or the routes that have been selected for the detour. Mr. Hedges said both and that vehicles will be routed to the Delaware area, which already has traffic problems. He said people who live in San Mateo and up and down the Peninsula need to take a look at this before it happens on a permanent basis.

Mr. Shaine said he was pleased to see incremental improvements implemented on the 3rd Avenue to Millbrae Auxiliary Lane Project, which saves time.

Steve Krause said if a lot of money comes from the federal government in a stimulus package will the TA be in the same situation finding materials for construction that happened with the 3rd to Millbrae Auxiliary Lane Project. Mr. Hurley said it is a concern because the contractors would become less hungry, which means their proposals would come in a little higher. The stimulus package would be distributed over the entire country and details change daily on what may or may not qualify.

Ms. Vargas thanked Mr. Hedges for bringing his concerns about the Smart Corridor Project to the CAC.

John Fox said if there is going to be federal money for investment into transportation projects, and in looking at how the TA would want to recommend allocating these things, will the TA look at an existing plan and say we are going to go farther down the list of what we were going to try and do in the near term, or is the TA simply going to use this money to try and follow original priorities. Does some of this new money come with such restrictions that that the TA has to essentially create new projects and how does the TA make sure that the new projects really make sense given the original framework. Mr. Hurley said in terms of what's being rolled out right now because Congress wants this to be implemented very quickly, if you do not have environmental approval on a project, it will be difficult to qualify for these dollars. It is going to be driven more by schedule than the merits of the project in terms of the projects that are going to be eligible for this. Because of what is happening in Sacramento with our state budget, the TA may not be able to advance projects but may not have to delay projects. The state dollars no longer available may be backfilled with these federal stimulus package dollars.

Mr. Hurley said it is the state of readiness that is going to weigh heavily on allocations and that is why it's called a stimulus package, not a smart infrastructure package. Unfortunately there may be situations where a project with less benefits may move forward because it's ready to go.

Mr. Krause said it might be good to go out for bids early and get some cheaper bids. Mr. Hurley said you can only do that if you have environmental clearance.

Ms. Mader-Clark said she agreed with Mr. Hedges' concerns about re-routing with the Smart Corridor Project in addition to issues of privacy with cameras.

Director Matsumoto said as a Board member she appreciates all the hard work done by the CAC. She reads the Board packet cover to cover, receives input from staff and also reads the CAC minutes so she can get input because the CAC asks very thoughtful questions. This helps her as she sits on the Board making decisions because there are questions the CAC asked that might have been overlooked.

NEXT MEETING

The next regular meeting of the TA CAC will be held on Tuesday, February 3, 2009 at 4:30 p.m. at 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd Floor, San Carlos, CA 94070.

ADJOURNMENT

5:39 p.m.