

Contra Costa Transportation Authority **STAFF REPORT**

Meeting Date: May 20, 2015

Subject	Approval of the Formation of the Expenditure Plan Advisory Committee (EPAC) and Appointment of Initial Membership
Summary of Issues	At its meeting in April, the Authority directed staff to develop a proposal for the formation of an Expenditure Plan Advisory Committee (EPAC) for a Transportation Expenditure Plan (TEP) process. The EPAC will be one component of a comprehensive stakeholder outreach program necessary to gain consensus on a TEP for a potential 2016 revenue ballot measure.
Recommendations	Staff recommends the Authority approve the creation of the EPAC, and appoint individuals to establish the initial membership of the EPAC.
Financial Implications	Costs associated with professional EPAC meeting facilitator will later be determined. A separate EPAC series of meetings will incur additional Authority and consultant staffing and reproduction costs. The anticipated costs, when determined, will be incorporated into an amendment for Authority Agreement No. 366 with Gray Bowen Scott. Approximately \$600,000 to \$700,000 of the \$1.8 million budget remains for continued consultant support. The total cost of developing a TEP and placing it on the ballot is likely to exceed the remaining budget. Staff and the consultant team continue work on developing a comprehensive work program and budget, including an EPAC meeting facilitator, for discussion by the Authority at a future meeting.
Options	<ol style="list-style-type: none"> 1. Instead of a formal Expenditure Plan Advisory Committee, use public testimony at each Authority meeting to gather TEP stakeholder input.
Attachments	<ol style="list-style-type: none"> A. Expenditure Plan Advisory Committee (EPAC) Membership Categories.
Changes from Committee	N/A

Background

At its April meeting, the Authority Board directed staff to make a recommendation for the creation of an Expenditure Plan Advisory Committee (EPAC) for a new Transportation Expenditure Plan (TEP) process. The EPAC will be one component of a comprehensive stakeholder outreach program necessary to gain consensus on a TEP for a potential 2016 sales tax ballot measure. An EPAC was created in 2003 to advise the Authority in its development of the TEP for the 2004 Measure J extension, contributing to the success of the ballot measure.

Formation and Purpose of the EPAC

Pursuant to its Administrative Code, the Authority may from time to time establish advisory committees as it deems necessary or advisable. The purpose of the proposed EPAC is to advise the Authority regarding the development of a TEP. As proposed, the EPAC represents a broad range of stakeholders in Contra Costa and helps fill the need for outreach and ongoing contact with key groups that have a stake in development of a TEP and subsequent transportation sales tax measure. While there are many ways that the Authority will be initiating and maintaining important discussions with key stakeholders, the use of the EPAC is an efficient way to host the extensive discussion, necessary for creating a new TEP.

Advantages of establishing and engaging an EPAC include:

- Providing a single committee where multiple and varied interests can express their opinions and priorities.
- Serving as a forum for the multiple points of views regarding transportation in Contra Costa and how to spend potential transportation sales tax revenues.
- Creating a process to involve a diverse set of stakeholders that are not regularly or formally involved in the Authority processes, or those of the Regional Transportation Planning Committees (RTPCs) and other Authority advisory committees.
- Providing structure by being staffed with a professional facilitator with a goal of developing consensus around the transportation projects and programs that can be included in the TEP.
- Promoting a consensus building process through a formally recognized group that could provide future support for the TEP.

Proposed Charter/Ground Rules for the EPAC

Experience dictates that the organization and conduct of the EPAC should be through an open and transparent process built upon the Authority's culture of inclusiveness, accountability and

transparency. Since it is expected that members of the EPAC will have divergent opinions on a variety of policy and investment considerations needed to develop the TEP, a well facilitated, consensus based process is recommended. Staff proposes that the EPAC conduct its business in an open, public forum, and that a neutral facilitator be retained to organize meetings, facilitate a professional discussion and report findings and recommendations to the Authority Board. Staff and the consultant team recommend that the Authority, in its formation of the EPAC, adopt the following ground rules for organization and conduct of EPAC business:

- Membership in the EPAC is open to key stakeholder groups working in Contra Costa on the many issue areas identified by the Authority. The Authority will solicit the Contra Costa stakeholder community for interest in participating on the EPAC and when identified, appoint members to the EPAC committee.
- Meetings will be open to the public and held at the Authority offices. Meetings will follow a format similar to other advisory committees: publically posted on the Authority web page, streamed live and recorded for archive purposes. In the event that facilities at the Authority cannot accommodate the number of attendees for EPAC meetings, arrangements will be made to hold the meetings at an alternative location that is convenient and accessible. Members of the public and RTPCs and other advisory committees who are not EPAC members will be encouraged to attend the meetings and provide input through a “public comment” agenda item and on individual items.
- The EPAC is an advisory body only. It will not make final decisions on its own; rather, it will forward recommendations to the Authority through its facilitator.
- As an advisory body, the EPAC will not take formal votes. Instead, it will work to develop a consensus regarding the issues it addresses. Where no consensus emerges, varying points of view will be presented to the Authority.
- It is anticipated that the EPAC will meet from June through November or December 2015. Additional meetings will be proposed if needed.
- In order to ensure continuity in EPAC discussions, EPAC members and their alternates, will be asked to make a commitment to attend all EPAC meetings, unless they are unable to do so due to unforeseen circumstances. Other individuals who cannot commit to regular attendance are welcome to attend the EPAC meetings as members of the public, but will not be considered members of the EPAC.
- A professional facilitator will be retained to help organize and conduct EPAC meetings. The facilitator will be responsible for meeting logistics and for making reports to the Authority on EPAC deliberations.
- The EPAC will not, as a body, undertake studies or take positions on issues beyond those covered by the EPAC's charter. Individual EPAC members may contact the Authority or

other entities on other issues as individuals. However, the role of the EPAC as a whole will be limited to the advisory function stipulated by the Authority.

EPAC Committee Composition

A proposed EPAC membership category list is included as Attachment A. A list of the specific individuals for each category is not available as of the date of mail-out for the May Authority meeting.

Staff proposes that the Authority approve the appointments to the committee as members are identified. The makeup of the committee membership will be based on the level of interest and availability of stakeholders (stakeholder categories and ultimately, the individuals that would represent each category). The overall membership is intended to be a balanced representation of key stakeholders representing a broad range of issues and interests in Contra Costa. It is envisioned that the EPAC would include 15 -20 members (and a similar number of alternates), however, this could increase based on the interest and availability of key stakeholders.

The Authority could amend the membership of the EPAC throughout the TEP development process if needed.

At the May 20, 2015 Authority meeting, staff intends to nominate specific individuals who have made a commitment to participate in the EPAC process for the categories listed in Attachment A.

Existing Authority Standing and Advisory Committees

In addition to the EPAC, the Authority has multiple existing advisory committees that will also provide input to the Authority, and ultimately the investments identified in a TEP. These other committees include representatives from throughout the county, with interests in various modes of travel. The additional standing and advisory committees include:

- Regional Transportation Planning Committees (RTPCs);
- Citizens Advisory Committee (CAC);
- Paratransit Coordinating Council (PCC);
- Bus Transit Coordinating Committee (BTCC);
- Technical Coordinating Committee (TCC); and
- Countywide Bicycle and Pedestrian Advisory Committee (CBPAC).

Established groups such as the Conference of Mayors, Public Managers Association (PMA) and the Contra Costa Engineers Advisory Committee (CCEAC), among others, will likely develop positions and provide input into the TEP process.

Schedule

The following general schedule details EPAC related milestones:

May

- Authority approves creation of the EPAC, initial stakeholder categories and appointment of the identified individual representatives for those categories

June

- First EPAC meeting

July to November

- Meetings would occur about once a month and last for approximately two hours each.
- Meetings are proposed to occur until a Draft TEP is developed

Attachment A

Expenditure Plan Advisory Committee (EPAC) Membership Categories

EPAC Membership Categories *:

- Business
- Labor
- Social Justice
- Environmental
- Taxpayers
- Goods Movement
- Disability
- Public Health
- Elderly
- Transit
- Development
- Bike/Pedestrian
- Faith-based Groups
- Youth Advocacy
- Education

* Regional Transportation Planning Committees (RTPCs) and their Technical Advisory Committees (TACs), Contra Costa County, cities, existing Authority advisory committees, and transit agencies would provide input through their own independent processes, including council and board meetings, Mayors Conference, Public Managers Association (PMA), Contra Costa Engineers Advisory Committee (CCEAC) etc.



MEMORANDUM

Date: May 20, 2015

To: Julie Pierce, Authority Chair

From: Ross Chittenden, Deputy Executive Director, Projects

A handwritten signature in black ink, appearing to read "Ross Chittenden", written over the name in the "From:" field.

RE: Expenditure Plan Advisory Committee (EPAC) – Recommendations for Appointment

The Contra Costa Transportation Authority (Authority) is forming an Expenditure Plan Advisory Committee (EPAC) as a component of a comprehensive stakeholder outreach program necessary to gain consensus on a Transportation Expenditure Plan (TEP) process for a potential 2016 revenue ballot measure. Staff working with our consultant team, have developed the list below for the Authority's consideration for appointment to the EPAC. This list is not considered complete and additional members may be identified for future consideration by the Authority.

The following are confirmed participants and their respective organizations. Alternates are denoted by the letter (A).

Organization, primary and alternate representation

1. Bay Area Council
 - Mike Cunningham
 - Emily Loper (A)

2. Bike East Bay
 - Dave Campbell
 - Alternate to be determined
3. Building and Construction Trades Council
 - Bob Lilley
 - Alternate to be determined
4. Building Industry Association
 - Lisa Vordebreuggen
 - Bob Glover (A)
5. California Alliance for Jobs
 - Andy Fields
 - Michael Quigley (A)
6. Central Labor Council
 - Margaret Hanlon-Gradie
 - Cheryl Brown (A)
7. Contra Costa County Health Services
 - Michael Kent
 - Alternate to be determined
8. Contra Costa Community College District
 - Tim Leone
 - Alternate to be determined
9. Contra Costa County Taxpayers Association
 - Jack Weir
 - Mike McGill (A)
10. Contra Costa County Office of Education
 - Bruce Burns
 - Kerry Koehne (A)
11. East Bay Economic Development Alliance
 - Dennis Freeman
 - Anne O (A)
12. East Bay Leadership Council
 - Kristin Connelly
 - Steve Van Wart (A)

13. East Bay Regional Park District

- Sean Dougan
- Erich Pfuehler (A)

14. Genesis

- Reverend Hubert Ivery
- Mary Lim-Lampe (A)

15. Greenbelt Alliance

- Joel Devalcourt
- Tom Brickley (A)

16. Paratransit Coordinating Council

- Rita Xavier
- Shirley Cressey (A)

17. Rehabilitation Services of Northern California

- Debbie Toth
- Tighe Boyle (A)

18. Save Mount Diablo

- Ron Brown;
- Seth Adams (A)

19. TRANSFORM

- Joel Ramos
- Alternate to be determined

20. United Contractors

- Emily Cohen
- Man-Li Lin Kelly (A)