

MEETING NOTICE AND AGENDA

DATE & TIME: May 27, 2022 • 8:00 AM – 10:00 AM

REMOTE ACCESS:

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJydBoYk0yYWVlZWVlWHZ4Zz09>

MEETING ID#: 732 105 8840

PASSWORD (if requested): WCCTAC2020

Shelter-In-Place Order and Teleconference

The Contra Costa County Health Officer issued an order directing residents to **shelter in place**, due to COVID-19. The order limits activity, travel, and business functions to only those that are essential.

Remote Participation Only

As a result of the COVID-19 public health emergency, including the County Health Officer and Governor’s directives for everyone to shelter in place, **there will be no physical location for the Board Meeting**. Board members will attend via teleconference and members of the public are invited to attend the meeting and **participate remotely**.

Pursuant to the Governor’s Executive Order N-29-20, Board members: Chris Kelley, Norma Martinez-Rubin, Rita Xavier, Tom Butt, Demnlus Johnson, Eduardo Martinez, Paul Fadelli, John Gioia, Jovanka Beckles, Maureen Powers, and Lateefah Simon may be attending this meeting via teleconference, as may WCCTAC Alternate Board Members. Any votes conducted during the teleconferencing session will be conducted by roll call.

The public may observe and address the WCCTAC Board in the following ways:

Remote Viewing/Listening

Webinar:

To observe the meeting by video conference, utilizing the Zoom platform, please click on this link (same link as shown above) to join the webinar at the noticed meeting time:
<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJydBoYk0yYWVlZWVlWHZ4Zz09>

Phone:

Dial the following number, enter the participant PIN followed by # to confirm:

+1 669 900 6833

Meeting ID: 732 105 8840

Password: 066620

El Cerrito

Hercules

Pinole

Richmond

San Pablo

Contra Costa
County

AC Transit

BART

WestCAT

Public Comment via Teleconference

Members of the public may address the Board during the initial public comment portion of the meeting or during the comment period for agenda items.

Participants may use the chat function on Zoom or physically raise their hands to indicate if they wish to speak on a particular item.

Written Comment (accepted until the start of the meeting, unless otherwise noted on the meeting agenda). Public comments received by 5:00 p.m. on the evening before the Board meeting date will be provided to the WCCTAC Board and heard before Board action. Comments may be submitted by email to vjenkins@wcctac.org.

Comments may also be submitted via e-mail to vjenkins@wcctac.org at any time prior to closure of the public comment portion of the item(s) under consideration. All written comments will be included in the record.

Reading of Public Comments: WCCTAC staff will read aloud email comments received during the meeting that include the subject line "FOR THE RECORD" as well as the item number for comment, provided that the reading shall not exceed three (3) minutes, or such other time as the Board may provide.

-
1. **Call to Order and Board Member Roll Call.** *(Demnlus Johnson III – Chair)*
 2. **Public Comment.** The public is welcome to address the Board on any item that is not listed on the agenda.
 3. **Proclamation: Najari Smith, Contra Costa County’s Bicycle Champion of the Year.** Each year, all nine Bay Area counties solicit nominations and choose a Bicycle Champion to honor for their commitment to and/or work to promote bicycling. This year, Richmond resident Najari Smith, founder of Rich City Rides, was named as Contra Costa’s Bicycle Champion of the Year. The Board is asked to commemorate Mr. Smith with a proclamation. *(Coire Reilly, No Attachment; Recommended Action: Approve proclamation)*

CONSENT CALENDAR

4. **Minutes of April 22, 2022 Board Meeting.** *(Attachment; Recommended Action: Approve).*
5. **Monthly Update on WCCTAC Activities.** *(Attachment; Information only).*
6. **Financial Reports.** The reports show the Agency’s revenues and expenses for April 2022. *(Attachment; Information only).*
7. **Payment of Invoices over \$10,000.** None *(No attachment; Information only).*

8. **AB 361 Resolution to Continue Teleconferenced Meetings.** AB 361 allows the Board to continue meeting virtually during a State of Emergency upon the Board making certain findings that meeting in person would present imminent risks to the health or safety as attendees. Resolution No 22-07 provides the necessary findings for the Board of Directors and TAC to continue meeting virtually. *(Attachment; Recommended Action: Adopt Resolution 22-07).*
9. **Technical Coordinating Committee (TCC) Representatives.** CCTA's staff-level Technical Coordinating Committee provides advice on technical matters that may come before the Authority. West County has three representatives. However, the retirement of Jill Mercurio (San Pablo) leaves just two remaining representatives in Yvetteh Ortiz (El Cerrito) and Leah Greenblat (WCCTAC). Mike Roberts (Hercules) serves as an Alternate. The WCCTAC TAC has nominated Allan Panganiban (San Pablo) to serve as Jill Mercurio's replacement. John Nemeth (WCCTAC) is proposed to serve as a second Alternate to Leah Greenblat. *(No Attachment; Recommended Action: Approve change to West County representation and direct the Executive Director to officially notify the CCTA).*

REGULAR AGENDA ITEMS

10. **Draft Fiscal Year 2023 Work Program, Budget, and Dues.** The proposed WCCTAC work program for Fiscal Year 2023 is included, along with the draft budget and proposed dues. The budget is divided into four different funds based on distinct purposes and revenue sources: WCCTAC Operations, TDM, STMP, and Special Projects. Staff recommends authorizing the circulation of these draft documents to member agencies with the aim of final Board adoption at the June 24, 2022 WCCTAC Board Meeting. *(John Nemeth - WCCTAC Executive Director; Attachments; Recommended Action: Authorize release for member agency review).*
11. **Bike to Wherever Day.** Staff will provide a brief review of the activities of the recent Bike to Wherever Day, on May 20, 2022, which encourages residents to take bicycle trips for work or recreation. *(Coire Reilly - WCCTAC Staff, No Attachments; Recommended Action: Receive information).*
12. **Richmond Moves Shuttle Service.** City of Richmond staff will provide an overview of the recently launched *Richmond Moves* on-demand shuttle service. The service uses plug-in, hybrid electric vans and was funded by with cap-and-trade dollars. *(Denee Evans - City of Richmond, No Attachments; Recommended Action: Receive information).*

STANDING ITEMS

13. Board and Staff Comments.

- a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
- b. Report from CCTA Representatives (*Directors Kelley & Butt*)
- c. Executive Director's Report

14. General Information Items.

- a. Letter to CCTA Executive Director with April 22, 2022 Summary of Board Actions
- b. Acronym List

15. Adjourn. The next regular meeting will be held on June 24, 2022 @ 8:00 a.m. The meetings will be held remotely (see next agenda for details)

- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTAC Board meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Valerie Jenkins at 510.210.5930 prior to the meeting.
- If you have special transportation requirements and would like to attend the meeting, please call the phone number above at least 48 hours in advance to make arrangements.
- Handouts provided at the meeting are available upon request and may also be viewed at WCCTAC's offices.
- Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
- A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.

**West Contra Costa Transportation Advisory Committee
Board of Directors Meeting
Meeting Minutes: April 22, 2022**

MEMBERS PRESENT: Demnlus Johnson III, Chair (Richmond); Paul Fadelli, Vice-Chair (El Cerrito); Chris Kelley (Hercules); Norma Martinez-Rubin (Pinole); Tom Butt (Richmond); Eduardo Martinez (Richmond), Rita Xavier (San Pablo), Jovanka Beckles (AC Transit).

STAFF PRESENT: John Nemeth, Joanna Pallock, Valerie Jenkins, Leah Greenblat, Kris Kokotaylo (Legal Counsel)

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:00am

Public Comment: None.

CONSENT CALENDAR

Motion by **Director T. Butt**; seconded by **Director N. Martinez-Rubin** to approve Consent Calendar.

Yes- D. Johnson III, P. Fadelli, E. Martinez, T. Butt, N. Martinez-Rubin, R. Xavier, C. Kelley, J. Beckles

No- None

Abstentions- None

Motion passed unanimously

Item #3. *Approved* Minutes of March 25, 2022 Board Meeting.

Item #4. *Received* Monthly Update on WCCTAC Activities.

Item #5. *Received* Financial Reports for March 2022.

Item #6. *Received* Reporting of Payment of Invoices over \$10,000.

Item #7. *Approved* Adopt Resolution 22-05, AB 361 Resolution to Continue Teleconferenced Meetings.

Item #8. *Received and Accepted* Fiscal Audit and Memorandum of Internal Control for Fiscal Year 2021.

REGULAR AGENDA ITEMS

| ITEM/DISCUSSION | ACTION |
|---|--|
| Item #9 Richmond Parkway Grant | Leah Greenblat, WCCTAC Staff, presented information on WCCTAC's receipt of a Caltrans Sustainable Communities Transportation Planning Grant for the Richmond Parkway. She noted that the objective of the study was to focus on reducing the negative impacts, improving safety, and increase amenities for the 9 miles corridor between I-80 and I-580. Staff will meet with Caltrans in the near future to discuss more process details. |

Meeting Adjourned: 8:42am

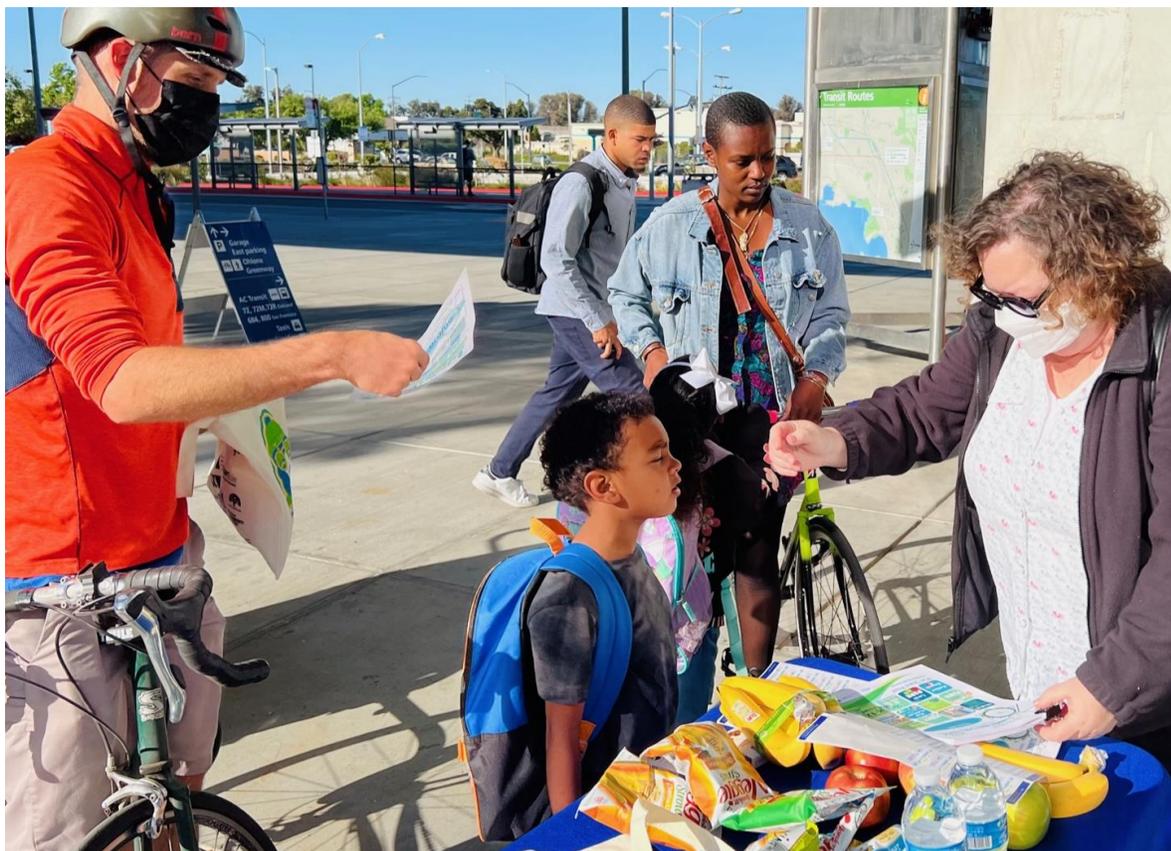
TO: WCCTAC Board

DATE: May 27, 2022

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

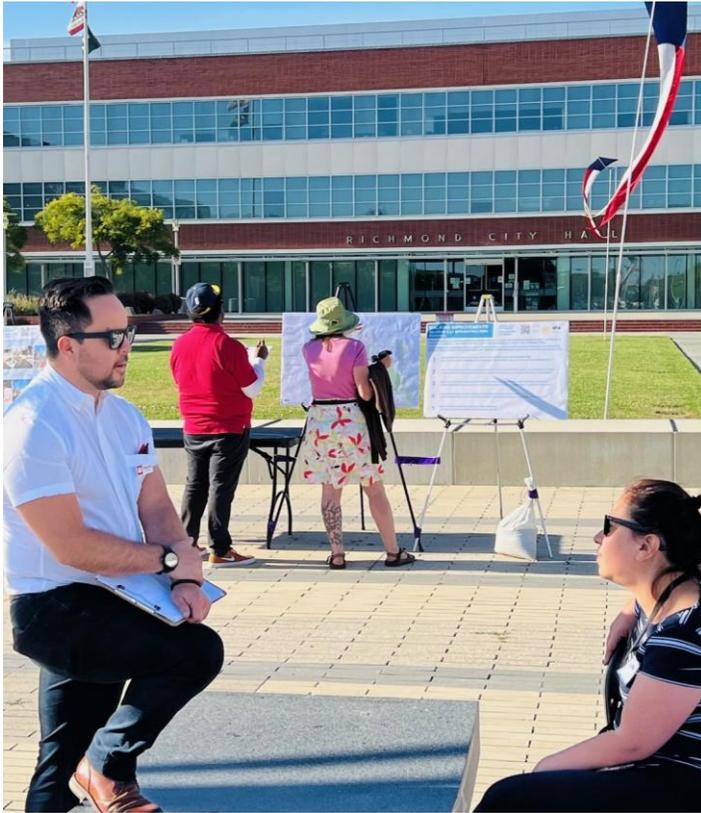
Bike to Wherever Days



Bike to Wherever Days (formerly Bike to Work Day) returned to in-person activities this year from a two-year hiatus. On May 20, John Nemeth and Leah Greenblat, from WCCTAC staff, ran the early morning energizer station at the El Cerrito Del Norte BART Station. During a two hour stretch, staff counted over 100 cyclists using either the BART Station or the Ohlone Greenway. Overall participation was most likely lighter than in previous years.

WCCTAC's TDM Manager, Coire Reilly, was instrumental in establishing the 9 energizer stations in West Contra Costa, along with Bike East Bay. At the May WCCTAC Board meeting, he'll provide an overview of the event and compare activity to pre-pandemic levels.

Travel Safe Richmond



WCCTAC staff attended an evening Open House on May 18 for Travel Safe Richmond. This effort aims to make streets safer for all modes of transportation, particularly on key corridors, in areas with high numbers of collisions, and in areas near schools.

The program has a distinct focus on improving pedestrian and bicycle safety and the overall bicycle and pedestrian network by closing gaps and developing new or improved infrastructure.

The Open House provided an opportunity to gather public feedback. WCCTAC is focused on ensuring that its own activities are coordinated with the City's efforts. More information can be found at the [Travel Safe Richmond](#) website.

Special Board and TAC Meetings - San Pablo Ave.

WCCTAC (Board, TAC, and staff) has been busy with the topic of the San Pablo Avenue Multimodal Corridor Study - Phase 2. In early May, WCCTAC held both Special TAC and Board meetings devoted solely to the topic. Adam Dankberg, from consultant Kimley Horn, provided a very detailed PowerPoint show at the May 13 Board Meeting, which can be found on the WCCTAC website at the following [link](#).

Board members expressed considerable support for pedestrian safety improvement similar those proposed in Alameda County. A majority of Board members also expressed support for a bus only lane, although some advised proceeding cautiously. Board members mainly expressed support for a bike lane, as well, although some suggested that on-street parking needs should be balanced with opportunities to include bike infrastructure.

Next up, over the summer, the study's information will be presented to the El Cerrito, Richmond, and San Pablo City Councils, as well as the AC Transit Board beginning in late June. Once these elected officials have had a chance to learn about study and weigh in on their desired next steps, WCCTAC staff will return to the TAC and Board for further direction.

Summer Bike Challenge

Summer Bike Challenge is back again for West County. This annual program encourages residents and families to bicycle to various community landmarks within their cities for fun and prizes. There are weekly gift card raffles for participants who send pictures of the week's theme. At the end of the summer, there will be a drawing of all participants for a free iPad, with one winner in each city in Contra Costa County. In addition, 511 Contra Costa will be hosting three in-person tabling events in each city, where small gift cards will be given out. Summer Bike Challenge is a fun and free summer activities for all levels of cyclists.

Sign up and find your city's destinations at 511cc.org/sbc



Office Break-in

In the very early morning hours, on May 4, WCCTAC's office in El Cerrito was broken into. A glass door to the office's back meeting area, along Potrero Avenue, was smashed and a laptop computer on a nearby table was taken. Bay Alarm provides security services for WCCTAC and the alarm sounded. El Cerrito police were dispatched and secured the building. The building owner had the broken glass pieces cleaned and replaced the door very promptly. WCCTAC has already replaced the laptop computer. Staff is now reviewing ways to minimize security risks in the future.

General Ledger

Monthly Budget Report

User: DelenaL
 Printed: 5/11/2022 7:43:30 AM
 Period 10 - 10
 Fiscal Year 2022

| Account # | Description | Adopted | Adjustments | Adjusted | YTD Actual | Variance | Encumbers Available | % Avail |
|----------------|---------------------------|-----------------|-------------|-----------------|-------------------|-----------------|---------------------|----------------------|
| 0000 | Non Departmental | | | | | | | |
| 773-0000-34315 | EI Cerrito STMP Fees | \$ - | \$ - | \$ - | \$ (86,978.13) | \$ 86,978.13 | \$ - | 86,978.13 0.00% |
| 773-0000-34320 | Hercules STMP Fees | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - 0.00% |
| 773-0000-34330 | Richmond STMP Fees | \$ - | \$ - | \$ - | \$ (443,288.96) | \$ 443,288.96 | \$ - | 443,288.96 0.00% |
| 773-0000-34335 | San Pablo STMP Fees | \$ - | \$ - | \$ - | \$ (136,406.34) | \$ 136,406.34 | \$ - | 136,406.34 0.00% |
| | Licenses and Permits | \$ - | \$ - | \$ - | \$ (666,673.43) | \$ 666,673.43 | \$ - | 666,673.43 0.00% |
| 770-0000-36102 | Interest | \$ - | \$ - | \$ - | \$ (52.04) | \$ 52.04 | \$ - | 52.04 0.00% |
| 773-0000-36102 | Interest | \$ - | \$ - | \$ - | \$ (5,721.97) | \$ 5,721.97 | \$ - | 5,721.97 0.00% |
| | Use of Property and Money | \$ - | \$ - | \$ - | \$ (5,774.01) | \$ 5,774.01 | \$ - | 5,774.01 0.00% |
| 770-0000-34010 | STMP Administration | \$ - | \$ - | \$ - | \$ (24,509.20) | \$ 24,509.20 | \$ - | 24,509.20 0.00% |
| 770-0000-34111 | Member Contributions | \$ - | \$ - | \$ - | \$ (531,744.00) | \$ 531,744.00 | \$ - | 531,744.00 0.00% |
| 770-0000-39906 | Other Revenue | \$ - | \$ - | \$ - | \$ (26,263.00) | \$ 26,263.00 | \$ - | 26,263.00 0.00% |
| 772-0000-39906 | Other Revenue | \$ - | \$ - | \$ - | \$ (420,120.20) | \$ 420,120.20 | \$ - | 420,120.20 0.00% |
| 773-0000-34010 | STMP Administration | \$ - | \$ - | \$ - | \$ 24,509.20 | \$ (24,509.20) | \$ - | (24,509.20) 0.00% |
| 774-0000-39906 | Other Revenue | \$ - | \$ - | \$ - | \$ (60,000.00) | \$ 60,000.00 | \$ - | 60,000.00 0.00% |
| | Miscellaneous Revenue | \$ - | \$ - | \$ - | \$ (1,038,127.20) | \$ 1,038,127.20 | \$ - | 1,038,127.20 0.00% |
| | Revenue | \$ - | \$ - | \$ - | \$ (1,710,574.64) | \$ 1,710,574.64 | \$ - | 1,710,574.64 0.00% |
| 0000 | Non Departmental | \$ - | \$ - | \$ - | \$ (1,710,574.64) | \$ 1,710,574.64 | \$ - | 1,710,574.64 0.00% |
| 7700 | WCCTAC Operations | | | | | | | |
| 770-7700-34111 | Member Contributions | \$ (531,744.00) | \$ - | \$ (531,744.00) | \$ - | \$ (531,744.00) | \$ - | (531,744.00) 100.00% |
| | Intergovernmental | \$ (531,744.00) | \$ - | \$ (531,744.00) | \$ - | \$ (531,744.00) | \$ - | (531,744.00) 100.00% |
| 770-7700-39906 | Other Revenue | \$ (86,649.00) | \$ - | \$ (86,649.00) | \$ - | \$ (86,649.00) | \$ - | (86,649.00) 100.00% |
| | Miscellaneous Revenue | \$ (86,649.00) | \$ - | \$ (86,649.00) | \$ - | \$ (86,649.00) | \$ - | (86,649.00) 100.00% |
| | Revenue | \$ (618,393.00) | \$ - | \$ (618,393.00) | \$ - | \$ (618,393.00) | \$ - | (618,393.00) 100.00% |
| 7700 | WCCTAC Operations | \$ (618,393.00) | \$ - | \$ (618,393.00) | \$ - | \$ (618,393.00) | \$ - | (618,393.00) 100.00% |

General Ledger

Monthly Budget Report

User: DelenaL

Printed: 5/11/2022 7:44:05 AM

Period 10 - 10

Fiscal Year 2022

| Account # | Description | Adopted | Adjustments | Adjusted | YTD Actual | Variance | Encumbers Available | % Avail |
|----------------|--------------------------------|---------------|-------------|---------------|---------------|----------------|---------------------|---------|
| 7700 | WCCTAC Operations | | | | | | | |
| 770-7700-41000 | Salary | \$ 538,707.00 | - | \$ 538,707.00 | \$ 307,055.13 | \$ 231,651.87 | \$ - | 43.00% |
| 770-7700-41200 | PERS Retirement | \$ - | - | \$ - | \$ 80,877.73 | \$ (80,877.73) | \$ - | 0.00% |
| 770-7700-41310 | Medical Insurance | \$ - | - | \$ - | \$ 55,597.76 | \$ (55,597.76) | \$ - | 0.00% |
| 770-7700-41311 | Retiree Healthcare | \$ - | - | \$ - | \$ 1,362.19 | \$ (1,362.19) | \$ - | 0.00% |
| 770-7700-41400 | Dental | \$ - | - | \$ - | \$ 3,418.71 | \$ (3,418.71) | \$ - | 0.00% |
| 770-7700-41500 | Flexible Spending Account | \$ - | - | \$ - | \$ 24.45 | \$ (24.45) | \$ - | 0.00% |
| 770-7700-41800 | LTD Insurance | \$ - | - | \$ - | \$ 3,291.56 | \$ (3,291.56) | \$ - | 0.00% |
| 770-7700-41900 | Medicare | \$ - | - | \$ - | \$ 4,439.83 | \$ (4,439.83) | \$ - | 0.00% |
| 770-7700-41901 | Other Insurances | \$ - | - | \$ - | \$ 6,897.68 | \$ (6,897.68) | \$ - | 0.00% |
| 770-7700-41904 | Life Insurance | \$ - | - | \$ - | \$ 1,115.41 | \$ (1,115.41) | \$ - | 0.00% |
| 770-7700-41911 | Liability Insurance | \$ 5,175.00 | - | \$ 5,175.00 | \$ - | \$ 5,175.00 | \$ - | 100.00% |
| 770-7700-41912 | Unemployment Insurance | \$ - | - | \$ - | \$ 595.00 | \$ (595.00) | \$ - | 0.00% |
| | Salary and Benefits | \$ 543,882.00 | - | \$ 543,882.00 | \$ 464,675.45 | \$ 79,206.55 | \$ - | 14.56% |
| 770-7700-43500 | Office Supplies | \$ 4,800.00 | - | \$ 4,800.00 | \$ 3,665.89 | \$ 1,134.11 | \$ - | 23.63% |
| 770-7700-43501 | Postage | \$ 1,500.00 | - | \$ 1,500.00 | \$ 845.58 | \$ 654.42 | \$ - | 43.63% |
| 770-7700-43520 | Copies/Printing/Shipping/Xerox | \$ 3,800.00 | - | \$ 3,800.00 | \$ 1,860.00 | \$ 1,940.00 | \$ - | 51.05% |
| 770-7700-43600 | Professional Services | \$ 59,085.00 | - | \$ 59,085.00 | \$ 51,718.65 | \$ 7,366.35 | \$ - | 12.47% |
| 770-7700-43900 | Rent/Building | \$ 23,025.00 | - | \$ 23,025.00 | \$ 16,405.92 | \$ 6,619.08 | \$ - | 28.75% |
| 770-7700-44000 | Special Department Expenses | \$ 10,000.00 | - | \$ 10,000.00 | \$ 1,522.49 | \$ 8,477.51 | \$ - | 84.78% |
| 770-7700-44320 | Travel/Training Staff | \$ 4,800.00 | - | \$ 4,800.00 | \$ 50.00 | \$ 4,750.00 | \$ - | 98.96% |
| | Service and Supplies | \$ 107,010.00 | - | \$ 107,010.00 | \$ 76,068.53 | \$ 30,941.47 | \$ - | 28.91% |
| | Expense | \$ 650,892.00 | - | \$ 650,892.00 | \$ 540,743.98 | \$ 110,148.02 | \$ - | 16.92% |
| 7700 | WCCTAC Operations | \$ 650,892.00 | - | \$ 650,892.00 | \$ 540,743.98 | \$ 110,148.02 | \$ - | 16.92% |

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 07-22**

**RESOLUTION FINDING THAT THERE IS A PROCLAIMED STATE OF
EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT
IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A
RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE
TELECONFERENCED MEETINGS OF THE LEGISLATIVE BODIES OF THE
WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE FOR
THE 30 DAY PERIOD BEGINNING MAY 27, 2022 PURSUANT TO AB 361**

WHEREAS, the West Contra Costa Transportation Advisory Committee ("WCCTAC") is a joint exercise of powers authority formed pursuant to Government Code Section 6500, et. seq. by and between the City of El Cerrito, the City of Hercules, the City of Pinole, the City of Richmond, the City of San Pablo, Contra Costa County, Alameda-Contra Costa Transit District ("AC Transit"), San Francisco Bay Area Rapid Transit ("BART"), and West Contra Costa Transit Authority ("WestCAT"); and

WHEREAS, all WCCTAC meetings are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch WCCTAC's legislative bodies conduct their business; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of the novel coronavirus disease 2019 ("COVID-19"); and

WHEREAS, On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, as a result of Executive Order N-29-20, staff set up virtual meetings for all WCCTAC Board meetings and meetings of all WCCTAC legislative bodies; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, ends the provisions of Executive Order N-29-20 that allows local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (2021) which allows for local legislative bodies and advisory bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the WCCTAC Board make specified findings. AB 361 (2021) took effect immediately; and

WHEREAS, on October 22, 2021, the WCCTAC Board of Directors made the continued finding that the presence of COVID-19 and the increase of cases due to the Delta variant would present imminent risks to the health or safety of attendees at WCCTAC Board meetings and meetings of WCCTAC's other legislative bodies, including the Board and staff, should the Board hold and permit in person meetings; and

WHEREAS, the WCCTAC Board of Directors continued this finding as well as a number of other findings on multiple occasions through March 25, 2022; and

WHEREAS, AB 361 (2021) requires that the Governor declare a State of Emergency pursuant to Government Code section 8625; and

WHEREAS, AB 361 (2021) further requires that state or local officials have imposed or recommended measures to promote social distancing, or, requires that the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in WCCTAC's jurisdiction, specifically, Governor Newsom has declared a State of Emergency due to COVID-19; and

WHEREAS, since issuing Executive Order N-08-21, the highly contagious Delta and Omicron variants of COVID-19 have emerged, causing an increase in COVID-19 cases throughout the State and Contra Costa County; and

WHEREAS, the Centers for Disease Control and Prevention ("CDC") continues to recommend physical distancing of at least 6 feet from others outside of the household and the Contra Costa County Health Officer strongly recommends online meetings and distancing; and

WHEREAS, the highly contagious Omicron variant and sub-variants have resulted in the greatest nationwide infection rate since the beginning of the COVID-19 pandemic; and

WHEREAS, because of the rise in cases due to the Omicron variant and sub-variants of COVID-19, the WCCTAC Board of Directors are concerned about the health and safety of all individuals who intend to attend WCCTAC Board meetings and meetings of WCCTAC's other legislative bodies; and

WHEREAS, the WCCTAC Board of Directors hereby finds that the presence of COVID-19 and the increase of cases due to the Omicron variant and sub-variants would present imminent risks to the health or safety of attendees, including the legislative bodies and staff, should WCCTAC's legislative bodies hold in person meetings; and

WHEREAS, WCCTAC shall ensure that it's meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the West Contra Costa Transportation Advisory Committee as follows:

1. The above recitals are true and correct, and incorporated into this Resolution.
2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the usual teleconference meeting requirements of the Brown Act, the WCCTAC Board of Directors makes the following findings:
 - a) The WCCTAC Board of Directors has considered the circumstances of the state of emergency; and
 - b) The state of emergency, as declared by the Governor, continues to directly impact the ability of the WCCTAC Board of Directors and WCCTAC's legislative bodies, as well as staff and members of the public, from meeting safely in person; and
 - c) The CDC continues to recommend physical distancing of at least six feet due to COVID-19 and the Contra Costa County Health Officer strongly recommends online meetings and distancing. As a result of the presence of COVID-19 and the increase of cases due to the Delta and Omicron variants, meeting in person would present imminent risks to the health or safety of attendees, the legislative bodies and staff.
3. The WCCTAC Board of Directors and WCCTAC's legislative bodies may continue to meet remotely in compliance with AB 361, in order to better ensure the health and safety of the public.
4. The WCCTAC Board of Directors will revisit the need to conduct meetings remotely within 30 days of the adoption of this resolution.

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Demnlus Johnson, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher J. Kokotaylo, General Counsel

5106286.2

TO: WCCTAC Board

DATE: May 27, 2022

FR: John Nemeth, Executive Director

RE: Draft Fiscal Year 2023 Work Program, Budget, and Dues

REQUESTED ACTION

Staff requests authorization to circulate the Draft Fiscal Year 2023 Work Program, Budget, and Dues documents to member agencies. Staff will bring the draft final budget to the Board for adoption at the June 24, 2022 meeting.

BACKGROUND AND DISCUSSION

The budget for WCCTAC is divided into four distinct funds. The proposed draft budgets for each of these funds, as well as an overall summary budget, are included as Attachment A:

- WCCTAC Operations
- Transportation Demand Management (TDM)
- Subregional Transportation Mitigation Program (STMP)
- Other Reimbursable (Special Projects)

This staff report provides:

- 1) A Budget Analysis of WCCTAC General Operations
- 2) The Proposed Dues for Fiscal Year 2023.
- 3) A Budget Analysis of WCCTAC's other three funds (TDM, STMP, and Special Projects).
- 4) Accomplishment for the Current Year.
- 5) The Proposed Work Program for Fiscal Year 2023.

1) Budget Analysis of WCCTAC Operations

WCCTAC began the current fiscal year with a balance in its main Operations fund of about \$59K above required reserves. Given this balance, WCCTAC planned to spend about \$32K more this year than it received in revenues. Based on current estimates, however, WCCTAC will likely overspend its revenues by only about \$17K.

WCCTAC will underspend its budget significantly in salaries and benefits, but this is primarily the result of the Travel Training Program being suspended for much of the year and the resulting lower spending on the Travel Training Coordinator. That lower spending, however, was cancelled out by lower Measure J 28b reimbursement revenue from CCTA for Travel Training.

When the lower-than-expected spending on the Travel Training Program is factored out, WCCTAC is projected to underspend the salaries and benefits budget by about \$7K. Additionally, WCCTAC will spend about \$4K less than expected this year in Office Expenses and Supplies, which is partly related to remote work. It will also spend about \$4K less than anticipated on professional development, which involves conference attendance and mileage/transit reimbursements for in-person meetings. Both have been limited during the current year. Additionally, WCCTAC will not spend all its regular \$10K contingency, saving about \$6K.

While a predominately remote work arrangement has resulted in savings in some areas, the complexities of a distributed work force have required some additional IT services and assistance. WCCTAC is expected to spend about 6% more (\$4K) on Professional Services than budgeted, with most of these additional costs being in IT.

Altogether, with expenses exceeding revenues by an estimated \$17K this year, the balance in WCCTAC’s Operations fund will decrease from about \$59K to just under \$42K.

For the upcoming fiscal year, staff is proposing a 3.5% cost-of-living adjustment (COLA) to salaries. This figure is lower than Bay Area CPI (Feb 5.2%) but consistent with CCTA’s COLA for the upcoming year, which is indexed to CPI but capped at 3.5%. The table below shows recent cost of living adjustments at both WCCTAC and CCTA:

| Organization | FY21 | FY22 | FY23 |
|---------------------|-------------|-------------|-----------------|
| WCCTAC | 0.0% | 3.5% | 3.5% (proposed) |
| CCTA | 2.0% | 2.5% | 3.5% |

The cost of the COLA for the WCCTAC Operations budget is approximately \$16K. Additionally, staff is budgeting for possible, merit-based salary increases in the upcoming year. Some of these increases would be contingent on Board-approved adjustments to the WCCTAC salary schedule, which staff will discuss with the Board in the future. About \$13K has been included in the budget to account for this contingency.

In the upcoming fiscal year, WCCTAC’s annual Unfunded Accrued Liability payment to CalPERS will rise by about \$6K in the Operations budget, or about 14%. Lastly, the cost of some WCCTAC benefits, particularly healthcare premiums, is expected to rise which will add approximately \$5k to FY23 expenses. Staff is also budgeting for a resumption in professional development activities and transit/mileage reimbursements, with the expectation that in-person activities will increase.

In short, the cost of personnel (COLAs, possible merit-based increases, PERS liabilities, and benefit cost increases) will add some notable expenses to the WCCTAC Operations budget in the upcoming year.

Other expenses are expected to be fairly constant or rise by small, pre-determined amounts. These include office lease payments, financial services, and other professional services.

WCCTAC will resume spending on the Travel Training Program, but that spending will be reimbursed equally by Measure J 28b funds.

2) The Proposed Dues for Fiscal Year 2023.

Given that WCCTAC will enter the next fiscal year with a balance of \$42K in its Operations fund, above the required reserves, it can again spend more than it receives in revenue. Staff recommends aiming to reduce the balance by a little more than half. A budget that aims to overspend revenue enough to eliminate the full balance in the upcoming year risks creating a larger structural challenge in the following year. However, an approach that does not aim to reduce the balance at all means that it could grow, which is not something that WCCTAC needs.

Reducing the balance by a little more than half will require a dues increase of 4.5% in the upcoming year. That is what staff is recommending. While a larger increase than in recent years, it would be still be lower than recent increases in the Bay Area CPI. The table below shows the dues increase for the upcoming fiscal year, compared with CPI during the budget formation period. The proposed dues schedule is included as Attachment B.

| | FY21 | FY22 | FY23 |
|-----------------------------|-------------|-------------|-------------|
| Feb Bay Area CPI | 2.9% | 1.6% | 5.2% |
| Dues for Upcoming FY | 0.0% | 1.5% | 4.5%* |

**proposed*

3) Budget Analysis of TDM, STMP, and Special Projects.

Transportation Demand Management (TDM)

In the upcoming fiscal year, the annual allocation to the TDM Program from Measure J will be nearly 5% higher. The annual allocation from the Air District (TFCA funds), however, will be about 13.3% lower. In addition, CCTA is using \$68,952 of these TFCA funds, or about 22%, for a countywide EV charging station effort.

Fortunately, the Authority is reallocating some previously unspent TFCA funds and WCCTAC will receive \$321,513 of those. This means that the overall funding for TDM incentives in the upcoming year will be sufficient. In fact, given the large amount of available TFCA funds in the upcoming fiscal year, WCCTAC is working with local jurisdictions to identify one or more small capital projects that could use TFCA funds to improve the local bicycle network.

Subregional Transportation Mitigation Program (STMP)

In the current fiscal year, projected STMP revenues of \$775,500 will fall below the budget estimate of around \$1.6M. In the upcoming fiscal year, however, based on discussions with member agency staffs, STMP revenues are expected to be much higher at around \$3.8M. STMP revenues are difficult to predict but, if revenues are strong, there could be another Call for Projects in Fiscal Year 2023.

In the current fiscal year, WCCTAC disbursed \$85,000 in STMP funds to the San Pablo Avenue Bridge Replacement Project in Pinole and \$38,444 to a segment of the Bay Trail at Tennant Ave.

in Pinole. Disbursements are made when project sponsors, with Board-approved allocations, provide invoices to WCCTAC and request reimbursements. In the STMP budget worksheet, for the sake of clarity and prudence, staff assumed that all current project sponsors with STMP funding commitments will request all their funding in the upcoming year. That assumption, while highly unlikely, allows the Board to see existing STMP funding commitments.

WCCTAC can use 4% of its STMP revenues to cover administrative costs. However, staff limits the amount of funds used for administration to the amount specified in the WCCTAC budget. This year WCCTAC used \$65K for staff administrative expenses. The true costs of administration are higher, however, so in the upcoming fiscal year, staff is proposing to use \$75K for administration.

Other Reimbursable (Special Projects) WCCTAC will complete its spending of \$150K in Measure J 28b funds, on Phase 2 of the San Pablo Avenue Multimodal Corridor Study. WCCTAC will also spend an initial portion of Caltrans grant funds (about 20%) on the Richmond Parkway Environmental Justice and Regional Mobility Study. Lastly, WCCTAC will pass through its usual allocation of Measure J 21b funds to the West Contra Costa Unified and John Swett School Districts for the Student Bus Pass Program.

4) Fiscal Year 2022 Accomplishments

WCCTAC had numerous successes in the current year, with some highlights as follows:

- Revived the **Travel Training Program** which trains West County seniors on how to use local public transit and other transportation services.
- Revived the **Pass2Class program**, which offers free bus passes to students at the beginning of the year. The program approached pre-pandemic levels, with over 1,200 students participating
- Started a new program, the **Summer Bike Challenge**, which encourages families to bicycle to various locations around their community for fun and prizes.
- Nearly completed **San Pablo Avenue Multimodal Corridor Study – Phase 2** in partnership with the Alameda County Transportation Commission (ACTC) to investigate complete street elements between the County boundary and Hilltop.
- Worked with Richmond, Contra Costa County, and other local partners to compete successfully for a \$635,000 Caltrans Sustainable Transportation Planning grant to conduct a **Richmond Parkway Environmental Justice and Regional Mobility Study**.
- Joined with other agencies to participating in the **I-80 Design Alternatives Assessment** led by MTC, ACTC and CCTA. WCCTAC's Express Bus Implementation Plan and the High-Capacity Transit Study provided some key inputs.

- Worked with the CCTA and WCCTAC member agencies to begin updating the **West County Action Plan** for Routes of Regional Significance. This effort examines goals and actions for improving transportation mobility in West County.
- **Improved financial controls** with the approval of a Purchasing and Procurement Policy. WCCTAC had no areas of material weaknesses in its last two fiscal audits.

5) Work Program for Fiscal Year 2023

In Fiscal Year 2023, WCCTAC will finalize the West County Action Plan and the San Pablo Avenue Multimodal Corridor Study – Phase 2.

Staff will work to build on these, and other past planning efforts, by seeking meaningful next steps and funding opportunities. WCCTAC will remain engaged in countywide and regional efforts such as: the I-580 ORT/HOV project, the Design Alternatives Assessment (DAA) that is evaluating potential improvements to I-80, and Link21 and related regional transit coordination efforts.

WCCTAC's programs, such as TDM and the Student Bus Pass Program may be operating in an environment with higher transportation demand as the region gradually emerges from the pandemic. WCCTAC will continue its TDM incentive programs under the 511 Contra Costa banner. It will continue participating in activities related to the countywide Accessible Transportation Strategic Plan and Task Force, to improve senior and disabled transportation. The revived Travel Training Program will also continue into the next fiscal year, as recently directed by the Board.

New efforts include the launch of the Richmond Parkway Environmental Justice and Regional Mobility Plan. The TDM Program will examine opportunities to use TFCA funds for one or more small capital projects to improve the bike network in West County. WCCTAC will partner with CCTA to develop training sessions to assist member agency staff with Growth Management Program checklist compliance. It will also participate in the development of the next Countywide Transportation Plan. Lastly, in the upcoming year there could also be another STMP Call for Projects if revenues allow. The full Draft Work Program for next year is included as Attachment C.

Attachments:

A: Fiscal Year 2023 Draft Budget

B: Fiscal Year 2023 Draft Member Agency Dues Schedule

C: Fiscal Year 2023 Draft Work Program

**DETAIL: WCCTAC Operations
FY 2022-23 DRAFT Budget**

| Activity | Actual FY 2020-2021 | Original FY 2021-2022 | Estimated 2021-2022 | Proposed 2022-2023 | Notes |
|---|------------------------|--------------------------|------------------------|-----------------------|-------|
| REVENUES | | | | | |
| 34111 Member Contributions | 523,670 | 531,744 | 531,744 | 556,329 | (a) |
| 36102 Interest - LAIF | 788 | - | - | - | |
| 39906 Other - Measure J (20b & 21b) | 29,706 | 30,147 | 29,000 | 29,000 | (b) |
| Other - Measure J 28b | 61,940 | 56,502 | 18,503 | 71,150 | (c) |
| TOTAL REVENUES | 616,104 | 618,393 | 579,247 | 656,479 | |
| EXPENSES | | | | | |
| Salary, Benefits & Insurance | | | | | |
| 41000s Salary & Benefits | 545,348 | 538,707 | 491,443 | 564,484 | (d) |
| 41911 Liability Insurance | 4,050 | 5,175 | 5,175 | 4,639 | |
| Total Salaries, Benefits & Insurance | 549,398 | 543,882 | 496,618 | 569,123 | |
| Professional Services | | | | | |
| 43600 Professional Services | | | | | |
| <i>Financial - City of San Pablo</i> | 18,631 | 19,160 | 19,200 | 19,500 | |
| <i>IT / VOIP phone</i> | 10,768 | 9,400 | 12,135 | 12,500 | |
| <i>Audit</i> | 13,200 | 12,975 | 13,125 | 13,250 | |
| <i>Attorney Services</i> | 10,125 | 12,000 | 11,932 | 12,000 | |
| <i>Accounting Services</i> | 4,158 | 5,200 | 5,800 | 6,000 | |
| <i>Other</i> | 2,251 | 350 | 1,400 | 1,000 | |
| Total Professional Services | 59,133 | 59,085 | 63,592 | 64,250 | |
| Special Department Expenses | | | | | |
| 44000 Special Dept. Expense | | | | | |
| <i>Contingency</i> | - | 10,000 | 3,672 | 10,000 | (e) |
| Total Special Department Expenses | - | 10,000 | 3,672 | 10,000 | |
| Training & Mileage | | | | | |
| 44320 Training/Mileage | 587 | 4,800 | 985 | 4,000 | (f) |
| Total Training/Mileage | 587 | 4,800 | 985 | 4,000 | |
| Office Expenses & Supplies | | | | | |
| 43500 Office Supplies | 3,430 | 4,800 | 4,216 | 4,500 | |
| 43501 Postage | 592 | 1,500 | 1,355 | 1,500 | |
| 43520 Printing, Copier Lease | 2,731 | 3,800 | 2,358 | 3,200 | |
| 43900 Rent/Building | 21,285 | 23,025 | 21,544 | 22,750 | |
| Total Office Expense & Supplies | 28,038 | 33,125 | 29,473 | 31,950 | |
| TOTAL EXPENSES | 637,156 | 650,892 | 594,340 | 679,323 | |
| REVENUES - EXPENSES | (21,052) | (32,499) | (15,093) | (22,844) | |

Beginning Fund Balance \$183,713

Ending Fund Balance \$160,869

Reserve - Undesignated \$120,000

Reserve - Accumulated Vacation \$20,000

Available Balance above Reserve \$20,869

Notes:

- (a) FY 23 dues are proposed to be increased by 4.5%
- (b) A portion of Measure J program funds can be used to cover administrative expenses.
- (c) Funds programmed by the Board for Travel Training work; expected to ramp up in FY23.
- (d) Higher expenses are mainly due to partly the resumption of the travel training program
- (e) Contingency per Board Reserve Policy.
- (f) Professional development and mileage/transit reimbursement expected to increase in FY23

**DETAIL: STMP
FY 2022-23 DRAFT Budget**

| Activity | Actual FY 2020-2021 | Original FY 2021-2022 | Estimated 2021-2022 | Proposed FY2022-23 | Note |
|---------------------------------------|------------------------|--------------------------|-------------------------------|-----------------------|------|
| REVENUES | | | | | |
| 34310 County STMP Fees | 2,916,655 | 100,000 | 50,000 | 50,000 | |
| 34315 El Cerrito STMP Fees | 278,595 | 246,697 | 87,000 | 800,000 | |
| 34320 Hercules STMP Fees | - | 446,300 | - | - | |
| 34325 Pinole STMP Fees | 25,694 | 20,000 | 290,000 | 20,000 | |
| 34330 Richmond STMP Fees | 761,204 | 100,000 | 200,000 | 1,600,000 | |
| 34335 San Pablo STMP Fees | 92,156 | 700,000 | 131,000 | 1,300,000 | |
| 36102 Interest - LAIF | 14,546 | 20,000 | 17,500 | 18,000 | |
| TOTAL REVENUES | 4,088,851 | 1,632,997 | 775,500 | 3,788,000 | (a) |
| EXPENSES | | | | | |
| Salary & Benefits | | | | | |
| 41000s Salary & Benefits (STMP Admin) | 55,000 | 65,000 | 65,000 | 75,000 | |
| Total Salaries and Benefits | 55,000 | 65,000 | 65,000 | 75,000 | (b) |
| Funding of STMP Projects | | | | | |
| 43600 Prof. Services | | | | | |
| Total Prof. Services | - | - | - | - | |
| 44000 Project Funding | | | | | |
| 2006 STMP Program: | | | | | |
| BART - Del Norte Modernization | 21,955 | | | | |
| Hercules RITC - Ph.3 Design | | 750,000 | | 750,000 | |
| San Pablo Ave. Bridge (Pinole) | | 1,600,000 | 85,000 | 1,515,000 | |
| Pinole Bay Trail at Tennent Ave. | | 100,000 | 38,444 | 61,556 | |
| Richmond I-80/Central Ave. Ph.2 | | 750,000 | | 750,000 | |
| Cycle 1 2019 STMP Projects: | | | | | |
| Appian Wy Complete St- PE | | | | 100,000 | |
| Bay Trail: Pinole Pt. to Pt. Wilson | | | | 500,000 | |
| Richmond Ferry to Bridge | | | | 241,000 | |
| Hercules RITC: Utility/Track/Signal | | | | 300,000 | |
| EC Plaza: Fare gates / Elevator | | | | 750,000 | |
| Del Norte TOD: Complete Sts. | | | | 1,189,980 | |
| SPA Bridge (City of San Pablo) | | | | 668,000 | |
| Total Project Funding | 21,955 | 6,950,000 | 123,444 | 6,825,536 | |
| TOTAL EXPENSES | 76,955 | 7,015,000 | 188,444 | 6,900,536 | |
| REVENUES - EXPENSES | 4,011,896 | (5,382,003) | 587,056 | (3,112,536) | |
| | | | Beginning Fund Balance | 4,598,952 | |
| | | | Ending Fund Balance | 1,486,416 | |

Notes:

- (a) STMP receipts are forecasted based on local jurisdictions' estimates and past submittals.
- (b) 4% of STMP revenues can be used for admin, but a max. of \$75K will be used in FY23.

**DETAIL: Other Reimbursable (Special Projects)
FY 2022-23 DRAFT Budget**

| Activity | Actual FY 2020-21 | Original FY 2021-22 | Estimated FY 2021-2022 | Proposed FY 2022-23 | Note |
|---|----------------------|-------------------------------|---------------------------|------------------------|------|
| REVENUES | | | | | |
| 33403 Grants | | | | | |
| 36102 Interest - LAIF | | | | | |
| 39906 Other Grants | | | | | |
| <i>Student Bus Pass Admin, WCCUSD</i> | 25,434 | 50,000 | 42,000 | 50,000 | |
| <i>Student Bus Pass Program - J Swett</i> | 60,000 | 60,000 | 60,000 | 48,000 | |
| <i>San Pablo Ave. Corridor Study</i> | 8,166 | 120,000 | 117,834 | 24,000 | (a) |
| <i>Richmond Prkwy Corridor Study</i> | - | - | - | 127,109 | (b) |
| TOTAL REVENUES | 93,600 | 230,000 | 219,834 | 249,109 | |
| EXPENSES | | | | | |
| Special Project Expenses | | | | | |
| 43600 Professional Services | | | | | |
| Total Professional Services | | | | | |
| 44000 Projects | | | | | |
| <i>Student Bus Pass Admin, WCCUSD</i> | 25,434 | 50,000 | 42,000 | 50,000 | |
| <i>Student Bus Pass Program - J Swett</i> | 60,000 | 60,000 | 60,000 | 48,000 | |
| <i>San Pablo Ave. Corridor Study</i> | 8,166 | 120,000 | 117,834 | 24,000 | (a) |
| <i>Richmond Prkwy Corridor Study</i> | - | - | - | 127,109 | (b) |
| Total Special Project Expenses | 93,600 | 230,000 | 219,834 | 249,109 | |
| TOTAL EXPENSES | 93,600 | 230,000 | 219,834 | 249,109 | |
| REVENUES - EXPENSES | - | - | - | - | |
| | | Beginning Fund Balance | | - | |
| | | Ending Fund Balance | | - | |

Notes:

- (a) Phase 2 of the San Pablo Ave. Corridor Study to conclude in the upcoming fiscal year.
- (b) Study expected to launch in the upcoming fiscal year

**SUMMARY OF ALL ACCOUNTS
FY 2022-2023 DRAFT Budget**

| Activity | Actual FY 2020-21 | Original FY 2021-22 | Estimated FY 2021-22 | Proposed FY 2022-23 | Note |
|---|----------------------|------------------------|-------------------------|------------------------|------|
| REVENUES | | | | | |
| 33403 Grants (TDM) | 422,262 | 562,064 | 562,064 | 525,095 | |
| 33403 TDM Grant Reallocation | - | - | - | 252,561 | |
| 34111 Member Contributions | 523,670 | 531,744 | 531,744 | 556,329 | |
| 343xx STMP Fees | 4,074,305 | 1,612,997 | 758,000 | 3,770,000 | |
| 36102 Interest (LAIF) | 15,334 | 20,000 | 17,500 | 18,000 | |
| 39906 Other Grants | 93,600 | 230,000 | 219,834 | 249,109 | |
| 39906 Measure J 20b, 21b, 28b for Admin | 91,646 | 86,649 | 47,503 | 100,150 | |
| TOTAL REVENUES | 5,220,817 | 3,043,454 | 2,136,645 | 5,471,244 | |
| EXPENSES | | | | | |
| Salary, Benefits & Insurance | | | | | |
| 41000s Salary & Benefits | 895,691 | 921,532 | 866,319 | 972,121 | |
| 41911 Liability Insurance | 8,100 | 10,350 | 10,350 | 9,278 | |
| Total Salaries, Benefits & Insurance | 903,791 | 931,882 | 876,669 | 981,399 | |
| Professional Services | | | | | |
| 43600 Professional Services | | | | | |
| <i>Financial and IT Services</i> | 52,199 | 52,560 | 54,740 | 55,105 | |
| <i>Audit</i> | 13,200 | 12,975 | 11,000 | 13,125 | |
| <i>Attorney Services</i> | 10,531 | 13,000 | 11,932 | 13,000 | |
| <i>Accounting Services</i> | 8,316 | 11,200 | 12,610 | 11,800 | |
| <i>Program Related Services (TDM)</i> | 50,738 | 40,900 | 53,420 | 35,000 | |
| <i>Other</i> | 2,251 | 350 | 1,400 | 1,000 | |
| Total Professional Services | 137,235 | 130,985 | 145,102 | 129,030 | |
| Special Expenses (Project / Program Funding) | | | | | |
| 44000 Special Dept. Expense | | | | | |
| <i>Incentives / Marketing (TDM)</i> | 30,285 | 117,939 | 127,701 | 89,169 | |
| <i>TFCFA Special Project</i> | | | | 252,561 | |
| <i>Misc. STMP Project Funding</i> | 21,955 | 6,950,000 | 123,444 | 6,825,536 | |
| <i>Student Bus Pass Program - WCCUSD</i> | 25,434 | 50,000 | 42,000 | 50,000 | |
| <i>Student Bus Pass Program - J Swett</i> | 60,000 | 60,000 | 60,000 | 48,000 | |
| <i>San Pablo Ave Corridor Study</i> | 8,186 | 120,000 | 117,834 | 24,000 | |
| <i>Richmond Prkwy Corridor Study</i> | - | - | - | 127,109 | |
| <i>Contingency (WCCTAC Operations)</i> | - | 10,000 | 3,672 | 10,000 | |
| Total Special Expenses | 145,860 | 7,307,939 | 474,651 | 7,426,375 | |
| Travel & Training | | | | | |
| 44320 Travel/Training/Mileage/Mbrshp | 1,556 | 6,000 | 2,582 | 8,750 | |
| Total Travel/Training | 1,556 | 6,000 | 2,582 | 8,750 | |
| Office Expenses & Supplies | | | | | |
| 43500 Office Supplies | 3,804 | 9,800 | 5,411 | 5,900 | |
| 43501 Postage | 592 | 1,500 | 1,355 | 1,500 | |
| 43502 TDM Postage | 587 | 1,100 | 1,160 | 1,500 | |
| 43520 Printing, Copier Lease | 7,854 | 22,700 | 4,873 | 6,200 | |
| 43900 Rent/Building | 42,570 | 42,570 | 42,498 | 44,000 | |
| Total Office Exp & Supplies | 55,407 | 77,670 | 55,297 | 59,100 | |
| TOTAL EXPENSES | 1,243,849 | 8,454,476 | 1,554,301 | 8,604,654 | |
| REVENUES - EXPENSES | 3,976,968 | (5,411,022) | 582,344 | (3,133,410) | |

Beginning Fund Balance 5,929,395
Ending Fund Balance 2,795,985

Notes:

See notes in the attached detail sheets by account.

DRAFT
FY2023 DUES STRUCTURE

| WCCTAC Member Agency | Percent Share | Proposed FY 23 Dues |
|----------------------|---------------|------------------------|
| City of El Cerrito | 9.1% | \$51,899 |
| City of Hercules | 9.1% | \$51,899 |
| City of Pinole | 9.1% | \$51,899 |
| City of Richmond | 27.2% | \$155,697 |
| City of San Pablo | 9.1% | \$51,899 |
| Contra Costa County | 9.1% | \$51,899 |
| AC Transit | 9.1% | \$51,899 |
| BART | 9.1% | \$51,899 |
| WestCAT | 9.1% | \$51,899 |
| <i>discount</i> | | (<i>\$14,560</i>) |
| WestCAT Subtotal | | \$37,339 |
| Total | 100.0% | \$556,329 |

Recent Dues History

For a Regular 9.1% Share Member:

| Fiscal Year | Dues Amount |
|-------------|-------------|
| FY 18-19 | \$47,049 |
| FY 19-20 | \$48,930 |
| FY 20-21 | \$48,930 |
| FY 21-22 | \$49,664 |

**WCCTAC
FISCAL YEAR 2022-23
DRAFT WORK PROGRAM**

WCCTAC's activities may be grouped into the following five major areas: Planning and Programming (General Operations), Special Projects, Transportation Demand Management (TDM), Sub-regional Transportation Mitigation Fee Program (STMP), and Office Administration.

Planning and Programming (General Operations)

This program area relates to WCCTAC's function as the Regional Transportation Planning Committee (RTPC) for West Contra Costa County under Measure J. It also includes transportation planning efforts resulting from the agency's Joint Powers Agency function. Activities in this program area are mainly funded with annual member agency contributions and, to a smaller extent, Measure J dollars.

MEASURE J PROGRAMMING

1. Program and administer West County's Measure J projects and programs, including:
 - a. Low Income Student Bus Pass Program (Measure J 21b)
 - b. Additional Bus Transit Enhancements (Measure J 19b)
 - c. Transportation for Seniors and People with Disabilities (Measure J 15b, 20b)
 - d. Sub-regional needs (Measure J 28b)

COUNTY-WIDE AND REGIONAL PLANNING AND FUNDING

2. Work with CCTA on the development of an updated West County Action Plan and Countywide Transportation Plan.
3. Monitor Action Plan compliance by reviewing certain proposed projects, General Plans or Amendments, and work to advance goals, objectives and actions contained in the West County Action Plan.
4. Partner with CCTA on the development of training sessions to assist local jurisdictional staff with Growth Management Program checklist compliance
5. Participate in regional, countywide, sub-regional, and local efforts related to planning, funding, and delivery of priority capital projects in West County.
6. Monitor the Link21 effort to improve and coordinate the regional rail network in Northern California and provide input as needed.
7. Participate in follow-up activities, related to the countywide Accessible Transportation Study, to improve senior and disabled transportation.
8. Assist local jurisdictions in the implementation of a low stress bike network in West County through the identification of funding opportunities.

I-80 and I-580 CORRIDORS

9. Participate in follow-up activities and adjustments related to the I-80 Smart Corridors (Integrated Corridor Mobility) project.
10. Serve on the Technical Advisory Committee for the I-80 Design Alternatives Assessment process, led by CCTA, ACTC, and MTC, and keep the TAC and Board informed.
11. Work with MTC, Caltrans, and other agencies to promote capital improvements that may benefit transit in West County (such as bus on shoulder).
12. Work with Hercules, CCTA, and CCJPA on securing funding for the Regional Intermodal Transportation Center in Hercules.
13. Work with CCTA to identify funding or address other project development needs for key projects such as the San Pablo Dam Rd interchange or Central Ave. phase 2.
14. Provide updates to the WCCTAC Board on I-80 corridor issues as needed.
15. Continue participation in the I-580 Open Road Tolling and HOV project led by MTC.

SUB-REGIONAL ACTIVITIES

16. Complete work on Phase 2 of the San Pablo Avenue Multimodal Corridor Study with CCTA and ACTC and local jurisdictions. Following presentations to local councils, identify next steps and potential funding sources.
17. Serve on BART's TAC for the Caltrans-funded Berkeley-El Cerrito Corridor Access Plan (BECCAP)
18. Continue advancement of recommendations of: the West County High-Capacity Transit Study, the West Contra Costa County Express Bus Implementation Plan and soon to be completed San Pablo Avenue Multimodal Corridor Study, Phase 2.
19. Based on the 2015 Cooperative Agreement, participate with WETA, CCTA and Richmond on annual review of the Richmond ferry's ridership, marketing, fare policy, access issues, and capital needs.
20. Monitor plans for transit-oriented development and supporting access improvements at both El Cerrito BART Stations and work with BART and El Cerrito.

GRANTS

21. Monitor grant opportunities, inform member agencies, assist with grant applications, provide letters of support, and facilitate prioritization of West County candidate projects for grants. Some examples of grant opportunities include Active Transportation Program (ATP) grants for pedestrian and bicycle improvements,

Program for Arterial System Synchronization (PASS) for adjusting signal timing, as well as federal 5310 grants for senior and disabled transportation.

FORMAL BODIES

22. Manage or participate in meetings of the: WCCTAC Board, WCCTAC TAC, I-80 Smart Corridor TAC, CCTA Board, CCTA Countywide Bicycle and Pedestrian Advisory Committee (CBPAC), CCTA Administration and Projects Committee (APC), CCTA Paratransit Coordinating Committee (PCC), The Active Transportation Specific Plan (ATSP) Task Force, the West County Mobility Management Group, the West County Senior Coalition, CCTA Technical Coordinating Committee (TCC), CCTA Growth Management Task Force, and the Caltrans District 4 Pedestrian Advisory Committee.

Special Projects

As a Joint Powers Agency, WCCTAC may apply for and receive various grants that advance the transportation goals of West Contra Costa. WCCTAC can also serve as a lead for certain studies or projects using other agency contributions. In the upcoming fiscal year, WCCTAC will:

1. Resume the Travel Training Program funded by Measure J 28b funds. This will involve teaching groups and individuals to use fixed route transit (BART, buses, ferry), ADA and non-ADA paratransit, and other mobility services. Coordinate with the City of San Pablo's City run Travel Training efforts. Work with the County on a potential countywide coordinated Travel Training program.
2. Subject to WCCTAC Board approval, initiate the Richmond Parkway Environmental Justice and Regional Mobility Plan.

Transportation Demand Management (TDM)

This program promotes transportation alternatives to the single occupant vehicle by encouraging walking, bicycling, transit, carpooling, and vanpooling, and is coordinated with the larger countywide 511 Contra Costa Program. It is funded on a reimbursement basis by Measure J and grants from the Air District. In the upcoming fiscal year, the TDM program will:

1. Manage the Employer-Based Trip Reduction Program, which includes: employer outreach and programs, tabling at community events, transit incentives, funding for bike racks and lockers, funding for EV charging stations.
2. Continue to implement partnership with smartphone app-based trip planner, Metropia/GoEZY.
3. Manage the West County "Pass2Class" program that provides free transit passes to students at the beginning of the school year.

4. Manage the Commuter Benefit program, which includes the countywide programs Guaranteed Ride Home, Try Transit, Take 10, and Secure Your Cycle Programs.
5. Co-lead Bike to Wherever Days 2023 with other regional partners.
6. Support Local Agency Climate Action plans and efforts that aim to improve access to bicycling, pedestrian facilities, transit, and emerging mobility technology such as a shared bicycles and cars, electric bicycles, scooters, and autonomous vehicles.
7. Work with community groups and employers to explore the feasibility of providing bicycle repair education classes and bicycle safety awareness to increase bicycling as a viable mode of transportation.
8. Continue to implement strategy to encourage telework/work from home policies and flexible work hour policies with Contra Costa Employers.
9. Continue to coordinate micro-mobility (scooters, bike rental) planning and implementations around the West County Region, in close partnership with the cities and county.
10. Work with transit providers to provide digital incentive options, where possible.
11. Assist in the promotion of the new City of Richmond e-shuttle service that allows students and seniors to ride for free.
12. Focus on developing new incentives and promotions/marketing for return-to-transit efforts.
13. Identify opportunities to use reallocated Air District funds, from last year, to make small capital improvements to West County's bicycle network.

Sub-regional Transportation Mitigation Fee Program (STMP)

WCCTAC acts as the trustee for the development impact fees collected by the West County cities and the unincorporated areas of the County. An updated program went into effect on July 1, 2019. Under the updated program, STMP funds are to be used for twenty pre-identified, regionally-benefitting capital projects. In the upcoming fiscal year, WCCTAC will:

1. Collect, administer, and track funds and reporting forms.
2. Provide monitoring reports on revenue collected and status of local reporting.
3. Develop funding agreements with project sponsors for any Board-approved funding allocations.

4. Potentially issue a call for projects based on the fund balance and Board direction, and disburse funds to eligible, Board-approved projects.
5. Respond to inquiries from local agencies and members of the public.
6. Review and process appeal and exemption requests.

Office Administration

In the upcoming fiscal year, staff will:

1. Maintain, update, and expand content on the WCCTAC website.
2. Continually evaluate work and meeting practices to determine the right balance between remote and in-person work.



El Cerrito

Hercules

April 22, 2022

Pinole

Mr. Tim Haile, Executive Director
Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597

RE: April 2022 WCCTAC Board Meeting Summary

Richmond

Dear Tim:

The WCCTAC Board, at its meeting on April 22, 2022, took the following actions that may be of interest to CCTA:

San Pablo

1. Adopted Resolution 22-05 AB 361 Resolution to Continue Teleconferenced Meetings.
2. Accepted the WCCTAC Fiscal Audit and Memorandum of Internal Control for Fiscal Year 2021.
3. Received information regarding the purpose and next steps of the Caltrans conditional grant awarded to WCCTAC, for the proposed Richmond Parkway Environmental Justice and Regional Mobility Study.

Contra Costa
County

If you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "John Nemeth". The signature is written in a cursive, flowing style.

John Nemeth
Executive Director

AC Transit

BART

cc: Tarien Grover, CCTA

WestCAT

ACRONYM LIST. Below are acronyms frequently utilized in WCCTAC communications.

ABAG: Association of Bay Area Governments
ACTC: Alameda County Transportation Commission
ADA: Americans with Disabilities Act
APC: Administration and Projects Committee (CCTA)
ATP: Active Transportation Program
AV: Autonomous Vehicle
BAAQMD: Bay Area Air Quality Management District
BATA: Bay Area Toll Authority
BCDC: Bay Conservation and Development Commission
Caltrans: California Department of Transportation
CBTP: Community Based Transportation Plan
CCTA: Contra Costa Transportation Authority
CEQA: California Environmental Quality Act
CIL: Center for Independent Living
CMAs: Congestion Management Agencies
CMAQ: Congestion Management and Air Quality
CMIA: Corridor Mobility Improvement Account (Prop 1B bond fund)
CMP: Congestion Management Program
CSMP: Corridor System Management Plan
CTC: California Transportation Commission
CTP: Contra Costa Countywide Comprehensive Transportation Plan
CTPL: Comprehensive Transportation Project List
DEIR: Draft Environmental Impact Report
EBRPD: East Bay Regional Park District
EIR: Environmental Impact Report
EIS: Environmental Impact Statement
EVP: Emergency Vehicle Preemption (traffic signals)
FHWA: Federal Highway Administration
FTA: Federal Transit Administration
FY: Fiscal Year
HOV: High Occupancy Vehicle Lane
ICM: Integrated Corridor Mobility
ITC or RITC: Hercules Intermodal Transit Center
ITS: Intelligent Transportations System
LOS: Level of Service (traffic)
MOU: Memorandum of Understanding
MPO: Metropolitan Planning Organization
MTC: Metropolitan Transportation Commission
MTSO: Multi-Modal Transportation Service Objective

NEPA: National Environmental Policy Act
O&M: Operations and Maintenance
OBAG: One Bay Area Grant
PAC: Policy Advisory Committee
PASS: Program for Arterial System Synchronization
PBTF: Pedestrian, Bicycle and Trail Facilities
PC: Planning Committee (CCTA)
PCC: Paratransit Coordinating Committee (CCTA)
PDA: Priority Development Areas
PSR: Project Study Report (Caltrans)
RHNA: Regional Housing Needs Allocation (ABAG)
RPTC: Richmond Parkway Transit Center
RTIP: Regional Transportation Improvement Program
RTP: Regional Transportation Plan
RTPC: Regional Transportation Planning Committee
SCS: Sustainable Communities Strategy
SHPO: State Historic and Preservation Office
SOV: Single Occupant Vehicle
STA: State Transit Assistance
STIP: State Transportation Improvement Program
STMP: Subregional Transportation Mitigation Plan
SWAT: Regional Transportation Planning Committee for Southwest County
TAC: Technical Advisory Committee
TCC: Technical Coordinating Committee (CCTA)
TDA: Transit Development Act funds
TDM: Transportation Demand Management
TFCA: Transportation Fund for Clean Air
TEP: Transportation Expenditure Plan
TLC: Transportation for Livable Communities
TOD: Transit Oriented Development
TRANSPAC: Regional Transportation Planning Committee for Central County
TRANSPLAN: Regional Transportation Planning Committee for East County
TSP: Transit Signal Priority (traffic signals and buses)
VMT: Vehicle Miles Traveled
WCCTAC: West County Costa Transportation Advisory Committee
WETA: Water Emergency Transportation Authority