

MEETING NOTICE AND AGENDA

DATE & TIME: March 24, 2023 • 8:00 AM – 10:00 AM

LOCATION: City of El Cerrito, Council Chambers
10890 San Pablo Avenue (at Manila Ave)
El Cerrito, California (Accessible by AC Transit #72, #72M & #72R)

REMOTE ACCESS:

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJyd1BoYk0yYWVlZWVlWHZ4Zz09>
Meeting ID: 732 105 8840

Phone:

Dial the following number, enter the participant PIN followed by # to confirm:
+1 669 900 6833
Meeting ID: 732 105 8840
Password: 066620

Public Comment via Teleconference

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

The ability to participate and observe via Zoom or teleconference is predicated on those technologies being available and functioning without technical difficulties. Should they not be available or become non-functioning or should the WCCTAC Board otherwise encounter technical difficulties that make those platforms unavailable, the WCCTAC Board will proceed with business in person unless otherwise prohibited by law.

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. 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.

El Cerrito

Hercules

Pinole

Richmond

San Pablo

Contra Costa
County

AC Transit

BART

WestCAT

1. **Call to Order and Board Member Roll Call.** *(Paul Fadelli – Chair)*
2. **Public Comment.** The public is welcome to address the Board on any item that is not listed on the agenda.

CONSENT CALENDAR

3. **Minutes of February 24, 2023 Board Meetings.** *(Attachment; Recommended Action: Approve).*
4. **Monthly Update on WCCTAC Activities.** *(Attachment; Information only).*
5. **Financial Reports.** The reports show the Agency's revenues and expenses for February 2023. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** None. *(No attachment; Information only).*

REGULAR AGENDA ITEMS

7. **The Transit Agency Fiscal Cliff.** Rebecca Long, MTC's Acting Director of Legislation and Public Affairs will provide background information on the fiscal cliff issue facing transit agencies, as well as state and local efforts to mitigate potential impacts. *(Rebecca Long, MTC Staff; No Attachment; Recommended Action: Information Only).*
8. **Joint Powers Agreement – Draft Changes.** At its February meeting, the WCCTAC Board reviewed a draft of potential changes to the WCCTAC Joint Powers Agreement (JPA). The Board directed staff to bring the draft to the TAC for its input and to gather any additional comments. Staff is recommending that the Board provide any final comments, and then authorize staff to transmit the draft to member agencies for review by legal counsels. *(John Nemeth, WCCTA staff; Attachment; Recommended Action: Provide comments on the draft redline JPA and transmit a final draft to member agencies for staff level and legal review).*
9. **WCCTAC Travel Training Program – Update and Funding Allocation.** Staff will provide the Board with an overview of its proposed approach to the travel training program over the next year. *(Joanna Pallock, WCCTAC Staff; Attachment; Recommended Action: Receive update and approve Resolution 23-02 allocating \$45k in Measure J 28b funds).*
10. **Proposed 2019 STMP Cycle 2 Call for Projects.** Give the current size of the fund balance for the Subregional Transportation Mitigation Fee Program, staff is recommending the WCCTAC issue a Call for Projects. *(John Nemeth, WCCTAC Staff; Attachment; Recommended Action: Authorize staff to issue a Cycle 2 Call for Projects for 2019 STMP funds with \$5.3M available).*

STANDING ITEMS

11. 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

12. General Information Items.

- a. Letter to CCTA Executive Director with Summary of Board Actions for February 24, 2023
- b. Acronym List

13. Adjourn. Next regular meeting is: April 28, 2023 @ 8:00 a.m. via Zoom

- 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: February 24, 2023**

MEMBERS PRESENT: Paul Fadelli, Chair (El Cerrito); Rita Xavier, Vice-Chair (San Pablo); Soheila Bana (Richmond); Anthony Tave (Pinole); Rebecca Saltzman (BART); Chris Peeples (AC Transit); Dion Bailey (Hercules)-late arrival; Eduardo Martinez (Richmond)-late arrival; Chris Kelley (Hercules)-prior to D. Bailey arrival.

STAFF PRESENT: John Nemeth, Joanna Pallock, Leah Greenblat, Coire Reilly, Kris Kokotaylo (counsel)

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:00 a.m.

Public Comment: Bruce Beyear (TRAC) provided an update on the Ferry to Bridge to Greenway Complete Streets project. He discussed the protected bikeway segments that were completed on Cutting Blvd. and Harbor Bay South and mentioned that the Hoffman Blvd. portion will be next. He also praised the City of Richmond's current engineering department.

CONSENT CALENDAR

Motion by ***Director Saltzman***; seconded by ***Vice-Chair Xavier***

Yes: P. Fadelli, R. Xavier, S. Bana, A. Tave, C. Kelley, C. Peeples, R. Saltzman

No: None

Abstention: None

Motion passed unanimously

Item #3. *Approved:* Minutes of January 27, 2023 Board Meeting.

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

Item #5. *Received:* Financial Reports for January 2023.

Item #6. *Received:* Payments for invoices over \$10,000. None

Item #7. *Received:* Fiscal Audit and Memorandum of Internal Control for FY 2022.

Item #8. *Accepted:* AB 361 Finding. A determination to discontinue remote-only meetings.

REGULAR AGENDA ITEMS

ITEM/DISCUSSION	ACTION
<p>Item #9 Draft West County Action Plan</p>	<p>Project Manager Torina Wilson, of Placeworks staff (consultant to CCTA), provided an overview of the Draft West County Action Plan.</p> <p>Motion by Director Peoples; seconded by Director Bana, to: accept and forward the Draft West County Action Plan to the CCTA Board for inclusion into the Countywide Transportation Plan (CTP) with recognition that the Plan will come back to the WCCTAC Board for final adoption, with these modifications to the Draft Plan:</p> <ul style="list-style-type: none"> (1) Adding info that’s already in the errata sheet, including ensuring the high-quality transit network is defined accurately. (2) Adding language regarding emergency evacuation routes, modeled after what was put into the Lamorinda Action Plan. (3) Examining the language on the SOV mode share on page 98 and clarifying that is going to be a goal beyond what the modeling shows. (4) Verifying the language that there will be minimal or no widening of freeways or arterials. (5) Working with BART staff to use their systemwide data to confirm some of the objectives and possibly revise them. (6) Changing Transit Action #11, to mention rapid bus or other technologies besides BART. (7) Changing Action #13, to refer to the Hercules Hub, which is the new name for the Hercules Intermodal Facility. <p>Yes: P. Fadelli, R. Xavier, S. Bana, A. Tave, D. Bailey, C. Peoples, R. Saltzman, E. Martinez No: None Abstention: None Motion passed unanimously.</p>

<p>Item #10 Joint Powers Agreement – Draft Changes</p>	<p>John Nemeth, WCCTAC Executive Director, provided information to the Board about updating the Joint Powers Agreement. He explained that at the previous WCCTAC Board meeting there was discussion about providing meeting stipends to Board members. He mentioned that that the JPA would need to be changed to allow for stipends, noted that the JPA could use some updates, and walked through proposed redline changes. He also asked the Board to contemplate changing WCCTAC’s name, particularly the words “Advisory” and “Committee”. The Board directed Mr. Nemeth to gather feedback from the TAC, compile any further comments, and return to the Board for more discussion at the next meeting.</p>
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Meeting Adjourned: 10:00 a.m.

TO: WCCTAC Board

DATE: March 24, 2023

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

Update on I-80 Central Avenue Undercrossing Improvements

In early 2021, WCCTAC partnered with Caltrans District 4, CCTA, Richmond, and El Cerrito to apply for \$3.85M in funding from Cycle 5 of the state’s Active Transportation Program (ATP) for undercrossing improvements on Central Avenue at I-80. The application was successful.

Caltrans is the lead on the project and ran into some delays during the initial project study and environmental review phase but that work is now expected to be completed by August. The design phase will begin shortly thereafter, in September of this year. Construction is expected to start in July 2025 and take two years.



Update on the Countywide Accessible Transportation Coordinated Entity / Pilot

Staff plans to bring information to the WCCTAC Board, at its April meeting, about the countywide Accessible Transportation Strategic Plan (ATSP). This document, adopted by CCTA, is guiding the formation of a new entity, referred as the “Coordinated Entity (CE)”, that will oversee the coordination of numerous countywide efforts to better serve the transportation needs of the

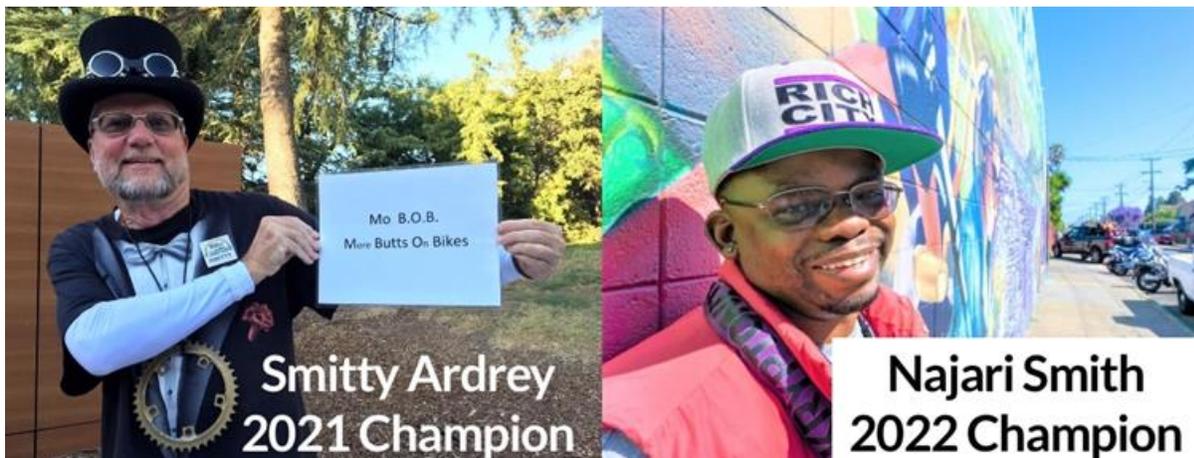
senior and disabled population. One of its current effort is the creation of small-scale, subregional pilot programs, funded with County Measure X dollars, to test new services. Currently, however, there is not a pilot program in West Contra Costa.

WCCTAC staff has been discussing a pilot concept with CCTA and County staff that is focused on providing medical trip for residents who need to go to places like Martinez, Central County, or Oakland. The pilot could involve a partnership with TNCs (Uber/Lyft) or a “concierge” service that interacts with TNCs. Staff will provide an overview of, and update on, this pilot concept at the April WCCTAC meeting.

Bicycle Champion of the Year Nominations Open

Nominations for Bicycle Champion of the Year are now open! WCCTAC’s TDM Program Manager is looking for someone who exemplifies what it means to be a bicycle champion; someone who is committed to making a difference, or bikes the extra mile, or makes it easier for others to bike. If you know of a bicycle champion in your city please submit your nominations here:

<https://bayareabiketowork.com/event-information/bike-champions-of-the-year-2023>



The winner will be announced in May, in time to celebrate Bike Month and Bike to Work Day on May 18.

Richmond Parkway Environmental Justice and Regional Mobility Plan Update

Now that the Fehr and Peers consultant team is officially on-board, WCCTAC held its first project management team meeting with representatives from the City of Richmond, Contra Costa County, Community Housing Development Corporation, Caltrans, and Fehr and Peers. This group will work on overall coordination of the planning effort, though there will also be a technical advisory committee and a stakeholder group. The consultants will be developing a draft public outreach plan which will be reviewed by the three groups and then brought to the WCCTAC Board at a meeting this spring.

General Ledger Monthly Budget Report

User: AnnC
 Printed: 3/4/2023 9:03:28 AM
 Period 08 - 08
 Fiscal Year 2023



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
7700	WCCTAC Operations	0.00	564,484.00	564,484.00	275,537.48	288,946.52	288,946.52	51.19
770-7700-41000	Salary	0.00	0.00	0.00	83,553.94	-83,553.94	-83,553.94	0.00
770-7700-41200	PERS Retirement	0.00	0.00	0.00	44,998.30	-44,998.30	-44,998.30	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	1,470.93	-1,470.93	-1,470.93	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	2,594.51	-2,594.51	-2,594.51	0.00
770-7700-41400	Dental	0.00	0.00	0.00	-935.55	935.55	935.55	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	2,673.43	-2,673.43	-2,673.43	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	13,020.12	-13,020.12	-13,020.12	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	-368.10	368.10	368.10	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	1,013.34	-1,013.34	-1,013.34	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	0.00	4,639.00	4,639.00	100.00
770-7700-41911	Liability Insurance	0.00	4,639.00	4,639.00	119.00	-119.00	-119.00	0.00
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	423,677.40	145,445.60	145,445.60	25.56
770-7700-43500	Salary and Benefits	0.00	569,123.00	569,123.00	3,556.46	943.54	943.54	20.97
770-7700-43501	Office Supplies	0.00	4,500.00	4,500.00	1,176.25	323.75	323.75	21.58
770-7700-43520	Postage	0.00	1,500.00	1,500.00	1,864.83	1,335.17	1,335.17	41.72
770-7700-43600	Copies/Printing/Shipping/Xerox	0.00	3,200.00	3,200.00	43,072.75	21,177.25	21,177.25	32.96
770-7700-43900	Professional Services	0.00	64,250.00	64,250.00	14,148.21	8,601.79	8,601.79	37.81
770-7700-44000	Rent/Building	0.00	22,750.00	22,750.00	2,762.47	7,237.53	7,237.53	72.38
770-7700-44320	Special Department Expenses	0.00	10,000.00	10,000.00	758.57	3,241.43	3,241.43	81.04
	Travel/Training Staff	0.00	4,000.00	4,000.00	67,339.54	42,860.46	42,860.46	38.89
	Service and Supplies	0.00	110,200.00	110,200.00	491,016.94	188,306.06	188,306.06	27.72
	Expense	0.00	679,323.00	679,323.00	491,016.94	188,306.06	188,306.06	27.72
7700	WCCTAC Operations	0.00	679,323.00	679,323.00	491,016.94	188,306.06	188,306.06	27.72
7720	WCCTAC TDM	0.00	332,637.00	332,637.00	128,149.72	204,487.28	204,487.28	61.47
772-7720-41000	Salary	0.00	0.00	0.00	51,949.55	-51,949.55	-51,949.55	0.00
772-7720-41200	PERS Retirement	0.00	0.00	0.00	24,749.54	-24,749.54	-24,749.54	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	1,351.95	-1,351.95	-1,351.95	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	897.76	-897.76	-897.76	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	8,446.51	-8,446.51	-8,446.51	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	-368.10	368.10	368.10	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	239.94	-239.94	-239.94	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	0.00	4,639.00	4,639.00	100.00
772-7720-41911	Liability Insurance	0.00	4,639.00	4,639.00	215,416.87	121,859.13	121,859.13	36.13
	Salary and Benefits	0.00	337,276.00	337,276.00	215,416.87	121,859.13	121,859.13	36.13

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
772-7720-43300	MembershipsSubscriptions	0.00	1,750.00	1,750.00	0.00	1,750.00	1,750.00	100.00
772-7720-43500	Office Supplies	0.00	1,400.00	1,400.00	1,194.51	205.49	205.49	14.68
772-7720-43501	TDM Postage	0.00	0.00	0.00	2,183.78	-2,183.78	-2,183.78	0.00
772-7720-43502	TDM Postage	0.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	100.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	3,000.00	3,000.00	1,951.54	1,048.46	1,048.46	34.95
772-7720-43600	Professional Services	0.00	66,000.00	66,000.00	27,997.77	38,002.23	38,002.23	57.58
772-7720-43900	RentBuilding	0.00	22,000.00	22,000.00	14,148.29	7,851.71	7,851.71	35.69
772-7720-44000	Special Department Expenses	0.00	341,730.00	341,730.00	147,995.35	193,734.65	193,734.65	56.69
772-7720-44320	TravelTraining Staff	0.00	3,000.00	3,000.00	1,690.66	1,309.34	1,309.34	43.64
7720	Service and Supplies	0.00	440,380.00	440,380.00	197,161.90	243,218.10	243,218.10	55.23
7730	Expense	0.00	777,656.00	777,656.00	412,578.77	365,077.23	365,077.23	46.95
7730-7730-41000	WCCTAC TDM STMP	0.00	777,656.00	777,656.00	412,578.77	365,077.23	365,077.23	46.95
7730-7730-41000	Salary	0.00	75,000.00	75,000.00	0.00	75,000.00	75,000.00	100.00
7730-7730-44000	Special Department Expense	0.00	75,000.00	75,000.00	0.00	75,000.00	75,000.00	100.00
7730	Service and Supplies	0.00	6,825,536.00	6,825,536.00	406,540.35	6,418,995.65	6,418,995.65	94.04
7740	Expense	0.00	6,900,536.00	6,900,536.00	406,540.35	6,493,995.65	6,493,995.65	94.11
7740-7740-43500	WCCTAC Special Projects	0.00	6,900,536.00	6,900,536.00	406,540.35	6,493,995.65	6,493,995.65	94.11
7740-7740-44000	Office Supplies	0.00	0.00	0.00	112.81	-112.81	-112.81	0.00
7740-7740-44320	Special Department Expense	0.00	249,109.00	249,109.00	2,126.86	246,982.14	246,982.14	99.15
7740	TravelTraining Staff	0.00	0.00	0.00	6.00	-6.00	-6.00	0.00
7740	Service and Supplies	0.00	249,109.00	249,109.00	2,245.67	246,863.33	246,863.33	99.10
7740	Expense	0.00	249,109.00	249,109.00	2,245.67	246,863.33	246,863.33	99.10
Expense Total	WCCTAC Special Projects	0.00	249,109.00	249,109.00	2,245.67	246,863.33	246,863.33	99.10
		0.00	0.00	8,606,624.00	1,312,381.73	7,294,242.27	7,294,242.27	84.7515

General Ledger Monthly Budget Report

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 Printed: 3/4/2023 8:59:50 AM
 Period 08 - 08
 Fiscal Year 2023



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
0000	Non Departmental	0.00	0.00	0.00	-2,174,515.87	2,174,515.87	0.00	2,174,515.87	0.00
773-0000-34310	CC County STMP Fees	0.00	0.00	0.00	-238,416.09	238,416.09	0.00	238,416.09	0.00
773-0000-34315	El Cerrito STMP Fees	0.00	0.00	0.00	-20,066.55	20,066.55	0.00	20,066.55	0.00
773-0000-34325	Pinole STMP Fees	0.00	0.00	0.00	-1,281,778.09	1,281,778.09	0.00	1,281,778.09	0.00
773-0000-34330	Richmond STMP Fees	0.00	0.00	0.00	-301,365.50	301,365.50	0.00	301,365.50	0.00
773-0000-34335	San Pablo STMP Fees	0.00	0.00	0.00	-4,016,142.10	4,016,142.10	0.00	4,016,142.10	0.00
770-0000-36102	Licenses and Permits	0.00	0.00	0.00	277.32	-277.32	0.00	-277.32	0.00
773-0000-36102	Interest	0.00	0.00	0.00	-47,175.97	47,175.97	0.00	47,175.97	0.00
	Use of Property and	0.00	0.00	0.00	-46,898.65	46,898.65	0.00	46,898.65	0.00
	Money								
770-0000-34010	STMP Administration	0.00	0.00	0.00	-101,727.74	101,727.74	0.00	101,727.74	0.00
770-0000-34111	Member Contributions	0.00	0.00	0.00	-348,733.00	348,733.00	0.00	348,733.00	0.00
770-0000-39906	Other Revenue	0.00	0.00	0.00	-47,152.70	47,152.70	0.00	47,152.70	0.00
772-0000-39906	Other Revenue	0.00	0.00	0.00	-314,838.62	314,838.62	0.00	314,838.62	0.00
773-0000-34010	STMP Administration	0.00	0.00	0.00	101,727.74	-101,727.74	0.00	-101,727.74	0.00
774-0000-39906	Other Revenue	0.00	0.00	0.00	-108,661.67	108,661.67	0.00	108,661.67	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	-819,385.99	819,385.99	0.00	819,385.99	0.00
0000	Revenue	0.00	0.00	0.00	-4,882,426.74	4,882,426.74	0.00	4,882,426.74	0.00
7700	Non Departmental	0.00	0.00	0.00	-4,882,426.74	4,882,426.74	0.00	4,882,426.74	0.00
	WCCTAC Operations								
770-7700-34111	Member Contributions	0.00	556,329.00	-556,329.00	0.00	-556,329.00	0.00	-556,329.00	100.00
	Intergovernmental	0.00	556,329.00	-556,329.00	0.00	-556,329.00	0.00	-556,329.00	100.00
770-7700-39906	Other Revenue	0.00	100,150.00	-100,150.00	0.00	-100,150.00	0.00	-100,150.00	100.00
	Miscellaneous Revenue	0.00	100,150.00	-100,150.00	0.00	-100,150.00	0.00	-100,150.00	100.00
7700	Revenue	0.00	656,479.00	-656,479.00	0.00	-656,479.00	0.00	-656,479.00	100.00
7720	WCCTAC Operations	0.00	656,479.00	-656,479.00	0.00	-656,479.00	0.00	-656,479.00	100.00
	WCCTAC TDM								
772-7720-33403	Grants	0.00	777,656.00	-777,656.00	0.00	-777,656.00	0.00	-777,656.00	100.00
	Grants	0.00	777,656.00	-777,656.00	0.00	-777,656.00	0.00	-777,656.00	100.00
7720	Revenue	0.00	777,656.00	-777,656.00	0.00	-777,656.00	0.00	-777,656.00	100.00
7730	WCCTAC TDM	0.00	777,656.00	-777,656.00	0.00	-777,656.00	0.00	-777,656.00	100.00
	STMP								
773-7730-34310	County STMP Fees	0.00	50,000.00	-50,000.00	0.00	-50,000.00	0.00	-50,000.00	100.00
773-7730-34330	Richmond STMP Fees	0.00	1,600,000.00	-1,600,000.00	0.00	-1,600,000.00	0.00	-1,600,000.00	100.00

Account Number Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
773-7730-34335	0.00	1,300,000.00	-1,300,000.00	0.00	-1,300,000.00	-1,300,000.00	100.00
San Pablo STMP Fees							
Licenses and Permits	0.00	2,950,000.00	-2,950,000.00	0.00	-2,950,000.00	-2,950,000.00	100.00
773-7730-34315	0.00	800,000.00	-800,000.00	0.00	-800,000.00	-800,000.00	100.00
El Cerrito STMP Fees							
773-7730-34325	0.00	20,000.00	-20,000.00	0.00	-20,000.00	-20,000.00	100.00
Pinole STMP Fees							
Grants	0.00	820,000.00	-820,000.00	0.00	-820,000.00	-820,000.00	100.00
773-7730-36102	0.00	18,000.00	-18,000.00	0.00	-18,000.00	-18,000.00	100.00
Interest - LAIF							
Use of Property and Money	0.00	18,000.00	-18,000.00	0.00	-18,000.00	-18,000.00	100.00
Revenue							
7730	0.00	3,788,000.00	-3,788,000.00	0.00	-3,788,000.00	-3,788,000.00	100.00
7740	0.00	3,788,000.00	-3,788,000.00	0.00	-3,788,000.00	-3,788,000.00	100.00
WCCTAC Special							
Projects							
774-7740-39906	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
Other Revenue							
Miscellaneous Revenue	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
Revenue							
7740	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
WCCTAC Special							
Projects							
Expense Total	0.00	0.00	0.00	0.00	0.00	0.00	0

TO: WCCTAC Board

DATE: February 24, 2023

FR: John Nemeth, Executive Director

RE: Joint Power Agreement – Draft Changes

REQUESTED ACTION

Provide comments on the draft redline JPA and transmit a final draft to member agencies for staff level and legal review.

DISCUSSION

At its January 27, 2023 meeting, the WCCTAC Board discussed the possibility of monetary stipends for Board Members based on meeting attendance. Staff noted that such a change would require an amendment to WCCTAC's Joint Powers Agreement (JPA) since it currently contains a line stating that board members "shall serve without compensation". The Board directed staff to return with more details for a follow-up conversation, including greater specificity about potential JPA changes

Staff returned to the February 24, 2023 WCCTAC Board meeting with a redline version of the JPA and sought Board feedback. There were no proposed changes to the redline draft. Per the Board's direction, staff then discussed the redline JPA document with the WCCTAC TAC at its March 13, 2023 meeting. The TAC had a variety of comments and questions about the JPA amendment process but did not suggest any changes to the redline document. Since the last Board meeting, the only change to the redline draft has been the correction of a typo, pointed out by Ryan Lau of AC Transit staff.

Staff is seeking any additional WCCTAC Director or public comment to the redline draft at the March 24, 2023 meeting. Staff is also recommending that WCCTAC transmit a draft of the proposed, amended JPA to local member agency staffs and legal counsels for their review. Staff suggests giving these member agencies at least 6 weeks to review.

Once comments from member agencies are received, the WCCTAC Board can finalize a proposed JPA Amendment and transmit it back to member agencies for formal approval. Per the JPA, 2/3 of member agencies must approve an amendment for it to go into effect.

In addition to the current changes in the redline document, staff has also recommended that the Board contemplate a modest change to the agency's name. The words "Advisory" and "Committee" can sometime create an overly limited impression of the agency's role, including with granting agencies.

The TAC was amenable to a name change with two most viable suggestions being: West Contra Costa Transportation Commission and West Contra Costa Transportation Advisory Commission.

ATTACHMENT

A: Joint Powers Agreement – Redline of Draft Changes

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

JOINT EXERCISE OF POWERS AGREEMENT

This restatement and amendment of the West Contra Costa Transportation Advisory Committee (WCCTAC) Joint Exercise of Powers Agreement (Agreement) is entered into on this X 28th day of X January, 2023 2003, by and between the City of El Cerrito, a municipal corporation; the City of Hercules, a municipal corporation; the City of Pinole, a municipal corporation; the City of Richmond, a municipal corporation and charter city; the City of San Pablo, a municipal corporation; the County of Contra Costa, a political subdivision of the State of California; the Alameda-Contra Costa Transit District (~~AAC Transit~~), a transit district organized and existing pursuant to the provisions of the California Public Utilities Code; the San Francisco Bay Area Rapid Transit District (BART), a transit district organized and existing pursuant to the provisions of California Public Utilities Code; and the Western Contra Costa County Transit Authority (WestCAT), a joint exercise of powers authority operating pursuant to Government Code Section 6500, et. seq.; and restates in full those provisions of the original Agreement, except as amended herein.

WITNESSETH:

WHEREAS, in November 1988, the voters of Contra Costa County approved Measure "C" which established and funded a transportation agenda for Contra Costa County; and

WHEREAS, in response to the adoption of Measure "C", the Parties to this Agreement decided to formalize the previously existing West Contra Costa Transportation Advisory Committee as a legal entity created to address transportation issues; and

WHEREAS, on January 28, 2003, the WCCTAC Board restated and amended its Joint Exercise of Power Agreement; and

WHEREAS, in November 2044, the voters of Contra Costa County approved Measure "J" which is the successor to Measure C; and

WHEREAS, each of the public Agencies which are a party to this Agreement, hereafter referred to collectively as the "Parties", has the power to address transportation issues; and

WHEREAS, each of the Parties to this Agreement believes that a combination of their separate powers and abilities may enable

them to more effectively respond to Measure "JE", the successor to Measure "C" and to address transportation issues; and

WHEREAS, each of the Parties to this Agreement propose by this Agreement to exercise their respective powers jointly for the purpose of responding to the passage of Measure "JE" and addressing existing and future transportation issues; and

WHEREAS, California Government Code Section 6500, et seq. provides that two or more public Agencies by Agreement may jointly exercise any power that any one of the Agencies could exercise separately; and

WHEREAS, the Parties to this Agreement are desirous of conferring upon a separate legal entity the necessary powers with regard to responding to Measure "JE" and for addressing transportation issues for the benefit of each and all of the Parties.

NOW, THEREFORE, THE PARTIES TO THIS AGREEMENT DO AGREE AS FOLLOWS:

1. OBJECTIVE AND COMMISSION

The objective of this Joint Exercise of Powers Agreement is to create a city, county, transit district transportation advisory committee which shall protect and advance the interests of West Contra Costa County communities with regard to transportation issues in general and the utilization of Measure "JE" funds in particular. More specifically, the committee created by this Agreement is commissioned to:

- (A) Assist member Agencies with a coordinated and cooperative implementation of ~~the~~ West Contra Costa Action Plan Updates ~~s-2000~~;
- (B) Participate in the development and implementation of the Countywide Comprehensive Transportation Plan;
- (C) Initiate "area specific" and/or "project specific" transportation studies/plans where appropriate;
- (D) Assist member Agencies with Congestion Management Program compliance requirements;
- (E) Develop regional strategies and meet regional requirements established by Measure "JE";

- (F) Cooperatively address transportation issues, beyond Measure "JE" requirements, when said issues affect West Contra Costa County interests;
- (G) Assess the transportation needs of the West Contra Costa County area;
- (H) ~~Consider the development of expanded~~ Develop, expand, or improve West Contra Costa County transit services and Transportation ~~Demand~~Systems Management (TDSM) programs;
- (I) Advise the Parties on transportation issues;
- (J) Coordinate the actions and responses of the Parties with regard to transportation issues;
- (K) Formulate transportation policy statements;
- (L) Sponsor educational forums, workshops, ~~TSM Coordinator~~ trainings; and discussions on transportation matters;
- (M) Develop and administer a West Contra Costa Regional TDSM program to encourage use of alternatives to single occupant commute travel;
- (N) Gather information necessary to carry out the foregoing purposes;
- (O) Oversee the Subregional Transportation Migration Program (STMP) ~~.~~ and
- (P) ~~Manage the Richmond Intermodal Station project.~~

2. DEFINITIONS

Certain words as used in this Agreement shall be defined as follows:

- (A) "Agency" shall mean each city, transit district, county or joint exercise of powers authority which is a signatory to this Agreement.
- (B) "Board" or "WCCTAC Board" shall mean the board constituted herein pursuant to this Agreement to administer and execute this Agreement.
- (C) "Congestion Management Program" shall mean the State mandated program which establishes performance

standards and requirements for the transportation system, creates a process to analyze the impact of land use changes on regional transportation, and creates a capital improvement program to maintain the regional transportation system.

- (D) "Countywide Comprehensive Transportation Plan (CCTP)" shall mean a countywide plan required under Measure "C". The CCTP is created from the five regional transportation planning committee action plans and is updated every two years.
- (E) "Subregional Transportation Mitigation Program" or "STMP" shall refer to the program under which developer fees are imposed on properties located in the West Contra Costa County area for use in funding transportation mitigation projects.
- (F) "Transportation Demand Systems Management" or "TDSM" shall mean any combination of measures that are designed to provide information, assistance, and incentives to employees and residents to encourage use of alternatives to single occupant commute travel.
- (G) "TDSM Ordinance" shall mean the Transportation Demand Systems Management ordinance(s) adopted by West Contra Costa cities and Contra Costa County setting forth the purpose, goal, objectives, requirements, and responsibilities of the West Contra Costa Regional TDSM Program.
- (H) "West Contra Costa Action Plan Update ~~2000~~" shall mean the regional transportation plan update for West County adopted in any given year~~July 2000~~, required by Measure JE, and intended to create a framework for member agencies to jointly and cooperatively address regional transportation issues.
- (I) "West Contra Costa Regional TDSM Program" shall mean a Transportation Demand Systems Management Program managed by the WCCTAC staff on behalf of the member cities with the purpose of reducing vehicle trips and increasing ridesharing and transit usage.

"West Contra Costa Transportation Advisory Committee" also referred to as "WCCTAC" shall mean the public and separate entity created by this Agreement

(K) "West Contra Costa Transportation Advisory Committee-Technical Advisory Committee" also referred to as "WCCTAC-TAC" shall mean the technical advisory committee to the West Contra Costa Transportation Advisory Committee.

3. HEADINGS

All headings contained herein are for convenience or reference only and are not intended to define or limit the scope of any provision of this Agreement.

4. EFFECTIVE DATE

This restatement and amendment of the WCCTAC Joint Exercise of Powers Agreement shall become effective upon the receipt by the WCCTAC ~~Managing Executive~~ Director of properly executed copies of the Agreement from not less than two-thirds of all member Agencies of WCCTAC.

5. CREATION OF WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

WCCTAC was formally created as a "Joint Powers Agency" in 1990 pursuant to California Government Code Section 6500, et seq. Through this Agreement it is hereby confirmed that the West Contra Costa Transportation Advisory Committee (hereinafter referred to as "WCCTAC") shall exercise in the manner hereinafter set forth the powers common to each of the member Agencies until this Agreement is amended or terminated. WCCTAC shall be a public entity separate from the member Agencies. No debt, liability, or obligation of the WCCTAC shall constitute a debt, liability, or obligation of any member Agency. Each Agency's obligation hereunder is expressly limited only to the appropriation and contribution of such funds as the parties hereto may agree to and direct in accordance with this Agreement.

6. POWERS

The powers of the WCCTAC shall include and be limited to the following:

(A) to annually adopt a work program along with a budget setting forth all operational expenses for WCCTAC, together with an apportionment of expenses allocated to each Agency. The draft work program and budget of ~~the~~ WCCTAC shall ~~be prepared by April 1 and shall~~ be submitted for review to each member Agency prior to its final adoption by the WCCTAC Board. ~~on or about July 1.~~ ~~Each member Agency shall provide comments to WCCTAC staff concerning the WCCTAC work program and budget by June 1.~~

(B) to make and enter into contracts;

(C) to apply for and accept grants, advances, and contributions;

(D) to employ or contract for the services of agents, consultants, engineers, attorneys, and such other persons or firms as it deems necessary to carry out the objectives of this Agreement;

(E) to conduct studies and develop plans;

(F) to develop and administer the West Contra Costa Sub-Regional TDSM program;

(G) to periodically review transportation plans and TDSM programs and ordinances, and recommend changes thereto; and

(H) to incur debts, liabilities, or obligations, subject to limitations herein set forth.

~~(H)~~ (I) to oversee the West County Subregional Transportation Mitigation Program (STMP).

7. BOUNDARIES

The boundaries of WCCTAC shall be the boundaries as shown in Appendix A which is attached hereto and incorporated herein by this reference.

8. OVERALL ORGANIZATION

The WCCTAC Board shall provide overall policy direction for the coordinated implementation of ~~the~~ West Contra Costa Action Plan Updates s 2000 and decision making for general WCCTAC operations, including implementation of the West Contra Costa Regional TDSM Program.

The WCCTAC Board shall also be the final arbiter in matters related to the implementation of the STMP. The WCCTAC-TAC shall provide administrative guidance and technical review to the Board. Staff or consultants hired by WCCTAC shall report directly to the WCCTAC Executive Managing Director, or their designee with consultation from the ~~WCCTAC~~ WCCTAC-TAC.

9. WCCTAC ORGANIZATION

(A) WCCTAC Board

WCCTAC shall be governed by the WCCTAC Board which shall exercise all powers and authority on behalf of WCCTAC. The Board is empowered to establish its own procedures. The Board may do any and all things necessary to carry out the purposes of this Agreement.

(1) Members

(a) The Board shall consist of eleven members which shall be allocated in the following manner:

- (i) Three members shall be appointed by the governing body of the City of Richmond;
- (ii) The governing bodies of the cities of El Cerrito, Hercules, Pinole, and San Pablo shall each appoint one member;
- (iii) The governing body of the County of Contra Costa shall appoint one member;
- (iv) The governing bodies of AC Transit and BART shall each appoint one member; and
- (v) The governing body of WestCAT shall appoint one member provided that the WestCAT member (and said member's alternate) shall not be a representative (either elected or non-elected) from either the City of Hercules or the City of Pinole.

(b) Upon execution of this Agreement, the governing body of each Agency shall appoint the appropriate number of its members to serve as members of the Board and an appropriate number of its members to serve as alternate member(s) of the Board to serve in the absence of its regular appointees. Each member and alternate shall hold office from the first meeting of the Board after appointment until a successor is selected. Each member and alternate shall serve at the pleasure of the governing body or bodies of the appointing Agency or Agencies. In the case of members or alternates who are elected officials, if a member or alternate ceases to be an elected official of the member Agency, he or she shall then be ineligible to serve on the WCCTAC Board, and the appointing Agency shall appoint a successor prior to the next Board meeting. Likewise, if a non- elected member or alternate is replaced, said member or alternate shall be ineligible to serve on the WCCTAC Board, and the appointing Agency shall appoint a successor prior to the next Board meeting. ~~Each member and alternate shall serve without compensation.~~

(2) Officers

The WCCTAC Board members shall select from the WCCTAC Board a Chair and Vice Chair who shall hold office for a period of one year, commencing February 1; provided however, that in the event that a member Agency removes from the Board a member serving as an officer, the Board shall appoint a member from the newly constituted Board to fill the vacant office for the remainder of that year.

(a) Chair. The Chair shall preside at the meetings of the Board; call meetings to order; adjourn meetings; announce the business and the order it is to be acted upon; recognize persons entitled to the floor; put to vote all questions, moved and seconded; announce result of votes; maintain the rules of order; execute documents and official actions on behalf of the Board when duly approved; and carry out other duties ~~set~~ ^{8A-8} forth in the by-laws.

- (b) Vice Chair. The Vice Chair shall serve as Chair in the absence of the regularly elected Chair.
- (c) Secretary. The WCCTAC Executive Managing Director, or their designee, shall serve as the Secretary and shall prepare, distribute, and maintain minutes of meetings of the WCCTAC Board, the WCCTAC-TAC and any committees of ~~the~~ WCCTAC (or shall contract for such services). The Secretary shall also maintain the official records of ~~the~~ WCCTAC and shall file notices as required by Paragraph 20 of this Agreement.
- (d) Treasurer. WCCTAC shall employ, or contract for, the services of a Treasurer who shall:
 - (i) Report to the WCCTAC Executive Managing Director;
 - (ii) Receive and provide for the receipt of all funds of the WCCTAC and place them in the treasury to the credit and for the account of the WCCTAC;
 - (iii) Be responsible, upon an official bond, for the safekeeping and disbursement of all funds of the WCCTAC;
 - (iv) Pay, when due, out of funds of the WCCTAC, all sums payable on outstanding Revenue Bonds and other indebtedness of the WCCTAC;
 - (v) Pay any other sum duly authorized for payment from funds of the WCCTAC;
 - (vi) Verify and report, ~~in writing, on the first day of July, October, January, and April of each year to the Board and each member, at each meeting s of the end of the preceding month~~, the amount of funds held for the WCCTAC, the amount of receipts since the last report and the

amount paid out since the last report; and

- (vii) Invest WCCTAC's funds in the manner provided by law and collect interest thereon for the account of the WCCTAC.

(3) Vote

(a) Authorized Voting Members

Each member or designated alternate shall be authorized to vote.

(b) WCCTAC Business

For purposes of decisions related to the regular business of the WCCTAC, including policy decisions, preparation of budgets and expenditures of funds, the City of Richmond shall have three votes; the cities of El Cerrito, Hercules, Pinole, and San Pablo shall have one vote apiece; the County of Contra Costa shall have one vote; AC Transit and BART shall have one vote apiece; and WestCAT shall have one vote. ~~A majority vote of six~~ Six affirmative votes shall be required for the adoption of any course of action related to the regular business of the WCCTAC.

(c) Appointment of Representatives to the Contra Costa Transportation Authority

Decisions related to determining WCCTAC appointments to the Contra Costa Transportation Authority shall be made only by the participating City and County jurisdictions. In these cases, participating cities and the County shall each have one vote. Board members from Richmond shall reach a consensus on any affirmative vote under this section. Four affirmative votes shall be required for any WCCTAC decision related to appointment of representatives to the Contra Costa Transportation Authority. Appointees must be members, or alternates, of the WCCTAC Board.

(4) Meetings of the Board

(a) Regular Meetings

The Board shall meet at least ten times per year unless the necessary business of the Board can be completed with less meetings. The date, hour, and place at which each such regular meeting is held shall be determined by a majority vote by the Board.

(b) Special Meetings

Special meetings of the Board may be called in accordance with the provisions of Section 54956 of the California Government Code.

(b) Notice of Meetings

All meetings of the Board shall be held subject to the provisions of the Ralph M. Brown Act, being California Government Code Sections 54950, et seq., and other applicable laws of the State of California requiring notice of meetings of public bodies to be given.

(c) Minutes

The Board shall cause minutes of all meetings to be kept and shall include the minutes in the next agenda packet, or as soon thereafter as they may be prepared and provided, for approval.

(d) Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business.

(5) Bylaws

The Board shall adopt from time to time such bylaws, rules or regulations for the conduct of its affairs as may be required.

(B) WCCTAC STAFF

(1) Composition

The WCCTAC shall have a staff consisting of an Managing-Executive Director who shall serve as

the primary staff person. Other staff may include those with expertise in transportation planning, funding, projects, and programs, or administrative and finance support,~~a Transportation Project Specialist and clerical support.~~ In addition, independent consultants and/or interns may be engaged on a continuing or short-term basis, as needed. The ~~Managing~~ Executive Director shall report to the WCCTAC Chair.

(2) Additional Staff

Additional staff may be added with Board approval within budget the constraints.~~of the then current fiscal year budget.~~

(C) WCCTAC-TAC ORGANIZATION

(1) Composition

The WCCTAC shall have a technical advisory committee which shall be known as the WCCTAC-TAC and which shall be composed of the City Managers of the participating cities or said City Managers' designees; the District Managers of the participating transit authorities or said District Manager's designees; and the County Administrator for Contra Costa County or said County Administrator's designee.

(2) Duties

The WCCTAC-TAC shall study and discuss issues pertaining to WCCTAC and shall make recommendations to the WCCTAC concerning those issues. However, the role of the WCCTAC-TAC in making recommendations to the WCCTAC shall not be deemed to preclude the WCCTAC from considering recommendations from other bodies and concerned individuals.

(3) Officers

The WCCTAC-TAC shall be chaired by the WCCTAC Executive ~~Managing~~ Director.

10. SUPPORT SERVICES

Each of the Agencies shall strive to provide the necessary support to the Board and TAC as may be necessary for the Board and TAC to fulfill ~~its~~ their duties.

11. RESTRICTIONS UPON EXERCISE OF POWER OF BOARD

This Agreement is entered into under the provisions of Title 1, Division 7, Chapter 5, Article I, Section 6500, et seq., of the California Government Code, concerning joint powers Agreements. The powers to be exercised hereunder shall be subject to the restrictions upon the manner of exercising the power of the City of San Pablo.

12. FUNDS, AUDIT AND ACCOUNTING SERVICES

Pursuant to the requirements of Section 6505.5 of the Government Code, the Finance Division Manager of the City of San Pablo is designated to be the depository and to have custody of all WCCTAC funds from whatever source, and to perform the following functions, unless the WCCTAC Board determines otherwise. Fiscal responsibilities shall include the following:

- (A) Receive and receipt for all money for WCCTAC for the credit of the Board;
- (B) Be responsible upon official bond for the safekeeping and disbursement of all Board money so held;
- (C) Pay any sums due from the Board from Board money, or any portion thereof, only upon warrants of the WCCTAC Executive Managing Director. There shall be a limit of \$10,000 on the amount of warrants which can be issued without Board approval.
- (D) The Finance Division Manager of the City of San Pablo shall be considered the Treasurer of WCCTAC funds unless otherwise determined by the WCCTAC Board. The Treasurer of WCCTAC funds shall have custody of all WCCTAC funds and shall verify and report at each Board meeting in writing on the first day of October, January, and April of each year; and within ninety (90) days after the close of the fiscal year ended June 30th, to the Board and to the participating Agencies to this Agreement, the amount of money the Treasurer holds for the Board, the amount of receipts, and the amount paid out since the last report to the Board.

The audit of funds shall be conducted annually in compliance with Section 6505 of the Government Code by an independent certified public accountant qualified to perform on behalf of joint power authorities. There shall be strict accountability of all funds and reporting to the Board of all receipts and disbursements. In each case the minimum requirements of the audit shall be those prescribed by the State Controller for municipalities or counties and the audit shall conform to generally accepted auditing standards.

- (E) The ~~Executive Managing~~ Director and the Treasurer are hereby designated as the persons who have charge of and access to the property of WCCTAC. Each such person shall file with the Board an official bond in an amount to be fixed by the Board. The costs of the bonds shall be paid by WCCTAC.

13. OBLIGATIONS OF THE AGENCIES

Each Agency shall:

- (A) Be liable to the WCCTAC for, upon demand, its proportionate share of expenses based upon the budget adopted by the WCCTAC and member Agencies. Invoices shall be prepared by the WCCTAC ~~Executive Managing~~ Director. The proportionate share of each Agency shall be determined according to the following formula:

City of Richmond	27.2%
City of El Cerrito	9.1%
City of Hercules	9.1%
City of Pinole	9.1%
City of San Pablo	9.1%
County of Contra Costa	9.1%
San Francisco Bay Area	
Rapid Transit	9.1%
District Alameda-Contra	
Costa	9.1%
Transit District	9.1%
WestCAT	

(B) The WCCTAC Board will recommend a budget to member Agencies each Fiscal Year and, based upon the formula set forth in Paragraph (A) above, WCCTAC shall annually determine the amount of each member Agency's annual proportionate share.

(C) Commencing on July 1, 1994, and continuing with each July 1 thereafter, the WCCTAC Board shall approve a budget which reflects the annual costs and the proportionate share of required funding to be provided by each member Agency. WCCTAC members shall be invoiced annually on or about July 1 for the next fiscal year and their share shall be payable immediately.

14. NON-DISCRIMINATION STATEMENT

WCCTAC promotes equal opportunities in the workplace. WCCTAC is an equal opportunity employer and does not discriminate based on an applicant's, employee's, intern's, or contractor's race, color, religion, sex, sexual orientation, national origin, citizenship, age, physical or mental disabilities, or any other characteristic protected by state or federal law.

15. DISPOSITION OF WCCTAC FUNDS UPON TERMINATION

WCCTAC funds, including any interest earned on deposits, remaining upon termination of this Agreement after payment of all obligations, shall be returned in proportion to the contribution made by each Agency during the term of this Agreement. Decisions of the Board shall be final in this regard.

16. WITHDRAWAL

Any Agency upon sixty (60) days' written notice given to the Chair of WCCTAC may withdraw from this Agreement; provided, however, that the withdrawing Agency shall be liable for its proportionate share of any expenses incurred, up to the date that the termination becomes effective, which exceeds the withdrawing Agency's contribution under Paragraph 13; and provided further, that in no event shall a withdrawing Agency be entitled to a refund of all or any part of its contribution made under Paragraph 13.

17. TERMINATION

(A) This Agreement shall remain in effect indefinitely unless amended or terminated as provided hereunder.

- (B) This Agreement may be terminated by the affirmative vote of the governing bodies of not less than two-thirds of all member Agencies.

18. AMENDMENTS

This Agreement may be amended by the following process:

- (A) The WCCTAC Board shall first consider any and all amendments to this Agreement. A majority vote of the WCCTAC Board shall be required before any recommended amendment to this Agreement is forwarded to the member Agencies for consideration and adoption.
- (B) This Agreement may be amended by an affirmative vote of the governing bodies of not less than two-thirds of all member Agencies.
- (C) Any amendment that is approved shall not become effective until the WCCTAC ~~Executive Managing~~ Director receives properly executed copies of the Agreement from not less than two-thirds of all member Agencies of WCCTAC.

19. NOTICES

All notices to Agencies shall be deemed to have been given when mailed to the governing body of each Agency. Notices to WCCTAC shall be sent to the WCCTAC Board at:

WCCTAC
6333 Potrero Ave. Suite 200
El Cerrito, CA 94609
~~13831 San Pablo Avenue~~
~~San Pablo, CA 94806~~

Should WCCTAC's address of record change, the Executive Director shall provide notices to the Agencies of the change of address and notices to WCCTAC shall be sent there.

20. FILINGS WITH THE SECRETARY OF STATE

Within 30 days of the effective date of this Agreement, the Chair of WCCTAC shall file with the Office of the California Secretary of State a Notice of a Joint Powers Agreement for WCCTAC pursuant to California Government Code Sections 6505.3 and 6505.7, and a Statement of Facts - Roster of Public Agencies Filing pursuant to California Government Code Section 53051.

IN WITNESS WHEREOF, these signatures attest the parties' Agreement to the provisions of this Joint Exercise of Powers Agreement.

TO: WCCTAC Board

DATE: March 24, 2023

FR: Joanna Pallock, Project Manager

RE: **WCCTAC Travel Training Program – Update and Funding Allocation**

REQUESTED ACTION

Receive update on current and proposed Travel Training Program efforts and approve Resolution 23-02 allocating \$45,000 in Measure J Program 28b funds to continue offering the program through March of 2024.

BACKGROUND

In early 2018, WCCTAC completed the Accessible Transportation Needs Assessment Study which examined senior and disabled services in West County to identify gaps, challenges, and possible improvements. One of the short-term recommendations was to enhance outreach and travel training to residents.

Initially conceived as a partnership with the Center for Independent Living, WCCTAC ultimately decided to pilot a program itself using a small amount of flexible Measure J 28b funds. It hired a temporary, part-time, staff person (Janet Bilbas) to serve as the Travel Training Coordinator and launched the program in March 2019.

The program involved outreach to seniors and less-abled residents to train them on how to use various transportation services. It was somewhat unique in not simply presenting information but in actually leading organized group outings on transit.

The program received positive feedback but was put on hold in March 2020 with the onset of the COVID-19 pandemic. Although the WCCTAC Board gave direction to re-start the program in 2021, the emergence of the Delta and Omicron Covid-19 variants delayed those plans. With Board direction in February 2022, the program was re-started in May 2022.

In October 2022, the Travel Training Coordinator, Janet Bilbas, ended her tenure due to a planned retirement. To cover for the loss of Janet Bilbas' 18 hours per week, staff increased Program Manager Joanna Pallock's hours from 25 hours to 37.5 hours per week to oversee the program alone, beginning in November 2022.

From November 2022 to January 2023, staff focused on outreach and presentations but there were no organized outings given the holidays and rainy weather. In February 2023 Joanna Pallock's hours were shifted back to 25 per week and travel training efforts were dialed back. Staff has recently developed a new concept for program implementation for the next year.

DISCUSSION

WCCTAC's former Travel Training Coordinator, Janet Bilbas, is available from roughly late April 2023 until the beginning of October 2023 and is willing to serve in her previous role. The position still exists and is open and unfilled. Staff recommends that WCCTAC bring back Janet Bilbas to work with Joanna Pallock to re-start the program in its full form in late spring. Staff is also proposing a shift in program emphasis from all-day group outings to shorter outings that are focused locally on BART, AC Transit, and WestCAT.

Once Janet Bilbas departs in the fall, Joanna Pallock can shift activities back to more limited indoor outreach activities. Generally, travel training outings are much more popular and effective in warmer and dryer months and more difficult to organize in the winter or over the holidays.

At this time next year, the WCCTAC Board can re-assess the program and determine whether, and how, to continue it. Over the longer term, staff believes that the new "Coordinated Entity" being developed by CCTA and Contra Costa County to improve senior/disabled services might have the capacity to run a countywide travel training program.

To support the program for another year, staff recommends using flexible Measure J 28b funds, which have been used for this effort over the past few years. These funds will compensate Janet Bilbas, cover a portion of Joanna Pallock's time, and pay for minor program expenses such as Clipper cards. Resolution 23-02 would allocate \$45,000 in Measure J 28b funds.

WCCTAC has approximately \$1,100,000 available in Measure J 28b funds, although \$500,000 were committed as a match for a state grant application for the I-80 / San Pablo Dam Road Interchange Project in partnership with CCTA. If that application is successful, it would leave approximately \$600,000 available.

ATTACHMENT

A: Resolution 23-02

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 23-02**

**TO PROVIDE AN ADDITIONAL ALLOCATION OF MEASURE 28B FUNDS FOR
THE TRAVEL TRAINING PROGRAM**

WHEREAS, the Board of Directors of the West Contra Costa Transportation Advisory Committee (“WCCTAC”) is authorized to allocate Measure J 28b funds for local transportation objectives; and

WHEREAS, in order to continue the Travel Training Program through March 31, 2024 WCCTAC would need to allocate an additional \$45,000 in Measure J 28b funds to the Travel Training Program; and

WHEREAS, the Board of Directors of WCCTAC desires to continue the Travel Training Program through March 31, 2024 and make the necessary allocation.

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

1. Does hereby authorize an amendment to the Budget to provide for an additional allocation of \$45,000 in Measure J 28b funds for the Travel Training Program.
2. The Executive Director is authorized to make all approvals and take all actions necessary or appropriate to carry out and implement the intent of this Resolution.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on March 24, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Paul Fadelli, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher J. Kokotaylo, General Counsel

5194668.1

TO: WCCTAC Board

MEETING DATE: March 24, 2023

FR: John Nemeth, Executive Director

RE: Proposed 2019 STMP Cycle 2 Call for Projects,

REQUESTED ACTION

Authorize staff to issue a Cycle 2 Call for Projects for 2019 STMP funds with \$5.3M available.

BACKGROUND AND DISCUSSION

The Subregional Transportation Mitigation Fee Program (STMP) collects fees on new development in West Contra Costa to mitigate the impacts of trips generated by that development. The WCCTAC Board allocates STMP fees to eligible capital projects, generally with recommendations from the WCCTAC TAC. The list of eligible STMP projects is attached and is based on a nexus study conducted to legally support the collection of the fee. The STMP was last updated with a new project list in 2019. In 2021, WCCTAC had grant Cycle 1 for the current STMP.

Typically, when the STMP balance is sufficiently large, WCCTAC releases a Call for Projects. The last three calls (in 2016, 2018, and 2021) each made between \$3.5M to \$4.5M available. As of the end of February 2023, WCCTAC had a STMP fund balance of \$12.2M. Currently, \$6.3M is already committed to STMP projects from earlier Board allocations. That leaves approximately \$5.9M in uncommitted STMP funds.

Considering known upcoming expenses in the next few years for annual administrative costs and for the legally required nexus study and associated STMP Update, staff recommends retaining \$600,000. This would allow the Board to make \$5.3 in STMP funds available.

Next Steps

If the WCCTAC Board authorizes the Cycle 2 Call for Projects, staff will first confer with the TAC at its April 13, 2023 meeting to discuss project eligibility, answer questions, review scoring criteria, and refine a schedule. Applications for funding will be due from project sponsors on a date established by staff and the TAC. The aim will be to move expeditiously, while still allowing members enough time to deliberate internally and complete applications.

WCCTAC staff will then conduct a preliminary review of the submitted applications and will score them according to criteria established by the TAC. This scoring will not be based on project merit, but on more technical considerations such as when funds can be spent, how close projects are to construction, or how much of a funding gap the STMP funds would close.

The TAC will use the scores, and a preliminary project ranking list, as a guide to develop a consensus recommendation for the WCCTAC Board. Ultimately, the Board can allocate

funds as it likes and is not required to accept the TAC's recommendation. Once the allocations are made, WCCTAC staff will work with project sponsors to develop funding agreements which are typically approved by the project sponsor's council/board or lead administrator. After funding agreements are in place, project sponsors can access the funds. Disbursements of funds are made on a reimbursement basis.

ATTACHMENT

A: 2019 STMP Project List

STMP Projects and Estimated Costs

ID	Project	Description	Reported Cost	Year of cost estimate	Escalation Factor¹	Estimated Cost, 2018\$
Complete Streets Projects						
1	San Pablo Avenue Complete Streets Projects	a.) Construct bike and pedestrian improvements along San Pablo Avenue from Rodeo to Crockett.	\$8,200,000	2017	1.05	\$8,610,000
		b.) Construct bicycle and pedestrian improvements along San Pablo Avenue between La Puerta Road and Hilltop Drive.	\$3,000,000	2017	1.05	\$3,150,000
		c.) Construct bike, pedestrian and transit improvements along San Pablo Avenue from Rivers Street in San Pablo to Lowell Avenue in Richmond.	\$13,100,000	2017	1.05	\$13,755,000
		d.) Implement Complete Streets improvements along San Pablo Avenue including directional cycle track or buffered bike lane and other bicycle, pedestrian and transit improvements in El Cerrito.	\$7,800,000	2017	1.05	\$8,190,000
		e.) San Pablo Avenue Class I Boardwalk between John Muir Parkway and Sycamore Avenue.	\$296,400	2011	1.34	\$398,000
		f.) Complete bicycle/pedestrian connection on San Pablo Avenue over Santa Fe Railroad tracks.	\$16,000,000	2017	1.05	\$16,800,000
2	Appian Way Complete Streets Project	Provide continuous sidewalks, bike lanes, and improved bus stops along Appian Way from San Pablo Dam Road in unincorporated El Sobrante to about 900 lineal feet north of the city limit within the City of Pinole.	\$22,200,000	2017	1.05	\$23,310,000
3	San Pablo Dam Road Improvements in Downtown El Sobrante	Provide complete street improvements on San Pablo Dam Road between El Portal Drive and Castro Ranch Road.	\$6,900,000	2005	1.51	\$10,422,000

Other Bicycle and Pedestrian-Focused Improvements

4	Bay Trail Gap Closure	Improve transit access by closing three key Bay Trail gaps: along Goodrick Avenue in Richmond, between Bayfront Park and Pinole Creek in Pinole, and between Atlas Road and Cypress Avenue in unincorporated Contra Costa County.	\$11,135,000	2016	1.10	\$12,276,000
5	Ohlone Greenway Improvements	Implement crossing, wayfinding, signing, lighting, safety, access and security, and landscaping improvements along Ohlone Greenway.	\$2,900,000	2017	1.05	\$3,045,000
6	I-580/Harbour Way Interchange Pedestrian & Bicycle Access Improvements	Improve pedestrian and bicycle crossings at the I-580/Harbour Way interchange ramps.	\$386,500	2011	1.34	\$519,000
7	I-580/Marina Bay Parkway	Improve pedestrian and bicycle crossings at the I-580/Marina Bay Parkway interchange ramps	\$815,300	2011	1.34	\$1,095,000
8	Richmond Ferry to Bridge Bicycle Network Improvements	a.) Point Richmond area: from the new trail at Tewksbury & Castro to existing Bay Trail at S. Garrard & Richmond Ave.	\$1,150,000	2018	1.00	\$1,150,000
		b.) Point Richmond to Richmond Greenway: including S. Garrard Blvd and W. Ohio Ave.	\$2,950,000	2018	1.00	\$2,950,000
		c.) W. Cutting Blvd, Cutting Blvd, and Hoffman Blvd.	\$3,550,000	2018	1.00	\$3,550,000
		d.) Harbour Way South: Hoffman Blvd to Ferry Terminal.	\$1,100,000	2018	1.00	\$1,100,000
Transit and Station-Related Improvements						
9	I-80 Express Bus	Capital improvements associated with implementing Express Bus Service on I-80 from Hercules south to Berkeley, Emeryville, Oakland, and expansion to San Francisco, with intermediate stops at the Richmond Parkway Transit Center and a potential I-80/Macdonald Avenue Express Bus/BRT transit center.	\$104,003,000	2017	1.05	\$109,203,000

10	Hercules Regional Intermodal Transportation Center	Current phase of Hercules RITC is to complete construction of the new train stop for Capitol Corridor service, including parking, station platform, signage and plazas, rail improvements, bicycle and pedestrian access improvements (e.g. Bay Trail connections), etc. Future capital improvements could include preparation for ferry service.	\$51,000,000	2017	1.05	\$53,550,000
11	BART Extension	BART extension from the Richmond BART Station. Only the planning, conceptual engineering and program level environmental clearance phases of the project are included.	\$14,000,000	2017	1.05	\$14,700,000
12	San Pablo Avenue Transit Corridor Improvements	Bus Rapid Transit (BRT) on San Pablo Avenue approximating the existing 72R Rapid Bus route from downtown Oakland to the Richmond Parkway Transit Center and extending Rapid Bus from the Richmond Parkway Transit Center to the Hercules Transit Center.	\$183,000,000	2017	1.05	\$192,150,000
13	23rd Street Transit Corridor Improvements	23rd Street BRT from Richmond Ferry Terminal and UC Berkeley Richmond Field Station to Richmond BART/Capitol Corridor station, then continuing to Contra Costa College.	\$116,000,000	2017	1.05	\$121,800,000
14	West County BART Station Access, Parking & Capacity Improvements	a.) El Cerrito Plaza Station Modernization and Capacity Enhancements.	\$42,710,000	2015	1.16	\$49,442,000
		b.) El Cerrito Plaza BART Pedestrian & Bike Safety and Access Improvements.	\$1,200,000	2017	1.05	\$1,260,000
		c.) Richmond BART Pedestrian & Bike Safety and Access Improvements.	\$3,300,000	2017	1.05	\$3,465,000
		d.) Richmond Crossover Project.	\$27,000,000	2012	1.29	\$34,759,000

15	Del Norte Area TOD Public Infrastructure Improvements	Planning, engineering, environmental studies, and construction of the public transportation-related improvements related to Transit Oriented Development (TOD) in the area around the El Cerrito Del Norte BART station.	\$25,000,000	2005	1.51	\$37,761,000
Local Street and Intersection Improvements						
16	San Pablo Avenue Intersection Realignment at 23rd Street and Road 20	Realignment of skewed 5-legged intersection as part of a bridge removal project that will enhance pedestrian, bicycle and future BRT access.	\$14,400,000	2017	1.05	\$15,120,000
Freeway and Interchange Improvements						
17	I-80/San Pablo Dam Road Interchange Improvements (Phase 2)	Reconstruct the existing I-80/San Pablo Dam Road interchange (including modifications to the El Portal Drive and McBryde Avenue ramps) and provide improved pedestrian and bicycle facilities.	\$80,750,000	2017	1.05	\$84,788,000
18	I-80/Central Avenue Interchange Improvements (Phase 2)	Improve traffic operations at the I-80/Central Avenue interchange and along Central Avenue between Rydin Road and San Pablo Avenue. The project will be completed in two phases.	\$14,500,000	2017	1.05	\$15,225,000
19	I-80/Pinole Valley Road Interchange Improvements	Improve merge onto the I-80 mainline from the EB Pinole Valley Road on-ramp to address vehicles accelerating uphill after stopping at ramp meter, in addition to ramp-terminal intersection improvements.	\$10,437,000	2017	1.05	\$10,959,000
Administrative Projects						
20	Future Nexus Study Updates	Two comprehensive nexus studies and fee updates, over the 22-year planning horizon of the 2019 STMP Fee.	\$500,000	2018	1.00	\$500,00
Total Estimated Cost			\$789,283,200			\$855,002,000

Notes:

¹ Most projects have cost estimates prepared in 2011 or more recently. For those projects, the escalation factor was calculated based on the Annual Infrastructure Construction Cost Inflation Estimates (AICCIE) reported by OneSanfrancisco (onesanfrancisco.org). Two projects (projects 3 and 15) have cost estimates dating to 2005; for those projects, an index of 1.37 as specified by WCCTAC's STMP model ordinance was used to escalate the costs to 2016 dollars, and then the inflation rates for years 2016 and 2017 (reported by onesanfrancisco.org) were used to escalate the cost to 2018 dollars.



El Cerrito

Hercules

February 28, 2023

Pinole

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

RE: February 2023 WCCTAC Board Meeting Summary

Richmond

Dear Tim:

The WCCTAC Board, at its meeting on February 28, 2023, took the following actions that may be of interest to CCTA:

San Pablo

1. *Adopted* Resolution 23-01 which made a finding under AB 361 not to continue teleconferenced meetings.
2. *Approved* the Draft West County Action Plan.
3. *Considered* potential text amendments to the WCCTAC Joint Powers Agreement.

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

cc: Tarien Grover, CCTA

BART

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
CMAAs: 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