

MEETING NOTICE AND AGENDA

DATE & TIME: June 23, 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)

Pursuant to Government Code section 54953(b)(3), Chair Fadelli may attend this meeting from the following location: 330 A Street, NE, Washington, DC 20002. The public shall have the opportunity to address the Board at the teleconference location, which will be accessible to the public, and the agenda will be posted at the teleconference location at least 72 hours before the meeting.

REMOTE ACCESS:

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJydjBoYk0yYWVlZWVlWHZ4Zz09>

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.

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 May 26, 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 May 2023. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** None. *(Attachment; Information only).*
7. **Fiscal Year 2024 Measure J 19b Funds for WestCAT and AC Transit.** Measure J Program 19b, *Additional Bus Service Enhancements*, dedicates 2.2% of total annual sales tax revenues to enhance local bus service in West County. AC Transit and WestCAT are annual recipients of these funds. *(Attachment, Recommend Action: Approve FY24 Measure J 19b allocations for AC Transit and WestCAT).*
8. **Fiscal Year 2024 Work Program, Budget, and Dues Resolution.** At its May 2023 meeting, the WCCTAC Board approved the release of the draft work program, budget, and dues for Fiscal Year 2024 to member agencies. Staff circulated these documents to member agencies, received no comments, and is now seeking final Board approval. *(Attachment; Recommended Action: Adopt Resolution 23-05).*

REGULAR AGENDA ITEMS

9. **Updated Salary Schedule for Fiscal Year 2024.** The WCCTAC salary schedule will be updated to reflect a cost-of-living adjustment for Fiscal Year 2024, subject to the Board’s approval of the FY24 WCCTAC budget. *(Kris Kokotaylo, WCCTAC Counsel; Attachment; Recommended Action: Adopt Resolution 23-06).*

10. **Temporary Closures of Interstate 80.** Caltrans is preparing for a pavement rehabilitation project on Interstate 80 between State Route 4 and the Carquinez Bridge. To facilitate the project, the agency is proposing three 55-hr weekend closures in the eastbound direction in late July and early August and one 105-hr closure in the westbound direction in mid-August. Staff from Caltrans will provide an overview of the project and the anticipated closures. *(Andrew Baskerville and Bart Ney, Caltrans staff; No attachment [see website for PowerPoint presentation] Recommended Action: Information Only).*
11. **Pedestrian, Bike, and Trail Facilities (PBTF) Funds for the East Bay Regional Park District (EBRPD).** Measure J Program 13 provides funding for pedestrian, bike, and trail facilities and sets aside one-third of those funds for the EBRPD for the development and rehabilitation of paved trails. EBRPD rotates these funds among CCTA's four subregions, such that every four years the District implements a project in West County. The EBRPD is proposing to use \$500,000 to rehabilitate paving on the Wildcat Creek Trail, in unincorporated Contra Costa County, and seeks concurrence from the WCCTAC Board. The WCCTAC TAC unanimously recommended that the WCCTAC Board approve this proposal at its June 8, 2023 meeting. Subject to the WCCTAC Board's approval, the item will move to the CCTA for final approval. *(Michael Stangl, EBRPD Staff; Attachment [see website for PowerPoint presentation]; Recommended Action: Recommend approval of EBRPD's funding request to CCTA).*
12. **Measure J 28b funds for CCTA's OBAG 3 Grant.** CCTA applied for, and received, an OBAG 3 grant for countywide Safe Routes to School efforts. The Authority is looking for a source of funding to use as a local match for the grant and has proposed using Measure J 17 (Commute Alternative), which is funding for TDM program activities. Staff is recommending that CCTA instead use Measure J 28b funds for West County's \$26,000 share and is seeking the Board's concurrence. *(John Nemeth, Attachments; Recommended Action: Approve Resolution 23-07).*

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 Fadelli & Kelley*)
 - c. Executive Director's Report
14. **General Information Items.**
 - a. Letter to CCTA Executive Director with Summary of Board Actions for May 26, 2023
 - b. Acronym List
15. **Adjourn.** Next regular meeting is: July 28, 2023 @ 8:00 a.m.

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- 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 May 26, 2023**

MEMBERS PRESENT: Paul Fadelli, Chair (El Cerrito), Tom Hansen (WestCAT), Dion Bailey (Hercules), John Gioia (Contra Costa County), Andrew Tave (Pinole), Eduardo Martinez (Richmond), Rebecca Saltzman (BART), Chris Peeples (AC Transit), Soheila Bana (Richmond)

STAFF PRESENT: John Nemeth, Joanna Pallock, Coire Reilly, Valerie Jenkins, Kris Kokotaylo (legal counsel)

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:02 a.m.

Public Comment: n/a

CONSENT CALENDAR

Motion by *Director Saltzman*; seconded by *Director Gioia*

Yes - P. Fadelli, D. Bailey, J. Gioia, A. Tave, C. Peeples, R. Saltzman, S. Bana, T. Hansen,
E. Martinez

No - None

Abstention - None

Motion passed unanimously

Item #3. *Approved:* Minutes of April 28, 2023 Board Meeting

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

Item #5. *Received:* Financial Reports April 2023

Item #6. *Received:* Payment of Invoices over \$10,000. None.

**Item #7. *Approved:* Resolution 23-04, Purchase Order for the Pass2Class Program, to buy
AC Transit bus passes.**

REGULAR AGENDA ITEMS

ITEM/DISCUSSION	ACTION
<p>Item #8 Richmond Parkway Transportation Plan Update</p>	<p>Karina Schneider, of Fehr and Peers, presented an overview and update of the Richmond Parkway Transportation Plan effort. She explained that the study area covered the entire length of the Parkway between I-580 and I-80 and included segments of the Bay Trail. The aim, according to Ms. Schneider was to identify transportation improvements in the corridor with a focus on input gathered from the local community. The first step in the process was a review of existing conditions beginning with a safety analysis and a review of the bike and pedestrian network. Ms. Schneider noted that there would be opportunities for public engagement through each phase of the project, including three 3 pop-up vents, digital community engagement, and public advisory meetings.</p>
<p>Item #9 Draft Fiscal Year 2024 Work Program, Budget, and Dues</p>	<p><i>Information Only</i> John Nemeth, WCCTAC staff, provided an overview of the FY2024 WCCTAC Work Program, Budget, and Dues. He provided background information to the Board on the source and uses of WCCTAC funds. He also reviewed the accomplishments of the current fiscal year, the highlights of the Work Program for the upcoming fiscal year, the proposed cost of living increase for staff, and the proposed member agency dues for FY24.</p> <p>Motion by <i>Director Bailey</i>; by <i>Director Bana</i> authorizing the circulation of the draft Fiscal Year 2024 Work Program, Budget, and Dues to member agencies for review.</p> <p>Yes-P. Fadelli, D. Bailey, J. Gioia, A. Tave, C. Peeples, R. Saltzman, S. Bana, T. Hansen E Mar No- None Abstention-None Motion passed unanimously.</p>

<p>Item #10 Bike to Wherever Day</p>	<p>Information Only Coire Reilly, WCCTAC staff, shared highlights from the May 18, 2023 Bike to Wherever Day. He showed photographs from energizer stations in West County and explained that the total number of bike commuters counted this year was roughly in line with last year. Mr. Reilly also shared information about the upcoming Summer Bike Challenge program. Participants in that challenge are encouraged to bike to local destinations and can win prizes for their participation.</p>
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Meeting Adjourned: 10:03 a.m.

TO: WCCTAC Board

DATE: June 23, 2023

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

Travel Training in Hercules



On Thursday, June 15, WCCTAC's staff held a Travel Training Workshop in Hercules to provide information to seniors and the disabled about their mobility options. Turnout was strong. Workshops are a prelude to outings that actively show participants how to use local transit services. Staff's materials and outings this year will pay special attention to explaining options for getting to medical appointments.

Letter Supporting Transit Funding

At the WCCTAC Board meeting on May 26, 2023, Chair Fadelli expressed an interest in sending a letter to the Governor and key state representatives advocating for state funding to mitigate the looming fiscal challenges for transit agencies. The Board concurred and, on June 2, 2023, staff sent a letter outlining concerns about the implications for West County residents of potential service cuts to transit. The letter was also posted to WCCTAC website.

Summer Bike Challenge in Full Swing



511 Contra Costa's (WCCTAC's TDM Program) Summer Bike Challenge is back in full swing this year. It encourages participants to visit various community locations by bicycle over the course of the summer. There are weekly challenges and participants are entered into raffles for prizes. 511 Contra Costa also hosts three in-person tabling events in each jurisdictions in the County, handing out gift cards, bike bells, bike lights, snacks, and other giveaways. It's a fun and free family event. More information can be found here: www.511cc.org/sbc

Joint Powers Agreement (JPA) Update

In early April, WCCTAC staff sent a red line version of proposed changes to the Joint Powers Agreement to member agencies for review. Staff also sent the red line to the CCTA. To date, staff has received comments from several member agencies, with two asking for some additional time. Staff expects to have all comments in soon and plans to bring the subject to the WCCTAC Board at its meeting on July 28, 2023.

San Pablo Ave Multimodal Corridor Study

WCCTAC staff has been working with El Cerrito, Richmond, San Pablo, AC Transit, and CCTA on follow-up to the recently completed San Pablo Avenue Multimodal Corridor Study – Phase 2. These efforts include a search for funding to advance the design of pedestrian safety improvements in all three jurisdictions, along with the possibility of CCTA using its project management resources to lead the future design effort. WCCTAC and El Cerrito staffs are also considering some additional planning work to better define a bus-only lane demonstration project.

Richmond Parkway Transportation Plan (RPTP)

WCCTAC's consultant, Fehr and Peers, held the first Public Advisory Group (PAG) meeting on June 8, 2023. The PAG consists of representatives of local public agencies, non-profits, and businesses. The consultant provided an overview of the project and the work done to date and solicited feedback from attendees, including about the upcoming public outreach phase. The next step for the consultant is to put together an interactive webmap for public distribution and nail down the dates and locations for pop-up engagement in July and August.



City of Richmond Funding for Paratransit

The CCTA and WCCTAC program Measure J 15 and 20b funds annually to paratransit operators including the East Bay Paratransit Consortium, WestCAT, Richmond, San Pablo, and El Cerrito. Both CCTA and WCCTAC staffs had asked the City of Richmond to make two small improvements to its program prior to its next funding allocation. These included: a mechanism for compiling ridership to better understand where riders are coming from (and going) and a plan for outreach to ensure that residents in the service area were aware of available services. CCTA's Paratransit Coordinating Committee (PCC) recently passed on approving the City of Richmond's funding claim for Fiscal Year 24, seeking additional program information. The PCC also requested information about plans to improve outreach. The City is working on amending its claim form and is aiming to resubmit it this month.

General Ledger Monthly Budget Report

User: AnnC
 Printed: 6/7/2023 11:58:16 AM
 Period 11 - 11
 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	277,835.76	286,648.24	286,648.24	50.78
770-7700-41000	Salary	0.00	0.00	0.00	97,514.23	-97,514.23	-97,514.23	0.00
770-7700-41200	PERS Retirement	0.00	0.00	0.00	67,072.13	-67,072.13	-67,072.13	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	1,848.53	-1,848.53	-1,848.53	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	3,702.24	-3,702.24	-3,702.24	0.00
770-7700-41400	Dental	0.00	0.00	0.00	-530.55	530.55	530.55	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	3,844.65	-3,844.65	-3,844.65	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	14,508.05	-14,508.05	-14,508.05	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	1,468.58	-1,468.58	-1,468.58	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	679.00	-679.00	-679.00	0.00
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	467,574.52	101,548.48	101,548.48	17.84
770-7700-43500	Salary and Benefits	0.00	569,123.00	569,123.00	4,365.07	134.93	134.93	3.00
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	2,653.99	546.01	546.01	17.06
770-7700-43520	Copies/Printing/Shipping/Xerox	0.00	3,200.00	3,200.00	60,963.61	3,286.39	3,286.39	5.12
770-7700-43600	Professional Services	0.00	64,250.00	64,250.00	19,713.18	3,036.82	3,036.82	13.35
770-7700-43900	Rent/Building	0.00	22,750.00	22,750.00	2,762.47	7,237.53	7,237.53	72.38
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	1,548.61	2,451.39	2,451.39	61.28
770-7700-44320	Travel/Training Staff	0.00	4,000.00	4,000.00	93,183.18	17,016.82	17,016.82	15.44
770-7700-44320	Service and Supplies	0.00	110,200.00	110,200.00	560,757.70	118,565.30	118,565.30	17.45
7700	Expense	0.00	679,323.00	679,323.00	560,757.70	118,565.30	118,565.30	17.45
7700	WCCTAC Operations	0.00	679,323.00	679,323.00	560,757.70	118,565.30	118,565.30	17.45
7720	WCCTAC TDM	0.00	332,637.00	332,637.00	180,866.04	151,770.96	151,770.96	45.63
772-7720-41000	Salary	0.00	0.00	0.00	60,869.08	-60,869.08	-60,869.08	0.00
772-7720-41200	PERS Retirement	0.00	0.00	0.00	36,192.34	-36,192.34	-36,192.34	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	1,935.56	-1,935.56	-1,935.56	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	1,305.73	-1,305.73	-1,305.73	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	9,203.85	-9,203.85	-9,203.85	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	359.86	-359.86	-359.86	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	290,364.36	46,911.64	46,911.64	13.91
772-7720-41911	Salary and Benefits	0.00	337,276.00	337,276.00	290,364.36	46,911.64	46,911.64	13.91

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	0.00	1,750.00	100.00
772-7720-43500	Office Supplies	0.00	1,400.00	1,400.00	1,194.51	205.49	0.00	205.49	14.68
772-7720-43501	TDM Postage	0.00	0.00	0.00	2,183.78	-2,183.78	0.00	-2,183.78	0.00
772-7720-43502	TDM Postage	0.00	1,500.00	1,500.00	0.00	1,500.00	0.00	1,500.00	100.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	3,000.00	3,000.00	3,230.13	-230.13	0.00	-230.13	-7.67
772-7720-43600	Professional Services	0.00	66,000.00	66,000.00	41,109.50	24,890.50	0.00	24,890.50	37.71
772-7720-43900	RentBuilding	0.00	22,000.00	22,000.00	19,713.29	2,286.71	0.00	2,286.71	10.39
772-7720-44000	Special Department Expenses	0.00	341,730.00	341,730.00	172,012.92	169,717.08	0.00	169,717.08	49.66
772-7720-44320	TravelTraining Staff	0.00	3,000.00	3,000.00	1,740.66	1,259.34	0.00	1,259.34	41.98
	Service and Supplies	0.00	440,380.00	440,380.00	241,184.79	199,195.21	0.00	199,195.21	45.23
	Expense	0.00	777,656.00	777,656.00	531,549.15	246,106.85	0.00	246,106.85	31.65
7720	WCCTAC TDM	0.00	777,656.00	777,656.00	531,549.15	246,106.85	0.00	246,106.85	31.65
7730	STMP								
773-7730-41000	Salary	0.00	75,000.00	75,000.00	101,727.74	-26,727.74	0.00	-26,727.74	-35.64
	Salary and Benefits	0.00	75,000.00	75,000.00	101,727.74	-26,727.74	0.00	-26,727.74	-35.64
773-7730-44000	Special Department Expense	0.00	6,825,536.00	6,825,536.00	406,540.35	6,418,995.65	0.00	6,418,995.65	94.04
	Service and Supplies	0.00	6,825,536.00	6,825,536.00	406,540.35	6,418,995.65	0.00	6,418,995.65	94.04
	Expense	0.00	6,900,536.00	6,900,536.00	508,268.09	6,392,267.91	0.00	6,392,267.91	92.63
7730	STMP	0.00	6,900,536.00	6,900,536.00	508,268.09	6,392,267.91	0.00	6,392,267.91	92.63
7740	WCCTAC Special Projects								
774-7740-43500	Office Supplies	0.00	0.00	0.00	112.81	-112.81	0.00	-112.81	0.00
774-7740-44000	Special Department Expense	0.00	249,109.00	249,109.00	131,039.12	118,069.88	0.00	118,069.88	47.40
774-7740-44320	TravelTraining Staff	0.00	0.00	0.00	6.00	-6.00	0.00	-6.00	0.00
	Service and Supplies	0.00	249,109.00	249,109.00	131,157.93	117,951.07	0.00	117,951.07	47.35
	Expense	0.00	249,109.00	249,109.00	131,157.93	117,951.07	0.00	117,951.07	47.35
7740	WCCTAC Special Projects	0.00	249,109.00	249,109.00	131,157.93	117,951.07	0.00	117,951.07	47.35
Expense Total		0.00	0.00	8,606,624.00	1,731,732.87	6,874,891.13	0.00	6,874,891.13	79.8791

General Ledger Monthly Budget Report

User: AnnC
 Printed: 6/7/2023 11:58:23 AM
 Period 11 - 11
 Fiscal Year 2023



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
0000	Non Departmental								
773-0000-34310	CC County STMP Fees	0.00	0.00	0.00	-2,174,515.87	2,174,515.87	0.00	2,174,515.87	0.00
773-0000-34315	El Cerrito STMP Fees	0.00	0.00	0.00	-238,416.09	238,416.09	0.00	238,416.09	0.00
773-0000-34325	Pinole STMP Fees	0.00	0.00	0.00	-20,066.55	20,066.55	0.00	20,066.55	0.00
773-0000-34330	Richmond STMP Fees	0.00	0.00	0.00	-1,281,778.09	1,281,778.09	0.00	1,281,778.09	0.00
773-0000-34335	San Pablo STMP Fees	0.00	0.00	0.00	-307,823.50	307,823.50	0.00	307,823.50	0.00
	Licenses and Permits	0.00	0.00	0.00	-4,022,600.10	4,022,600.10	0.00	4,022,600.10	0.00
770-0000-36102	Interest	0.00	0.00	0.00	-234.39	234.39	0.00	234.39	0.00
773-0000-36102	Interest	0.00	0.00	0.00	-96,004.71	96,004.71	0.00	96,004.71	0.00
	Use of Property and Money	0.00	0.00	0.00	-96,239.10	96,239.10	0.00	96,239.10	0.00
770-0000-34010	STMP Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
770-0000-34111	Member Contributions	0.00	0.00	0.00	-504,430.00	504,430.00	0.00	504,430.00	0.00
770-0000-39906	Other Revenue	0.00	0.00	0.00	-69,924.14	69,924.14	0.00	69,924.14	0.00
772-0000-39906	Other Revenue	0.00	0.00	0.00	-497,872.00	497,872.00	0.00	497,872.00	0.00
773-0000-34010	STMP Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
774-0000-39906	Other Revenue	0.00	0.00	0.00	-131,157.93	131,157.93	0.00	131,157.93	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	-1,203,384.07	1,203,384.07	0.00	1,203,384.07	0.00
0000	Revenue	0.00	0.00	0.00	-5,322,223.27	5,322,223.27	0.00	5,322,223.27	0.00
7700	Non Departmental	0.00	0.00	0.00	-5,322,223.27	5,322,223.27	0.00	5,322,223.27	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
773-7730-34325	0.00	20,000.00	-20,000.00	0.00	-20,000.00	-20,000.00	100.00
Pinole STMP Fees	0.00	820,000.00	-820,000.00	0.00	-820,000.00	-820,000.00	100.00
Grants	0.00	18,000.00	-18,000.00	0.00	-18,000.00	-18,000.00	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	0.00	18,000.00	-18,000.00	0.00	-18,000.00	-18,000.00	100.00
Use of Property and Money	0.00	18,000.00	-18,000.00	0.00	-18,000.00	-18,000.00	100.00
Revenue	0.00	3,788,000.00	-3,788,000.00	0.00	-3,788,000.00	-3,788,000.00	100.00
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	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
Projects	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
Other Revenue	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
Miscellaneous Revenue	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
Revenue	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
7740	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
WCCTAC Special	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
Projects	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
Expense Total	0.00	0.00	0.00	0.00	0.00	0.00	0

TO: WCCTAC Board

MEETING DATE: June 23, 2023

FR: Joanna Pallock, Program Manager

RE: Fiscal Year 2024 Measure J 19b Funds for WestCAT and AC Transit

REQUESTED ACTION

Approve Fiscal Year 2024 Measure J Program 19b allocation for WestCAT and AC Transit.

BACKGROUND AND DISCUSSION

Measure J Program 19b, *Additional Bus Service Enhancements*, dedicates 2.2% of total annual sales tax revenues to enhance local bus service in West County. The WCCTAC Board has a policy to allocate 80% of this available funding to AC Transit and 20% to WestCAT. Typically, the operators submit claim forms annually to clarify how the available funds will be used in the upcoming year. As with the past two years, WCCTAC and CCTA staff have bypassed the claim form requirement considering the ongoing post-pandemic impacts on transit funding.

Based on the split, the amount of Program 19b funds available in FY 2024 for AC Transit is \$2,451,742. WestCAT would receive \$557,214.

Staff recommends Board approval of these funding allocations for the two transit operators.

Attachments:

A. CCTA Program 19b chart for FY 2024

PROGRAM: 19b - West County Additional Bus Services			FY 2024
Sales Tax Revenue Estimate		Year	\$117,000,000
	%		
Original Program Revenue Estimate	2.20%		\$2,574,000
Revised Program Revenue Estimate	2.160%		\$2,527,200
Previous Year Allocation Adjustment			see below
Available for Allocation (Programmed by WCCTAC)			\$2,527,200
Note: The revised program revenue percentage is based on WestCAT's "capitalization" of a portion of program funds in the 2009 Strategic plan. AC Transit's allocation is held harmless from this "capitalization" so its allocation is based on the original program percentage of 2.2%.			

FY 2020-21				Allocation Adjustment from FY 2021-22	TOTAL ALLOCATION
Agency	Coop #	Percent of Program	100% Amount	90% Amount	
AC Transit	60.00.02	calc 1 below	\$ 2,059,200	\$ 1,853,280	\$ 392,542
WestCAT	60.00.04	calc 2 below	\$ 468,000	\$ 421,200	\$ 89,214
Total Allocation			\$ 2,527,200	\$ 2,274,480	\$ 481,756

Calc 1: AC Transit receives 80% of original program revenue (2.2%)

Calc 2: WestCAT receives remainder based on revised program revenue (2.16%)

TO: WCCTAC Board

DATE: June 23, 2023

FR: John Nemeth, Executive Director

RE: Fiscal Year 2023-2024 Work Program, Budget, and Dues

REQUESTED ACTION

Approve Resolution 23-05: FY 2023-2024 Work Program, Budget, and Member Agency Dues.

DISCUSSION

On May 26, 2023, the WCCTAC Board approved the subject documents for circulation and review by member agencies. Staff did not receive any comments. The TDM budget worksheet was modified to reflect updated (slightly lower) revenue estimates from CCTA.

Attachments:

A: Resolution 23-05

B: FY 2024 Work Program

C: FY 2024 Budget

D: FY 2024 Member Agency Dues Schedule

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

RESOLUTION 23-05

ADOPTION OF FISCAL YEAR 2023-2024 WORK PROGRAM, BUDGET, AND MEMBER DUES

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, the WCCTAC Joint Exercise of Powers Agreement (“Agreement”) authorizes WCCTAC to: annually adopt a work program along with a budget setting forth all operational expenses, together with an apportionment of expenses allocated to each member agency; make and enter into contracts; apply for and accept grants; develop and administer the Transportation Demand Management (“TDM”) Program; and act as fiscal agent for the Subregional Transportation Mitigation Fee Program (“STMP”); and

WHEREAS, the Fiscal Year 2023-2024 proposed work program, budget, and member agency dues were circulated for review by the member agencies, and all comments received were duly noted and addressed.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Board of Directors of WCCTAC adopts the Fiscal Year 2023-2024 work program, budget, and member agency dues, and as shown in the attachments to this Resolution, which are incorporated herein by reference.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 23, 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

**WCCTAC
FISCAL YEAR 2023-24
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 the Countywide Transportation Plan Update.
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 (GMP) checklist compliance.
5. Participate in follow-up activities related to the countywide Accessible Transportation Strategic Plan.
6. Participate in regional, countywide, sub-regional, and local efforts related to planning, funding, and delivery of priority capital projects in West County.
7. Participate in CCTA's Integrated Transit Plan effort.
8. Monitor the Link21 effort to improve the regional rail network in Northern California and provide input as needed.

9. Monitor local and regional efforts that support transit financial stabilization and keep the WCCTAC Board informed.
10. Monitor the AC Transit Realign effort and keep the WCCTAC Board informed about potential service changes

I-80, I-580 and S.R. 4 CORRIDORS

11. Monitor and participate, if possible, in MTC's Bus on Shoulder Study and advocate for its implementation on I-80, consistent with the recommendations in WCCTAC's West County Express Bus Implementation Plan.
12. Monitor the progress of recommendations in MTC's I-80 Design Alternatives Assessment and keep the WCCTAC TAC and Board informed.
13. Work with MTC, Caltrans, and other agencies to promote capital improvements that may benefit transit in West County.
14. Work with Hercules, CCTA, and CCJPA on securing funding for the Hercules Hub, formerly known as the Regional Intermodal Transportation Center, in Hercules.
15. 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.
16. Provide updates to the WCCTAC Board on I-80 corridor issues as needed.
17. Continue participating in the I-580 Open Road Tolling and HOV project led by MTC.
18. Participate in CCTA's State Route 4 Corridor Vision effort.

SUB-REGIONAL ACTIVITIES

19. Seek funding to advance and implement the projects recommended in Phase 2 of the San Pablo Avenue Multimodal Corridor Study with CCTA and ACTC and local jurisdictions.
20. Continue advancement of recommendations of: the West County High-Capacity Transit Study, the West Contra Costa County Express Bus Implementation Plan and the San Pablo Avenue Multimodal Corridor Study, Phase 2.
21. 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.

22. Monitor plans for transit-oriented development and supporting access improvements at both El Cerrito BART Stations and work with BART and El Cerrito.
23. Assist local jurisdictions in the implementation of a low stress bike network in West County through the identification of funding opportunities.

GRANTS

24. Monitor grant opportunities, inform member agencies, pursue grants if appropriate, provide letters of support to member agencies, and facilitate prioritization of West County candidate projects for grants. Some examples of grant opportunities include State Transportation Improvement Program (STIP) for complete street projects, 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.
25. Consider the potential for an on-call consultant that could assist WCCTAC staff in the development of complex grant applications.
26. Take the lead in applying for grants for planning and implementation of multi-jurisdictional improvements, in partnership with member agencies.

FORMAL BODIES

27. Manage or participate in meetings of the: WCCTAC Board, WCCTAC 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. Manage the on-going development of the draft Richmond Parkway Transportation Plan, formerly known as the Richmond Parkway Environmental Justice and Regional Mobility Plan.
2. Manage the Travel Training Program funded by Measure J 28b. This will involve teaching groups and individuals to use fixed route transit (BART, buses, ferry), ADA and non-ADA paratransit, and other mobility services.

3. In partnership with CCTA, the County, and other stakeholders, develop and implement a pilot program aimed at providing medical trips outside of the subregion to senior and disabled residents.

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. Manage the West County “Pass2Class” program that provides free transit passes to students at the beginning of the school year.
3. Manage the Commuter Benefit program, which includes the countywide programs Guaranteed Ride Home, Try Transit, Take 10, and Secure Your Cycle Programs.
4. Co-lead Bike to Wherever Days 2024 with other regional partners.
5. Participate in TDM plan for the areas around the El Cerrito and Richmond BART stations.
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 shared bicycles and cars, electric bicycles, scooters, and autonomous vehicles.
7. Continue to implement strategy to encourage telework/work from home policies and flexible work hour policies with Contra Costa Employers.
8. Continue to coordinate micro-mobility (scooters, bike rental) planning and implementations around the West County Region, in close partnership with the cities and county.
9. Assist in the promotion of the new City of Richmond Moves shuttle service.
10. Implement the Summer Youth Pass program, which provides discounted bus passes for youth during summer months.
11. Implement and promote annual community walking and biking programs, Winter Walk Challenge and Summer Bike Challenge.

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. Manager a call for projects based on Board direction, and allocate 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.
7. Monitor and update, as needed, the expiration dates of existing STMP funding agreements.
8. Begin the required five-year review and update of the 2019 STMP and its nexus study. Modify spreadsheet system to ease program administration and improve monitoring.

Administration

In the upcoming fiscal year, staff will:

1. Maintain, update, and expand content on the WCCTAC website including Zoom videos of board meetings.
2. Continually evaluate work and meeting practices, post Covid.
3. Continue digitizing WCCTAC records including funding agreements, resolutions, and Board and TAC meeting packets.
4. Develop a remote work policy.
5. Explore office options and/or prepare for lease renewal.
6. Update the Joint Powers Agreement

**DETAIL: WCCTAC Operations
FY 2023-24 DRAFT Final Budget**

Activity	Actual FY 2021-2022	Original FY 2022-2023	Estimated 2022-2023	Proposed 2023-2024	Notes
REVENUES					
34111 Member Contributions	531,744	556,329	556,329	584,874	(a)
36102 Interest - LAIF	192	-	277	-	
39906 Other - Measure J (20b & 21b)	29,000	29,000	31,000	32,737	(b)
Other - Measure J 28b	44,102	71,150	31,233	53,950	(c)
Caltrans Planning Grant			20,000	35,000	(d)
TOTAL REVENUES	605,038	656,479	638,839	706,561	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	517,874	564,484	524,733	569,435	(e)
41911 Liability Insurance	5,175	4,639	4,639	4,639	
Total Salaries, Benefits & Insurance	523,049	569,123	529,372	574,074	
Professional Services					
43600 Professional Services					
<i>Financial - City of San Pablo</i>	19,395	19,500	20,556	21,000	
<i>IT / VOIP phone</i>	11,738	12,500	12,135	13,160	
<i>Audit</i>	16,106	13,250	12,512	13,250	
<i>Attorney Services</i>	13,222	12,000	16,043	15,000	
<i>Accounting Services</i>	5,518	6,000	5,838	6,100	
<i>Other</i>	1,832	1,000	350	1,000	
Total Professional Services	67,811	64,250	67,434	69,510	
Special Department Expenses					
44000 Special Dept. Expense					
<i>Contingency</i>	1,522	10,000	3,762	10,000	(f)
Total Special Department Expenses	1,522	10,000	3,762	10,000	
Training & Mileage					
44320 Training/Mileage	50	4,000	1,599	2,500	
Total Training/Mileage	50	4,000	1,599	2,500	
Office Expenses & Supplies					
43500 Office Supplies	4,216	4,500	4,556	4,600	
43501 Postage	1,355	1,500	1,576	1,600	
43520 Printing, Copier Lease	2,591	3,200	3,260	3,300	
43900 Rent/Building	21,594	22,750	21,897	22,500	
Total Office Expense & Supplies	29,756	31,950	31,289	32,000	
TOTAL EXPENSES	622,188	679,323	633,456	688,084	
REVENUES - EXPENSES	(17,150)	(22,844)	5,383	18,477	

Beginning Fund Balance \$122,039

Ending Fund Balance \$140,516

Reserve - Undesignated \$120,000

Reserve - Accumulated Vacation \$20,000

Available Balance above Reserve \$516

Notes:

- (a) FY 23 dues are proposed to be increased by 5.25%.
- (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.
- (d) Revenue for Caltrans grant (Richmond Parkway) that can cover some staff time
- (e) Higher expenses mainly reflect resumption of the travel training program, also 3.5% COLA
- (f) Contingency per Board Reserve Policy.

DETAIL: TDM
FY 2023-24 DRAFT Final Budget

Activity	Actual 2021-2022	Original 2022-2023	Estimated 2022-2023	Proposed 2023-2024	Note
REVENUES					
33403 Grants	624,036	525,095	525,095	571,133	(a)
33403 Grant Reallocation	-	252,561	322,825	-	(b)
36102 Interest - LAIF	-	-	-	-	
TOTAL REVENUES	624,036	777,656	847,920	571,133	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	305,251	332,637	332,566	348,187	
41911 Liability Insurance	5,175	4,639	4,639	4,639	
Total Salaries, Benefits, and Insurance	310,426	337,276	337,205	352,826	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	26,371	24,000	27,222	28,000	
<i>Audit</i>	-	-	-	-	
<i>Attorney Services</i>	-	1,000	-	1,000	
<i>Accounting Services</i>	6,798	6,000	6,741	7,000	
<i>Program-related services</i>	55,560	35,000	9,165	14,280	(c)
<i>Other</i>	350	-	-	-	
Total Professional Services	89,079	66,000	43,128	50,280	
TDM Program Work					
44000 Program Expenses					
<i>Commute Incentives / Marketing</i>	176,558	89,169	182,701	131,127	(c)
<i>TFCA Special Project(s)</i>	-	252,561	252,561	-	(d)
Total TDM Program Work	176,558	341,730	435,262	131,127	
Travel & Training					
44320 Travel/Training/Mileage	724	3,000	1,942	3,000	
44330 Memberships/Subscriptions	1,725	1,750	600	-	
Total Travel/Training	724	4,750	2,542	3,000	
Office Expenses & Supplies					
43500 Office Supplies	596	1,400	1,791	1,500	
43502 TDM Postage	634	1,500	3,275	3,000	
43520 Printing, Copier Lease	2,680	3,000	2,927	6,600	
43900 Rent / Building	21,734	22,000	21,790	22,800	
Total Office Exp & Supplies	25,644	27,900	29,783	33,900	
TOTAL EXPENSES	602,431	777,656	847,920	571,133	
REVENUES - EXPENSES	21,605	-	-	-	

Beginning Fund Balance **0**
Ending Fund Balance **0**

Notes:

- (a) Funds are a combination of Measure J Program 17 and Air District Funds (TFCA)
- (b) Includes a one-time allocation of TFCA funds and a re-allocation of previously unspent TFCA funds
- (c) Some expenses under Professional Services now accounted for under Commute Incentives
- (d) These funds were used for the El Cerrito Del Norte Complete Streets project

DETAIL: STMP
FY 2023-24 DRAFT Final Budget

Activity	Actual FY 2021-2022	Original FY 2022-2023	Estimated 2022-2023	Proposed FY2023-24	Note
REVENUES					
34310 County STMP Fees	-	50,000	2,103,357	750,000	
34315 El Cerrito STMP Fees	104,625	800,000	220,769	250,000	
34320 Hercules STMP Fees	-	-	-	40,000	
34325 Pinole STMP Fees	290,133	20,000	20,067	40,000	
34330 Richmond STMP Fees	444,711	1,600,000	1,281,778	750,000	
34335 San Pablo STMP Fees	136,406	1,300,000	279,890	300,000	
36102 Interest - LAIF	13,398	18,000	19,550	15,000	
TOTAL REVENUES	989,273	3,788,000	3,925,411	2,145,000	(a)
EXPENSES					
Salary & Benefits					
41000s Salary & Benefits (STMP Admin)	65,000	75,000	75,000	80,000	
Total Salaries and Benefits	65,000	75,000	75,000	80,000	(b)
Funding of STMP Projects					
43600 Prof. Services					
Total Prof. Services	-	-	-	-	
44000 Project Funding					
2006 STMP Program:					
<i>Hercules Hub - Ph.3 Design</i>		750,000	137,560	612,440	
<i>San Pablo Ave. Bridge (Pinole)</i>	62,852	1,520,000	18,980	1,518,168	
<i>Pinole Bay Trail at Tennent Ave.</i>	38,444	61,556		61,556	
<i>Richmond I-80/Central Ave. Ph.2</i>		700,000		700,000	
Cycle 1 2019 STMP Projects:					
<i>Appian Wy Complete St- PE</i>		100,000		100,000	
<i>Bay Trail: Pinole Pt. to Pt. Wilson</i>		500,000		500,000	
<i>Richmond Ferry to Bridge</i>		241,000		241,000	
<i>Hercules RITC: Utility/Track/Signal</i>		300,000		300,000	
<i>EC Plaza: Fare gates / Elevator</i>		750,000	250,000	500,000	
<i>Del Norte TOD: Complete Sts.</i>		1,189,980		1,189,980	
<i>SPA Bridge (City of San Pablo)</i>		668,000		668,000	
Total Project Funding	101,296	6,780,536	406,540	6,391,144	
TOTAL EXPENSES	166,296	6,855,536	481,540	6,471,144	
REVENUES - EXPENSES	8,645,296	(3,067,536)	12,089,167	(4,326,144)	
		Beginning Fund Balance		12,089,167	
		Ending Fund Balance		7,763,023	

Notes:

- (a) STMP receipts are forecasted based on local jurisdictions' estimates and past submittals.
- (b) 4% of cumulative STMP revenues can be used for admin, but a max. of \$80K will be used in FY23.

**DETAIL: Other Reimbursable (Special Projects)
FY 2023-24 DRAFT Final Budget**

Activity	Actual FY 2021-22	Original FY 2022-23	Estimated FY 2022-2023	Proposed FY 2023-24	Note
REVENUES					
33403 Grants					
36102 Interest - LAIF					
39906 Other Grants					
<i>Student Bus Pass Admin, WCCUSD</i>	60,000	50,000	57,454	60,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	48,000	48,962	50,000	
<i>Misc Travel Training (non salary)</i>	269	-	2,627	3,000	
<i>San Pablo Ave. Corridor Study</i>	312,255	24,000	53,197	9,829	(a)
<i>Richmond Prkwy Corridor Study</i>	-	127,109	132,388	397,165	(b)
TOTAL REVENUES	432,524	249,109	294,628	519,994	
EXPENSES					
Special Project Expenses					
43600 Professional Services					
Total Professional Services					
44000 Projects					
<i>Student Bus Pass Admin, WCCUSD</i>	60,000	50,000	57,454	60,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	48,000	48,962	50,000	
<i>Misc Travel Training (non salary)</i>	269	-	2,627	3,000	
<i>San Pablo Ave. Corridor Study</i>	312,255	24,000	53,197	9,829	(a)
<i>Richmond Prkwy Corridor Study</i>	-	127,109	132,388	397,165	(b)
Total Special Project Expenses	432,524	249,109	294,628	519,994	
TOTAL EXPENSES	432,524	249,109	294,628	519,994	
REVENUES - EXPENSES	-	-	-	-	

Beginning Fund Balance -

Ending Fund Balance -

Notes:

- (a) Phase 2 of the San Pablo Ave. Corridor Study has largeley concluded
- (b) Study is expected to spend the bulk of available funds in the upcoming fiscal year.

**SUMMARY OF ALL ACCOUNTS
FY 2023-2024 DRAFT Final Budget**

Activity	Actual FY 2021-22	Original FY 2022-23	Estimated FY 2022-23	Proposed FY 2023-24	Note
REVENUES					
33403 Grants (TDM)	624,036	525,095	525,095	596,860	
33403 TDM Grant Reallocation	-	252,561	252,561	-	
34111 Member Contributions	531,744	556,329	556,329	584,874	
343xx STMP Fees	975,875	3,770,000	3,905,861	2,130,000	
36102 Interest (LAIF)	13,590	18,000	19,827	15,000	
39906 Other Grants	312,524	151,109	208,212	444,994	
39906 Measure J for Student Bus Pass Program	120,000	98,000	106,416	110,000	
39906 Measure J 20b, 21b, 28b for Admin	73,102	100,150	62,233	86,687	
TOTAL REVENUES	2,650,871	5,471,244	5,636,534	3,968,415	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	888,125	972,121	932,299	995,946	
41911 Liability Insurance	10,350	9,278	9,278	9,278	
Total Salaries, Benefits & Insurance	898,475	981,399	941,577	1,005,224	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	45,766	43,500	47,778	49,000	
<i>Audit</i>	16,106	13,250	12,512	13,250	
<i>Attorney Services</i>	13,222	12,000	16,043	16,000	
<i>Accounting Services</i>	12,316	12,000	12,579	13,100	
<i>Program Related Services (TDM)</i>	55,560	35,000	9,165	11,000	
<i>Other</i>	2,182	1,000	350	1,000	
Total Professional Services	145,152	116,750	98,427	103,350	
Special Expenses (Project / Program Funding)					
44000 Special Dept. Expense					
<i>Incentives / Marketing (TDM)</i>	176,558	89,169	182,701	164,060	
<i>TFCAs Special Project</i>	-	252,561	252,561	-	
<i>Misc. STMP Project Funding</i>	101,296	6,780,536	406,540	6,391,144	
<i>Student Bus Pass Program - WCCUSD</i>	60,000	50,000	57,454	60,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	48,000	48,962	50,000	
<i>San Pablo Ave Corridor Study</i>	312,255	24,000	53,197	9,829	
<i>Richmond Prkwy Corridor Study</i>	-	127,109	132,388	397,165	
<i>Contingency (WCCTAC Operations)</i>	1,522	10,000	3,762	10,000	
Total Special Expenses	711,631	7,381,375	1,137,565	7,082,198	
Travel & Training					
44320 Travel/Training/Mileage/Mbrshp	774	11,750	4,141	7,750	
Total Travel/Training	774	11,750	4,141	7,750	
Office Expenses & Supplies					
43500 Office Supplies	4,812	5,900	6,347	6,400	
43501 Postage	1,355	1,500	1,576	1,600	
43502 TDM Postage	634	1,500	3,275	3,000	
43520 Printing, Copier Lease	5,671	6,400	6,187	6,400	
43900 Rent/Building	43,328	44,750	43,687	44,500	
Total Office Exp & Supplies	55,800	60,050	61,072	61,900	
TOTAL EXPENSES	1,811,832	8,551,324	2,242,782	8,260,422	
REVENUES - EXPENSES	839,039	(3,080,080)	3,393,752	(4,292,007)	

Beginning Fund Balance 5,929,395
Ending Fund Balance 1,637,388

Notes:

See notes in the attached detail sheets by account.

DRAFT
FY2024 DUES STRUCTURE

WCCTAC Member Agency	Percent Share	Proposed FY 24 Dues
City of El Cerrito	9.1%	\$54,494
City of Hercules	9.1%	\$54,494
City of Pinole	9.1%	\$54,494
City of Richmond	27.2%	\$163,482
City of San Pablo	9.1%	\$54,494
Contra Costa County	9.1%	\$54,494
AC Transit	9.1%	\$54,494
BART	9.1%	\$54,494
WestCAT	9.1%	\$54,494
<i>discount</i>		(<i>\$14,560</i>)
WestCAT Subtotal		\$39,934
Total	100.0%	\$584,874

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 23-06**

**APPROVING AN AMENDMENT TO THE WEST CONTRA COSTA
TRANSPORTATION ADVISORY COMMITTEE'S SALARY SCHEDULE TO
REFLECT A COST OF LIVING ADJUSTMENT IN CONFORMANCE WITH
CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5**

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, the WCCTAC Board of Directors has considered and approved a fiscal year 2023-2024 budget that includes a 3.5% cost of living adjustment for all WCCTAC employee classifications; and

WHEREAS, the WCCTAC Board of Directors has determined that a 3.5% cost of living adjustment is appropriate given recent increases in the Bay Area cost of living; and

WHEREAS, the WCCTAC Board of Directors finds that the cost of living adjustment is proper and in the best interests of WCCTAC.

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

1. Does hereby approve an amendment to WCCTAC's Salary Schedule to include a 3.5% increase for all employee classifications, effective July 1, 2023, as attached in Exhibit A.
2. Does hereby authorize the Executive Director to take all actions necessary to effectuate the intent of this Resolution including any necessary revisions to WCCTAC documents and any other necessary actions.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 23, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Paul Fadelli, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher Kokotaylo, General Counsel



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June 12, 2023

Contra Costa Transportation Authority (CCTA)
Attention: Colin B. Clarke, AICP, Planning Department
2999 Oak Road, Suite 100, Walnut Creek, CA 94597

Subject: Request that CCTA: 1) Approve Programming Action, and 2) Approve Appropriation Action / Allocate Measure J Funds to East Bay Regional Park District

Region/Location: West Contra Costa Transportation Advisory Committee (WCCTAC)
Implementing Agency: East Bay Regional Park District (EBRPD)

Master Cooperative Agreement: I3CO.01

Project Name: Point Pinole Park, Wildcat Creek Trail Rehabilitation, 2023

Dear Mr. Clarke,

The East Bay Regional Park District (EBRPD) respectfully requests both an initial programming action and (simultaneously or followed by) an appropriation of Measure J Program 13, Pedestrian, Bicycle, and Trail Facilities (PBTF) funds in the amount of \$490,000 for the above-mentioned project as described in the attached Scope of Work (plus: Map illustration with photos of current conditions). The requested funds are proposed to finance the Construction Phase of the project.

SCOPE-OF-WORK: In Point Pinole Regional Shoreline Park, located in Richmond, Contra Costa County, approximately 65,000 square feet of paved regional trail will be rehabilitated by removing and replacing asphalt concrete with asphalt concrete along 1.2 miles. EBRPD staff will be responsible for the construction work performed by contractor(s).

This trail section’s condition is very poor with cracking and the asphalt is beyond its service life. The asphalt is failing and beyond its service life as well having tree root damage. The new asphalt concrete trail will have a life expectancy of 25 years and bring the trail up to new or like-new condition.

The project is constructed, operated, and maintained by EBRPD. These trail sections are operated and maintained by the park rangers and maintenance and skilled trades crews based at the Pacheco Corporation Yard in Martinez. All of these crews are funded as part of the Park District's annual budget. The rehabilitation project will assist in its maintenance from its current poor condition.

JUSTIFICATION: EBRPD is a lead agency that develops, maintains, and operates trails throughout Contra Costa County. Trails are an important component of the transportation network, providing opportunities for active transportation throughout the county. Contra Costa County have an average of two million users per year, which underscores their importance for transportation utility, safety progress toward Vision Zero (eliminating transportation-related fatalities and severe injuries), environmental stewardship, and also for recreational use. Importantly, there is also a need to maintain trail condition for safe use and permanent use / life extension. Additionally, one third of the annual PBTF funds were allocated in the Countywide Sales Tax Expenditure Plan (July 21, 2004), as referenced in the adopted Strategic Plan that guides its implementation, to

Board of Directors



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EBRPD for the development and rehabilitation of paved regional trails, specific prioritized rankings for which will be recommended by the applicable Regional Transportation Planning Advisory Committee and in coordination with CCTA. Measure J PBTF funding is anticipated to be allocated toward the qualifying project after the programming recommendation is approved by the Authority Board after receiving recommendation from the WCCTAC subregion.

ANTICIPATED SCHEDULE: October* 2023-December 2023

** work can begin as soon as funding is available*

The project cost is estimated at \$600,000 (construction phase only), of which 81% (\$490,000) will be funded by Measure J: Program 13, Pedestrian, Bicycle, and Trail Facilities (PBTF) funds – WCCTAC REGION, i.e., the non-competitive annual share of Program 13 that is dedicated in the Countywide Sales Tax Expenditure Plan toward EBRPD. The remainder project cost will be funded by EBRPD.

Each reimbursement request’s invoice packet submitted quarterly to CCTA for review in a single-combined-PDF will comply with Master Cooperative Agreement I3CO.01.

If you need any further information, please contact me by phone or email.

Sincerely,

Katy Hornbeck, Grants Manager
East Bay Regional Park District
khornbeck@ebparks.org | 510-544-2204

Attachment:
Scope-of-Work, Map, and Photos of Current Condition

Board of Directors

Dennis Waespi President Ward 3	Elizabeth Echols Vice-President Ward 1	Ellen Corbett Treasurer Ward 4	Dee Rosario Secretary Ward 2	Olivia Sanwong Ward 5	John J. Mercurio Ward 6	Colin Coffey Ward 7	Sabrina B. Landreth General Manager
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ATTACHMENT

Scope of Work

Description	Square Feet (area)	Segment Length (linear feet or miles)	Estimate
Point Pinole Park, Wildcat Creek Trail <i>Remove and replace asphalt concrete</i>	65,000 sq. ft.	1.2 mile	\$600,000

Funding Allocation Request Form

Source	Amount Appropriated by CCTA & Not-Yet-Reimbursed
Total Project Cost	\$600,000
Requested New CCTA funds	\$490,000 (PBTF)
Local Agency funds	\$110,000
Other committed funding	\$0
Unfunded balance	\$0

Proposed Schedule

Phase	From	To
Preliminary Design & Planning		Completed
Design and Cost Estimate		Completed
Environmental Review		Completed
Right-of-Way Acquisition		Completed
Preliminary Engineering Drawings		Completed
Construction Phase	October 2023	December 2023

Board of Directors



**Photos
(current conditions)**



Board of Directors

Dennis Waespi
President
Ward 3

Elizabeth Echols
Vice-President
Ward 1

Ellen Corbett
Treasurer
Ward 4

Dee Rosario
Secretary
Ward 2

Olivia Sanwong
Ward 5

John J. Mercurio
Ward 6

Colin Coffey
Ward 7

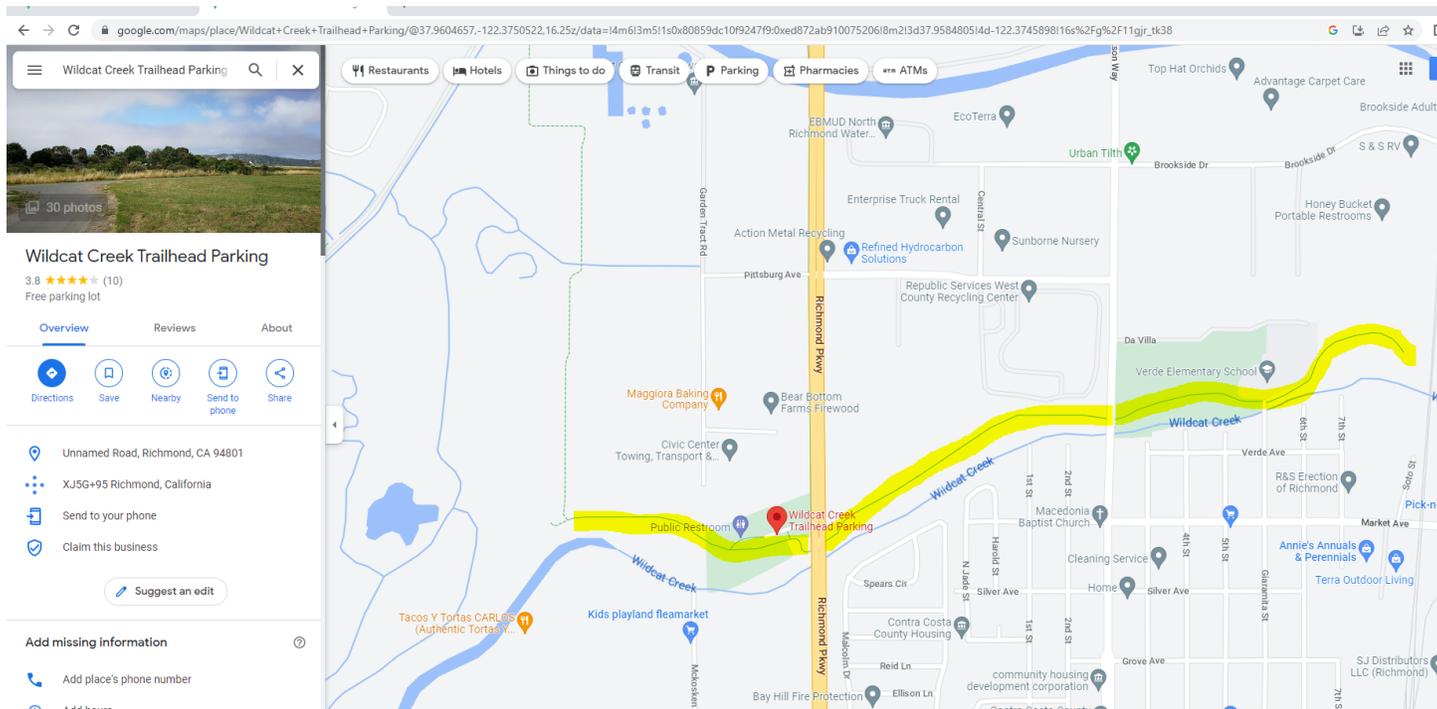
Sabrina B. Landreth
General Manager



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Maps

Point Pinole Regional Shoreline Park, Wildcat Creek Trail 37.95873431590354, -122.37373401661604; Richmond 94801



Board of Directors

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Treasurer
Ward 4

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Olivia Sanwong
Ward 5

John J. Mercurio
Ward 6

Colin Coffey
Ward 7

Sabrina B. Landreth
General Manager

TO: WCCTAC Board

MEETING DATE: June 23, 2023

FR: John Nemeth, Executive Director

RE: Measure J 28b funds for CCTA's OBAG 3 Grant

REQUESTED ACTION

Approve Resolution 23-07 authorizing the use of \$26,818 in Measure 28b funds to provide a local match to CCTA for a One Bay Area, Cycle 3 (OBAG 3) grant for Safe Routes to School programs.

BACKGROUND AND DISCUSSION

In June 2022, CCTA applied for, and was ultimately awarded, an OBAG 3 grant to fund three programs: Street Smarts Diablo (SSD), the San Ramon Valley Street Smarts Program (SRVSSP), and the Contra Costa County Health Services Safe Routes to School (SRTS) Program. While the first two programs are focused on other subregions, the SRTS offers a menu of sub-programs to public schools in Contra Costa County, including West County.

The CCTA needs a local match for the grant and proposed to use Measure J Program 17 funds (Commute Alternatives), which support annual Transportation Demand Management (TDM) activities. WCCTAC staff proposed, instead, to use its Measure J Program 28b funds, which are flexible dollars that have typically been used by WCCTAC for grant matching. That proposal is acceptable to CCTA, subject to WCCTAC Board approval. The Southwest Area Transportation Committee (SWAT), representing the Tri-Valley and Lamorinda areas, has also proposed the use of a different Measure J funding source for its contribution to the local match.

At present, there's \$524,000 in uncommitted Measure J 28b funds available. WCCTAC's required contribution, as calculated by CCTA, is smaller than the other subregions, due to the fact that only one of the three programs funded by the OBAG 3 grant will benefit West County.

ATTACHMENT

A: Resolution 23-07

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 23-07**

**TO PROVIDE AN ALLOCATION OF MEASURE 28B FUNDS FOR USE BY THE
CONTRA COSTA TRANSPORTATION AUTHORITY AS MATCHING FUNDS
FOR A GRANT**

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, the Contra Costa Transportation Authority (“CCTA”) was awarded a One Bay Area Grant for Cycle 3 (OBAG 3) that requires a local match; and

WHEREAS, the CCTA is seeking to use Measure J funds for that local match; and

WHEREAS, it is WCCTAC’s preference that the CCTA use Measure J Program 28b funds (Subregional Needs) to satisfy WCCTAC’s contribution to the local match, rather than another Measure J program category,

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

1. Does hereby authorize the use of \$26,818 in Measure J 28b funds to provide WCCTAC’s share of a local match to CCTA for its OBAG 3 grant.
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 June 23, 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

El Cerrito

Hercules

June 5, 2023

Pinole

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

RE: May 2023 WCCTAC Board Meeting Summary

Richmond

Dear Tim:

The WCCTAC Board, at its meeting on May 26, 2023, took the following actions that may be of interest to CCTA:

San Pablo

1. *Approved* Resolution 23-04, to use a purchase order to buy AC Transit bus passes for Pass2Class TDM program.
2. *Authorized* WCCTAC staff to release the draft of the WCCTAC FY 2024, Work Program, Budget, and Dues to member agencies for review.

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

Sincerely,



John Nemeth
Executive Director

AC Transit

cc: Tarianne 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)
ATSP: Accessible Transportation Strategic Plan
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
DAA: Design Alternatives Assessment
DEIR: Draft Environmental Impact Report
EBRPD: East Bay Regional Park District
EIR: Environmental Impact Report
EIS: Environmental Impact Statement
EPCs: Equity Priority Communities
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
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
RTO: Regional Transportation Objective
RTP: Regional Transportation Plan
RTPC: Regional Transportation Planning Committee
SCS: Sustainable Communities Strategy
SHPO: State Historic and Preservation Officer
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