

## MEETING NOTICE AND AGENDA

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**DATE & TIME:** March 22, 2024 • 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 During the Meeting**

Public comment during the meeting can be in person or via Zoom. Those wishing to comment in person should fill out a speak card. Participants wishing to comment via Zoom should indicate interest by using the hand raising function on Zoom or by physically raising their hands.

*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 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](mailto:vjenkins@wcctac.org).

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- 1. Call to Order and Board Member Roll Call.** (Rita Xavier – 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 23, 2024, Board Meeting.** *(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 2024. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** Paid an invoice to Fehr and Peers in the amount of \$10,647.07 for Richmond Parkway planning work funded by a Caltrans grant. *(No Attachment; Information only).*
7. **Fiscal Audit and Memorandum of Internal Control for Fiscal Year 2023.** The accounting firm of Maze and Associates prepared the fiscal audit for WCCTAC for Fiscal Year 2023. *(The following attachments are available on WCCTAC's website in the meeting calendar: 1. Basic Financial Statements, 2. Memorandum on Internal Controls, and 3. Required Communications for the Year Ended June 30, 2023; Recommended Action: Receive and Accept the Audit).*

### REGULAR AGENDA ITEMS

8. **Richmond Parkway Transportation Plan (RPTP) Update: Draft Strategies and Phase 2 Public Engagement.** In the next round of public engagement for the development of the RPTP, members of the public and community groups will be asked to prioritize draft strategies for addressing transportation issues along the Parkway. The Board will receive a presentation on these draft strategies and upcoming outreach efforts. *(Leah Greenblat, WCCTAC staff, and Fehr and Peers staff; Attachment; Recommended Action: Receive an update on the RPTP and provide feedback.)*
9. **TDM 2.0 and TFCA Policy.** CCTA is proposing a series of changes to the TDM Program countywide. WCCTAC staff concurs with many of these proposed changes but is suggesting two changes to the proposed TFCA Policy to ensure adequate program funding and flexibility in program delivery. Staff is seeking the Board's feedback and direction on these proposed changes. *(John Nemeth, WCCTAC Executive Director; Attachment; Recommended Action: Provide direction to staff on communication with CCTA regarding TDM 2.0 and the TFCA Policy).*
10. **Contract with Redwood Public Law LLP for Legal Services.** WCCTAC's contracted general counsel, Kris Kokotaylo, is changing firms from Meyers Nave to Redwood Public Law LLP. At its February meeting, the WCCTAC Board requested that staff bring a contract with Redwood Public Law LLP for review

and approval in order for WCCTAC to retain its existing general counsel. (*John Nemeth, WCCTAC Executive Director; Attachment; Recommended Action: Approve Resolution 24-04 and authorize the Board Chair to execute the contract with Redwood Public Law LLP*).

### **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 Fadelli & Kelley*)
- c. Executive Director's Report

**12. General Information Items.**

- a. Letter to CCTA Executive Director with Summary of Board Actions for February 23, 2024
- b. Acronym List

**13. Adjourn.** Next regular meeting is: April 26, 2024 @ 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 - February 23, 2024**

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**MEMBERS PRESENT:** R. Xavier, Chair (San Pablo), A. Tave, Vice-Chair (Pinole), P. Fadelli, (El Cerrito), C. Kelley (Hercules), S. Bana, (Richmond), C. Peeples (AC Transit), R. Saltzman (BART), T. Hansen (WestCAT), C. Zepeda (Richmond)

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

**ACTIONS LISTED BY:** WCCTAC Staff

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

**Public Comment:** None

**CONSENT CALENDAR**

Motion by *Director Saltzman*; seconded by *Director Kelley*

Yes- R. Xavier, C. Kelley, P. Fadelli, C. Zepeda, A. Tave, T. Hansen, R. Saltzman, C. Peeples, S. Bana

No- None

Abstention-None

Motion passed unanimously.

**Item #3. *Approved:*** Minutes of February 23, 2024, Board Meeting.

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

**Item #5. *Received:*** Financial Reports for February 2024.

**Item #6. *Received:*** Payment for invoices over \$10,000 (none).

**REGULAR AGENDA ITEMS**

ITEM/DISCUSSION	ACTION
<p><b>Item # 7</b> <b>CCTA's TDM 2.0 Proposal</b></p>	<p><b>Information Only</b> Tim Haile, Executive Director of the Contra Costa Transportation Authority (CCTA), presented information about Authority initiatives, including TDM 2.0. Regarding TDM 2.0, Mr. Haile mentioned that Vehicle Miles Traveled (VMT) would be a key performance measure and that the program would aim to collect reliable data about VMT impacts. He noted that TDM funding would be opened up to other types of projects, but that recommendations for funding would still come from the RPTC's.</p>

<b>Item #8</b> <b>Safe Routes to School</b>	<b>Information Only</b> Emily Warming, Contra Costa County Health Staff, discussed Safe Routes to School programming and its encouragement of the use of active transportation. She explained the County's work in West Contra Costa and its focus on expanding walking and biking to school.
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**Meeting Adjourned: 10:07am**

**TO:** WCCTAC Board

**DATE:** March 22, 2024

**FR:** John Nemeth, Executive Director

**RE:** Monthly Update on WCCTAC Activities

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## Groundbreaking for the Del Norte TOD Complete Streets Project in El Cerrito



On March 6, 2024, WCCTAC staff attended a groundbreaking ceremony for the El Cerrito Del Norte TOD Complete Streets Projects, held at the new 156-unit Mayfair apartment building adjacent to the station. The project will provide protected bikeways on parts of San Pablo Ave. and Cutting Blvd., as well as bus boarding islands, pedestrian safety improvements, lighting, landscaping, and street trees. The \$12.8M project used a variety of different funding sources, including about \$1.2M in WCCTAC's STMP funding. WCCTAC Directors Fadelli and Saltzman were both in attendance.

## **Richmond Parkway Transportation Plan (RPTP) Phase 2 Public Engagement**

The second phase of public engagement for the RPTP kicked-off on March 11, 2024. The online survey seeking input on draft strategies went live along with an updated web page for the Plan on WCCTAC's website. The web page now includes the latest ways for community members to get involved, as seen in the excerpt below:

### **GET INVOLVED**

We are looking for input on draft strategies that aim to address the Plan goals and respond to community feedback. Take our [survey online](#) or visit us in person! Our pop-up booth schedule is as follows:

1. **Sunday March 24, 2024: North Richmond Flea Market** (North Richmond)
  - 716 W Gertrude Avenue, 11:00a-2:00p
2. **Saturday April 20, 2024: North Richmond's Earth Day Festival** (North Richmond)
  - Shields-Reid Park, 1410 Kelsey St, 9:00a-12:00p
3. **Check back later for one more upcoming date!**

We're also planning to present at a few neighborhood council meetings:

1. **Tuesday March 12, 2024: Parchester Village Neighborhood Council**
  - Meeting starts at 7:00p via Zoom. Contact Lori Hart to access a Zoom link: [lahart33@yahoo.com](mailto:lahart33@yahoo.com)
  - For more information, see the [City of Richmond Website](#)
2. **Wednesday March 20, 2024: Iron Triangle Neighborhood Council Meeting**
  - 598 Nevin Avenue, 5:30p-7:30p
  - For more information, see the [City of Richmond Website](#)
3. **Tuesday April 2, 2024: North Richmond Municipal Advisory Council**
  - North Richmond Senior Center, 515 Silver Avenue, 5:00p-7:00p
  - For more information, see the [Contra Costa County Website](#)

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To spread the word about this second phase of engagement, the plan's Public Advisory Group and Technical Advisory Committee were asked to promote the link to the on-line survey as well as the "pop-up" events and meeting locations. The WCCTAC Board and TAC will also be asked to help get the word out. Please visit WCCTAC's website for more information about the Plan and for the link to the online survey: [Richmond Parkway Transportation Plan \(wcctac.org\)](http://wcctac.org)

## **Bicycle Champion of the Year Nomination Deadline March 29**



The annual nominations for Bicycle Champion of the year are now open. Do you know someone who always promotes bicycling, bicycles everywhere, or volunteers to make their community more bikeable? We're looking for someone who exemplifies what it means to be a bicycle champion. Please submit your nominations by March 29:

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

### **New Logo**

Based on the Board's direction, WCCTAC staff is working on the launch of the new "Doing Business As" name for the agency. An early step in this process has been to update the agency logo, which will appear on the website, letterhead, and business cards in the near future. The logo is shown below. Staff is also working to update its website url and email addresses (the existing ones will also be retained). Once key, public-facing elements are in place, staff will launch a process to notify the public, member organizations, peer organizations, vendors, and other contacts of the change. After the notification process, the agency will be known as WCCTC, pronounced like the current name. The existing legal name will be maintained for legal purposes and will still appear on contracts.



### **On-Call Consultant Assistance with Grants**

Based on direction from the WCCTAC Board, staff is close to issuing a Request for Qualifications (RFQ) to develop a list of on-call consultants to assist with the preparation of transportation grants. These grants could fund the planning, design, demonstration, and/or implementation of multiple West County transportation priorities. Staff is currently researching the best tools to advertise the RFQ and anticipates returning to the May WCCTAC Board meeting for the authorization of contracts.

### **Richmond Paratransit Program Audit**

The CCTA Board authorized an audit of the Richmond Paratransit program at its February 21, 2024 meeting. The audit will be paid for with Measure J Program 15 funds that have already been allocated to the city of Richmond. The contract for performing the audit was awarded to CCTA's consultant, Advanced Mobility Group (AMG). WCCTAC staff has been participating in planning and implementation meetings surrounding the audit. Results are expected to be available by the end of May and are likely to include recommendations for program improvements.

# General Ledger Monthly Budget Report



**CITY OF SAN PABLO**  
City of New Directions

User: AnnC  
Printed: 3/11/2024 3:19:17 PM  
Period 08 - 08  
Fiscal Year 2024

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
7700	WCCTAC Operations								
770-7700-41000	Salary	0.00	569,435.00	569,435.00	195,284.73	374,150.27	0.00	374,150.27	65.71
770-7700-41200	PERS Retirement	0.00	0.00	0.00	79,429.27	-79,429.27	0.00	-79,429.27	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	48,139.87	-48,139.87	0.00	-48,139.87	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	185.91	-185.91	0.00	-185.91	0.00
770-7700-41400	Dental	0.00	0.00	0.00	2,212.71	-2,212.71	0.00	-2,212.71	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	2,375.00	-2,375.00	0.00	-2,375.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	2,644.96	-2,644.96	0.00	-2,644.96	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	3,936.34	-3,936.34	0.00	-3,936.34	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	8,976.47	-8,976.47	0.00	-8,976.47	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	1,027.98	-1,027.98	0.00	-1,027.98	0.00
770-7700-41911	Liability Insurance	0.00	4,639.00	4,639.00	0.00	4,639.00	0.00	4,639.00	100.00
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	112.00	-112.00	0.00	-112.00	0.00
	Salary and Benefits	0.00	574,074.00	574,074.00	344,325.24	229,748.76	0.00	229,748.76	40.02
770-7700-43500	Office Supplies	0.00	4,600.00	4,600.00	3,663.27	936.73	0.00	936.73	20.36
770-7700-43501	Postage	0.00	1,600.00	1,600.00	231.52	1,368.48	0.00	1,368.48	85.53
770-7700-43520	CopiesPrintingShippingXerox	0.00	3,300.00	3,300.00	1,908.98	1,391.02	0.00	1,391.02	42.15
770-7700-43600	Professional Services	0.00	69,510.00	69,510.00	53,177.15	16,332.85	0.00	16,332.85	23.50
770-7700-43900	RentBuilding	0.00	22,500.00	22,500.00	14,859.92	7,640.08	0.00	7,640.08	33.96
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	2,829.73	7,170.27	0.00	7,170.27	71.70
770-7700-44320	TravelTraining Staff	0.00	2,500.00	2,500.00	261.69	2,238.31	0.00	2,238.31	89.53
	Service and Supplies	0.00	114,010.00	114,010.00	76,932.26	37,077.74	0.00	37,077.74	32.52
	Expense	0.00	688,084.00	688,084.00	421,257.50	266,826.50	0.00	266,826.50	38.78
7700	WCCTAC Operations	0.00	688,084.00	688,084.00	421,257.50	266,826.50	0.00	266,826.50	38.78
7720	WCCTAC TDM								
772-7720-41000	Salary	0.00	0.00	0.00	135,688.88	-135,688.88	0.00	-135,688.88	0.00
772-7720-41200	PERS Retirement	0.00	0.00	0.00	57,788.82	-57,788.82	0.00	-57,788.82	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	25,567.76	-25,567.76	0.00	-25,567.76	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	1,197.38	-1,197.38	0.00	-1,197.38	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	968.33	-968.33	0.00	-968.33	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	1,948.63	-1,948.63	0.00	-1,948.63	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	6,859.80	-6,859.80	0.00	-6,859.80	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	294.36	-294.36	0.00	-294.36	0.00
	Salary and Benefits	0.00	0.00	0.00	230,313.96	-230,313.96	0.00	-230,313.96	0.00
772-7720-43500	Office Supplies	0.00	0.00	0.00	1,546.43	-1,546.43	0.00	-1,546.43	0.00

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
772-7720-43501	TDM Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	0.00	0.00	1,778.98	-1,778.98	0.00	-1,778.98	0.00
772-7720-43600	Professional Services	0.00	0.00	0.00	27,001.90	-27,001.90	0.00	-27,001.90	0.00
772-7720-43900	RentBuilding	0.00	0.00	0.00	14,859.92	-14,859.92	0.00	-14,859.92	0.00
772-7720-44000	Special Department Expenses	0.00	0.00	0.00	101,206.55	-101,206.55	0.00	-101,206.55	0.00
772-7720-44320	TravelTraining Staff	0.00	0.00	0.00	0.50	-0.50	0.00	-0.50	0.00
	Service and Supplies	0.00	0.00	0.00	146,394.28	-146,394.28	0.00	-146,394.28	0.00
	Expense	0.00	0.00	0.00	376,708.24	-376,708.24	0.00	-376,708.24	0.00
7720	WCCTAC TDM	0.00	0.00	0.00	376,708.24	-376,708.24	0.00	-376,708.24	0.00
7730	STMP								
773-7730-41000	Salary	0.00	80,000.00	80,000.00	80,000.00	0.00	0.00	0.00	0.00
	Salary and Benefits	0.00	80,000.00	80,000.00	80,000.00	0.00	0.00	0.00	0.00
773-7730-44000	Special Department Expense	0.00	6,391,144.00	6,391,144.00	172,113.09	6,219,030.91	0.00	6,219,030.91	97.31
	Service and Supplies	0.00	6,391,144.00	6,391,144.00	172,113.09	6,219,030.91	0.00	6,219,030.91	97.31
	Expense	0.00	6,471,144.00	6,471,144.00	252,113.09	6,219,030.91	0.00	6,219,030.91	96.10
7730	STMP	0.00	6,471,144.00	6,471,144.00	252,113.09	6,219,030.91	0.00	6,219,030.91	96.10
7740	WCCTAC Special Projects								
774-7740-43600	Professional Services	0.00	0.00	0.00	251,087.50	-251,087.50	0.00	-251,087.50	0.00
774-7740-44000	Special Department Expense	0.00	519,994.00	519,994.00	18.00	519,976.00	0.00	519,976.00	100.00
	Service and Supplies	0.00	519,994.00	519,994.00	251,105.50	268,888.50	0.00	268,888.50	51.71
	Expense	0.00	519,994.00	519,994.00	251,105.50	268,888.50	0.00	268,888.50	51.71
7740	WCCTAC Special Projects	0.00	519,994.00	519,994.00	251,105.50	268,888.50	0.00	268,888.50	51.71
Expense Total		0.00	0.00	7,679,222.00	1,301,184.33	6,378,037.67	0.00	6,378,037.67	83.0558

# General Ledger Monthly Budget Report



User: AnnC  
Printed: 3/11/2024 3:16:57 PM  
Period 08 - 08  
Fiscal Year 2024

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
0000	Non Departmental								
773-0000-34310	County STMP Fees	0.00	750,000.00	-750,000.00	-21,110.59	-728,889.41	0.00	-728,889.41	97.19
773-0000-34315	El Cerrito STMP Fees	0.00	250,000.00	-250,000.00	-94,241.70	-155,758.30	0.00	-155,758.30	62.30
773-0000-34320	Hercules STMP Fees	0.00	40,000.00	-40,000.00	-68,127.00	28,127.00	0.00	28,127.00	-70.32
773-0000-34325	Pinole STMP Fees	0.00	40,000.00	-40,000.00	-127,906.89	87,906.89	0.00	87,906.89	-219.77
773-0000-34330	Richmond STMP Fees	0.00	750,000.00	-750,000.00	-2,840,835.21	2,090,835.21	0.00	2,090,835.21	-278.78
773-0000-34335	San Pablo STMP Fees	0.00	300,000.00	-300,000.00	-62,244.00	-237,756.00	0.00	-237,756.00	79.25
	Licenses and Permits	0.00	2,130,000.00	-2,130,000.00	-3,214,465.39	1,084,465.39	0.00	1,084,465.39	-50.91
770-0000-36102	Interest	0.00	0.00	0.00	1,900.50	-1,900.50	0.00	-1,900.50	0.00
773-0000-36102	Interest	0.00	15,000.00	-15,000.00	-172,357.00	157,357.00	0.00	157,357.00	-1,049.05
	Use of Property and Money	0.00	15,000.00	-15,000.00	-170,456.50	155,456.50	0.00	155,456.50	-1,036.38
770-0000-34111	Member Contributions	0.00	584,874.00	-584,874.00	-312,404.00	-272,470.00	0.00	-272,470.00	46.59
770-0000-39906	Other Revenue	0.00	121,687.00	-121,687.00	-30,617.00	-91,070.00	0.00	-91,070.00	74.84
772-0000-39906	Other Revenue	0.00	0.00	0.00	-312,513.73	312,513.73	0.00	312,513.73	0.00
774-0000-39906	Other Revenue	0.00	519,994.00	-519,994.00	-107,709.96	-412,284.04	0.00	-412,284.04	79.29
	Miscellaneous Revenue	0.00	1,226,555.00	-1,226,555.00	-763,244.69	-463,310.31	0.00	-463,310.31	37.77
	Revenue	0.00	3,371,555.00	-3,371,555.00	-4,148,166.58	776,611.58	0.00	776,611.58	-23.03
0000	Non Departmental	0.00	3,371,555.00	-3,371,555.00	-4,148,166.58	776,611.58	0.00	776,611.58	-23.03
	Expense Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

**TO:** WCCTAC Board

**MEETING DATE:** March 22, 2024

**FR:** Leah Greenblat, Project Manager

**RE: Richmond Parkway Transportation Plan Update: Draft Strategies and Phase 2 Public Engagement**

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### **REQUESTED ACTION**

Receive an update on the Richmond Parkway Transportation Plan (RPTP) and provide feedback.

### **BACKGROUND AND DISCUSSION**

WCCTAC received a Caltrans grant and partnered with the City of Richmond and Contra Costa County to prepare a plan for improvements along the Richmond Parkway corridor. WCCTAC launched this planning effort in early 2023, with Fehr and Peers serving as the lead consultant.

The Planning Team guiding this effort is comprised of the consultants and staff from WCCTAC, the City of Richmond, and Contra Costa County. To date, the Planning Team has produced an existing conditions analysis and completed the first of three phases of public outreach.

Phase 1 of public outreach sought to identify issues of concern along the corridor. This phase engaged the public at pop-up events and used an online mapping exercise. Additionally, members of the Planning Team met with neighborhood councils, the WCCTAC Board, the study's Public Advisory Group (PAG), which includes representatives from community and business organizations, and a Technical Advisory Committee (TAC) that is comprised of numerous public agency staff.

Following the completion of the first phase of outreach, the Planning Team developed draft strategies for Richmond Parkway. The RPTP's TAC and PAG both provided guidance. The Planning Team will present these draft strategies to the WCCTAC Board at its meeting on March 22, 2024. Feedback from the board and public on the prioritization of strategies is encouraged.

The next step in the development of the RPTP is the second phase of public engagement. With further input from the plan's PAG and TAC, the Planning Team has identified specific outreach opportunities for this second round. It will aim to gather public input on the draft strategies during the March-April timeframe.

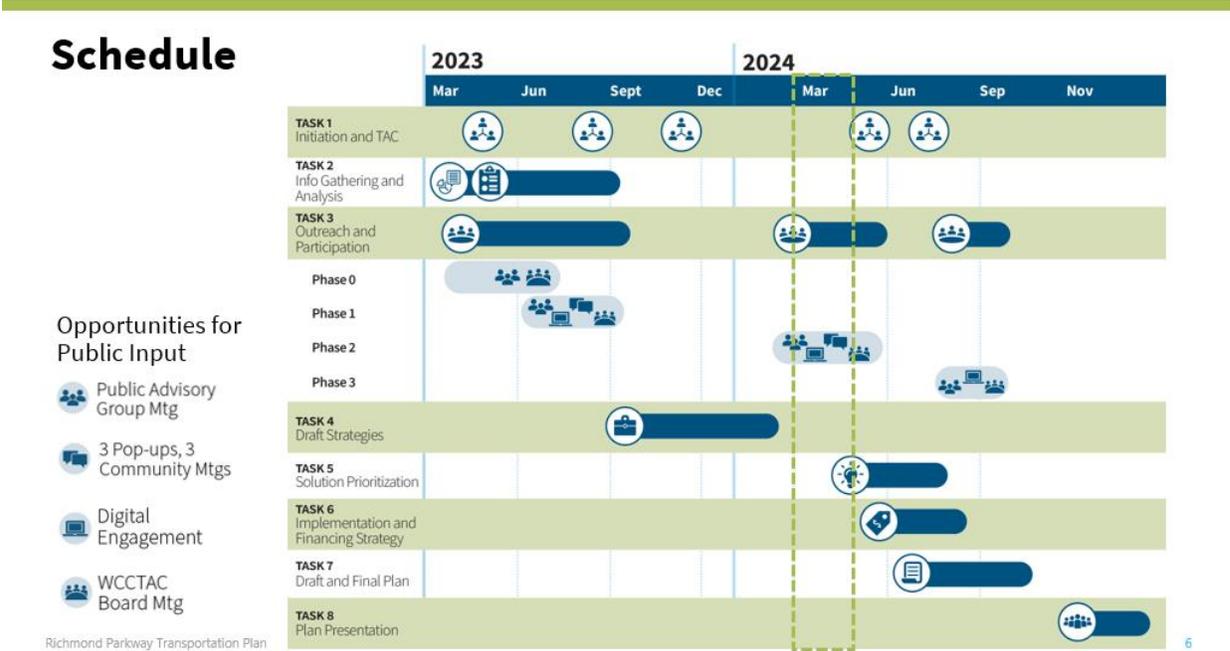
A key tool in the phase of outreach is an online survey that is now live and available via the WCCTAC website’s project page for the Richmond Parkway Transportation Plan ([Richmond Parkway Transportation Plan \(wcctac.org\)](http://wcctac.org)). To promote the survey, the plan’s PAG and TAC, as well as the WCCTAC Board and TAC, are requested to distribute the link widely. The link includes an explanation of the study, and the survey, and is designed to be easy to cut and paste into emails, e-newsletters, and websites. Social media ads in English and Spanish will further promote the survey, which will remain live until at least April 28, 2024.

As part of the second round of outreach, the Planning Team will attend the North Richmond Flea Market (March 24) and the North Richmond Earth Day Festival (April 20), where there will be tables and information boards about the draft strategies. Spanish and English-speaking team members will be available to engage the attendees.

Furthermore, staff and the consultant will present the draft strategies to the:

- Parchester Village Neighborhood Council (March 12);
- Iron Triangle Neighborhood Council (March 20);
- North Richmond Municipal Advisory Council (April 2); and
- Richmond Councilmember Cesar Zepeda’s District Meeting (April 6) *Director Zepeda’s Richmond City Council district covers much of the Richmond Parkway area.*

Following Phase 2 outreach activities, the plan’s schedule (below) calls for Solution Prioritization which will involve further refinement of the strategies. That work will be followed by a Financing Strategy, a Draft Plan, and a final phase of Outreach. Following a presentation to WCCTAC Board in the fall, the RPTP is expected to be completed in late December 2024.



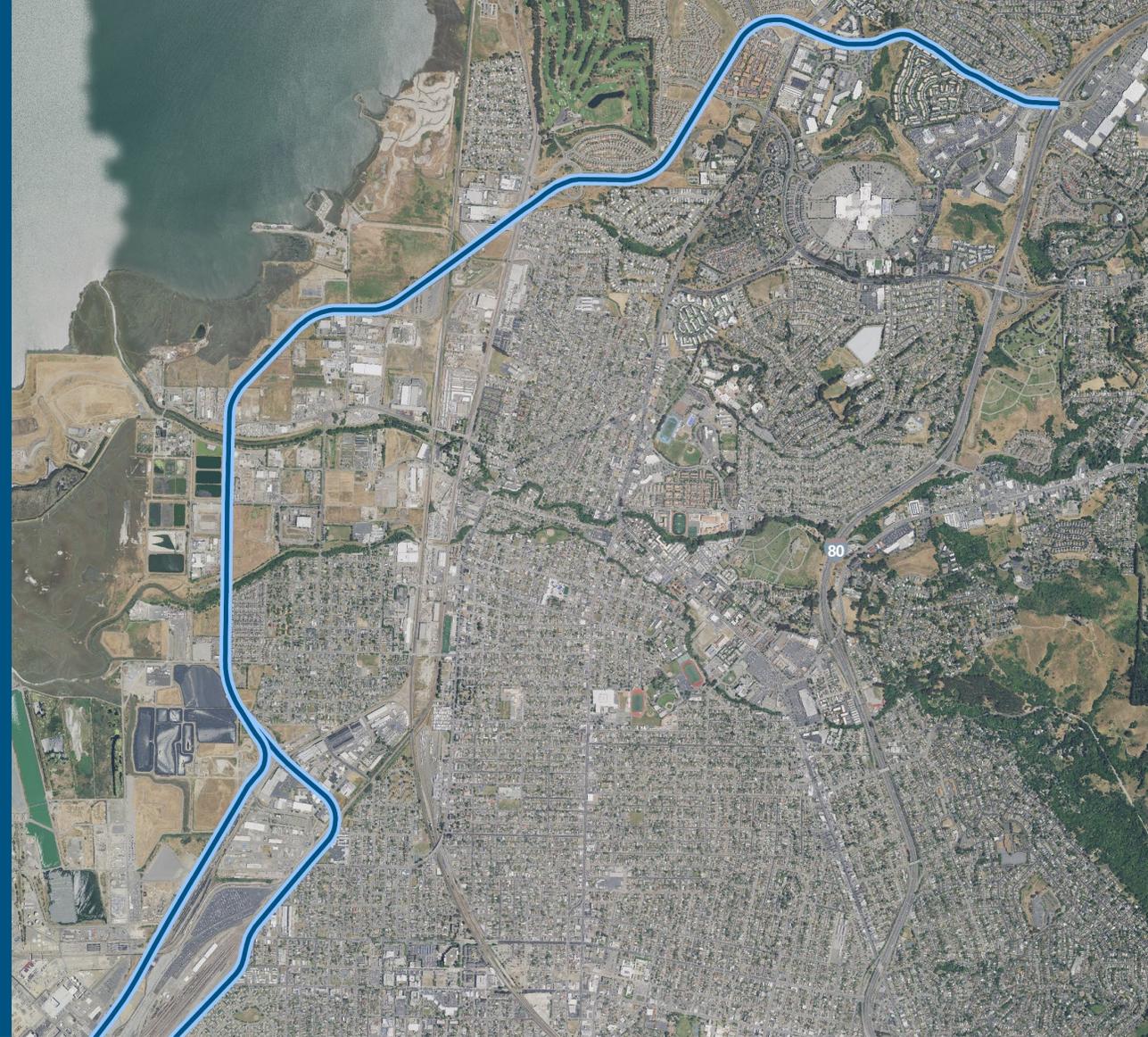
**ATTACHMENT:**

- A. March 22, 2024 - PowerPoint Presentation of Richmond Parkway Transportation Plan, WCCTAC Board Meeting #3, Draft Strategies.

**RICHMOND PARKWAY TRANSPORTATION PLAN**

# **WCCTAC Board Meeting #3**

**Draft Strategies**



**March 22, 2024**

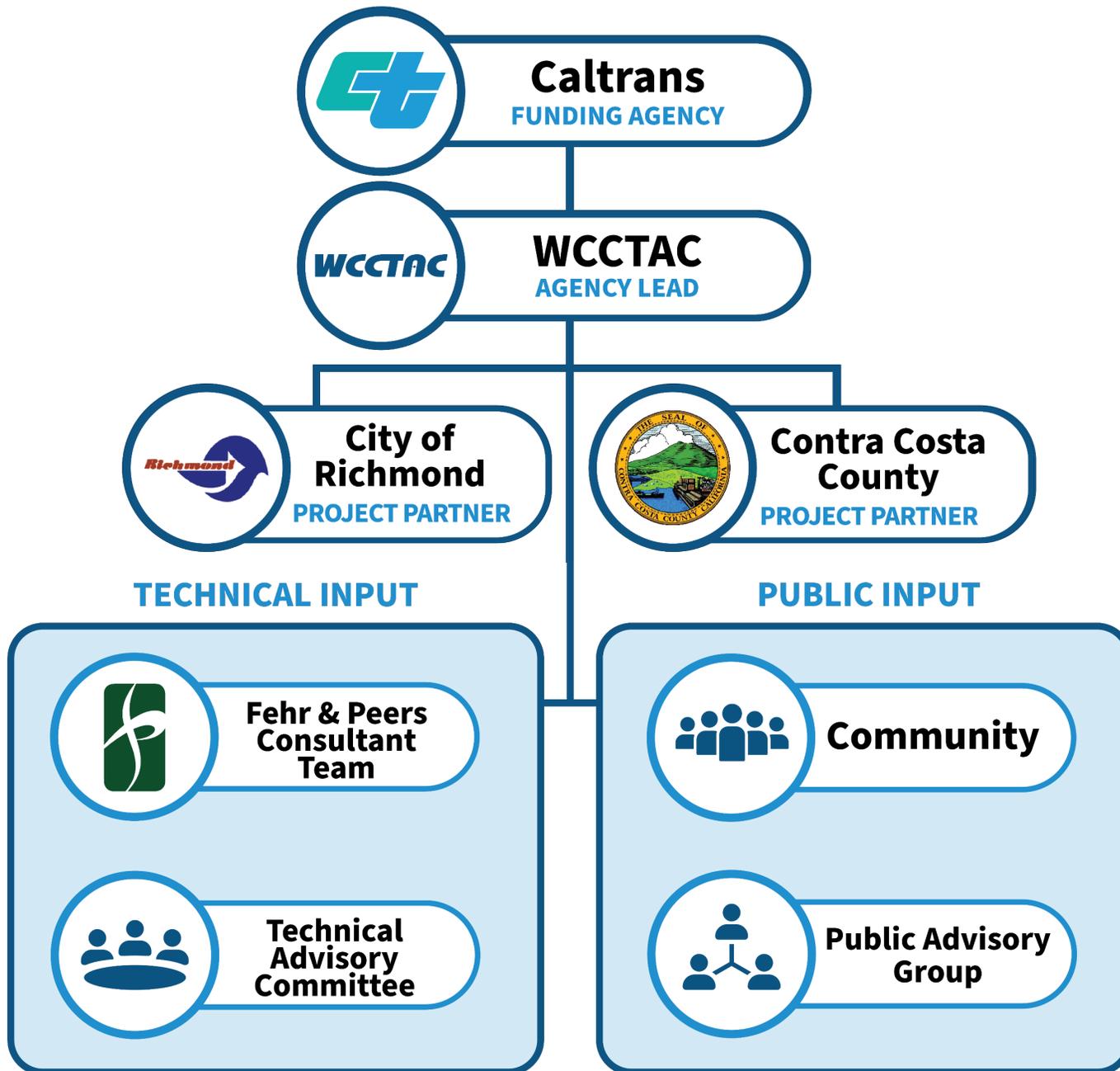
[www.wcctac.org](http://www.wcctac.org)

**WCCTAC** | West Contra Costa  
Transportation  
Advisory Committee

- **01** Project Recap
- **02** Draft Strategies
- **03** Draft Strategies Engagement Plan

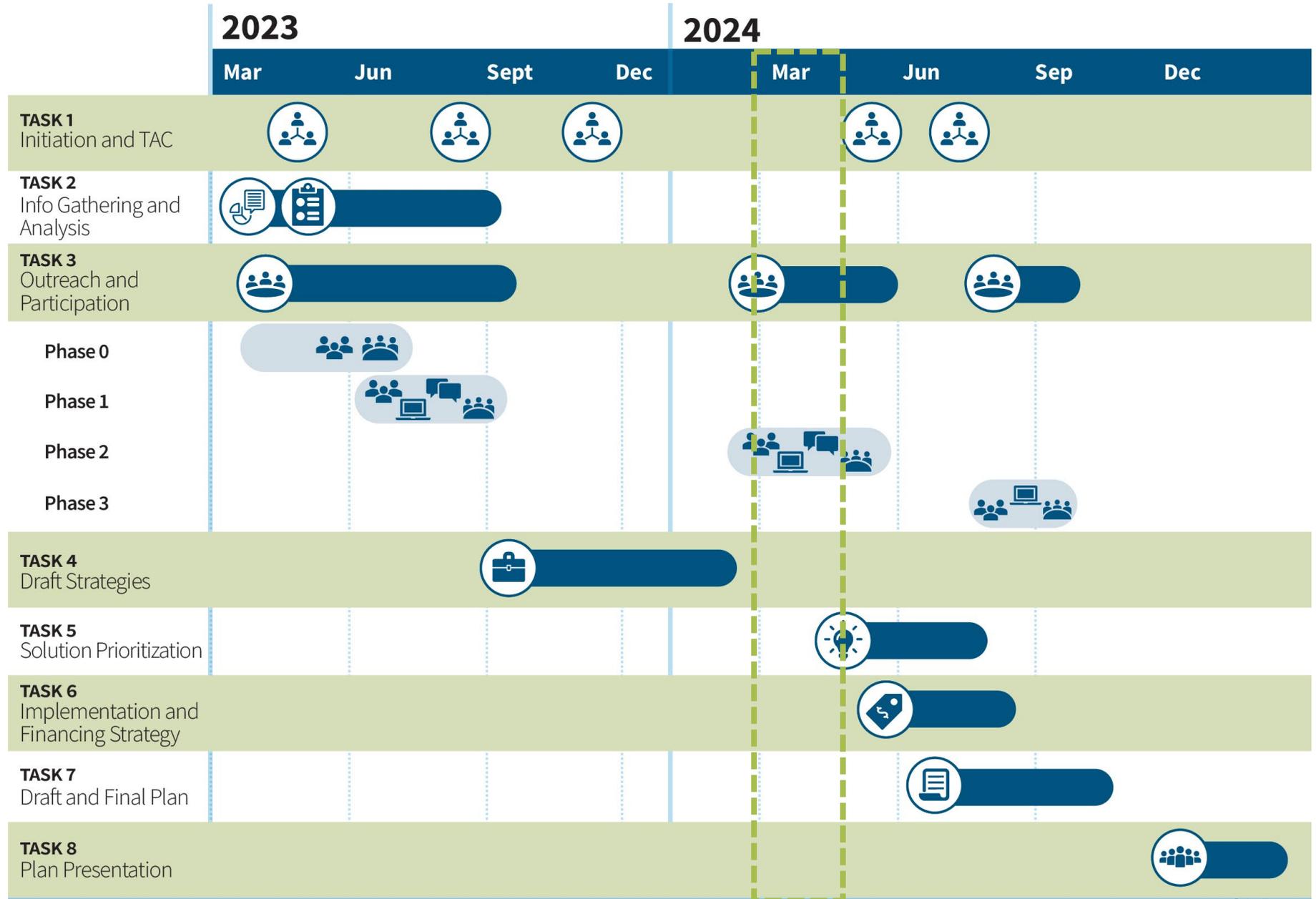


# Project Recap



# Opportunities for Public Input

-  Public Advisory Group Mtg
-  6 Pop-ups and/or Community Mtgs
-  Digital Engagement
-  WCCTAC Board Mtg

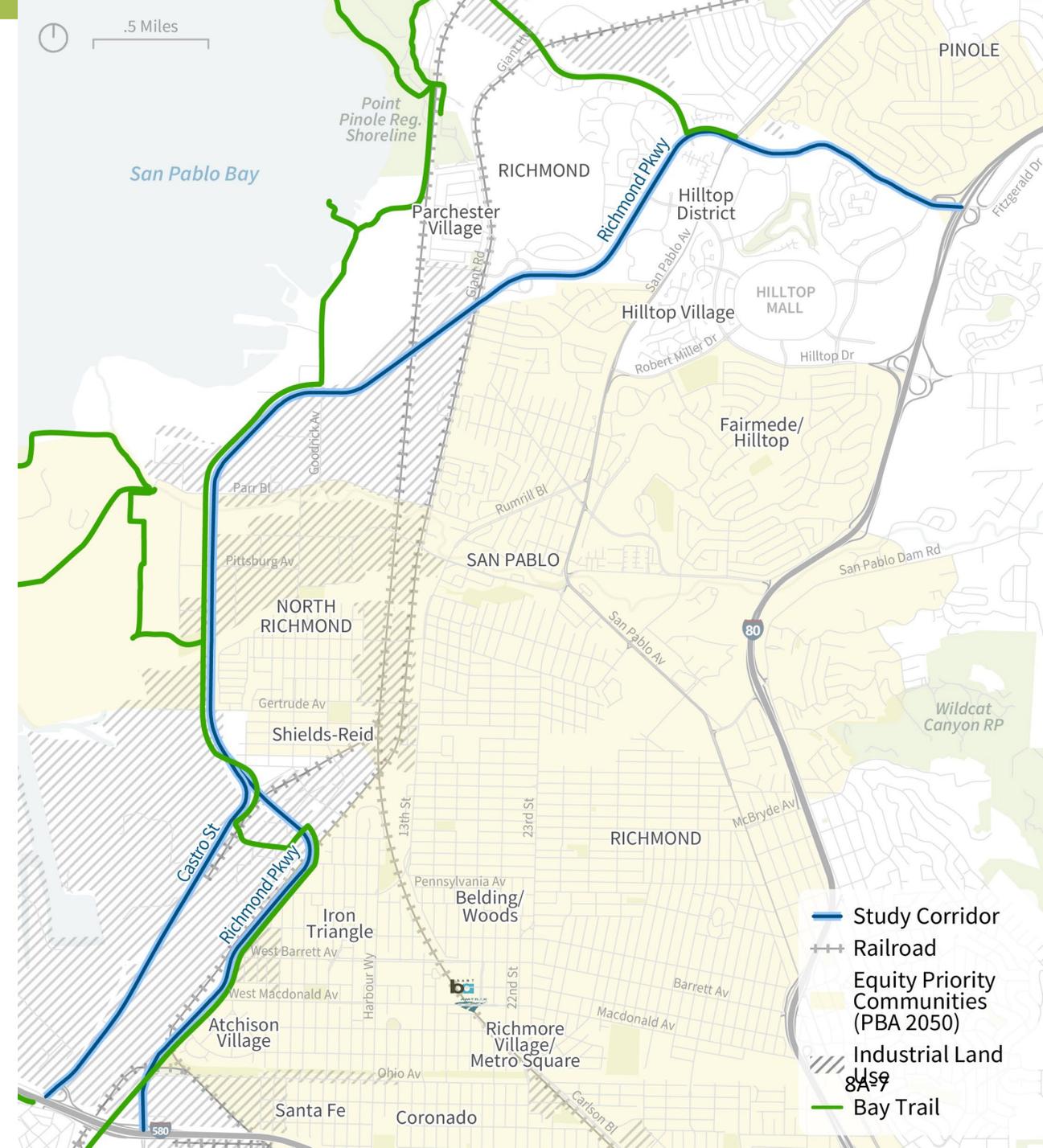


# Phase 1 Engagement Recap



# Key Corridor-Wide Challenges

- Heavy **industrial and warehousing** use generates **trucks** that impact **public health** and the roadway
- Lack of comfort, useability, and signage on the **Bay Trail**
- High rates of **severe injury and fatal collisions**
- **Multi-jurisdictional** corridor with **insufficient maintenance** funding
- **Heavy congestion** during the peak periods expected to worsen with growth over time





# Draft Strategies

# Strategies Overview



# What are the goals?

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Improve Safety  
for All Users



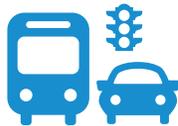
Increase Access to  
Key Destinations



Improve Health



Advance  
Placemaking

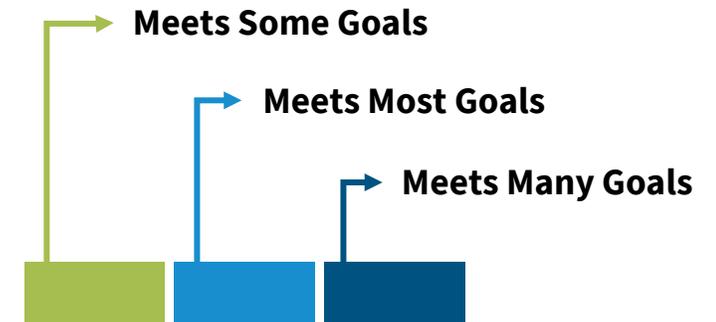


Enhance Travel Time  
Reliability and  
Efficiency



Support Feasible  
Strategies

As shown in the following slides, all draft strategies qualitatively meet at least some of the goals.



# Walking and Biking

#	Strategy	Goals Alignment
1	Upgrade on-street <b>bikeways</b> and connect <b>sidewalk gaps</b>	
2	Upgrade segments and apply spot improvements along the <b>Bay Trail</b>	
3	Install a <b>signalized crossing for Wildcat Creek Trail</b> with lighting and signage	
4	Construct a pedestrian/bicycle <b>overpass for Wildcat Creek Trail</b> users	
5	Test innovative <b>bicycle and pedestrian detection</b> at signalized intersections	
6	Support Rich City Rides <b>electric bike lending library</b>	



1

Bay Trail signage requirements from the *Bay Trail Design Guidelines and Toolkit*.

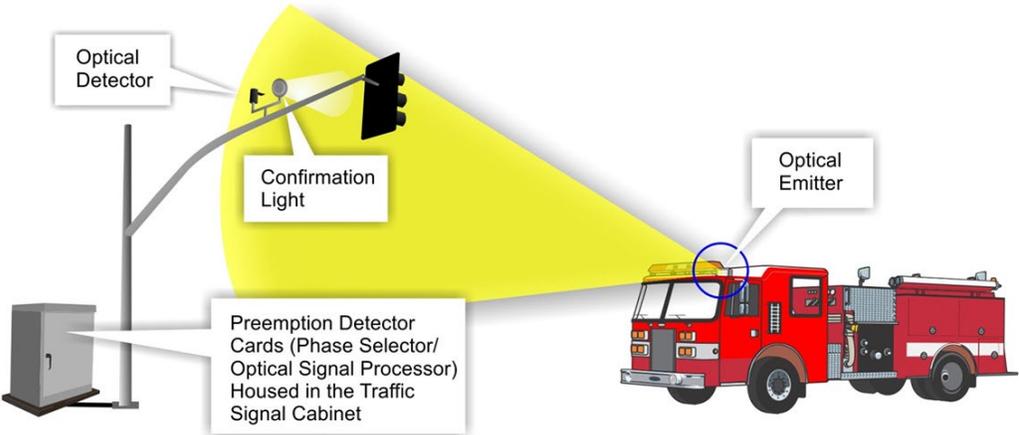


3

Signalized trail crossing example. Source: *Bike Walk Greenville*.

# Safety

#	Strategy	Goals Alignment
1	Install <b>safety improvements at intersections</b> along the corridor, such as curb extensions to shorten crossing distance	<span style="display: inline-block; width: 15px; height: 15px; background-color: #92d050; border: 1px solid #000;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: #4682b4; border: 1px solid #000;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: #004a7c; border: 1px solid #000;"></span>
2	Deploy an <b>Emergency Vehicle Preemption</b> and Transit Priority system	<span style="display: inline-block; width: 15px; height: 15px; background-color: #92d050; border: 1px solid #000;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: #4682b4; border: 1px solid #000;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: #004a7c; border: 1px solid #000;"></span>
3	Implement measures to <b>reduce speeding</b> and lower the speed limit	<span style="display: inline-block; width: 15px; height: 15px; background-color: #92d050; border: 1px solid #000;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: #4682b4; border: 1px solid #000;"></span>
4	Install physical treatments to <b>prevent misuse of right turn lane</b>	<span style="display: inline-block; width: 15px; height: 15px; background-color: #92d050; border: 1px solid #000;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: #4682b4; border: 1px solid #000;"></span>
5	Install technology to <b>monitor high-risk intersections</b> for speeding and red light running	<span style="display: inline-block; width: 15px; height: 15px; background-color: #92d050; border: 1px solid #000;"></span>



**2** Infographic on emergency vehicle preemption. Source: Maricopa Association of Governments.



**3** Speed feedback sign. Source: Trafficalm.

# Driving and Goods Movement

#	Strategy	Goals Alignment
1	Convert the <b>northbound</b> right turn lane between Castro St and Giant Hwy into a <b>lane for carpools and right-turning vehicles</b> in the afternoon peak	
2	Add <b>new signal and connection at Pennsylvania Ave</b> to reduce cut-through traffic; improve crossing in front of Peres Elementary	
3	Add <b>southbound</b> left lane <b>on Castro Street for carpools</b> during peak hours	
4	Repurpose <b>southbound</b> shoulder <b>on the Parkway for carpool only</b> between West Barrett Avenue and I-580	



**1** Bus using carpool and right-turn only lane. *Source: SFMTA*



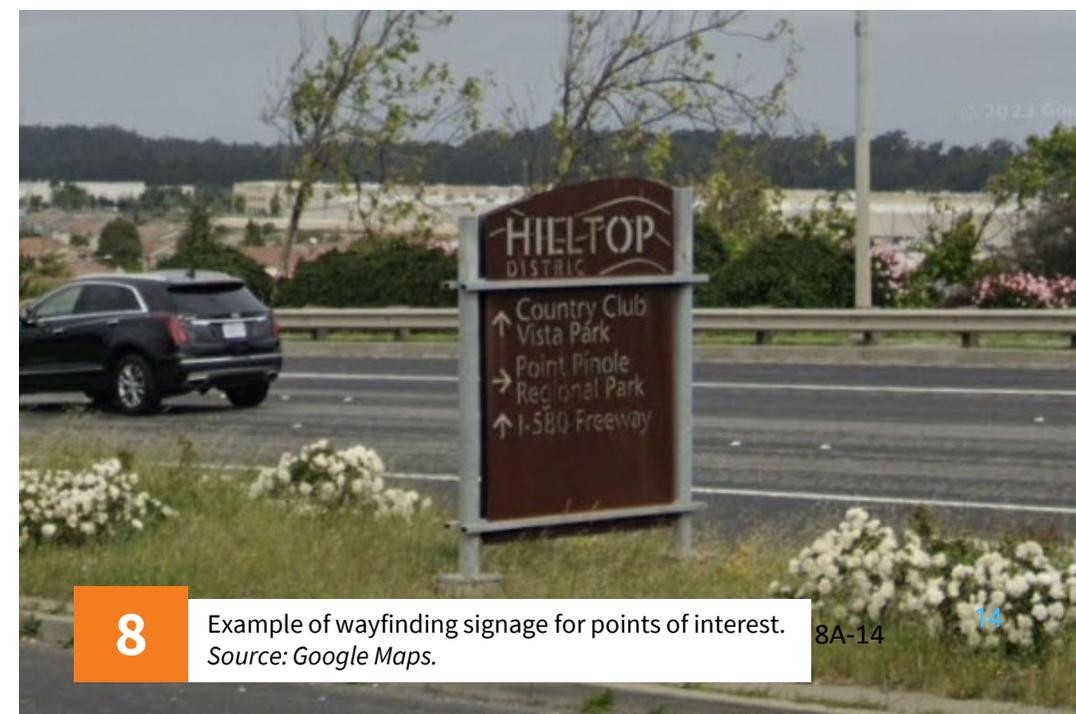
**3** Example of an expressway carpool lane. *Source: Mercury News*

# Driving and Goods Movement (Cont'd)

#	Strategy	Goals Alignment
5	<b>Coordinate signals</b> along the Parkway	
6	<b>Redesign Richmond Pkwy / Castro Street merge</b> to improve merging experience	
7	Install additional <b>signage at blind turns</b>	
8	Install <b>wayfinding signage</b> for key destinations	



**7** Blind curve warning signage.  
Source: Mark Wilson



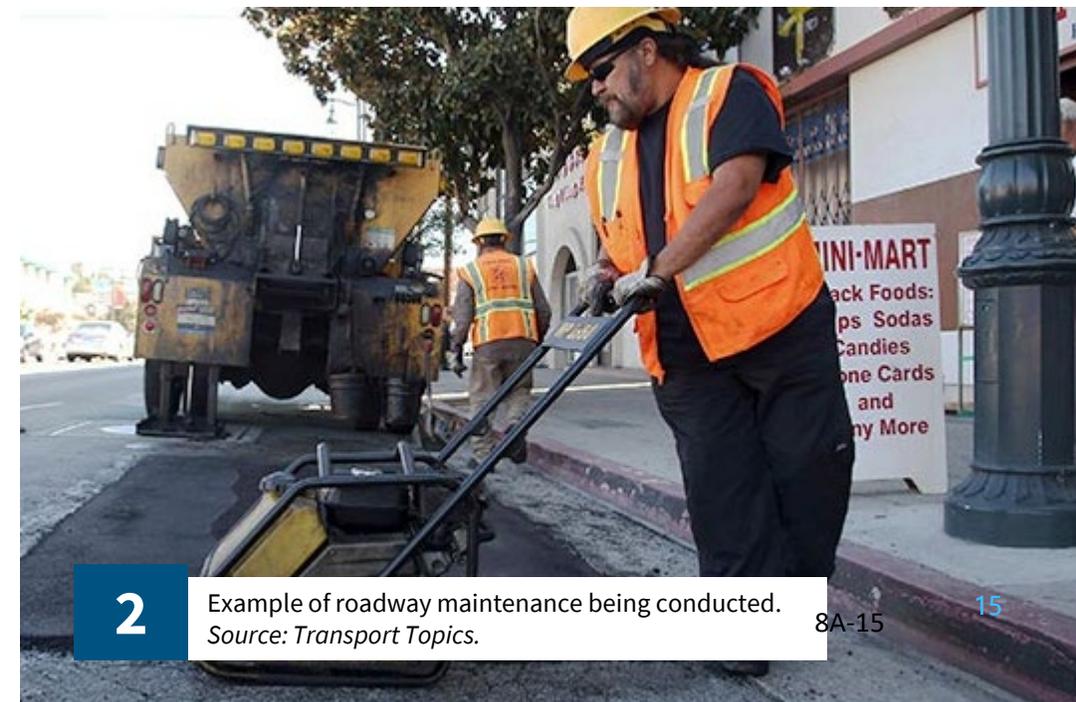
**8** Example of wayfinding signage for points of interest.  
Source: Google Maps.

# Maintenance

#	Strategy	Goals Alignment
1	Partner with advocacy groups to encourage people experiencing homelessness to <b>keep sidewalks and paths clear</b>	
2	Implement a cross-jurisdictional <b>Roadway Pavement and Maintenance</b> Management Program	
3	Implement a cross-jurisdictional <b>Bay Trail Path Management</b> Program	
4	<b>Upgrade traffic signal equipment</b> to latest technology	
5	Inventory signal detection assets and <b>maintain detection equipment</b>	
6	<b>Reduce illegal dumping</b> via fencing and provide education on proper waste disposal	



**1** SOS Richmond advocacy group providing gear for unhoused people until they qualify for housing. *Source: SOS Richmond*



**2** Example of roadway maintenance being conducted. *Source: Transport Topics.*

# Public Health

#	Strategy	Goals Alignment
1	Update <b>designated truck routes</b> to avoid residential areas to the extent feasible	
2	Incorporate <b>trees and greening</b> into all infrastructure projects on the corridor	
3	Implement <b>no truck idling or parking zones near sensitive land uses</b> (e.g. homes, schools, hospitals, parks)	
4	Install sensors and cameras to <b>enforce heavy vehicles exceeding weight limit</b> in neighborhoods	



2

Example of street trees and landscaping.



3

No idling sign. Source: RoadTrafficSigns.

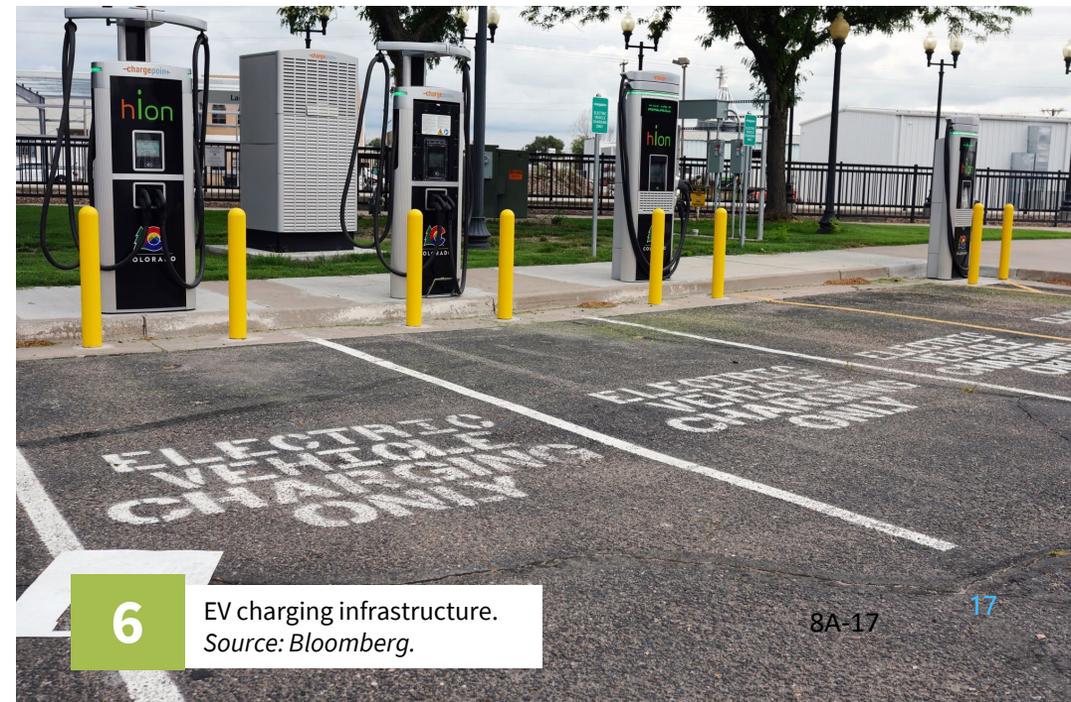
# Public Health (Cont.)

#	Strategy	Goals Alignment
5	Condition new developments to accommodate <b>electric truck</b> access only	■
6	Add <b>electric vehicle charging infrastructure</b> and provide education on electric vehicle subsidy or incentive programs	■
7	Improve effectiveness of the <b>sound wall</b> near Giant Highway overpass	■
8	Install and maintain <b>high-quality air filtration systems</b> in public facilities	■



5

Electric truck charging at loading bay.  
Source: Forbes.



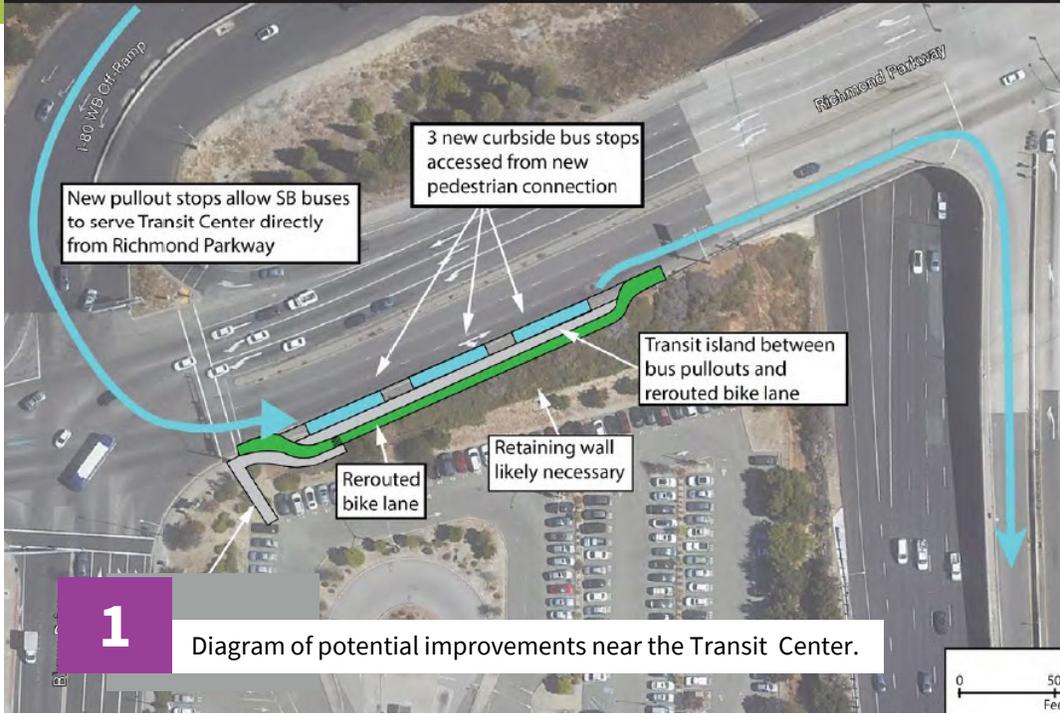
6

EV charging infrastructure.  
Source: Bloomberg.

# Transit

#	Strategy	Goals Alignment
1	Improve <b>bus efficiency near the Richmond Parkway Transit Center</b> via lane restriping and provision of a bus boarding island	<span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: darkblue;">■</span>
2	Upgrade <b>bus stop</b> features	<span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: darkblue;">■</span>
3	Study <b>new transit service</b> connecting corridor area <b>to Marin County</b>	<span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: darkblue;">■</span>
4	Increase AC Transit <b>bus frequencies**</b>	<span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: darkblue;">■</span>

\*To be implemented by MTC via the I-80 Localized Transit Priority Project.  
 \*\*Subject to AC Transit’s ongoing Realign Plan.



**1** Diagram of potential improvements near the Transit Center.



**2** Example of bus stop shelter, seating, and lighting.

# Transit (Cont'd)

#	Strategy	Goals Alignment
5	Support continued operation and expansion of Richmond Moves <b>on-demand shuttle</b>	
6	Improve <b>biking and walking access to the Richmond Parkway Transit Center</b>	
7	Study <b>park-and-ride opportunities</b> at the southern end of the corridor supporting transit service into Marin County	
8	Better <b>publicize transit information</b> and make schedules for accessible	



**5** Richmond Moves is an existing on-demand shuttle program serving neighborhoods in the City of Richmond. *Source: CivicWell*



**6** Example of bike lockers at Ashby BART station.

# Let's Discuss

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# Draft Strategies Engagement Plan

# Public Engagement Plan

## IDENTIFY NEEDS

- 3 Pop-up events and 3 community meetings
- Digital engagement
- WCCTAC Board Mtg #2
- PAG Mtg #2

## Phase 2

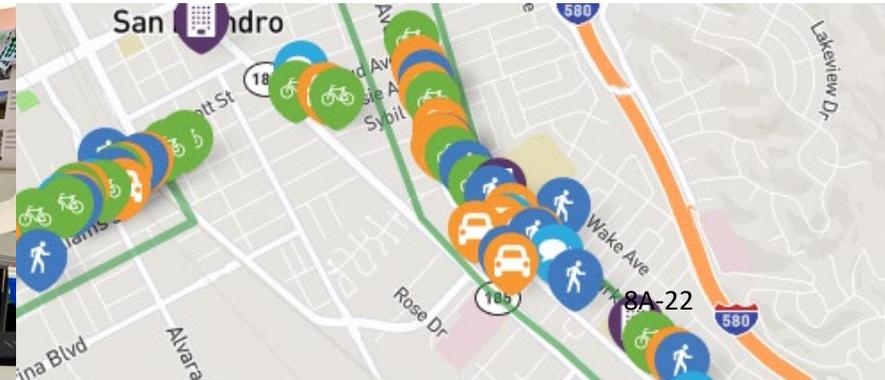
### EXPLORE STRATEGIES

- PAG Mtg #3
- 2 Pop-up events and 4 community meetings
- Digital engagement
- WCCTAC Board Mtg #3

## Phase 3

### REFINE SOLUTIONS

- PAG Mtg #4
- Digital Engagement
- WCCTAC Board Mtg #4



# Phase 2 Engagement Plan March—April 2024

[richmond-parkway](https://www.wcctac.org/richmond-parkway)

## Desafíos clave Key Challenges

Use 3 pegatinas para votar qué desafío es el más importante a usted. Puede votar por el mismo desafío varias veces.  
Use 3 stickers to vote on which challenge is the most important to you. You can vote for the same challenge multiple times.

### Seguridad Safety

Entre 2011 y 2020, hubo un promedio de 4.5 choques que resultaron en lesiones graves o fatales cada año en el Parkway. Estos 4.5 choques son demasados y es fundamental abordar estos eventos traumáticos que son prevenibles.

Es el Parkway, la velocidad de conducción insegura es la máxima causa (28%) de choques graves y fatales. Le cada 1 choques graves o fatales involucran a personas que andan caminando o en bicicleta.

Between 2011 and 2020, there was an average of 4.5 collisions resulting in severe injuries or fatalities each year on the Parkway. This is 4.5 too many and it is critical to address these preventable traumatic events.

On the Parkway, unsafe driving speed is the top cause (28%) of severe and fatal collisions. In 5 severe or fatal collisions involve people walking or biking.

### Salud Pública Public Health

Hay muchos usos industriales en el área del estuario que generan tráfico de camiones. Las concentraciones de contaminantes tóxicos del aire son más altas cerca de estos usos industriales, incluyendo la terminal ferroviaria y las autopistas I-580 e I-80.

La mala calidad del aire a lo largo del corredor es clasificada como una de las peores del estado, con North Richmond en el peor 4%. La calidad del aire pobre y el ruido contribuyen a una variedad de problemas de salud, incluyendo asma, condiciones respiratorias, enfermedades cardiovasculares, bajo peso al nacer, fatiga y alta presión.

There are many industrial land uses in the study area that generate truck traffic. Concentrations of toxic air contaminants are higher near these industrial uses, including the rail yard, and the I-580 and I-80 freeways.

The poor air quality along the corridor is ranked as some of the worst in the state, with North Richmond being in the worst 4%. Poor air quality and loud noise contribute to a range of health issues, including asthma, respiratory conditions, cardiovascular disease, low birth weight, fatigue, and high blood pressure.

### Tránsito Public Transit

Servicio limitado de autobuses opera en el corredor de Richmond Parkway, con rutas locales y regionales operando solamente en secciones al norte y sur del Parkway. El Centro de Tránsito de Richmond Parkway en la autopista I-80 incluye un lote de estacionamiento para abordar una de las 4 rutas locales, 2 autobuses expres, 1 de noche y 1 una ruta de tránsito conecta a los pasajeros con destinos en Richmond, Hercules, San Pablo, El Centro y más allá de eso.

Limited bus service operates on the corridor, with key local and regional routes operating only on the northern and southern sections of the Parkway. The Richmond Parkway Transit Center at I-80 includes a park and ride lot to serve destinations in Richmond, Hercules, San Pablo, El Centro, and beyond.

### Andando en bicicleta y Caminando Biking and Walking

El Parkway tiene un ambiente desfavorable para caminar y cruzar la calle es difícil. Otros desafíos para los peatones y ciclistas incluyen una mala calidad de pavimento, falta de áreas, falta de alumbrado público en los senderos, y fallas en las aceras. Las banquetas en el Sendero de la Bahía y la falta de letreros para el camino de uso compartido causan que los peatones y ciclistas sientan inseguridad al caminar con vehículos en movimiento rápido. Estos desafíos crean barreras para las personas con problemas de movilidad y discapacidad. A las personas de todas las edades y habilidades a caminar o andar en bicicleta a lo largo del Parkway. Actualmente no existen programas para compartir bicicletas o scooters en el área.

The Parkway has an unpleasant walking environment and crossing the street is difficult. Other walking and biking challenges include poor pavement quality, missing sidewalks, a lack of trail lighting, and missing curb ramps. Gaps in the Bay Trail and a lack of signage for the shared-use path also lead pedestrians and bicyclists onto stretch roadway with fast moving vehicles. These challenges create barriers for people with mobility impairments and discourage people of all ages and abilities to walk and bike along the Parkway. No bicycle or scooter share programs currently exist in the area.

### Conducción y Movimiento de Mercancías Driving and Goods Movement

Richmond Parkway es una carretera principal que une la autopista I-80 y la I-580 y atiende el tráfico de camiones industriales, viajeros regionales y viajes locales. El Parkway transporta más de 25,000 vehículos y 2,000 camiones diariamente y experimenta congestión de tráfico en el viaje de la mañana y de la tarde.

Para evitar esta congestión, los camiones a veces utilizan rutas alternativas a través de los vecindarios locales, lo que impone a los residentes con más contaminación y ruido. Porque el Parkway espera más crecimiento industrial y residencial, es posible que los desafíos existentes de conducción y movimiento de mercancías se intensifiquen.

Richmond Parkway is a major road linking I-80 and I-580 and serves industrial truck traffic, regional commuters, and local trips. The Parkway carries over 25,000 vehicles and 2,000 trucks daily and experiences traffic congestion in the morning and evening commute periods.

To avoid this congestion, trucks sometimes use alternative routes through neighborhoods, which impacts local residents with more pollution and noise. As new industrial and residential growth continues along the Parkway, existing driving and goods movement challenges are likely to worsen.

## Do you travel on Richmond Parkway?

**Provide input on our draft improvement strategies!** →

WCCTAC

## ¿Le importa el transporte en Richmond Parkway?

**¡Ayúdenos a priorizar las estrategias de mejora!** →

8A-23

WCCTAC

**FOR ADDITIONAL QUESTIONS OR  
INFORMATION CONTACT:**

**Leah Greenblat**

Transportation Planning Manager  
Lgreenblat@wcctac.org

**TO LEARN MORE VISIT:**

**[www.wcctac.org](http://www.wcctac.org)**

**TO:** WCCTAC Board

**MEETING DATE:** March 22, 2024

**FR:** John Nemeth, Executive Director

**RE:** TDM 2.0 and TFCA Policy

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### **REQUESTED ACTION**

Review staff's proposed changes to CCTA's draft TFCA Policy and provide direction on communication to CCTA.

### **BACKGROUND AND DISCUSSION**

#### Program Overview

Measure J's Program 17 (Commute Alternatives) provides funding to all four subregions in Contra Costa County to carry out a Transportation Demand Management (TDM) Program. This funding is supplemented annually with Transportation Fund for Clean Air (TFCA) funding from the Air District. The amount from the Air District is larger and represents about 60% of the total funding available for the TDM Program. This year, for WCCTAC, the TFCA allocation is about \$350,000. Subregions carry out the TDM Program in coordination with each other and Authority staff. Two of the four subregions have elected to have CCTA's consultant deliver their programs.

The TDM Program in West Contra Costa includes incentives for commuters to use transit, bus passes for students, promotions of bicycle use, incentives to purchase eBikes, bike rack and locker installations, electric vehicles charging station installations, discounts on paid bike storage at transit centers, and a Guaranteed Ride Home Program. There is a great deal of commonality in program activities across the County, with some variation tailored to local subregions.

#### TDM 2.0

CCTA staff is proposing changes to the program. These changes are labelled "TDM 2.0", although there is not a written document describing the overall effort. A key proposed change, suggested in presentations and conversations, is to make greater use of smartphone apps as a platform for offering transit incentives. These apps can track trips, which can be used to document VMT reductions. This level of documentation is not necessary for the Air District's purposes but can be a tool for VMT mitigation, which can help support capital projects that are projected to increase VMT. WCCTAC staff believes that tools to document VMT reductions could be successfully integrated into the TDM program.

At its previous meeting in February, some WCCTAC Board members expressed a desire for the TDM Program to retain certain beneficial activities, even if those things don't reduce VMT in an immediate and quantifiable way. Other subregions have expressed similar sentiments. CCTA's Executive Director, Tim Haile, has said that he expects the program to be able to retain activities that are locally desired.

#### Use of TFCA Funds

The Authority *has* created a document to establish a policy for the allocation of Air District TFCA funds (attached). It aims to open annual TFCA funding to an array of organizations beyond subregions and open the allocation of TFCA funds to a range of projects and programs beyond TDM.

The TFCA Policy document suggests that organizations can request TFCA funding and that subregional boards would ultimately decide which projects and programs would get funded within their subregion. WCCTAC staff supports this type of framework. If another subregion shifted its TFCA funds from its TDM Program to other purposes, it would not impact West County. Likewise, if TFCA funds were shifted from West County's TDM program to other purposes, it would only be because of a WCCTAC Board decision.

There's no limit, however, on how much of the TFCA funding the Authority *itself* could use for non-TDM purposes under the proposed TFCA Policy. Taking funds off the top for other purposes would shrink available funding for the TDM Program. Staff recommends that the TFCA Policy either preclude CCTA from taking TFCA funds off the top for non-TDM activities, or at least establish some percentage limit on the amount that could be taken. This will help to ensure TDM Program funding predictability and adequacy.

#### Allocation of TDM Funds

In addition to limitations on the amount of funding that CCTA could re-direct from TFCA for non-TDM purposes, staff also believes that there should be limits on the amount of funding that CCTA takes off the top *within* the TDM Program. Under the proposed TFCA Policy, CCTA could retain funding for TDM activities that are offered in all subregions, which is a significant change from the current practice. Naturally, the bulk of activities in the TDM program are offered in all subregions.

If CCTA withholds TFCA funding for TDM activities with commonality across subregions, relatively little may flow to subregions. There have been concerns expressed in all four subregions about the prospect of significant changes to TFCA funding allocations.

Staff recommends that CCTA aim for simplicity in its approach to TFCA funding allocations for TDM. It could identify those things that it may wish or need to take off the top on an annual basis to support the program, which might involve tools in common (marketing, fees for apps, etc). The rest it could then allocate proportionately. This would allow subregions to have flexibility in TDM Program delivery. Subregions could decide to what extent they would like to

deliver program activities via their own staff capacities vs. making use of the Authority's consultants.

An approach in which WCCTAC carries out certain functions across all West County programs, but makes use of (essentially pays) CCTA's consultants for other types of routine activities, is a possibility that has been discussed with CCTA's Executive Director. Refining a TDM delivery approach in West County, however, relies on the Authority making funding available for implementation. Otherwise, WCCTAC may not have a choice in how most programs in West County are delivered, or in what gets delivered.

#### Next Steps

WCCTAC staff will deliver a presentation at the March 22, 2024, meeting to further explain its recommended changes to the TFCA Policy. Staff is seeking the Board's concurrence, as well as its direction on how best to communicate the Board's preferences to the CCTA. CCTA staff intends to take the proposed TFCA Policy to its Planning Committee in early April as part of a fast timeline for approval.

#### **ATTACHMENT**

A: CCTA's proposed TFCA Policy

Draft Contra Costa Transportation Authority  
Transportation Fund for Clean Air (TFCA) 40 Fund Policy  
Proposed for Fiscal Year 2024-25

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**A. Goal and Objectives:**

- Reduce Vehicle Miles Travelled (VMT)
- Reduce air pollution and Green House Gases (GHG) emissions

**B. Program Background**

In 1991, the California State Legislature authorized the Bay Area Air Quality Management District (Air District) to impose a \$4 surcharge on motor vehicles registered within the Bay Area to fund projects clean air projects. The Air District allocates this revenue through its Transportation Fund for Clean Air (TFCA) program to fund eligible projects and programs. The statutory authority and requirements of the TFCA program are set forth in California Health and Safety Code (HSC) Sections 44241 and 44242.

Forty percent (40%) of these TFCA funds are pass-through funds to the designated county program manager in each of the nine counties within the Air District's jurisdiction based on the county's proportionate share of fee-paid vehicle registration. The remaining sixty percent (60%) of these funds are awarded by the Air District to eligible projects and programs implemented directly by the Air District and to a grant program known as the Regional Fund.

The Contra Costa Transportation Authority (Authority) has been designated as the Administering Agency (previously called Program Manager) for the TFCA 40% funds in Contra Costa County and is responsible for administering the County program including annually adopting a program of projects that meet the legislative requirements of the program.

The Air District annually adopts policies for the TFCA 40% Fund. The Transportation Fund for Clean Air 40% Fund Expenditure Plan Guidance (Guidance) for Fiscal Year Ending 2025 was used to guide the development of the CCTA TFCA Policy.

**C. CCTA Fund Allocation Principles**

**Geographic Equity:** Each of the four Contra Costa County subregions should receive proportional TFCA benefit based on the jobs-housing formula (Formula).

- Countywide projects: projects available or benefit county residents or commuters in all geographic areas. These projects will be funded from the total of TFCA county funds.
- Subregional projects: projects that benefit one or more subregions, but not the entire population in the County. After subtracting the cost of the countywide projects, the remaining funds will be allocated to subregional projects using the Formula.

The benefit to each subregion is calculated as the sum of the TFCA funds to countywide projects, distributed per the Formula, and the TFCA funds allocated to the subregional projects.

A sample calculation of the countywide projects and allocation to the subregional projects are included in Appendix E.

**Role of the Regional Transportation Planning Committees (RTPC):** Prioritize Subregional projects and submit recommendations to CCTA. Projects with the highest Cost Effectiveness (CE) ratio should be given priority consideration.

**Role of Authority Board:** Approves projects and CE findings.

**D. Eligible Project Types:**

Based on the eligible project categories included in the Air District Guidance and in consideration of the local needs, the following Project Types that best support the goals and objectives are recommended for funding:

- Bicycle and Pedestrian Projects: infrastructure projects, bike parking, bike share. (Policy #s 30, 31 & 33)
- Ridesharing Services: carpool, vanpool, or other rideshare services, financial subsidy/incentive for transit or rideshare, and Guaranteed Ride Home. (Policy #27)
- First- and Last-Mile Connections: transit services providing short-distance connections between mass transit and commercial hubs or employment centers. (Policy #29)
- Vehicle- and Fuel-based Projects: alternative fuel vehicles (including trucks and buses), alternative fuel infrastructure. (Policy #s 22 & 24)
- Telecommuting: Implementation of demonstration projects in telecommuting. (Policy #34)

Other Eligible Projects: Other projects eligible under the Guidance can be considered. These projects will be subjected to Case-by-Case Approval (Policy #3) by CCTA and the Air District.

**E. Eligible Fund Recipients:**

Cities, County, Transit agencies, RTPCs, and CCTA. Other public agencies and non-public entities are encouraged to work directly with eligible project sponsors to submit projects.

**F. Administrative Procedures**

**Annual Program Schedule & Actions**

Dates	Air District Mandate	Action
January to March		Eligibility Screening
February Authority Board Meeting	X	CCTA Authority Board adopts Expenditure Plan (total annual county fund amount)
Feb. to April		Authority Board considers Policy updates, if necessary

June Authority Board Meeting	X	Authority Board approves Air District/CCTA agreement
Feb. to May		CCTA assists project sponsors in project documents
May to July		Project sponsors submit Project Information Form with project description, project type, draft CE calculations, cost estimate, and TFCA funds requested.
July to August		Project sponsors submit the final CE calculation and Project Information Form, per the Guidance.
Aug. to Sept.		RTPC selection and approval of subregional projects.
NLT October Authority Board Meeting		CCTA staff presents the final projects to the CCTA Board Authority for approval.
Mid-November	X	CCTA submits all project documents to Air District

Notes:

1. Eligibility Screening: For projects to be considered for funding, they must meet the eligibility requirements established by the Air District’s current TFCA 40% Fund. Consistent with the policies, a key factor in determining eligibility is a project’s CE ratio.
2. Project sponsors are encouraged to consult with CCTA staff on eligibility, CE calculations, and project readiness/ delivery scheduling. Upon request, CCTA staff will provide technical assistance to project sponsors in formulating the project definition and CE calculation.

**Timely Use of Funds and Project Readiness:**

The Authority is required to fully allocate the TFCA 40% funds annually, or risks the funds being returned to the Air District. The intent of TFCA is to fund projects that achieve surplus emission reductions within two years. Timely use of funds is an important consideration.

- Project Readiness – Priority will be given to projects that are ready to proceed and have a realistic implementation schedule, budget, and funding package. Infrastructure projects can be considered for TFCA funding when the 65% design and environmental clearance are completed. Programs that cannot realistically commence within one calendar year and be completed within a two-year period will have lower priority. Project sponsors may be advised to resubmit these projects for a future TFCA programming cycle.
- The following is a list of activities that should be completed prior to allocating TFCA funds to ensure the successful completion of projects:
  - Planning (e.g., design)
  - Jurisdictional approval (e.g., permits)
  - Legislative approvals (e.g., CPUC)
  - Environmental review/approvals (e.g., EIR, negative declaration)
- The Authority may approve no more than two one-year extensions to the TFCA expenditure period, if significant progress has been made on the project. For FYE 2025,

the Authority has the discretion to grant project extensions up to December 31, 2028. Any additional project extensions must be requested to the Air District.

- Recurring programs/services (e.g. TDM and transit services): a new program's start date can't occur before the previous program's end date. If there is unspent fund from the previous program, the project sponsor must close the project. The Authority may reallocate the unspent funds to a future cycle fund to the County total.

**Project and Program Reporting:**

- Project sponsors are required to report performance to comply with the Air District's requirement. Measurable and reportable VMT reduction (data-driven approach) is preferred over self-reporting data.
- Benefits to Priority Communities – Project sponsors are required to report investment on the Highly Impacted Communities or Episodic Areas as defined by the Air District's Community Air Risk Evaluation (CARE) Program. Additionally, positive impact to Equity Priority Communities (EPC), whether the project is directly located in an Equity Priority Community (see Air District map) or can demonstrate benefits to Priority Populations defined by SB 535 disadvantaged communities and AB 1550 low-income communities should be documented.
- A detailed budget is required. At a minimum, the budget should show categories for labor, expenses, and incentives (if applicable). If a project includes multiple sub-categories, expenses should be further assigned to each project sub-categories and by fund source.
- The reporting requirements are included in the funding agreement template.
- CCTA is responsible for reporting the metrics at the countywide level.
- All TFCA projects are required to be audited after completion. Generally, TFCA projects are audited every other year.

Appendices

- A. Transportation Fund for Clean Air 40% Fund [Expenditure Plan Guidance](#) For Fiscal Year Ending 2025, Bay Area Air Quality Management District
- B. Project Information Form
- C. Cost Effectiveness Worksheet
- D. Funding Agreement Template
- E. TFCA Fund Distribution Proposed - Example Only

<b>TFCA County Total</b>		<b>\$ 1,747,938</b>
Countywide Projects - Serving All Residents		
Project	Sponsor	Cost
Pass2Class	TBD	\$320,000
Guaranteed Ride Home	WCCTAC	\$60,000
Spare the Air Transit Incentives	CCTA	\$135,000
Vanpool	SWAT	\$50,000
<b>Countywide Project Total</b>		<b>\$565,000</b>
<i>Note: project names and costs are for illustration purpose only.</i>		

<b>Subregional Projects - Sponsors TBD</b>		<b>\$ 1,182,938</b>
Central County	30.70%	\$363,162
East County	26.60%	\$314,661
Southwest	20.50%	\$242,502
West County	22.20%	\$262,612

Benefits Distributed to Subregions		Total	Countywide	Subregional
Central County	30.70%	\$536,617	\$173,455	\$363,162
East County	26.60%	\$464,951	\$150,290	\$314,661
Southwest	20.50%	\$358,327	\$115,825	\$242,502
West County	22.20%	\$388,042	\$125,430	\$262,612
<b>County Total</b>		<b>\$ 1,747,938</b>		

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE  
RESOLUTION NO. 24-04**

**AUTHORIZING A LEGAL SERVICES AGREEMENT WITH  
REDWOOD PUBLIC LAW LLP FOR KRISTOPHER J. KOKOTAYLO  
TO CONTINUE SERVING AS CITY ATTORNEY**

**WHEREAS**, the Board of Directors of the West Contra Costa Transportation Advisory Committee (“WCCTAC”) previously appointed Kristopher J. Kokotaylo on October 23, 2015, to the position of General Counsel for WCCTAC (“General Counsel”), and to serve in said position for and during the pleasure of the Board of Directors; and

**WHEREAS**, Mr. Kokotaylo has been providing legal services to WCCTAC through the law firm of Meyers Nave; and

**WHEREAS**, Mr. Kokotaylo has left Meyers Nave to join Redwood Public Law LLP effective at the end of business on March 14, 2024; and

**WHEREAS**, Mr. Kokotaylo possesses the education, qualifications and experience necessary to serve as General Counsel and Alex Mog possesses the education, qualifications and experience necessary to serve as Assistant General Counsel; and

**WHEREAS**, the Board of Directors of WCCTAC desires to have Mr. Kokotaylo continue serving as General Counsel through an agreement with Redwood Public Law LLP.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Board of Directors of the West Contra Costa Transportation Advisory Committee hereby authorizes the Chair to execute an agreement with Redwood Public Law LLP, attached hereto as Exhibit A, effective March 22, 2024, for Kristopher Kokotaylo to continue serving as General Counsel and provide other legal services as necessary.

2. The Board of Directors of the West Contra Costa Transportation Advisory Committee hereby appoints Alex Mog as Assistant General Counsel, effective March 22, 2024.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on March 22, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: \_\_\_\_\_  
Rita Xavier, Chair

Attest:

\_\_\_\_\_  
John Nemeth, Executive Director

## AGREEMENT FOR PROVISION OF LEGAL SERVICES

This AGREEMENT, made and entered into on March 22, 2024 by and between the West Contra Costa Transportation Advisory Committee, a Joint Powers Agency existing under the laws of the State of California, hereinafter referred to as "WCCTAC", and Redwood Public Law LLP, hereinafter referred to as "ATTORNEY".

### RECITALS

- A. WCCTAC desires certain legal services hereinafter described.
- B. WCCTAC desires to engage ATTORNEY to provide these services by reason of its qualifications and experience for performing such services and ATTORNEY has offered to provide the required services on the terms and in a manner set forth herein.

NOW THEREFORE, IT IS AGREED as follows:

### SECTION 1 - SCOPE OF SERVICES

In consideration of the payment herein provided, ATTORNEY shall perform the following legal services exclusively on behalf of WCCTAC. The services shall be performed under the direction of the WCCTAC Board of Directors and no services shall be undertaken without the written or verbal approval of the WCCTAC Executive Director.

- A. Legal services reasonably required to represent and advise WCCTAC with general counsel services.
- B. Day to day legal services will be provided by Kristopher J. Kokotaylo, who is designated as General Counsel, and Alex Mog, who is designated as Assistant General Counsel.

### SECTION 2 - DUTIES OF ATTORNEY

ATTORNEY shall be responsible for the professional quality, technical accuracy and coordination of all work furnished by ATTORNEY under this Agreement in accordance with the professional care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

ATTORNEY represents that it is qualified to furnish the services described under this Agreement.

ATTORNEY shall be responsible for employing or engaging all persons necessary to perform the services of ATTORNEY.

### SECTION 3 - DUTIES OF WCCTAC

WCCTAC shall provide pertinent information regarding its requirements under this Agreement.

WCCTAC shall examine documents submitted by ATTORNEY and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of ATTORNEY work.

### SECTION 4 - TERM

The services to be performed under this Agreement shall commence upon approval of this Agreement by the WCCTAC Board of Directors and continue in full force until terminated earlier by either party in accordance with Section Six (§6) of this Agreement.

### SECTION 5 - PAYMENT

Payment shall be made by WCCTAC for services rendered upon submission of a payment request and WCCTAC's approval of the work performed. WCCTAC and ATTORNEY agree that ATTORNEY's invoices, detailing the hours worked and by whom, and the rate(s) charged, will be submitted monthly. ATTORNEY's invoices shall provide a detailed breakdown and costs for work performed by attorneys, staff, sub-consultants and legal specialists.

The fee for legal services is attached as Attachment A. Fees shall be adjusted at the beginning of each fiscal year, commencing 20, pursuant to the Consumer Price Index, CPI-U Published by the U.S. Dept of Labor Bureaus of Labor for US WCCTAC Average, all items, not seasonally adjusted, rounded to the nearest five dollars (\$5.00) per hour.

ATTORNEY's statement of fee and billing information which details the disbursement and expense policy is attached here to and made a part hereof (Attachment B).

### SECTION 6 - TERMINATION

Without limitation to rights or remedies as otherwise exist by law, WCCTAC or ATTORNEY shall have the right to terminate this Agreement for any reason, upon sixty (60) days written notice to the other party. After receipt of a notice of termination, ATTORNEY will only perform such additional work as is reasonably necessary for the ending of the representation and the orderly transfer to new counsel. Hourly rates then in effect will continue to be billed during the transition period.

## SECTION 7 - OWNERSHIP OF DOCUMENTS

All documents, files, graphics, and data prepared by the ATTORNEY in the performance of this Agreement, although instruments of professional service, are and shall be the property of WCCTAC, whether the project for which they are made is executed or not. ATTORNEY shall transfer them to WCCTAC upon request without additional compensation. Any reuse or modification of such documents without prior written approval of ATTORNEY shall be prohibited. WCCTAC shall indemnify ATTORNEY for any claims, costs, or defense associated with unauthorized reuse or modification.

## SECTION 8 - CONFIDENTIALITY

With the exception of documents that are protected by the attorney work-product privilege, which shall always remain non-discloseable, all reports and documents prepared by ATTORNEY in connection with the performance of this Agreement are confidential until released by WCCTAC to the public. Unless required by law, ATTORNEY shall not make any such documents or information available to any individual or organization not employed by ATTORNEY or WCCTAC without the written consent of WCCTAC before any such release.

## SECTION 9 - CONFLICT OF INTEREST

The services provided under this Agreement are for the benefit of WCCTAC only. Though ATTORNEY represents many other public entities, ATTORNEY is not aware of any actual conflicts or pending matters where the firm represents public agencies in matters adverse to WCCTAC.

ATTORNEY represents public clients, including numerous cities, redevelopment agencies, special districts, counties and other public entities. ATTORNEY performs a variety of professional services for its clients and it is possible that it will represent public agency clients on other matters with objectives or positions inconsistent with those of WCCTAC. Ordinarily, continuing to represent WCCTAC would not create an actual legal conflict. If an actual conflict of interest does arise, however, ATTORNEY will promptly advise WCCTAC of the legal conflict of interest and obtain a waiver of the conflict from WCCTAC and the other entity. WCCTAC acknowledges that ATTORNEY also represents the Cities of Pinole and El Cerrito, which are members of WCCTAC, and hereby expressly waives any conflict of interest in the representation of those Cities in accordance with California Rules of Professional Responsibility, Rule 3-310.

Alternatively, if the situation requires it, ATTORNEY will withdraw from representing either the other party, WCCTAC, or both as may be required by the State Bar Rules concerning the legal ethics for specific matters. ATTORNEY may not represent another client in opposing any project, program, or issue for which ATTORNEY has provided legal advice without WCCTAC's Executive Director's written consent.

## SECTION 10 – ATTORNEY’S STATUS

It is expressly agreed that in the performance of the professional services required under this Agreement, ATTORNEY shall at all times be considered an independent contractor as defined in Labor Code Section 3353, under control of WCCTAC as to the result of the work but not the means by which the result is accomplished. Nothing herein shall be construed to make ATTORNEY staff members, agents or employees of WCCTAC while providing services under this Agreement.

## SECTION 11 - INDEMNITY

ATTORNEY agrees to defend, hold harmless, and indemnify WCCTAC and its officers from and against any and all claims, loss, liability, damage, and expense arising from the negligent performance of this Agreement by ATTORNEY. This provision does not apply to claims, loss, liability or damage or expense arising from the sole negligence, willful misconduct, or active negligence of WCCTAC. Furthermore, WCCTAC acknowledges that any comments or representations made by ATTORNEY regarding the potential outcome of any matters are expressions of opinion only and are not guarantees or promises about any outcome or results.

## SECTION 12 - INSURANCE

ATTORNEY shall provide and maintain:

- A. Commercial General Liability Insurance, occurrence version, with a limit of not less than \$1,000,000 each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.
- B. Errors and omissions insurance in the minimum amount of \$2,000,000 per occurrence and \$4,000,000 aggregate.
- C. Workers Compensation in at least the minimum statutory limits.

## SECTION 13 - NON-DISCRIMINATION

ATTORNEY warrants that it is an Equal Opportunity Employer and shall comply with applicable regulations governing equal employment opportunity. Neither ATTORNEY nor any of its sub-contractors or legal specialists shall discriminate in the employment of any person because of race, color, national origin, ancestry, physical disability, medical condition, marital status, sex, or age, unless based on a bona fide occupational qualification pursuant to the California Fair Employment and Housing Act.

#### SECTION 14 - MEDIATION

Should a dispute arise out of this Agreement, any party may request that it be submitted to mediation. The parties shall meet in mediation within 30 days of a request. The mediator shall be agreed to by the mediating parties; in the absence of an agreement, the parties shall each submit one name from mediators listed by either the American Arbitration Association, the California State Board of Mediation and Conciliation, or other agreed-upon service. The mediator shall then be selected by a "blindfolded" process.

The cost of mediation shall be borne equally by the parties. No party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a settlement. The mediation process shall last until agreement is reached but not more than sixty days, unless extended by the parties.

#### SECTION 15 - ARBITRATION

After mediation above, and upon agreement of the parties, any dispute or claim arising out of or relating to this Agreement may be settled by arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. The costs of arbitration shall be borne equally by the parties.

#### SECTION 16 - WAIVERS

The waiver by either party of any breach or violation of any term, covenant, or condition of this Agreement or of any provisions of any ordinance or law shall not be deemed to be a waiver of any subsequent breach or violation of the same or of any other term, covenant, condition, ordinance or law or of any subsequent breach or violation of the same or of any other term, condition, ordinance or law. The subsequent acceptance by either party of any fee or other money which may become due hereunder shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, covenant, or condition of this Agreement or of any applicable law or ordinance.

#### SECTION 17 - NOTICES

All notices hereunder shall be given in writing and mailed, postage prepaid, addressed as follows:

To WCCTAC:

WCCTAC  
John Nemeth, Executive Director  
6333 Potrero Ave.  
El Cerrito, CA 94530

To ATTORNEY: Kristopher J. Kokotaylo  
Redwood Public Law LLP  
66 Franklin Street, Suite 300  
Oakland, CA 94607

SECTION 18 - AGREEMENT CONTAINS ALL UNDERSTANDINGS

This document represents the entire and integrated agreement between WCCTAC and ATTORNEY and supersedes all prior negotiations, representations, and agreements, either written or oral.

This document may be amended only by written instrument, signed by both WCCTAC and ATTORNEY.

SECTION 19 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, WCCTAC and ATTORNEY have executed this Agreement the day and year first written above.

Date: \_\_\_\_\_

\_\_\_\_\_  
Rita Xavier, Chair WCCTAC

Date: \_\_\_\_\_

\_\_\_\_\_  
Kristopher J. Kokotaylo,  
Redwood Public Law LLP

**ATTACHMENT A**

**REDWOOD PUBLIC LAW LLP  
RATE SHEET**

<b>General Counsel Services</b>	<b>Hourly Rate</b>
Principal	\$250
Of Counsel	\$250
Associate	\$250
<b>Special Counsel/Litigation Services</b>	<b>Hourly Rate</b>
Principal	\$325-\$455
Of Counsel	\$325-\$455
Associate	\$325-\$455

Prior to working on matters that are Specialty Services, ATTORNEY will obtain Executive Director's consent. "Specialty Services" for the purposes of this agreement shall include, but are not limited to:

1. preparation, prosecution and defense of litigation, including the representation of WCCTAC officials and employees, as appropriate and necessary;
2. representation at administrative and regulatory hearings;
3. CEQA and other environmental analyses;
4. public property acquisition and disposal (including eminent domain proceedings);
5. attention to other property matters of a "non-routine" nature;
6. advice regarding specialized employment issues, personnel disciplinary matters;
7. non-routine land use and development projects and entitlements;
8. construction disputes;
10. annexations, financing or tax matters

11. re-codification or ordinances or development of new ordinances or legislative drafting requiring more than "routine" legal research;
12. opinion letters or memos that require more than routine legal research; all cost-recovery matters.

## ATTACHMENT B

### REDWOOD PUBLIC LAW LLP STATEMENT OF FEE AND BILLING INFORMATION

The following is a general description of our fee and billing policies. These general policies may be modified by the specific engagement letter or agreement to which this summary is attached.

**Professional Fees.** Our fees for professional services are based on the fair value of the services rendered. To help us determine the value of our services, our attorneys and paralegals maintain time records for each client and matter. Our attorneys and paralegals are assigned hourly rates which are based on years of experience, specialization, training and level of professional attainment. We adjust our rates periodically (usually at the beginning of each year) to take into account inflation and the increased experience of our professional personnel.

To keep professional fees at a minimum, legal work that does not require more experienced attorneys will be performed, where feasible, by attorneys with lower billing rates. Of course, the quality of the work is paramount, and we do not sacrifice quality to economy.

Before undertaking a particular assignment, we will, if requested, provide you with a fee estimate to the extent possible. Estimates are not possible for some matters, however, and cannot be relied on in many others because the scope of our work will not be clear at the outset. When a fee estimate is given, it is only an estimate; it is not a maximum or minimum fee quotation. The actual fee may be more or less than the quoted estimate.

**Billing And Payment Procedures.** Unless other arrangements are made at the time of the engagement, invoices will be sent monthly. Invoices for outside services exceeding \$100 may be billed separately. Occasionally, however, we may defer billing for a given month or months if the accrued fees and costs do not warrant current billing or if other circumstances would make it appropriate to defer billing.

Our invoices contain a brief narrative description of the work performed; if requested, the initials of the attorney who performed the work will appear on the statement. The invoice will include a line item reflecting in-house administrative costs. The firm's in-house administrative costs include, but are not limited to, duplicating, facsimile charges, telephone charges, E-mail, postage, mileage and other administrative expenses.

The firm will be reimbursed for all outside services incurred in the course of providing legal services to our client(s). Outside services will include, but are not limited to, all third-party expenses, delivery charges, travel expenses, outside research services, filing fees, expert witness and expert consultant fees.

If you have any questions regarding an invoice, the Finance Director or Chief Operating Officer is available to answer your questions. For any unresolved matters, the Bar Association has an arbitration mechanism that can be used to resolve such matters.

**Late Payments.** Statements for services are payable upon presentation and, in all events, within thirty (30) days after receipt. Occasionally a client has difficulty in making timely payments. To avoid burdening those clients who pay their statements promptly with the added costs we incur as a result of late payments, a late charge will be assessed on statements not paid within thirty (30) days. The maximum monthly late payment charge will be 1.5% per month. In the unlikely event we are required to institute legal proceedings to collect fees and costs, the prevailing party will be entitled to reasonable attorneys' fees and other costs of collection.

El Cerrito

Hercules

February 28, 2024

Pinole

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

RE: February 2024 WCCTAC Board Meeting Summary

Richmond

Dear Tim:

The WCCTAC Board, at its meeting on February 23, 2024, heard the following informational reports, which may be of interest to the Authority:

San Pablo

1. Tim Haile, Executive Director of CCTA, provided an overview of current CCTA initiatives, including the TDM 2.0 concept.
2. Emily Warming, of Contra Costa County staff, provided a report on the West County Safe Routes to School / Walk and Bike Leaders program.

Contra Costa  
County

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

Sincerely,



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)  
**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