

MEETING NOTICE AND AGENDA

DATE & TIME: April 26, 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.

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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 March 22, 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 March 2024. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** Paid an invoice to Fehr and Peers in the amount of \$16,984.97 for Richmond Parkway planning work funded by a Caltrans grant. *(No Attachment; Information only).*
7. **FY 24-25 Annual Subregional Transportation Mitigation Program (STMP) Fee Adjustment.** The Master Agreement between WCCTAC and participating agencies calls for an annual STMP fee adjustment to track the fees relative to inflation. This year the adjustment rate is a 0.7%. *(Attachment; Information only).*
8. **CCTA's Technical Coordinating Committee (TCC) Appointment.** The term of one of the three WCCTAC representatives to the TCC expires in May. The WCCTAC TAC unanimously recommended that the WCCTAC Board re-appoint Allan Panganiban (City of San Pablo) to serve another two-year term. *(Attachment; Action: Adopt WCCTAC TAC recommendation to re-appoint Allan Panganiban as a West County Representative to the CCTA's TCC for a two-year term).*

REGULAR AGENDA ITEMS

9. **Richmond Ferry Update.** Staff from WETA will provide an update on the Richmond Ferry. The presentation will touch on service scenarios and funding constraints, ridership, and potential promotional initiatives. A similar update will be delivered to the CCTA Board in June. The WCCTAC Board is encouraged to provide feedback. *(Michael Gougherty, WETA staff; No Attachment; Recommended Action: Receive update and provide feedback.)*
10. **County Connection's "One Seat Ride" Program.** County Connection (CCCTA) staff will provide an overview of its One Seat Ride program for paratransit services. The program involves a cost sharing agreement among CCCTA, WestCAT, Tri-Delta, and LAVTA to provide ADA paratransit trips outside of individual transit services areas. *(John Sanderson, County Connection Staff; No Attachment; Recommended Action: Information Only).*

11. **TDM Update and Draft Work Program for Fiscal Year 2025.** Staff will provide an update on the CCTA's proposed TFCA Policy. It will also describe its overall approach to the TDM Program for Fiscal Year 2025. (*John Nemeth, WCCTAC Executive Director; Attachment; Recommended Action: Receive information and provide feedback as needed*).

STANDING ITEMS

12. **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
13. **General Information Items.**
 - a. Letter to CCTA Executive Director with Summary of Board Actions for March 22, 2024
 - b. Acronym List
14. **Adjourn.** Next regular meeting is: May 24, 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 – March 22, 2024**

MEMBERS PRESENT: R. Xavier, Chair (San Pablo), A. Tave, Vice-Chair (Pinole), P. Fadelli, (El Cerrito), C. Kelley (Hercules), E. Martinez, (Richmond), C. Peeples (AC Transit), 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 Peeples*; seconded by *Director Kelley*

Yes- R. Xavier, C. Kelley, P. Fadelli, C. Zepeda, A. Tave, T. Hansen, E. Martinez, C. Peeples

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 - Fehr and Peers in the amount of \$10,647.07 for Richmond Parkway planning work funded by a Caltrans grant.

Item #7. *Accepted:* Fiscal Audit and Memorandum of Internal Control for Fiscal Year 2023.

REGULAR AGENDA ITEMS

ITEM/DISCUSSION	ACTION
<p>Item # 8 Richmond Parkway Transportation Plan (RPTP) Update: Draft Strategies and Phase 2 Public Engagement</p>	<p><i>Information Only</i> Leah Greenblat (WCCTAC) and Karina Schneider (Fehr and Peers) provided update #3 for the Richmond Parkway Transportation Plan (RPTP). It included a review of draft improvement strategies as well as details about the upcoming phase of public outreach planned for March and April 2024.</p>

<p>Item #9 TDM 2.0 and TFCA Policy</p>	<p>Information Only John Nemeth (WCCTAC) updated the Board on TDM 2.0 and the TFCA Policy proposed by CCTA. He articulated a desire for more clarity from the policy regarding the details of future funding allocations. He also noted that he would be proposing some changes to the text of the policy.</p>
<p>Item #10 Contract with Redwood Public Law LLP for Legal Services.</p>	<p>Motion by Director Peeples, seconded by Director Tave, to approve Resolution 24-04 and authorize the Board Chair to execute a contract with Redwood Public Law LLP.</p> <p>Yes- R. Xavier, C. Kelley, P. Fadelli, C. Zepeda, A. Tave, T. Hansen, E. Martinez, C. Peeples No- none Abstention- none</p>

Meeting Adjourned: 9:46 am

TO: WCCTAC Board

DATE: April 26, 2024

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

Phase 2 Public Engagement for the Richmond Parkway Transportation Plan (RPTP)



WCCTAC Director Cesar Zepeda introducing the Richmond Parkway Transportation Plan presentation at his District 2 meeting on Saturday, April 6, 2024.



ABOVE: Speaking with a community member to gather their thoughts on the draft strategies. BELOW: Just some of the public comments received at the Richmond Flea Market.

Throughout March and April, WCCTAC has been actively seeking public input on the draft strategies for the RPTP. In addition to the social media advertising that directs people to the WCCTAC website to participate in an online survey, WCCTAC staff and its consultants have been hitting the pavement.

During this second phase of public engagement, staff gathered comments at the Richmond Flea Market. Staff also re-visited three neighborhood councils to ensure that the draft strategies addressed their concerns and to get feedback on prioritization. Additionally, staff attended a Richmond Council District #2 meeting in early April, led by Director Zepeda. Staff and its consultants delivered a presentation and were able to check-in with a wide collection of neighborhood leaders. On April 22, staff will join residents at an Earth Day Celebration shortly before the online survey closes on April 28.



Contra Costa County's Bicycle Champion of the Year



This year's Bicycle Champion of the Year (BCOY) may be from East Contra Costa, but he's a familiar face all over the county: "Mr. Bicycle" himself, Bruce "Ole" Ohlson. Ole was chosen because of his lifelong love of bicycling, which has seen him organize and lead around-the-world bicycling expeditions. These include circling both the United States and Australia on bike. Ole estimates he's spent a total of 8 years of his life touring by bike or on foot.

For decades, Ole has been a fixture at local meetings, advocating for bicycle accommodations. The recent opening of the Mokelumne Trail State Route 4 overcrossing, a project led by CCTA, is at least partially due to his advocacy for the trail since the mid-2000s. You can read Ole's BCOY write-up, and see other champions from around the Bay here: <https://bayareabiketowork.com/event-information/bike-champion-of-the-year>

Bike to Wherever Day 2024



Bike to Wherever Day is coming on May 16! Throughout the Bay, Energizer Stations will be greet cyclists with food, bags, and other swag.

In West County there will be Energizer Stations at all BART stations, the Richmond Ferry terminal, the San Pablo Police Department, Contra Costa College, the Richmond Marina, Unity Park, Point Richmond, and at the Pedaler. Most stations are open from around 7-9 am, with the Pedaler in El Sobrante also providing an evening station from 3-6pm. WCCTAC Staff will once again be hosting the station at El Cerrito Del Norte BART. New for this year are stations focused on high school students at Richmond High, Sylvester Gateway, and Pinole Valley High, thanks to a partnership with Contra Costa Health. Don't forget to pledge to ride!

(<https://bayareabiketowork.com/event-information/pledge-to-ride>). Plan your route using the 511 Contra Costa website: <https://511contracosta.org/bike-to-work-day/>

See you at the Energizer Stations!

Agency Name Change

Although staff is still waiting to receive our requested domain of wcctc.gov, we are continuing to work on implementation of the new “doing business as” agency name. Once the new domain is in place, staff can implement a new website url, email addresses, and business cards.

Separately, staff is working on changing the name plaque just outside of our office door, as well as the name decal on the exterior door of the office building. Staff is aiming to have all name change elements in place, and to begin referring to the agency as WCCTC, by the start of the fiscal year at the latest.



On-Call Consultant Assistance with Grants

With the Board’s direction, WCCTAC staff is obtaining on-call consultant support to assist with writing and preparing grant applications. WCCTAC staff recently issued the Request for Qualifications and proposals are due on May 1, 2024. Staff will review proposals and provide an update to the Board on this effort next month.

General Ledger Monthly Budget Report



CITY OF SAN PABLO
City of New Directions

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Period 09 - 09
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	225,394.05	344,040.95	0.00	344,040.95	60.42
770-7700-41200	PERS Retirement	0.00	0.00	0.00	83,780.81	-83,780.81	0.00	-83,780.81	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	52,781.39	-52,781.39	0.00	-52,781.39	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	2,293.51	-2,293.51	0.00	-2,293.51	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	2,510.00	-2,510.00	0.00	-2,510.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	2,931.10	-2,931.10	0.00	-2,931.10	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	4,364.05	-4,364.05	0.00	-4,364.05	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	1,124.82	-1,124.82	0.00	-1,124.82	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	384,454.11	189,619.89	0.00	189,619.89	33.03
770-7700-43500	Office Supplies	0.00	4,600.00	4,600.00	4,274.92	325.08	0.00	325.08	7.07
770-7700-43501	Postage	0.00	1,600.00	1,600.00	347.28	1,252.72	0.00	1,252.72	78.30
770-7700-43520	CopiesPrintingShippingXerox	0.00	3,300.00	3,300.00	2,113.89	1,186.11	0.00	1,186.11	35.94
770-7700-43600	Professional Services	0.00	69,510.00	69,510.00	61,484.84	8,025.16	0.00	8,025.16	11.55
770-7700-43900	RentBuilding	0.00	22,500.00	22,500.00	16,702.67	5,797.33	0.00	5,797.33	25.77
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	3,128.73	6,871.27	0.00	6,871.27	68.71
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	88,314.02	25,695.98	0.00	25,695.98	22.54
	Expense	0.00	688,084.00	688,084.00	472,768.13	215,315.87	0.00	215,315.87	31.29
7700	WCCTAC Operations	0.00	688,084.00	688,084.00	472,768.13	215,315.87	0.00	215,315.87	31.29
7720	WCCTAC TDM								
772-7720-41000	Salary	0.00	0.00	0.00	152,013.40	-152,013.40	0.00	-152,013.40	0.00
772-7720-41200	PERS Retirement	0.00	0.00	0.00	60,852.80	-60,852.80	0.00	-60,852.80	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	28,870.23	-28,870.23	0.00	-28,870.23	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	1,337.70	-1,337.70	0.00	-1,337.70	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	1,088.42	-1,088.42	0.00	-1,088.42	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	2,182.36	-2,182.36	0.00	-2,182.36	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	331.50	-331.50	0.00	-331.50	0.00
	Salary and Benefits	0.00	0.00	0.00	253,536.21	-253,536.21	0.00	-253,536.21	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	1,971.99	-1,971.99	0.00	-1,971.99	0.00
772-7720-43600	Professional Services	0.00	0.00	0.00	30,233.91	-30,233.91	0.00	-30,233.91	0.00
772-7720-43900	RentBuilding	0.00	0.00	0.00	16,702.67	-16,702.67	0.00	-16,702.67	0.00
772-7720-44000	Special Department Expenses	0.00	0.00	0.00	101,306.55	-101,306.55	0.00	-101,306.55	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	151,762.05	-151,762.05	0.00	-151,762.05	0.00
	Expense	0.00	0.00	0.00	405,298.26	-405,298.26	0.00	-405,298.26	0.00
7720	WCCTAC TDM	0.00	0.00	0.00	405,298.26	-405,298.26	0.00	-405,298.26	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	176,468.18	6,214,675.82	0.00	6,214,675.82	97.24
	Service and Supplies	0.00	6,391,144.00	6,391,144.00	176,468.18	6,214,675.82	0.00	6,214,675.82	97.24
	Expense	0.00	6,471,144.00	6,471,144.00	256,468.18	6,214,675.82	0.00	6,214,675.82	96.04
7730	STMP	0.00	6,471,144.00	6,471,144.00	256,468.18	6,214,675.82	0.00	6,214,675.82	96.04
7740	WCCTAC Special Projects								
774-7740-43600	Professional Services	0.00	0.00	0.00	268,072.47	-268,072.47	0.00	-268,072.47	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	268,090.47	251,903.53	0.00	251,903.53	48.44
	Expense	0.00	519,994.00	519,994.00	268,090.47	251,903.53	0.00	251,903.53	48.44
7740	WCCTAC Special Projects	0.00	519,994.00	519,994.00	268,090.47	251,903.53	0.00	251,903.53	48.44
Expense Total		0.00	0.00	7,679,222.00	1,402,625.04	6,276,596.96	0.00	6,276,596.96	81.7348

General Ledger Monthly Budget Report



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Period 09 - 09
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	-347,260.74	347,260.74	0.00	347,260.74	0.00
774-0000-39906	Other Revenue	0.00	519,994.00	-519,994.00	-190,817.79	-329,176.21	0.00	-329,176.21	63.30
	Miscellaneous Revenue	0.00	1,226,555.00	-1,226,555.00	-881,099.53	-345,455.47	0.00	-345,455.47	28.16
	Revenue	0.00	3,371,555.00	-3,371,555.00	-4,266,021.42	894,466.42	0.00	894,466.42	-26.53
0000	Non Departmental	0.00	3,371,555.00	-3,371,555.00	-4,266,021.42	894,466.42	0.00	894,466.42	-26.53
Expense Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

TO: WCCTAC Board

MEETING DATE: April 26, 2024

FR: Leah Greenblat, Transportation Planning Manager

RE: **FY 24-25 Annual STMP Fee Adjustment**

REQUESTED ACTION

Information only.

BACKGROUND AND DISCUSSION

The 2019 STMP Update became effective on July 1, 2019. The Master Cooperative Agreement, signed by all member agencies, specifies an automatic annual fee adjustment so that the fees keep up with construction-related inflation. The agreement links the fee adjustment to the Engineering News Record’s February San Francisco Bay Area Construction Cost Index for the prior twelve months. This year that rate was 0.7%. WCCTAC staff is in the process of notifying partner agencies of this impending annual fee adjustment, which becomes effective July 1, 2024, so it may be incorporated into local fee schedules.

Given the recent state of inflation, this year’s fee increase is surprisingly low especially compared to last year’s adjustment, which was 7.1%. It should be noted that Engineering New Record’s Bay Area Construction Cost Index is a tool commonly used by jurisdictions to make annual fee adjustments. The STMP Quarterly Reporting form for FY 24-25 is included as an attachment. Local agency staff should begin using this version to report STMP fees after July 1, 2024.

The FY 23-24 and FY 24-25 STMP fees are shown below.

FY 23-24 STMP Fee Rate		
Type of Fee	STMP Fee per Unit	STMP Fee per Square ft.
Single Family	\$ 6,916	
Multi Family	\$ 3,407	
Senior Housing	\$ 1,868	
Hotel (per room)	\$ 4,426	
Storage Facility		\$ 0.97
Retail / Service		\$ 8.38
Industrial		\$ 7.07
Office		\$ 11.09
Other (per AM pk hr trip)	\$ 9,346	

FY 24-25 STMP Fee Rate		
Type of Fee	STMP Fee per Unit	STMP Fee per Square ft.
Single Family	\$ 6,964	
Multi Family	\$ 3,431	
Senior Housing	\$ 1,881	
Hotel (per room)	\$ 4,457	
Storage Facility		\$ 0.98
Retail / Service		\$ 8.44
Industrial		\$ 7.12
Office		\$ 11.17
Other (per AM pk hr trip)	\$ 9,411	

ATTACHMENT

A. FY 2024-2025 STMP Quarterly Reporting Form

**West County Subregional Transportation Mitigation Program (STMP) Developer Fees
 JURISDICTIONS' QUARTERLY TRANSMITTAL REPORT FORM for FY 2024-2025**

Jurisdictions are required to submit this completed form to WCCTAC no later than 30 days following the close of each calendar quarter;
 whether or not there are fees to submit, continuing through the life of the Master Cooperative Agreement.

Check Appropriate Box:

All sections of the report must be completed.
 Attach check, payable to WCCTAC, to this report.
 Submit check and completed transmittal report to:
 WCCTAC
 6333 Potrero Ave., Suite 100
 El Cerrito, CA 94530

Fiscal Year: _____
Reporting Period:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FY Q1	FY Q2	FY Q3	FY Q4
July-Sept	Oct-Dec	Jan-Mar	Apr-June
31-Oct	30-Jan	30-Apr	31-Jul

Fee Submittal Due Date:

Jurisdiction's Name:

Contact Name:

Contact Email:

No development to report this period. OR **Notes:**
 Insert below the # of Units or # of Sq. Ft. to calculate the amnt. of fee collected.
 List each project or project component separately. Add rows as needed.

Type of Fee	Project Address	Development Name	STMP Fee per Unit	STMP Fee per Square ft.	Total # Units or Sq. Ft.	STMP \$ Collected
Single Family			\$ 6,964			\$ -
Multi Family			\$ 3,431			\$ -
Senior Housing			\$ 1,881			\$ -
Hotel (per room)			\$ 4,457			\$ -
Storage Facility				\$ 0.98		\$ -
Retail / Service				\$ 8.44		\$ -
Industrial				\$ 7.12		\$ -
Office				\$ 11.17		\$ -
Other (per AM pk hr trip)			\$ 9,411			\$ -
TOTAL FEES COLLECTED:						\$ -

This should be the amount of your check to WCCTAC.

If a jurisdiction is collecting STMP fees for a development application at a rate different than what is currently in effect, provide on the following page the name and address of each development and which reason applies:

- A. The development project is subject to a development agreement executed on _____;
- B. The development submitted a vesting tentative map that was approved on _____;
- C. Other (explain legal basis for development not paying current adopted rates; n.b., a development application submitted in a prior year alone is an insufficient explanation) _____.

During the reporting period, has your agency granted:

- | | | |
|--|------------------------------|-----------------------------|
| 1. STMP Fee Credits to any development? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. STMP Fee Waivers/Exemptions to any development? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If yes to either of the above, please respond to the questions on the next page.

If STMP Credits were granted, for each development complete the questions below:

1. What is the name and address of the development project receiving the credit?
2. What was the dollar value of the credit?
3. Which of the 20 STMP Projects was the credit used for?
4. What elements of the STMP project were completed with the credited funds?

If Waivers/Exemptions of STMP Fees were granted, for each development, complete the questions below:

1. Were all other local fees waived/exempted for the development project? Yes No
2. Briefly explain why the development project's STMP fee was waived/exempted?

Respond to Different Fee Rates/Credit and Waiver/Exemption Questions here:

TO: WCCTAC Board

MEETING DATE: April 26, 2024

FR: Coire Reilly, Program Manager

RE: TDM Update and Draft Work Program for Fiscal Year 2025

REQUESTED ACTION

Receive information and provide feedback as needed.

PURPOSE

The CCTA is in the process of changing the framework for how Air District Transportation Fund for Clean Air (TFCA) dollars are allocated annually to subregions. This staff report is intended to: provide an update on those proposed changes, to sketch a TDM Program for West County for FY25, and to provide information about the approach to staffing in the upcoming year for TDM program delivery.

BACKGROUND

WCCTAC staff, the WCCTAC TAC, and the WCCTAC Board all received presentations from CCTA staff about proposed changes to the TDM program, as well as proposed changes to the way CCTA allocates TFCA funding. All expressed a desire for: a straightforward and clear funding process, keeping the TDM Program sufficiently funded, geographic equity, subregions to be involved in shaping the program, WCCTAC to retain its role in program delivery, and retaining program activities that are beneficial but may not have easily quantifiable VMT reduction impacts.

WCCTAC staff proposed edits to the TFCA Policy and many of these proposed changes were incorporated by the Authority over the last few weeks. Of note was a more clearly defined role for the RTPCs in making decisions about how the funds are allocated and spent. The Policy went to the CCTA Board for approval at its April meeting but was continued to the May meeting.

AVAILABLE FUNDING FOR FY25

There are two aspects of the proposed TFCA Policy that create uncertainty about the amount of TFCA funding that WCCTAC will receive. First, CCTA can take funds off the top for non-TDM Program activities (that are TFCA eligible) and can also take funds off the top for new activities within the TDM Program. This creates a variable since the amount of funding taken off the top affects how much will remain to be allocated to subregions.

Secondly, the TFCA Policy allows for other organizations besides subregions (such as cities and transit agencies) to request portions of the TFCA funding. Funds allocated to other agencies do

not come off the top but would come out of the relevant subregion's share and would require concurrence from the subregional Board. Staff cannot know with certainty, however, whether other organizations in West County will seek these TFCA funds and whether the WCCTAC Board would approve those allocations (which would come out of WCCTAC's share for West County's TDM Program). This creates another variable.

Staff attempted to mitigate the uncertainty created by the first issue by proposing limits to the amount of funding that the Authority could take off the top each year. The intent was to ensure some funding stability from year to year. That recommendation was not accepted, however.

Staff attempted to mitigate the uncertainty created by the second issue by requesting that WCCTAC member agencies not seek TFCA funding from CCTA for the upcoming fiscal year. At the recent March TAC meeting, WCCTAC staff recommended that member agencies allow WCCTAC to implement the TFCA-funded programs for FY25. The TAC agreed with this proposed approach and no TAC representatives expressed interest in seeking a portion of the subregional TFCA funds. In future years, when there is more time for consideration, and potentially more clarity about the amount of funding that WCCTAC will receive, this approach could change.

In the current fiscal year, WCCTAC received approximately \$350,000 in TFCA funds for TDM. For FY25, staff anticipates that WCCTAC will receive somewhere between \$200k and \$320k, depending on details of the CCTA's approach and methodology. Staff is attempting to build a draft TDM work program without precise knowledge of its TDM budget.

DRAFT WORK PLAN

Although the CCTA Board moved discussion of the TFCA Policy to May, WCCTAC staff is proceeding as if the policy will be approved in its current form. WCCTAC staff intends to write a TFCA application to continue doing TDM work mainly as it does now. The TAC concurred with this approach. The CCTA is expecting draft program proposals from subregions by May and finalized proposals by June or July.

WCCTAC staff is considering using two applications to the Air District to structure its TFCA-funded program work. One application will be for a "countywide" project to continue running the Guaranteed Ride Home program for the county. WCCTAC would receive credit from the Authority for running this program, which would be reflected in its overall funding allocation.

The other application will be a West County-focused transit-promotion program, providing Clipper cards, transit passes, and other incentives focused on encouraging the use of BART, bus (particularly AC Transit's Transbay and WestCAT's Lynx), and the ferry. This program would operate like current programs, such as Try Transit, and would provide Clipper cards or digital incentives/passes to commuters who are interested in trying alternative modes. The Pass2Class program, which provides transit passes to students at the beginning of the school year, will also be available in West County.

At present, CCTA staff has suggested that each individual program activity may be required, by the Authority, to have its own unique application to the Air District. This differs from the long-standing practice of bundling program activities to meet cost-effectiveness as a whole program. WCCTAC staff is concerned about the added administrative impacts of this proposed approach and concerned that some small activities, in isolation, won't meet the cost-effectiveness threshold and will need to be abandoned regardless of the WCCTAC Board's preferences. This includes efforts like the summer youth pass program and assistance to local jurisdictions with Bike to Work/Wherever Day.

The overall effort in West County for program activities like bicycle promotion and employer/community outreach, will therefore be shaped by CCTA's approach to Air District applications and also by the overall amount of funding made available to West County.

TDM PROGRAM STAFFING

WCCTAC has historically had one dedicated, full-time staff person to implement the TDM Program in West County. Coire Reilly has most recently served in this role. Mr. Reilly, however, recently moved into a new position that includes the responsibilities previously held by Joanna Pallock, who was a 2/3rd time employee. In his new role, Mr. Reilly will have some capacity to focus on TDM efforts. However, it is not clear that he will be able to deliver the program alone in a part-time capacity. Staff had been planning to hire an additional staff person to assist with the TDM program but will refrain from doing that in the upcoming fiscal year given the uncertainties involved with TDM program funding. If WCCTAC needs additional capacity to carry out the TDM Program in West County, it will likely seek assistance from CCTA's consultant, Advanced Mobility Group (AMG).

NEXT STEPS

Staff will return in May with more details regarding the TDM work program and proposed TFCA applications. The Board may be asked to formally approve these applications as part of CCTA's new program development process



El Cerrito

Hercules

March 26, 2024

Pinole

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

RE: March 2024 WCCTAC Board Meeting Summary

Richmond

Dear Tim:

The WCCTAC Board, at its meeting on March 22, 2024, heard the following informational reports, which may be of interest to the Authority:

San Pablo

1. Accepted the Fiscal Audit and Memorandum of Internal Control for Fiscal Year 2023.
2. Received an update for the Richmond Parkway Transportation Plan (RPTP) from Karina Schneider (Fehr and Peers), regarding the Draft Strategies and Phase 2 Public Engagement.
3. Received information from WCCTAC staff on communications with CCTA regarding TDM 2.0 and the TFCA Policy.
4. Approved Resolution 24-04 and authorized the Board Chair to execute a contract with Redwood Public Law LLP for legal services.

Contra Costa
County

AC Transit

Sincerely,

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

BART

John Nemeth
Executive Director

cc: Tarien Grover, CCTA

WestCAT

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

ABAG: Association of Bay Area Governments
ACTC: Alameda County Transportation Commission
ADA: Americans with Disabilities Act
APC: Administration and Projects Committee (CCTA)
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
CMAs: Congestion Management Agencies
CMAQ: Congestion Management and Air Quality
CMIA: Corridor Mobility Improvement Account (Prop 1B bond fund)
CMP: Congestion Management Program
CSMP: Corridor System Management Plan
CTC: California Transportation Commission
CTP: Contra Costa Countywide Comprehensive Transportation Plan
CTPL: Comprehensive Transportation Project List
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