

MEETING NOTICE AND AGENDA

DATE & TIME: May 24, 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 April 26, 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 April 2024. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** Paid an invoice to Fehr and Peers in the amount of \$13,312.32 for Richmond Parkway planning work funded by a Caltrans grant. *(No Attachment; Information only).*
7. **Purchase order for the Pass2Class Program.** Staff is seeking Board authorization to use a purchase order to buy AC Transit bus passes for Pass2Class, which is part of the 511 Contra Costa TDM Program *(Attachment; Recommended Action: Approve Resolution 23-05).*

REGULAR AGENDA ITEMS

8. **Link 21 Update.** Link21 is a long-range program of projects to connect and expand passenger rail throughout the Northern California megaregion. Sponsored jointly by BART and Capitol Corridor, the core of Link21 is a new rail crossing between Oakland and San Francisco. Sadie Graham, Director of Link21, will provide an update on recent progress and anticipated next steps. *(Sadie Graham, BART staff; No Attachment; Recommended Action: Receive update and provide feedback.)*
9. **AC Transit Board Policy 501 Update.** AC Transit's bus stop guidelines, for future placement, spacing, and accessibility, are due for a five-year update. The main goal of the update is to make the policy more customer focused. Samah Itani, from AC Transit, will provide an overview. *(Samah Itani, AC Transit staff; Attachment; Recommended Action: Receive update and provide feedback.)*
10. **Draft Fiscal Year 2025 Work Program, Budget, and Dues.** The proposed WCCTAC work program for Fiscal Year 2025 is included, along with the draft budget and proposed dues. The budget is divided into four different funds based on distinct purposes and revenue sources: WCCTAC Operations, TDM, STMP, and Other Reimbursables. Staff recommends authorizing the circulation of these draft documents to member agencies with the aim of final Board adoption at the June 23, 2024, WCCTAC Board Meeting. *(John Nemeth, WCCTAC Staff; Attachments; Recommended Action: Authorize release of drafts for member agency review).*

- 11. Authorization for WCCTAC Executive Director to Establish On-Call Consultant Bench for Grant Writing and Preparation.** In response to a Request for Qualifications (RFQ), WCCTAC staff received and reviewed consultant proposals for on-call services for grant writing and preparation. WCCTAC staff seeks authorization from the WCCTAC Board for its Executive Director to negotiate and enter into on-call agreements with the four highest ranking consultants. (*Leah Greenblat, WCCTAC Staff; Attachment; Recommended Action: Adopt Resolution No. 24-06*).

STANDING ITEMS

- 12. Board and Staff Comments.**
- Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
 - Report from CCTA Representatives (*Directors Fadelli & Kelley*)
 - Executive Director's Report
- 13. General Information Items.**
- Letter to CCTA Executive Director with Summary of Board Actions for April 26, 2024
 - Acronym List
- 14. Adjourn.** Next regular meeting is: June 28, 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 – April 26, 2024**

MEMBERS PRESENT: R. Xavier, Chair (San Pablo), C. Sasai (Pinole), P. Fadelli (El Cerrito), C. Kelley (Hercules), E. Martinez (Richmond), T. Hansen (WestCAT), R. Saltzman (BART), S. Bana (Richmond), C. Jimenez (Richmond)

STAFF PRESENT: John Nemeth, Leah Greenblat, Alex Mog (counsel)

ACTIONS LISTED BY: WCCTAC staff

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

Public Comment: None

CONSENT CALENDAR

Motion by ***Director Kelley***; seconded by ***Director Martinez***

Yes- R. Xavier, C. Kelley, P. Fadelli, C. Sasai, T. Hansen, E. Martinez, R. Saltzman, S. Bana

No- None

Abstention- None

Motion passed unanimously.

Item #3. *Approved:* Minutes of March 22, 2024, Board Meeting.

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

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

Item #6. *Received:* Payment for invoices over \$10,000 - Invoice to Fehr and Peers in the amount of \$16,984.97 for Richmond Parkway planning work funded by a Caltrans grant.

Item #7. *Received:* FY 24-25 Annual Subregional Transportation Mitigation Program (STMP) Fee Adjustment of 0.7%.

Item #8. *Adopted:* WCCTAC re-appointed Allan Panganiban as a West County Representative to the CCTA's TCC for a two-year term.

REGULAR AGENDA ITEMS

ITEM/DISCUSSION	ACTION
Item # 9 Richmond Ferry Update	<i>Information Only</i> Michael Gougherty, of WETA staff, provided an update on the Richmond Ferry. He reviewed ridership information and then discussed service levels. He noted that his agency had examined service cut options to potentially reduce spending. WETA's preference, however, was to

	focus on promotions and partnerships to boost ferry ridership.
Item #10 County Connection's "One Seat Ride" Program	<i>Information Only</i> John Sanderson, of County Connection staff, provided information about the County Connection's "One Seat Ride" program. He explained that it was a type of cost sharing partnership between transit agencies in Contra Costa County that allows for ADA paratransit trips outside of individual services areas.
Item #11 TDM Update and Draft Work Program for Fiscal Year 2025	<i>Information Only</i> John Nemeth, of WCCTAC staff, updated the Board on TDM 2.0 and proposed TFCA Policy. He explained that the CCTA Board has not yet approved the new policy but was likely to at its meeting in May. Mr. Nemeth then walked through the elements of the TDM Program describing which pieces would stay and which pieces could rchange. He also described how TFCA funding was likely to flow once the new policy is approved.

Meeting Adjourned: 9:30 a.m.

TO: WCCTAC Board

DATE: April 24, 2024

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

Bike to Wherever Day 2024



Bike to Wherever Day was held on May 16. West County hosted nine energizer stations, including at all BART stations, the Richmond Ferry terminal, Contra Costa College, the Richmond Marina, Unity Park, Point Richmond, and the Pedaler (bike shop). Additionally, this year, there were stations focused on high school students at Richmond High, Sylvester Gateway, and Pinole Valley High, thanks to a partnership with Contra Costa Health. Despite the chilly weather, it was a great event with hundreds of participants!



Bill Pinkham

Long-time sustainable transportation advocate, Bill Pinkham, passed away on May 7, 2024. He was a Richmond resident, an environmentalist, and an avid cyclist. Bill was a regular attendee of the WCCTAC TAC meetings and often attended WCCTAC Board meetings as well. He served as a board member for Bike East Bay for many years and was WCCTAC's citizen representative to the Countywide Bicycle and Pedestrian Advisory Committee (CBPAC). Bill put heart and soul into making transportation better in West Contra Costa County. He will be missed.



Richmond Parkway Transportation Plan (RPTP)

Now that Phase 2 of public engagement has concluded, WCCTAC and its partners, the City of Richmond and Contra Costa County, are reviewing the input from in-person meetings, pop-up events, and the online survey. Based on the feedback, the group will prepare a draft top ten list of strategies to develop further. In early June, the RPTP's TAC plans to meet and discuss the draft list.

West County wastewater staff, as part of the North Richmond Horizontal Levee Working Group, invited WCCTAC staff to present an update on the RPTP. Like the RPTP TAC, the Levee Working Group provides a forum for staff from multiple agencies to touch base about various projects along the West County coastline.

Richmond Paratransit Audit

CCTA, and its consultant AMG, recently conducted an audit of the Richmond Paratransit Program. WCCTAC staff participated in a review of the audit's scope of work and was given the opportunity to review the draft audit document. The audit outlines various concerns and makes 29 specific recommendations for improved service. These proposed changes relate to: outreach and public information, data collection and management, and operations and safety. The audit document can be found at the following link:

<https://ccta.primegov.com/Portal/Meeting?meetingTemplateId=6423>

WCCTAC will attend the PCC meeting on May 20 at CCTA. The PCC is being asked to approve the proposed audit recommendations.

CCTA's Redefining Mobility Summit



Staff attended the 9th annual Redefining Mobility Summit, held at the Roundhouse at Bishop Ranch on May 7, 2024. Chair Xavier and Director Kelley also attended the event. Panel sessions included: a discussion about autonomous vehicle safety and the need to build public trust, new ideas in transit, and workforce development. The event also included a showcase of the work of high school students focused on STEM (with an emphasis on robotics and transportation) and the unveiling of the latest vehicle produced by Glydways.

San Pablo Ave. Multi-modal Corridor Project Update

Last month staff shared that it would soon be working with the CCTA and its consultant to prepare a scope of work, budget, and funding request for San Pablo Avenue planning work using Regional Measure 3 funds. However, CCTA and WCCTAC's preferred on-call consultant has an interest in bidding on the actual work itself and is therefore precluded from developing a scope. CCTA and WCCTAC staff are now pursuing alternate options for consultant support in developing the scope of work.

Grant Writing and Preparation RFQ

WCCTAC staff was pleasantly surprised to receive nine proposals in response to its recent Request for Qualifications (RFQ) for on-call consulting services for grant writing and preparation. At the May Board meeting, staff will provide an overview of the process and recommendations. If the Board adopts the staff's recommendation, then WCCTAC may get a boost in its grant application efforts by late summer.

Summer Bike Challenge Starts in June

SUMMER BIKE CHALLENGE 2024

Explore your town from the seat of a bike!



511 Contra Costa's (WCCTAC's TDM Program) Summer Bike Challenge is ready to start in June. The program encourages participants to visit various community locations by bicycle over the course of the summer. There are weekly challenges and participants are entered into raffles for prizes. 511 Contra Costa also hosts two to three in-person tabling events in each jurisdiction in the County. For more information, visit: www.511cc.org/sbc

"Doing Business As" Name Change

Staff continue to move forward with the implementation of the new "doing business as" name. The latest news is that staff obtained a ".gov" domain. Although, "wcctc.gov" was not available, the new domain name will be "WestContraCostaTC.gov." This will be used for the website's address as well as staff email addresses. Staff is now working with its IT provider and website host to update the website, create new email addresses, and order new business cards. For the foreseeable future, we will also keep the old website and email addresses. Separately, staff is working on changing the plaque just outside of our office door as well as the decal on the exterior door of the building. Staff is on pace to have all name change elements in place, and to begin consistently referring to the agency as WCCTC, by the start of the fiscal year at the latest.

General Ledger Monthly Budget Report

User: AnnC
Printed: 5/7/2024 5:43:44 PM
Period 10 - 10
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	255,503.37	313,931.63	0.00	313,931.63	55.13
770-7700-41200	PERS Retirement	0.00	0.00	0.00	88,132.32	-88,132.32	0.00	-88,132.32	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	58,112.23	-58,112.23	0.00	-58,112.23	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	2,510.39	-2,510.39	0.00	-2,510.39	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	3,200.00	-3,200.00	0.00	-3,200.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	3,217.23	-3,217.23	0.00	-3,217.23	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	4,791.73	-4,791.73	0.00	-4,791.73	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	1,221.65	-1,221.65	0.00	-1,221.65	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	672.00	-672.00	0.00	-672.00	0.00
	Salary and Benefits	0.00	574,074.00	574,074.00	426,523.30	147,550.70	0.00	147,550.70	25.70
770-7700-43500	Office Supplies	0.00	4,600.00	4,600.00	4,634.05	-34.05	0.00	-34.05	-0.74
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	64,599.32	4,910.68	0.00	4,910.68	7.06
770-7700-43900	RentBuilding	0.00	22,500.00	22,500.00	18,545.42	3,954.58	0.00	3,954.58	17.58
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	306.14	2,193.86	0.00	2,193.86	87.75
	Service and Supplies	0.00	114,010.00	114,010.00	93,674.83	20,335.17	0.00	20,335.17	17.84
	Expense	0.00	688,084.00	688,084.00	520,198.13	167,885.87	0.00	167,885.87	24.40
7700	WCCTAC Operations	0.00	688,084.00	688,084.00	520,198.13	167,885.87	0.00	167,885.87	24.40
7720	WCCTAC TDM								
772-7720-41000	Salary	0.00	0.00	0.00	168,337.93	-168,337.93	0.00	-168,337.93	0.00
772-7720-41200	PERS Retirement	0.00	0.00	0.00	63,916.81	-63,916.81	0.00	-63,916.81	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	32,172.70	-32,172.70	0.00	-32,172.70	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	1,485.19	-1,485.19	0.00	-1,485.19	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	1,208.52	-1,208.52	0.00	-1,208.52	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	2,416.12	-2,416.12	0.00	-2,416.12	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	368.65	-368.65	0.00	-368.65	0.00
	Salary and Benefits	0.00	0.00	0.00	276,765.72	-276,765.72	0.00	-276,765.72	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	2,428.74	-2,428.74	0.00	-2,428.74	0.00
772-7720-43600	Professional Services	0.00	0.00	0.00	32,625.42	-32,625.42	0.00	-32,625.42	0.00
772-7720-43900	RentBuilding	0.00	0.00	0.00	18,545.42	-18,545.42	0.00	-18,545.42	0.00
772-7720-44000	Special Department Expenses	0.00	0.00	0.00	114,189.60	-114,189.60	0.00	-114,189.60	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	169,336.11	-169,336.11	0.00	-169,336.11	0.00
	Expense	0.00	0.00	0.00	446,101.83	-446,101.83	0.00	-446,101.83	0.00
7720	WCCTAC TDM	0.00	0.00	0.00	446,101.83	-446,101.83	0.00	-446,101.83	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	1,490,858.61	6,188,363.39	0.00	6,188,363.39	80.5858

General Ledger Monthly Budget Report

User: AnnC
Printed: 5/7/2024 5:42:01 PM
Period 10 - 10
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	2,652.68	-2,652.68	0.00	-2,652.68	0.00
773-0000-36102	Interest	0.00	15,000.00	-15,000.00	-286,844.19	271,844.19	0.00	271,844.19	-1,812.29
	Use of Property and Money	0.00	15,000.00	-15,000.00	-284,191.51	269,191.51	0.00	269,191.51	-1,794.61
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	-34,623.58	-87,063.42	0.00	-87,063.42	71.55
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	-885,106.11	-341,448.89	0.00	-341,448.89	27.84
	Revenue	0.00	3,371,555.00	-3,371,555.00	-4,383,763.01	1,012,208.01	0.00	1,012,208.01	-30.02
0000	Non Departmental	0.00	3,371,555.00	-3,371,555.00	-4,383,763.01	1,012,208.01	0.00	1,012,208.01	-30.02
Expense Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 23-05**

**AUTHORIZING THE WCCTAC EXECUTIVE DIRECTOR TO PURCHASE AC
TRANSIT BUS PASSES FOR THE PASS2CLASS PROGRAM , IN THE AMOUNT
NOT TO EXCEED SEVENTY THOUSAND DOLLARS (\$70,000)**

WHEREAS, the West Contra Costa Transportation Advisory Committee (“WCCTAC”) manages the 511 Contra Costa transportation demand management (“TDM”) program for West Contra Costa County; and

WHEREAS, Pass2Class provides West County students with bus passes at the beginning of the school year and requires the purchase of a large number of physical passes; and

WHEREAS, Pass2Class is one of the TDM program’s largest annual programs; and

WHEREAS, the WCCTAC Board provides general direction to implement TDM program elements; and

WHEREAS, the WCCTAC Board desires to authorize the purchase of bus passes for Pass2Class as part of the TDM program.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors of the West Contra Costa Transportation Advisory Committee does hereby authorize the Executive Director or designee to purchase bus passes for Pass2Class as part of the TDM program in an amount not to exceed \$70,000.

2. The Executive Director or designee is authorized to make all approvals and take all actions necessary or appropriate to carry out the intent of this Resolution.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on May 24, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Rita Xavier, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher Kokotaylo, General Counsel

3770143.1

AC TRANSIT BOARD POLICY 501 UPDATE

WCCTAC
May 2024

Agenda

Overview

Stakeholder Engagement

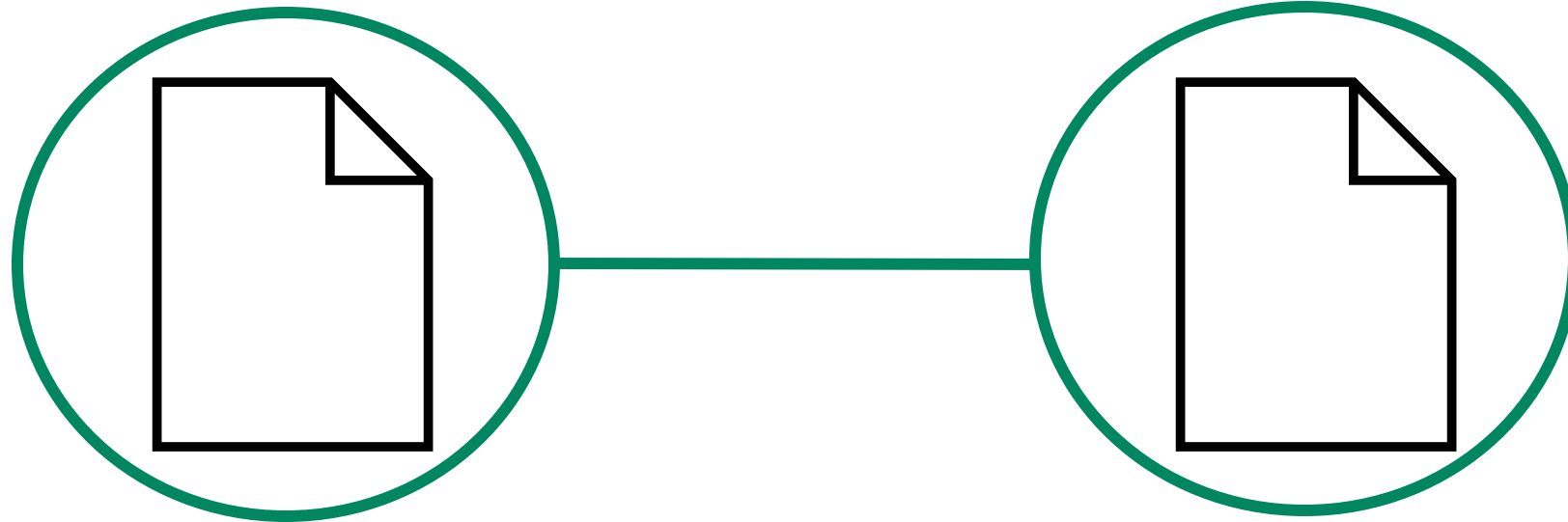
Guiding Principles

Timeline

Questions & Discussion

OVERVIEW

EXISTING BUS STOP POLICIES AND GUIDANCE



**Board Policy 501:
Bus Stop Guidelines**
bus stop placement
including spacing,
location, length, &
accessibility.

**501A: Administrative
Regulation**
the process for reviewing
bus stops by District staff

WHY UPDATE THE POLICY?

- Policy due for a five-year update
- Make the policy more customer-focused
- Develop a hierarchy for decision making
- Reflect the District's priorities and goals
- Easing navigation between different bus stop related documents:
 - Bus Stop Furniture Design Guidelines
 - 501 Administrative Regulation: Bus Stops
 - Transit Supportive Design Guidelines

STAKEHOLDER ENGAGEMENT

INTERNAL STAKEHOLDER ENGAGEMENT

Bus Stop Committee

Supervision

MarCom

Maintenance

LACR

Safety

Scheduling

Transportation

Legal

Long Range Planning

Service Planning

Other Stakeholders

Accessible Services

Division Safety Committees

Pole Crew

EXTERNAL STAKEHOLDER ENGAGEMENT

External stakeholder engagement would take place during the month of May & Early June

Webpage

Feedback Form/Email

Social Media

BP 501 Technical
Advisory Committee

General Manager's
Access Committee

ILC
Presentations

eNews to riders, community-based
organizations and elected officials

Presentations to
Other Existing
Bodies

GUIDING PRINCIPLES

PEER REVIEW TAKEAWAYS

The peer review aggregated the most common guiding principles and goals of agencies' bus stop design processes.



Our guiding principles were derived from the most frequently utilized principles of peer agencies:

Accessibility

Safety

Comfort

Legibility

Visibility

Convenience

Community Connectivity

Maximize Efficiency

GUIDING PRINCIPLES

The peer review and internal feedback led us to four guiding principles for the policy update.

Accessibility

Comfort

Safety

Feasibility

Reliability

GUIDING PRINCIPLES

Accessibility

Strategically located to serve the needs of all riders, ensuring ADA compliance. Considering **proximity** to residential areas, employment centers, schools, and other **key destinations**.

Designing and locating bus stops with consideration for the needs of **diverse riders' demographics**, including individuals with disabilities, seniors, and families.

Safety

Ensuring the safety of **riders, operators, and pedestrians** by implementing measures to **mitigate risks and hazards** at bus stops. Includes bus stop placement in well-lit areas with clear signage and designated waiting areas to prevent incidents and enhance security.

Comfort

Creating welcoming and pleasant environments by providing **amenities such as seating and shelter** to offer respite from **weather elements** and facilitate a more enjoyable waiting experience.

Ensuring **cleanliness, and aesthetic enhancements** can contribute to a positive rider experience.

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GUIDING PRINCIPLES

Feasibility

Feasibility of a bus stop location hinges on critical factors such as visibility, sidewalk conditions, and supporting land uses. **Community input** plays a pivotal role in this assessment, as local residents, businesses, and organizations offer valuable insights into the practicality of the proposed bus stop placement. Their perspectives help gauge factors such as accessibility, safety concerns, and impacts on their daily lives. **Positive community input** can bolster the feasibility of a bus stop placement by affirming its alignment with local needs and preferences. On the other hand, **community opposition** or concerns may signal potential challenges or unaddressed issues, causing staff to reconsider the viability of the proposed bus stop placement.

Reliability

Optimizing the reliability of bus service by implementing measures to **minimize wait times** and provide **consistent service** for riders. bus stop placement and design to facilitate **efficient boarding and alighting** processes, reducing dwell times, and **streamlining rider flow**. In addition, staff will need to strategically develop policy around the spacing of bus stops to find the balance between rider accessibility and service reliability.

TIMELINE

TIMELINE & NEXT STEPS



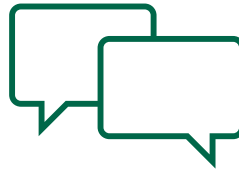
March

Gather Internal Feedback
Develop Updated Policy
March 27th Board Briefing



March -April

Develop Draft Policy



May/June

Gather Feedback
on Draft Policy



July

Present Draft Policy to the
Board
Finalize Policy based on
Feedback



August

Present Final Policy to the
Board for Approval

Current Stage

Thank you!
Questions?

TO: WCCTAC Board

DATE: May 24, 2024

FR: John Nemeth, Executive Director

RE: Draft Fiscal Year 2025 Work Program, Budget, and Dues

REQUESTED ACTION

Staff requests authorization to circulate the Draft Fiscal Year 2025 Work Program, Budget, and Dues documents to member agencies. Staff will bring the final documents to the Board for adoption at the June 28, 2025, meeting.

BACKGROUND AND DISCUSSION

This staff report includes:

- 1) Current Fiscal Year Highlights and Accomplishments.
- 2) Fiscal Year 2025 - Proposed Work Program.
- 3) A Budget Analysis of WCCTAC General Operations.
- 4) A Budget Analysis of WCCTAC's other three funds (TDM, STMP, and Special Projects).
- 5) Proposed Dues for Fiscal Year 2025.

WORK PROGRAM

1) Current Fiscal Year Highlights and Accomplishments

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

- Partnered with the City of San Pablo and CCTA to develop a Measure X-funded **Medical Trip Pilot** service in San Pablo for seniors and the disabled.
- Continued development of the **Richmond Parkway Transportation Plan**, to the point of developing and prioritizing draft strategies for improvements.
- **Allocated \$5.3M in STMP** funds to eight different projects.
- Worked to establish an **on-call bench of consultants** to assist with grant writing and grant preparation.
- Began to implement the agency's "doing business as" name, the **West Contra Costa Transportation Commission**, which is nearly in place.

- Initiated an update to the **Joint Powers Agreement**, which is nearly complete.
- Created a working group involving MTC/BATA, Caltrans, CCTA, and Richmond to **address local traffic impacts in Richmond** resulting from I-580 congestion.
- Worked with El Cerrito, Richmond, San Pablo, AC Transit, and CCTA on next steps for reviewing and advancing **San Pablo Avenue Multimodal Corridor** improvements.
- **Expanded Bike to Wherever Day** to include energizer stations at three West County high schools.
- Exceeded 1,300 registered users in the **Guaranteed Ride Home** program and provided bus passes to nearly 1,000 students in West County through the **Pass2Class** program.

2) Fiscal Year 2025 – Proposed Work Program

The full Draft Work Program for FY25 is included as Attachment A. Some key elements are discussed below.

In Fiscal Year 2025, WCCTAC will use its new “doing business as” name and will finalize its Joint Powers Agreement update.

With its partners, WCCTAC will complete the Richmond Parkway Transportation Plan and move toward implementation. It will also work with its partners to advance multi-modal improvements San Pablo Avenue with additional planning and outreach. Lastly, it will work with the CCTA and local jurisdictions on the development of new and updated Community-based Transportation Plans in West Contra Costa County.

WCCTAC will explore the creation of a Transportation Management Association (TMA) for BART stations areas with El Cerrito, Richmond, and BART. It will partner with CCTA on training sessions for member agency staff to navigate Growth Management Program (GMP) checklist compliance. It will also work with the CCTA on completing the Countywide Transportation Plan (CTP) update.

WCCTAC will remain engaged in countywide and regional efforts such as: MTC’s Bus on Shoulder Study, the S.R. 4 Corridor Vision Project, AC Transit’s Realign effort, Link21, SB1031, and local and regional efforts to improve transit coordination and financial stability.

It will stay focused on all efforts related to I-580 and the Richmond-San Rafael Bridge, including: the I-580 ORT/HOV project, the local traffic study in Point Richmond, on ramp improvements at Richmond Parkway, bridge lane configuration issues, and the overall future of bridge.

WCCTAC will continue pursuing grant opportunities, with an emphasis on finding funding for projects that have already been defined. This effort should be aided by the new, on-call consultant bench.

It will continue participating in activities related to the countywide Accessible Transportation Strategic Plan (ATSP) and the improvement of senior and disabled services. Staff is aiming to continue the Travel Training program, subject to funding availability, staffing capacity, Board direction, and coordination with other countywide efforts.

WCCTAC could release a new STMP Call for Projects in the next fiscal year depending on the pace of STMP revenues. It will also need to start developing a schedule and scope of work for a new STMP nexus study that will likely be initiated in FY26.

WCCTAC will continue its TDM program under the 511 Contra Costa banner, in coordination with CCTA, other subregions, and member agencies. The program will have continuity in the near term but may need to change when the new TFCA funding cycle begins in March 2025 given that it will likely receive less TFCA funding from the Authority.

In the administrative arena, WCCTAC may continue its current lease negotiations into the upcoming fiscal year and continue to evaluate its office needs. It will also need to replace its long-serving Administrative Assistant who is retiring in the upcoming fiscal year.

BUDGET

The budget for WCCTAC is divided into four distinct funds as shown in the bulleted list below:

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

The draft budgets for each of these funds, as well as an overall summary budget, are provided as Attachment B.

3) Budget Analysis of WCCTAC General Operations

Current Fiscal Year

In the current fiscal year, WCCTAC's revenues and expenses will come close to matching budgeted figures in most categories.

WCCTAC will underspend its budget in salaries and benefits, however, due to two factors: a) the retirement of Joanna Pallock and b) lower-than-anticipated spending on the Travel

Training program. The lower spending on Travel Training is cancelled out on the revenue side by correspondingly lower reimbursement revenue from Measure J Program 28b. WCCTAC will also receive a lower reimbursement for administrative expenses from its Caltrans grant than budgeted but will receive a greater-than-originally-anticipated reimbursement amount next year.

In the current fiscal year, spending on professional services will be about \$2K higher than budgeted, with higher-than-expected legal costs being the main driver. The added expense of work related to the update of the Joint Powers Agreement, as well as a developer challenge to the STMP fee were the main factors.

WCCTAC will spend slightly less than anticipated in the Training & Mileage and Office Expense and Supply categories. WCCTAC will also not spend all its standard \$10K contingency, saving about \$7.1K.

Upcoming Fiscal Year 2025

Staff is proposing a 2.9% cost-of-living adjustment (COLA) to salaries for Fiscal Year 2025. This figure is based on an average of the three most recent Bay Area CPI reports from December, February, and April. WCCTAC's annual Unfunded Accrued Liability (UAL) payment to CalPERS will rise by about 15% (or about \$12K) which gets included in the "salaries and benefits" line item.

Another cost to salaries in the upcoming year is that a portion of staff time will shift from the TDM budget to the Operations budget, in anticipation of likely future reductions in TDM funding from CCTA. The expectation that WCCTAC will have four employees in the next fiscal year, rather than five, results in considerable savings in the salaries and benefits category. That change more than makes up for the COLA, growth in the UAL, or the absorption of some staff time previously supported by TDM funding.

Other expenses in Fiscal Year 2025 are expected to be similar or rise by small, pre-determined amounts. These include office lease payments, office supplies, financial services, and other professional services.

On the revenue side, WCCTAC is expecting to receive \$30K in Caltrans funds to reimburse the agency for staff time spent on the Richmond Parkway Transportation Plan. Staff is still determining its exact plans for the Travel Training Program in FY25, but any spending would be matched by a revenue source (either Measure J 28b or an alternative). Member contributions (dues) are proposed to increase by a small amount (2.6%) as described in the Dues section of this report.

Operating Reserve

WCCTAC has a policy to maintain a minimum operating balance of at least \$140K, but also aims

not to have the balance greatly exceed that amount. In FY23, the balance dipped below the reserve threshold but is projected to be \$6,210 above the reserve at the end of this fiscal year. In the budget for FY25, the balance above the reserve is projected to rise slightly to \$12,187.

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

Transportation Demand Management (TDM)

In FY25, the total amount of funding available to TDM is expected to increase by 3% (or about \$18K dollars). However, given CCTA's new TFCA Policy, staff is expecting to receive lower TFCA funding amounts in future funding cycles.

In preparation for a TDM Program structure with less available funding, the amount of spending on TDM-related staffing is being reduced in FY25. As noted previously, some of the staff hours formerly allocated to the TDM program will be shifted to the Operations budget. To ensure that WCCTAC has enough staffing capacity for program delivery, the TDM budget has a placeholder for \$40K in consultant support and staff is discussing this prospect with CCTA's consultant, AMG.

In the near term, however, the combination of a lower cost structure and strong funding will mean a very large available budget for incentives. In the FY25, the budgeted figure for incentives is about \$88K higher than last year.

Subregional Transportation Mitigation Program (STMP)

STMP revenues are projected to be about \$2.7M in the current fiscal year which will exceed the budget estimate of \$2.1M. In the upcoming fiscal year, based on trends and discussions with member agency staff, STMP revenues are expected to be around \$2.1M.

In the current fiscal year, the WCCTAC Board allocated funds to eight different projects. WCCTAC disbursed funds to three projects: the Hercules Hub, the San Pablo Avenue Bridge (San Pablo), and the San Pablo Avenue Bridge (Pinole). Disbursements are made when project sponsors, with Board-approved allocations, provide invoices to WCCTAC and request reimbursements.

In the STMP budget worksheet, for the sake of clarity and prudence, staff assumed that all current project sponsors with STMP funding commitments will request all their funding in Fiscal Year 2025. That assumption, while highly unlikely, allows the Board to see existing STMP funding commitments. At present, WCCTAC has about \$3.5M in uncommitted STMP funds, which would grow to \$5.6M by the end of the next fiscal year if expected revenues materialize. At that point, or possibly sooner, staff will likely request that WCCTAC issue another STMP Call for Projects.

WCCTAC can use 4% of STMP revenues, obtained since the start of the current 2019 program, to cover administrative costs. In the upcoming year, staff is proposing to use \$85K

for administration. The program tends to be labor intensive, since it involves considerable documentations, along with communications with member agency staff, developers, and sometimes local citizens.

Other Reimbursable (Special Projects)

This fund is typically used to account for projects that are funded by grants and are not part of regular WCCTAC operations.

WCCTAC has spent Caltrans grant funds on the Richmond Parkway Transportation Plan in the current fiscal year and will spend the remainder in the next fiscal year. Additionally, WCCTAC and CCTA are focused on advancing multimodal improvements on San Pablo Avenue by using RM3 funds. Since those monies would flow through CCTA, however, spending on the San Pablo Avenue corridor is not reflected in the WCCTAC budget.

Lastly, WCCTAC will pass through its usual allocation of Measure J 21b funds to the John Swett School District for its share of the Student Bus Pass Program (SBPP) funds and to the West Contra Costa Unified School District (WCCUSD) for administrative expenses related to the SBPP. The bulk of funding to WCCUSD for this program is for bus passes and is reimbursed directly by CCTA.

DUES

5) The Proposed Dues for Fiscal Year 2025.

Staff is proposing a 2.6% increase to member agency dues, which is lower than the most recent (April 2024) Bay Area CPI rate of 3.8%. Staff has generally been able to keep annual dues increases below the rate of inflation, as shown in the table below.

	FY21	FY22	FY23	FY24	FY25
April Bay Area CPI	1.1%	3.8%	5.0%	4.2%	3.8%
Dues Increase	0.0%	1.5%	4.5%	5.0%	2.6%*

**proposed*

More detailed information about member agency dues is included in Attachment C.

Attachments:

- A: Fiscal Year 2025 Draft Work Program
- B: Fiscal Year 2025 Draft Budget
- C: Fiscal Year 2025 Draft Member Agency Dues

**WCCTAC
FISCAL YEAR 2024-25
DRAFT WORK PROGRAM**

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

Planning and Programming (General Operations)

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

MEASURE J PROGRAMMING

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

COUNTY-WIDE AND REGIONAL PLANNING AND FUNDING

2. Work with CCTA on the development of the Countywide Transportation Plan.
3. Work with the CCTA and WCCTAC member agencies on the development of new and updated Community-based Transportation Plans in West Contra Costa County.
4. Work with Contra Costa County Public Works on its Vision Zero Technical Advisory Committee.
5. Monitor Action Plan compliance by reviewing certain proposed projects, General Plans or Amendments, and work to advance goals, objectives and actions contained in the West County Action Plan.
6. Partner with CCTA on the development of training sessions to assist local jurisdictional staff with Growth Management Program checklist compliance.
7. Participate in regional, countywide, sub-regional, and local efforts related to planning, funding, and delivery of priority capital projects in West County.
8. Monitor the Link21 effort to improve and coordinate the regional rail network in Northern California and provide input as needed.

9. Monitor and keep the TAC and Board informed about SB 1031 and the details of a potential regional funding measure.
10. Find opportunities to advocate for transit funding to support existing services.
11. Participate in follow-up activities related to the countywide Accessible Transportation Strategic Plan.
12. Assist local jurisdictions in the implementation of a low stress bike network in West County through the identification of funding opportunities.

I-80 and I-580 CORRIDORS

13. Continue to monitor, and participate in if possible, MTC's Bus on Shoulder Study and advocate for its implementation on I-80, consistent with the recommendations in WCCTAC's West County Express Bus Implementation Plan.
14. Continue to monitor the progress of the recommendations in MTC's I-80 Design Alternatives Assessment and keep the WCCTAC TAC and Board informed. This includes the implementation of transit, bike lane, and pedestrian improvements on Richmond Parkway at the Richmond Parkway Transit Center.
15. Continue to monitor and participate in MTC's implementation of HOV lanes on I-580. This work also includes modifications at the westbound Richmond Parkway off-ramp.
16. Continue to monitor and participate in MTC's implementation of open-tolling on the east end of the Richmond-San Rafael Bridge.
17. Continue to monitor and participate, if possible, in MTC, BATA and Caltrans analysis and recommendations for the westbound shoulder of the Richmond-San Rafael Bridge.
18. Continue to work with CCTA, the City of Richmond, and other regional partners to mitigate traffic impacts on local streets in communities adjacent to I-580 and the Richmond-San Rafael Bridge.
19. Work with MTC, Caltrans, and other agencies to promote capital improvements that may benefit transit in West County.
20. Work with Hercules, CCTA, and CCJPA on securing funding for the Hercules Hub, formerly known as the Regional Intermodal Transportation Center, in Hercules.
21. Work with CCTA to identify funding, or address other project development needs, for key projects such as the San Pablo Dam Rd interchange or Central Ave. phase 2.
22. Provide updates to the WCCTAC Board on I-80 corridor issues as needed.

23. Continue to monitor and update the WCCTAC TAC and Board on AC Transit's Realign Project.

SUB-REGIONAL ACTIVITIES

24. Continue advancement of recommendations of the West County High-Capacity Transit Study, the West Contra Costa County Express Bus Implementation Plan, and the San Pablo Avenue Multimodal Corridor Study, Phase 2.
25. Based on the 2015 Cooperative Agreement, participate with WETA, CCTA and Richmond on the annual review of the Richmond ferry's ridership, service levels, marketing, fare policy, access issues, and capital needs. Keep the TAC and Board informed about Richmond Ferry service considerations. Keep the TAC and Board informed about CCTA ferry expansion studies, especially as it relates to Hercules.
26. Monitor plans for, and construction of, transit-oriented development and supporting access improvements at both the El Cerrito Plaza BART Stations and the El Cerrito Del Norte BART Station.
27. Work with CCTA, AC Transit and the cities of El Cerrito, Richmond, and San Pablo on the development of a scope of work for Phase 3 of the San Pablo Avenue Multimodal Corridor Study which focuses on outreach and aims to advance the concepts identified in Phase 2.
28. Explore the creation of a Transportation Management Association (TMA) with El Cerrito, Richmond, and BART.

FUNDING OPPORTUNITIES

29. Monitor grant opportunities, inform member agencies, assist member agencies with their grant applications, provide letters of support, and facilitate prioritization of West County candidate projects for grants. Some examples of grant opportunities include Active Transportation Infrastructure Investment Program (ATIIP) which focuses on building networks of connected bicycle and pedestrian infrastructure improvements, Active Transportation Program (ATP) grants for pedestrian and bicycle improvements, Program for Arterial System Synchronization (PASS) for adjusting signal timing, as well as federal 5310 grants for senior and disabled transportation.
30. Finalize the selection of a consultant bench to assist WCCTAC staff with preparing grant applications.
31. With partner agencies, apply for Regional Measure 3 funds for both the Richmond Parkway and San Pablo Avenue projects.
32. Advocate for the inclusion of planned West County transportation projects in future

funding measures (e.g., Bay-Area and County-wide).

33. Seek funding to advance and implement the projects recommended in Phase 2 of the San Pablo Avenue Multimodal Corridor Study, in partnership with CCTA and ACTC and local jurisdictions.
34. Take the lead in applying for grants for planning and implementation of multi-jurisdictional improvements, in partnership with member agencies.

FORMAL BODIES

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

Special Projects

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

1. Subject to staffing considerations and funding availability, manage the Travel Training Program funded by Measure J 28b. This will involve teaching groups and individuals to use fixed route transit (BART, buses, ferry), ADA and non-ADA paratransit, and other mobility services. Explore other funding sources for the program.
2. Finalize the Caltrans-funded, draft Richmond Parkway Transportation Plan, also known as the Richmond Parkway Environmental Justice and Regional Mobility Plan.

Transportation Demand Management (TDM)

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

Currently, CCTA is working to amend the policies and procedures for disbursing TFCA funds for TDM. The CCTA may also modify focus areas in the TDM program to put more emphasis on reducing VMT. The following section of the Work Program is subject to change and may depend on funding availability. Additionally, WCCTAC may deliver some of these activities in conjunction with CCTA and potentially with the support of CCTA's on-call consultant team.

In the upcoming fiscal year, the TDM program will:

1. Manage the Employer-Based Trip Reduction Program, which includes employer outreach and programs, tabling at community events, transit incentives, funding for bike racks and lockers, funding for EV charging stations.
2. Manage the West County “Pass2Class” program that provides free transit passes to students at the beginning of the school year.
3. Manage the Commuter Benefit program, which includes the countywide programs Guaranteed Ride Home, Try Transit, Take 10, and Secure Your Cycle Programs.
4. Co-lead Bike to Wherever Days 2025 with other regional partners.
5. Support Local Agency Climate Action plans and efforts that aim to improve access to bicycling, pedestrian facilities, transit, and emerging mobility technology such as shared bicycles and cars, electric bicycles, scooters, and autonomous vehicles.
6. Assist in the promotion of the new City of Richmond e-shuttle service that allows students and seniors to ride for free.
7. Implement the Summer Youth Pass program, which provides discounted bus passes for youth during summer months.
8. Investigate incentive program for the Richmond bikeshare.

Sub-regional Transportation Mitigation Fee Program (STMP)

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

1. Collect, administer, and track funds and reporting forms.
2. Provide monitoring reports on revenue collected and status of local reporting.
3. Develop funding agreements with project sponsors for any Board-approved funding allocations.
4. Manage calls for projects based on Board direction, and allocate funds to eligible, Board-approved projects.
5. Respond to inquiries from local agencies and members of the public.

6. Review and process appeal and exemption requests.
7. Monitor and update, as needed, the expiration dates of existing STMP funding agreements.
8. Complete the required five-year review and update of the 2019 STMP and its nexus study.
9. Develop a detailed schedule for the replacement of the 2019 STMP Next Study, and draft an RFP for consultant support.

Administration

In the upcoming fiscal year, staff will:

1. Complete any remaining activities related to the implementation of WCCTAC's new "Doing Business As" name: the West Contra Costa Transportation Commission.
2. Complete approval process for the 2023 amendments to the Joint Powers Agreement, and assist jurisdictions with this effort, as needed.
3. Hire a new Administrative Assistant given the planned retirement of current staff.
4. Maintain and update content on the agency's website.
5. Continue to evaluate work practices and meetings to consider what should be in-person vs virtual.
6. Continue digitizing and organizing WCCTAC records including funding agreements, resolutions, minutes, and Board and TAC meeting packets.
7. Explore office options and/or finalize lease renewal.

**DETAIL: WCCTAC Operations
FY 2024-25 DRAFT Budget**

Activity	Actual FY 2022-2023	Original FY 2023-2024	Estimated 2023-2024	Proposed 2024-2025	Notes
REVENUES					
34111 Member Contributions	556,329	584,874	584,874	600,461	(a)
36102 Interest - LAIF	753	-	1,901	-	
39906 Other - Measure J (20b & 21b)	30,617	32,737	28,875	33,000	(b)
Other - Measure J 28b	65,119	53,950	17,859	-	(c)
Caltrans Planning Grant		35,000	25,000	30,000	(d)
TOTAL REVENUES	652,818	706,561	658,509	663,461	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	544,159	569,435	516,088	527,125	(e)
41911 Liability Insurance	4,639	4,639	4,639	4,759	
Total Salaries, Benefits & Insurance	548,798	574,074	520,727	531,884	
Professional Services					
43600 Professional Services					
Financial - City of San Pablo	20,558	21,000	21,299	22,000	
IT / VOIP phone	11,842	13,160	12,650	13,500	
Audit	15,065	13,250	15,097	15,500	
Attorney Services	15,561	15,000	16,985	18,000	
Accounting Services	4,855	6,100	5,204	6,000	
Other	1,635	1,000	350	500	
Total Professional Services	69,516	69,510	71,585	75,500	
Special Department Expenses					
44000 Special Dept. Expense					
Contingency	2,762	10,000	2,829	15,000	(f)
Total Special Department Expenses	2,762	10,000	2,829	15,000	
Training & Mileage					
44320 Training/Mileage	1,549	2,500	1,655	2,500	
Total Training/Mileage	1,549	2,500	1,655	2,500	
Office Expenses & Supplies					
43500 Office Supplies	5,007	4,600	5,294	5,500	
43501 Postage	1,292	1,600	424	1,000	
43520 Printing, Copier Lease	3,040	3,300	2,962	3,300	
43900 Rent/Building	22,043	22,500	22,290	22,800	
Total Office Expense & Supplies	31,382	32,000	30,970	32,600	
TOTAL EXPENSES	654,007	688,084	627,766	657,484	
REVENUES - EXPENSES	(1,189)	18,477	30,743	5,977	

Beginning Fund Balance \$146,210

Ending Fund Balance \$152,187

Reserve - Undesignated \$120,000

Reserve - Accumulated Vacation \$20,000

Available Balance above Reserve \$12,187

Notes:

- (a) FY 25 dues are proposed to be increased by 2.6%.
- (b) A portion of Measure J program funds can be used to cover administrative expenses.
- (c) Measure J28b funds are for travel training. Spending levels in FY24-25 are TBD
- (d) Caltrans grant (for Richmond Parkway) can cover some staff time
- (e) Lower estimated FY24 and proposed FY25 expenses are the result of staffing changes
- (f) Contingency per Board Reserve Policy; proposed to be higher in FY25 to account for potential stipends

DETAIL: TDM
FY 2024-25 DRAFT Budget

Activity	Actual 2022-2023	Original 2023-2024	Estimated 2023-2024	Proposed 2024-2025	Notes
REVENUES					
33403 Grants	587,778	571,133	571,133	589,000	(a)
33403 Grant Reallocation	252,561	-	-	-	
36102 Interest - LAIF	-	-	-	-	
TOTAL REVENUES	840,339	571,133	571,133	589,000	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	325,333	348,187	346,241	250,634	(b)
41911 Liability Insurance	4,639	4,639	4,639	4,750	
Total Salaries, Benefits, and Insurance	329,972	352,826	350,880	255,384	
Professional Services					
43600 Professional Services					(c) (d)
<i>Financial and IT Services</i>	26,900	28,000	27,222	28,000	
<i>Audit</i>	-	-	-	-	
<i>Attorney Services</i>	-	1,000		1,000	
<i>Accounting Services</i>	6,741	7,000	6,741	7,000	
<i>Program-related services</i>	9,165	14,280	9,165		
<i>Consultant-provided staffing</i>				40,000	
<i>Other</i>	350	-	-	-	
Total Professional Services	43,156	50,280	43,128	76,000	
TDM Program Work					
44000 Program Expenses					(e)
<i>Commute Incentives / Marketing</i>	183,437	131,127	145,130	219,316	
<i>TFCA Special Project</i>	252,561				
Total TDM Program Work	435,998	131,127	145,130	219,316	
Travel & Training					
44320 Travel/Training/Mileage	1,019	3,000	1,942	5,000	
43300 Memberships/Subscriptions	725	-	600	-	
Total Travel/Training	1,744	3,000	2,542	5,000	
Office Expenses & Supplies					
43500 Office Supplies	1,607	1,500	2,319	2,500	
43501 TDM Postage	2,648	3,000	2,175	3,000	
43520 Printing, Copier Lease	3,680	6,600	2,669	5,000	
43900 Rent / Building	21,534	22,800	22,290	22,800	
Total Office Exp & Supplies	29,469	33,900	29,453	33,300	
TOTAL EXPENSES	840,339	571,133	571,133	589,000	
REVENUES - EXPENSES	-	-	-	-	

Beginning Fund Balance 0
Ending Fund Balance 0

Notes:

- (a) Funds are a combination of Measure J Program 17 and Air District Funds (TFCA)
- (b) Lower salary expense is the result of leaner staffing
- (c) Some expenses under Professional Services now accounted for under Commute Incentives
- (d) Additional consultant support is intended to mitigate the impacts of leaner staffing

DETAIL: STMP
FY 2024-25 DRAFT Budget

Activity	Actual FY 2022-2023	Original FY 2023-2024	Estimated 2023-2024	Proposed FY2024-25	Notes
REVENUES					
34310 County STMP Fees	2,174,516	750,000	102,600	100,000	
34315 El Cerrito STMP Fees	238,416	250,000	-	50,000	
34320 Hercules STMP Fees	-	40,000	68,000	50,000	
34325 Pinole STMP Fees	20,067	40,000	6,400	10,000	
34330 Richmond STMP Fees	1,281,778	750,000	2,183,000	782,000	
34335 San Pablo STMP Fees	504,868	300,000	62,240	1,071,000	
36102 Interest - LAIF	153,942	15,000	290,000	75,000	
TOTAL REVENUES	4,373,587	2,145,000	2,712,240	2,138,000	(a)
EXPENSES					
Salary & Benefits					
41000s Salary & Benefits (STMP Admin)	75,000	80,000	80,000	85,000	
Total Salaries and Benefits	75,000	80,000	80,000	85,000	(b)
Funding of STMP Projects					
43600 Prof. Services					
Total Prof. Services	-	-	-	-	
44000 Project Funding					
2006 STMP Program:					
San Pablo Ave. Bridge (Pinole)	18,980	1,518,168	15,602	1,502,566	
Pinole Bay Trail at Tennent Ave.		61,556	-	61,556	
Richmond I-80/Central Ave. Ph.2		700,000	-	700,000	
Cycle 1 2019 STMP Projects:					
Appian Wy Complete St- PE		100,000		100,000	
Bay Trail: Pinole Pt. to Pt. Wilson		500,000	-	500,000	
Richmond Ferry to Bridge		241,000	-	241,000	
Hercules RITC: Utility/Track/Signal		300,000		300,000	
EC Plaza: Fare gates / Elevator	250,000	500,000	-	500,000	
Del Norte TOD: Complete Sts.	150,000	1,189,980		1,039,980	
SPA Bridge (City of San Pablo)		668,000	152,931	515,069	
Cycle 2 2019 STMP Program:					
Pinole Tennent Av, Bay Trail				645,000	
El Cerrito: Ohlone Grwy. Uptown				180,000	
SPA Transit Corridor				325,000	
El Cerrito Plaza, East-West Bkwy				239,000	
Rodeo to Crockett Bay Trail				1,200,000	
Richmond: I-80/Central Av (Ph. 2)				1,111,000	
Hercules Hub Final Design	137,562	612,440	7,935	1,266,942	
BART: El Cerrito Plaza-Access				800,000	
Total Project Funding	556,542	6,391,144	176,468	11,227,112	
TOTAL EXPENSES	631,542	6,471,144	256,468	11,312,112	(c)
REVENUES - EXPENSES	3,742,045	(4,326,144)	2,455,772	(9,174,112)	

Beginning Fund Balance 14,816,387

Ending Fund Balance 5,642,274

Notes:

- (a) STMP receipts are forecasted based on local jurisdictions' estimates and past submittals.
- (b) 4% of cumulative STMP revenues can be used for admin, but a max. of \$85K will be used in FY24-25
- (c) The Cycle 2 STMP awards occurred after the development of the FY 23-24 budget.

DETAIL: Other Reimbursable (Special Projects)
FY 2024-25 DRAFT Budget

Activity	Actual FY 2022-23	Original FY 2023-24	Estimated FY 2023-2024	Proposed FY 2024-25	Notes
REVENUES					
33403 Grants					
36102 Interest - LAIF					
39906 Other Grants					
<i>Student Bus Pass Admin, WCCUSD</i>	48,962	60,000	51,875	60,000	(a)
<i>WCCUSD, closeout from FY20/21</i>	22,496				
<i>Student Bus Pass Program - J Swett</i>	57,454	50,000	40,450	42,000	(b)
<i>Misc Travel Training (non salary)</i>	2,739	3,000	-	-	
<i>San Pablo Ave. Corridor Study</i>	-	9,829	-	-	(c)
<i>Richmond Prkwy Corridor Study</i>	-	397,165	190,780	371,850	(d)
TOTAL REVENUES	131,651	519,994	283,105	473,850	
EXPENSES					
Special Project Expenses					
43600 Professional Services					
Total Professional Services					
44000 Projects					
<i>Student Bus Pass Admin, WCCUSD</i>	48,962	60,000	51,875	60,000	(a)
<i>WCCUSD, closeout from FY20/21</i>	22,496				
<i>Student Bus Pass Program - J Swett</i>	57,454	50,000	40,450	42,000	(b)
<i>Misc Travel Training (non salary)</i>	2,739	3,000	-	-	
<i>San Pablo Ave. Corridor Study</i>	-	9,829	-	-	(c)
<i>Richmond Prkwy Corridor Study</i>	-	397,165	190,780	371,850	(d)
Total Special Project Expenses	131,651	519,994	283,105	473,850	
TOTAL EXPENSES	131,651	519,994	283,105	473,850	
REVENUES - EXPENSES	-	-	-	-	
Beginning Fund Balance				-	
Ending Fund Balance				-	

Notes:

- (a) Funds shown are for program administration alone.
- (b) Funds shown represent entire Measure J allocation
- (c) Phase 2 has concluded. A follow-up phase, in partnership with CCTA, could be funded by RM3
- (d) Study is expected to spend the remainder of funds in the upcoming fiscal year.

**SUMMARY OF ALL ACCOUNTS
FY 2024-2025 DRAFT Budget**

Activity	Actual FY 2022-23	Original FY 2023-24	Estimated FY 2023-24	Proposed FY 2024-25	Notes
REVENUES					
33403 Grants (TDM)	587,778	571,133	571,133	589,000	
33403 TDM Grant Reallocation	252,561			-	
34111 Member Contributions	556,329	584,874	584,874	600,461	
343xx STMP Fees	4,219,645	2,130,000	2,422,240	2,063,000	
36102 Interest (LAIF)	154,695	15,000	291,901	75,000	
39906 Other Grants (non-measure J)	-	441,994	215,780	401,850	
39906 Measure J for Student Bus Pass Program	128,912	110,000	92,325	102,000	
39906 Measure J 20b, 21b, 28b for Admin	65,119	86,687	46,734	33,000	
TOTAL REVENUES	5,965,039	3,939,688	4,224,987	3,864,311	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	944,492	997,622	942,329	862,759	
41911 Liability Insurance	9,278	9,278	9,278	9,518	
Total Salaries, Benefits & Insurance	953,770	1,006,900	951,607	872,277	
Professional Services					
43600 Professional Services					
<i>Financial Services</i>	47,458	49,000	48,521	50,000	
<i>IT Services</i>	11,842	13,160	12,650	13,500	
<i>Audit</i>	15,065	13,250	15,097	15,500	
<i>Attorney Services</i>	15,561	16,000	16,985	19,000	
<i>Accounting Services</i>	11,596	13,100	11,945	13,000	
<i>Program Related Services (TDM)</i>	9,165	14,280	9,165	-	
<i>Consultant-provided staffing (TDM)</i>				40,000	
<i>Other</i>	1,985	1,000	350	500	
Total Professional Services	112,672	119,790	114,713	151,500	
Special Expenses (Project / Program Funding)					
44000 Special Dept. Expense					
<i>Incentives / Marketing (TDM)</i>	183,437	131,127	145,130	219,307	
<i>TFCA Special Project</i>	252,561	-	-	-	
<i>Misc. STMP Project Funding</i>	556,542	6,391,144	176,468	11,227,112	
<i>Student Bus Pass Program - WCCUSD</i>	71,458	60,000	51,875	60,000	
<i>Student Bus Pass Program - J Swett</i>	57,454	50,000	40,450	42,000	
<i>San Pablo Ave Corridor Study</i>	-	9,829	-	-	
<i>Richmond Prkwy Corridor Study</i>	-	397,165	215,780	371,850	
<i>Contingency (WCCTAC Operations)</i>	2,762	10,000	2,829	15,000	
Total Special Expenses	1,124,214	7,049,265	632,532	11,935,269	
Travel & Training					
44320 Travel/Training/Mileage/Mbrshp	2,568	5,500	3,597	7,500	
Total Travel/Training	2,568	5,500	3,597	7,500	
Office Expenses & Supplies					
43500 Office Supplies	6,614	6,100	7,613	8,000	
43501 Postage	1,292	1,600	424	1,000	
43502 TDM Postage	2,648	3,000	2,175	3,000	
43520 Printing, Copier Lease	6,720	9,900	5,631	8,300	
43900 Rent/Building	43,577	45,300	44,580	45,600	
Total Office Exp & Supplies	60,851	65,900	60,423	65,900	
TOTAL EXPENSES	2,254,075	8,247,355	1,762,872	13,032,446	
REVENUES - EXPENSES	3,710,964	(4,307,667)	2,462,115	(9,168,135)	

Beginning Fund Balance 14,962,597
Ending Fund Balance 5,794,462

Notes:

See notes in the attached detail sheets by account.

DRAFT
FY2025 DUES STRUCTURE

WCCTAC Member Agency	Percent Share	Proposed FY 25 Dues
City of El Cerrito	9.1%	\$55,911
City of Hercules	9.1%	\$55,911
City of Pinole	9.1%	\$55,911
City of Richmond	27.2%	\$167,733
City of San Pablo	9.1%	\$55,911
Contra Costa County	9.1%	\$55,911
AC Transit	9.1%	\$55,911
BART	9.1%	\$55,911
WestCAT	9.1%	\$55,911
<i>discount</i>		<i>(\$14,560)</i>
WestCAT Subtotal		\$41,351
Total	100.0%	\$600,461

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 24-06**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE CONSULTING
SERVICES AGREEMENTS FOR ON-CALL CONSULTING SERVICES
CONTRACTS WITH AMG, FEHR AND PEERS, KIMLEY-HORN, AND TOOLE
DESIGN**

WHEREAS, the West Contra Costa Transportation Advisory Committee (“WCCTAC”) seeks to establish a bench of on-call consultant firms for On-Call Transportation Grant Writing and Grant Preparation Services with Supporting Outreach, Planning/Engineering and Analytical Support Services; and

WHEREAS, WCCTAC issued and advertised the availability of a Request for Qualifications (“RFQ”) for grant writing and preparation consulting services; and

WHEREAS, WCCTAC staff received, evaluated and reviewed responses from nine consulting firms; and

WHEREAS, in accordance with the California Government Code and other applicable laws, WCCTAC staff carefully reviewed the qualifications and proposals of ANG, Fehr and Peers, Kimley-Horn and Toole Design (Selected Bench) and determined that the four possess the necessary quality, fitness, capacity, experience and expertise to provide the services sought by WCCTAC and were the most qualified firms that responded to the RFQ; and

WHEREAS, the WCCTAC Board of Directors desires to authorize WCCTAC’s Executive Director, or designee, to negotiate acceptable and fair prices for the consultant’s services; and

WHEREAS, the WCCTAC Board of Directors previously adopted Resolution No. 2024-03 authorizing the use of \$75,000 of Measure J, 28b funds for future transportation grant writing and preparation purposes; and

WHEREAS, the consultant fees will currently be paid for with Measure J 28b funds and, if authorized by the WCCTAC Board of Directors, potentially other funding sources in the future; and

WHEREAS, the award of a consulting services agreement is exempt from the California Environmental Quality Act (“CEQA”) in that it is not a discretionary project pursuant to Title 14, the California Code of Regulations (“CEQA Guidelines”), Section 15301.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The WCCTAC Board of Directors hereby authorizes the Executive Director to enter into consulting services agreements, in a form approved by the General Counsel, with AMG,

Fehr and Peers, Kimley-Horn, and Toole Design, for on-call consulting services for grant writing and preparation for up to five years in the amount not to exceed \$75,000.

2. Any funds expended under the consulting services agreements must have been previously budgeted and appropriated by the WCCTAC Board of Directors.

3. The Executive Director (or his designee) is authorized to make all approvals and take all actions necessary or appropriate to carry out and implement the terms of the consulting services agreements and take all actions necessary to implement the intent of this Resolution.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on May 24, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Rita Xavier, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher Kokotaylo, General Counsel

El Cerrito

Hercules

May 15, 2024

Pinole

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

RE: April 2024 WCCTAC Board Meeting Summary

Richmond

Dear Tim:

The WCCTAC Board, at its meeting on April 26, 2024, took the following actions which may be of interest to the Authority:

San Pablo

1. Re-appointed Allan Panganiban as the West County Representative for CCTA's Technical Coordinating Committee (TCC) Appointment, for a two-year term.
2. Received information about the FY 24-25 Subregional Transportation Mitigation Program (STMP) Fee adjustment of 0.7%.
3. Received information about the Richmond Ferry, County Connection's "One Seat Ride" Program, and the status of the TDM program.

Contra Costa
County

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