



BOARD OF DIRECTORS MEETING NOTICE AND AGENDA

DATE & TIME: Friday, April 25, 2014, 7:45 – 9:45 a.m.

LOCATION: City of San Pablo, Council Chambers
13831 San Pablo Avenue (at Church Lane)
San Pablo, California (Accessible by AC Transit #72 and #72R)

1. **Call to Order and Self-Introductions – Chair Janet Abelson**
2. **Public Comment.** The public is welcome to address the Board on any item that is not listed on the agenda. *Please fill out a speaker card and hand it to staff.*

CONSENT CALENDAR

3. **Minutes of March 28, 2014 Board Meeting.** (Attachment – Recommended Action: *APPROVE*)
4. **Monthly Update on WCCTAC Activities.** (Attachment – Recommended Action: *RECEIVE*)
5. **Financial Reports for March 2014.** The reports show the Agency’s revenues and expenses for March 2014. (Attachment – Recommended Action: *RECEIVE*)
6. **Amendment to Measure J Program 12 to Allow Use of Contra Costa Transportation for Livable Communities (CC-TLC) Funds for Matching Active Transportation Program (ATP) Grants.** The CCTA Board approved an expanded definition of use for CC-TLC funds to include allowing these Measure J funds to be used to help local agencies with their required 11.47% local match as part of the Active Transportation Program. (Attachment- Recommended Action: *APPROVE Amendment to CCTA Measure J Program 12 CC-TLC funds*).

7. **Countywide Bicycle and Pedestrian Advisory Committee.** WCCTAC is allotted one staff representative on the CCTA's Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) and one West County citizen representative. The WCCTAC-TAC nominated Joanna Pallock as the staff representative and Mr. Bill Pinkham as the citizen representative. If approved, the appointments would be for a two-year term. *(No Attachment- Recommended Action: APPROVE the nominees to the CBPAC).*

DISCUSSION

8. **Train Horn Noise Resolution.** Addressing train horn noise is an action item in the West County Action Plan (Action #19). On February 4, 2014, the City of Richmond unanimously passed a Resolution calling for state and federal assistance on this issue, including: funding for quiet zone improvements, clarification in federal regulations, greater ability for states to enforce quiet zone rules, and modifications to state rules regarding the sounding of horns at private crossing and in rail yards. A similar Resolution is included for WCCTAC Board consideration. *(Tom Butt, Vice-Chair - Attachments – Recommended Action: APPROVE Resolution)*
9. **Contra Costa Mobility Management Plan – Additional Comments.** Following the March presentation by CCTA and County Connection staff, the Board unanimously approved a motion that passed comments along to CCTA. The three local jurisdictions that provide paratransit services (El Cerrito, Richmond and San Pablo) each also wrote comment letters, which are enclosed in the attachments. Since the March meeting, these three jurisdictions have coordinated to prepare a new memo with follow-up comments on the Mobility Management Plan (MMP). The Board can add to, alter, or approve the memo to forward to CCTA. *(John Nemeth - Attachments - memo not available at time of writing will be provided by email and posted online - Recommended Action: Forward local agency comments and any additional comments to the CCTA Board)*
10. **Safe Routes to Schools (SR2S) Needs Assessment Report.** CCTA initiated this report, which was produced by Fehr & Peers and presented to the CCTA Planning Committee, the Safe Routes to Schools Task Force, and now the RTPCs. The purpose of this assessment is to better understand current activities and to estimate the amount of funding needed in the future to comprehensively address SR2S needs for public schools. *(Julie Morgan, Fehr & Peers – Attachments – Recommended Action: Provide comments to CCTA)*

11. **Countywide Transportation Plan – Public Outreach Effort.** EMC Research will provide a brief overview of their 2014 polling research as part of their work on CCTA's Countywide Transportation Plan (CTP). The polling data may help to inform both the CTP and a possible future transportation sales tax measure. The presentation will include a high-level look at the countywide level results, with breakouts for West County, where relevant. *(Sara LaBatt and/or Alex Evans, EMC Research Staff – PowerPoint handout at meeting - Recommended Action: Information Only).*
12. **High Occupancy Transit Corridor Study.** At the January 31, 2014 meeting, the WCCTAC Board passed a Resolution supporting a high occupancy transit study in West County. The Board also directed staff to be working with local transit operators to develop a study scope of work. WCCTAC staff and its agency partners have developed a scope outline and have given consideration to a study management framework and funding sources. Staff is now seeking further Board direction *(John Nemeth - Attachments - Recommended Action: Provide feedback on scope outline, study management and study funding, and direct staff to complete draft study scope).*

CLOSED SESSION

13. Conference with Real Property Negotiators

Pursuant to Government Code Section 54956.8

Property: 6333 Potrero Ave, El Cerrito, CA

Agency negotiators: John Nemeth, Roy Swearingen, Janet Abelson & Tom Butt

Negotiating parties: BSG Investments, G.P.

Under negotiation: Office lease price and terms

Property: 11720-11780 San Pablo Ave, El Cerrito, CA

Agency negotiators: John Nemeth, Roy Swearingen, Janet Abelson & Tom Butt

Negotiating parties: MG Properties Group

Under negotiation: Office lease price and terms

STANDING ITEMS

14. Other Information

- a. Summary and Minutes of recent Technical Advisory Committee meetings
 - March 13, 2014 TAC Meeting
- b. Acronym List

15. Board and Staff Comments

- a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
- b. Report of CCTA Representatives (*Directors Abelson & Butt*)
- c. Executive Director's Report

16. Other Business

17. Adjourn. Next meeting is Friday, April 25 2014 at 7:45 a.m.

- 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 510.215.3217 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 28, 2014**

Members Present: Janet Abelson, Chair (El Cerrito); Tom Butt (Richmond); Sherry McCoy (Hercules); Joe Wallace (AC Transit); Maureen Powers (WestCAT); Cecilia Valdez (San Pablo); Zakhary Mallett (BART); Jael Myrick (Richmond); Roy Swearingen (Pinole); Courtland Boozé (Richmond)

Staff Present: John Nemeth; Joanna Pallock; Danelle Carey; Kristopher Kokotaylo-Legal Counsel; Peter Engel-CCTA; Matt Kelley-CCTA; Rick Ramacier-County Connection.

Location: San Pablo Council Chambers, 13831 San Pablo Avenue, San Pablo, CA 94806

1. Call to Order and Self-Introductions – Chair Janet Abelson

2. Public Comment. None

Consent Calendar

ACTION: *Director Mallett* moved to ADOPT Items 5-11. Seconded by *Director Myrick*. Passed unanimously.

- 3. Minutes of January 31, 2014 Board Meeting.**
- 4. Monthly Update on WCCTAC Activities.**
- 5. Financial Reports for January and February 2014.**
- 6. CCTA Technical Coordinating Committee Representatives.**
- 7. Payment of Invoices over \$10,000.**
- 8. Fiscal Audits and Memoranda of Internal Control for Fiscal Years 2011, 2012 and 2013.**

DISCUSSION

9. Draft Final West County Action Plan.

ACTION: *Director Myrick* moved to adopt the Draft Final West County Action Plan and asked that CCTA clarify the LOS for Pinole Valley Road as well as state in Item #47 on page 26, "Support broad coordination between Contra Costa and neighboring counties (including Alameda, Solano and Marin) to reduce single-occupant vehicles along the I-80 corridor." Seconded by *Vice-Chair Butt*. Approved unanimously.

DISCUSSION: *Executive Director Nemeth* presented the recent comments made by the TAC to the 2014 Draft Final West County Action Plan, released for comment in January 2014. *ED Nemeth* highlighted a change made by the Board during earlier Board review on Action Item #47. The TAC also recommended an addition to the language on Item #47.

Director McCoy stated she did not recall the new wording on Action #47. She recalled just Solano County being mentioned by the Board. *ED Nemeth* stated that she is correct and it was the TAC that included Marin and Alameda counties and stated that it could be narrowed if the Board desired changing it. *Director McCoy* responded that she saw the need for coordination but that she did not want to create new formal structures for that coordination. Discussion arose around the role of coordination on the I-80 ICM project and WCCTAC's works with Alameda County.

Brooke Dubois from the consulting firm Fehr and Peers addressed the Board and explained the edits to the Action Plan and that there was no specific matrix with coordination between neighboring counties.

Director Swearingen referred to Section A and B of the draft Action Plan and asked about the reality of LOS on Pinole Valley Road, and mentioned the added traffic generated from Orinda. *Mr. Matt Kelly* from CCTA explained that the LOS data needs to be revisited. *Director Swearingen* asked if the Orinda BART Station is planning to add parking. *Mr. Kelly* explained that the Lamorinda area Action Plan stated that they are not planning to add parking to the Orinda BART Station.

Vice-Chair Butt referred to the Richmond Parkway at Pittsburg and Parr intersections. He asked why the LOS is so high when he has not observed traffic congestion in this area.

Mr. Kelly stated that the consultant found that the model had an input error for Pinole Valley Road and will recalculate. He further explained that the LOS outcomes on Richmond Parkway are affected by signal timing at the Pittsburg and Parr intersections. At this time he stated it cannot be resolved but once the signals are optimized, this will be resolved.

Director McCoy asked about the basis for the model data. *Mr. Kelly* responded that it comes from ABAG's current regional plan. She asked if this assumes full General Plan build out for each city. *Mr. Kelly* replied that it does.

Director Myrick moved to adopt the Draft Final West County Action Plan and asked that: CCTA clarify the LOS for Pinole Valley Road as well as state in Item #47 on page 26 that, "there is support for broad coordination between Contra Costa and neighboring counties (including Alameda, Solano and Marin) to reduce single-occupant vehicles along the I-80 corridor." Seconded by *Vice-Chair Butt*. Approved unanimously.

10. Contra Costa Mobility Management Plan.

ACTION: *Vice-Chair Butt* motioned to:

- Ask CCTA to give WCCTAC more time to respond and comment on the MMP;
- Support the creation a Mobility Manager position at CCTA, rather than the creation of a new non-profit agency;
- Put available funding into programs rather than administration;
- Recommend that the oversight function should be carried out by the existing Paratransit Coordinating Committee at CCTA, rather than a new Oversight Committee.
- Request that cities with local paratransit programs (El Cerrito, Richmond, and San Pablo) send letters to CCTA.

Seconded by *Director Myrick*. Approved unanimously.

DISCUSSION: *Peter Engel* from CCTA and Rick Ramacier from County Connection presented the Board with a brief overview of the development of the Mobility Management Plan, funded by a New Freedom grant from MTC.

Chair Abelson asked which of the bullets listed as possible mobility management activities are the most important. *Mr. Ramacier* responded that CCTA and different cities all have different priorities and all the items are important. He stated that these are not recommendations; they are just examples. He stated that the decision on which elements to implement is now up to CCTA since the MMP was adopted by County Connection and handed over to CCTA. He stated that comments should be given to CCTA.

Director McCoy asked if WCCTAC is supposed to make recommendations on which elements to implement. *Peter Engel* responded that the Oversight Committee formation would be the first step. Services and programs would then be built into a recommended work plan for CCTA Board adoption.

Director Wallace asked what the cost was to develop the plan. *Mr. Engel* replied that \$75,000 was spent under Cycle 2 of a New Freedom grant.

Richmond staff member, *Lori Reese-Brown*, recommended that the plan be considered in its entirety and not as separate pieces to be adopted individually. She stated that she was not sure whether the plan was complete or whether the community was supportive.

Vice-Chair Butt asked if this plan will solve or exacerbate the problems of the City of Richmond's Paratransit Program. He stated that CCTA is looking for specific recommendations from RTPC and this is our chance to comment. He made it clear that now is the time for the Board to gather its comments.

Ms. Reese-Brown said Richmond has provided their comments to WCCTAC and the City's recommendation is to accept the plan.

Vice-Chair Butt said recommendations should address specific items in the plan.

ED Nemeth stated that specific comments from the City of Richmond have not yet been received.

Director Myrick asked if the recommendation is that the Board approve the entire plan or take time and make changes. *Ms. Reese-Brown* said she recommends we take the time and make changes and then bring it back.

Director Boozé stated that members of the community have not had a chance to give their input and to be heard. He said it might be premature to adopt the plan, and it is important to give more time to meet with the community.

Mr. Sam Casas, Coordinator of Richmond's paratransit service (R-Transit), spoke in favor of coordination in general. In particular, he emphasized the need to coordinate with Alameda County. He stated that R-Transit supports the idea of centralized information and travel training, as described in the plan. However, he pointed out that the administrative costs represent 100% of the plan's expenses. He stated a preference for a new Mobility Manager position housed within CCTA over the plan's recommendation for a Consolidated Transportation Services Agency (CTSA) non-profit with an Executive Director. He also expressed a preference for coordination to be carried out by CCTA's Paratransit Coordinating Committee (PCC) rather than a new Oversight Board.

Director Boozé agreed that the plan is too heavy with administrative costs and also that the goal should be for money to go to programs.

Vice-Chair Butt asked if *Mr. Casas* participated in the plan's creation. *Mr. Casas* stated that he was a part of the Plan development process. *Vice-Chair Butt* also asked about the composition of the proposed Oversight Board. *Mr. Casas* stated that a preference coordination to be carried out by CCTA's existing Paratransit Coordinating Committee (PCC).

City of San Pablo Planning Director *Michele Rodriguez* presented the City of San Pablo's comments on the plan. She stated that the City is in support of a MMP and in favor of coordination in general, but are seeking more information on existing programs and a cost basis for these efforts. They are in agreement with the list of mobility management

activities on page 5, but they do not support forming a new organization as described on page 4. She stated that not having city representation on the Oversight Board is not appropriate and the costs for a new Executive Director in a new agency are too high. She stated a city preference for a Mobility Manager position at CCTA instead. She noted that the projected trip cost of five dollars were too high. She concluded by stating the City's letter, included in the packet, spelled out their position on specific issues.

Vice-Chair Butt stated that CCTA is not going to wait and this is a one-time opportunity to make suggestions. He encouraged the comments be specific. He suggested highlighting two or three specific actions. *Ms. Rodriguez* stated that the process of plan development was not well handled. *Vice-Chair Butt* agreed with *Ms. Rodriguez* but in the name of time, he asked that the cities to make specific comments.

Yvetteh Ortiz, Public Works Director of the City of El Cerrito, stated that the City supports the goals of the plan. However, she also stated the MMP raised concerns including: a possible lack of inclusion of AC Transit services, duplicative governing bodies when existing structures exist, as well as new and high administrative costs. The City of El Cerrito also provided a letter specifying their concerns.

Ms. Janet Bilbas, staff to the City of El Cerrito's Senior Center, stated that the three operators in the cities have met and are seeking to provide the best service at the best price to their customers. She questions the cost of implementing the proposed plan and asked where the funds will come from. She pointed out that a five dollar ride is too high for local paratransit riders.

Director McCoy asked *Mr. Engel* how the particular issues in West County were considered in the study. *Mr. Engel* explained that the consultant spoke to all the operators in the County. He highlighted the fact that three summits were held for the public and staff, including one at the City of San Pablo City Hall.

Director McCoy asked if the funds will be taken from the local operators. *Mr. Engel* said no money can be taken from local operators without changing Measure J, and there are no plans to do that.

Chair Abelson pointed out that there is no mention of functions by ADA operators.

Director Swearingen stated his concern with the creation of additional bureaucracy.

Director Myrick summed up that it is clear that the current MMP is not a good benefit to West County. He concurred with *Vice-Chair Butt* that it is necessary to act now or get left behind. He asked if more time to review the plan could be requested of CCTA.

Chair Abelson stated that the process was not standard and comments should be made but she is not sure if this will change the course of the process.

Director McCoy asked for a timeline to get comments to CCTA. *Mr. Engel* responded that late spring is the timeframe for bringing back comments to the CCTA Board.

Director Powers asked for modifications to be made now to keep the process moving forward.

Chair Abelson noted that AC Transit already does some of the things called for in the plan including: travel training and in-person assessment. She said coordinated vehicle maintenance is sometimes useful and other times not appropriate for a city. She was not convinced a paratransit vehicle coordination program made sense. She also argued that the volunteer driver program separates out wheelchair users from non-users which reduces the number of ADA vehicles and ultimately lowers the service level.

Mr. Greg Lyman from the El Cerrito City Council summarized the suggested changes and included changing the name of the Plan. He concurred that a Mobility Manager at CCTA made sense.

Vice-Chair Butt motioned to take the following actions:

- Ask CCTA to give WCCTAC more time to respond and comment on the MMP;
- Support the creation a Mobility Manager position at CCTA, rather than the creation of a new non-profit agency;
- Put available funding into programs rather than administration;
- Recommend that the oversight function should be carried out by the existing Paratransit Coordinating Committee at CCTA, rather than a new Oversight Committee.
- Request that cities with local paratransit programs (El Cerrito, Richmond, and San Pablo) send letters to CCTA.

Director Boozé left at 8:30 a.m.

Director Wallace left at 8:30 a.m.

Director Mallet left at 9:00 a.m.

11. WCCTAC Office Space.

ACTION: *Director Myrick* moved to approve appointing the following WCCTAC Board members to an ad-hoc subcommittee to further pursue office space options; *Chair Abelson, Vice-Chair Butt, and Director Swearingen*, Seconded by *Director McCoy*. Approved unanimously.

DISCUSSION: *ED Nemeth* noted the Board's request to seek alternatives to the current WCCTAC office space located in San Pablo City Hall. The priority is finding office space that is ADA compliant. *ED Nemeth* noted that staff had identified options and asked the Board to appoint an ad-hoc subcommittee to work with staff on securing a tentative lease agreement. Any final decisions would come back to the full Board.

12. Safe Routes to Schools (SR2S) Needs Assessment Report. *Director McCoy* recommended moving Items 12 and 13 to the next month's meeting due to time constraints. Chair Abelson agreed.

13. Train Horn Noise Resolution. *Moved to next month's agenda due to time constraints.*

STANDING ITEMS

14. Other Information

a. Summary and Minutes of recent Technical Advisory Committee meetings

- January 9, 2014 TAC Meeting
- February 13, 2014 TAC Meeting

b. Acronym List

15. Board and Staff Comments

- Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
- Report of CCTA Representatives (*Directors Abelson & Butt*)
- Executive Director's Report

Director McCoy raised the subject of the high occupancy transit study for West County. She asked that it be given a more broad name instead of being referring to as the "I-80 Corridor Transit Study". This discussion will be placed on the April agenda.

Chair Abelson stated that the introduction of Clipper on smaller transit systems has been delayed. She also stated that, based on discussions at CCTA, efforts to place a half-cent sales tax on the 2014 ballot should wait until 2016 so adequate time can be given for an outreach campaign.

ED Nemeth noted that the PERS items have all been resolved and that WCCTAC is now its own PERS agency, separate from the City of San Pablo. It also now contracts directly for its benefits, rather than piggybacking on the City of San Pablo. *ED Nemeth* also reminded Board members to hand in their Form 700 paperwork.

16. Other Business

17. Adjourn.



TO: WCCTAC Board

DATE: April 25, 2014

FR: John Nemeth, Executive Director

RE: **Monthly Update on WCCTAC Activities**

Advisory Committee:

Richmond Paratransit Services – now known as R-Transit

The City of Richmond has moved its paratransit services office to the Richmond BART Station and has expanded efforts to make this service visible to the community. The City also created a brand name for its paratransit services, which will now be known as “R-Transit”. The City will host a reception for the opening of R-Transit on April 24th.



AC Transit

AC Transit held its monthly Board meeting in West County on April 9th at the El Cerrito City Hall. WCCTAC Chair and El Cerrito Mayor, Janet Abelson, welcomed the AC Transit Board members. Joe Wallace, WCCTAC Director and AC Transit Director, was pleased to hear from local citizens and he continues to promote issues relevant to West County at the AC Transit District. A workshop was held for the Board to discuss the next generation of Clipper, now referred to as “C2”.



Countywide Mobility Management Plan

The WCCTAC Board discussed the draft countywide Mobility Management Plan at the March 28th Board Meeting. Generally, there was support for the concept of mobility management and for improved paratransit coordination and efficiency. However, there were also concerns about the Plan, particularly surrounding its call for a new Oversight Board and the formation of a Consolidated Transportation Services Agency (CTSA). The Board unanimously passed a motion forwarding its comments to CCTA. The details of those comments are included in both the minutes from the March meeting, and a staff report in the April 25th Board packet. This item is returning to the WCCTAC Board, at its request, for further review and comment.

Ferry Planning and Intermodal Center Planning

CCTA and its consultant, EPS, recently produced the final draft of the report entitled *Ferry Feasibility of Contra Costa County Ferry Service 2015-2024*. The Contra Costa Ferry Working Group is scheduled to discuss the report on April 23rd. Measure J funds for West County ferries (Program 22b) are a potential capital and operating funding source for both the planned Richmond and Hercules services. The report noted that, “A method of allocating the \$45 million between Richmond and Hercules, and between capital and operating expenditures will need to be developed.

High Occupancy Transit Study

On January 31, 2014 the WCCTAC Board approved a resolution supporting a study of high occupancy transit options in West County. The Board directed staff to work with other transit operators in West County to begin developing a scope for this effort and to consider potential funding sources. Since then, WCCTAC has coordinated with AC Transit, BART and WestCAT to produce a study outline. This item is on the April 25th Board agenda. Staff is seeking Board feedback and further direction on the scope outline, a possible study organization and management framework, and possible study funding sources.

Active Transportation Program (ATP) Coordination

Staff from West County jurisdictions spent a portion of the April WCCTAC Technical Advisory Committee (TAC) meeting sharing information on possible ATP grant applications. In an effort to support local agencies, CCTA passed an amendment to Measure J Program 12 to allow applicants to use Contra Costa Transportation for Livable Communities (CC-TLC) funds for their required local match, as long as the project is consistent with the CC-TLC purpose and subject to RTPC approval. This item is on the WCCTAC April 25th Board agenda.

Transportation Demand Management (TDM):

Bike to Work Day 2014

The 20th anniversary of Bike to Work Day is coming up on Thursday, May 8, 2014. There will be over 300 Energizer Stations throughout the San Francisco Bay Area where cyclists can stop by for refreshments, healthy snacks and promotional items. Since 2001, 511 Contra Costa has supported cyclists and Energizer Station hosts throughout the County using Bay Area Air Quality Management District funds and Measure J funds. West County businesses/employers have been invited to participate in the celebration of Bike to Work Day to promote a healthy commute alternative by encouraging their employees, clients, and customers to bicycle to work. There are currently 13 energizer stations planned for West County. To view a map of these stations, visit the 511 Contra Costa website: <http://511contracosta.org/bike-work-day-thursday-8-2014/>.

20th ANNIVERSARY BIKE TO WORK DAY MAY 8, 2014
MAY IS BIKE MONTH

CELEBRATE BIKE MONTH IN MAY!

Pledge to ride your bike in May and be eligible to win prizes.

Remember you can bike there!
www.youcanbikehere.com

Attend Events and Energizer Stations hosted by your local county representatives.

For more information:

| | | |
|----------------|--|----------------|
| Alameda: | www.ebbc.org | (510) 845-7433 |
| Contra Costa: | www.511contracosta.org | (925) 973-2655 |
| Marin: | www.marinbike.org | (415) 456-3489 |
| Napa: | www.napabike.org | (707) 812-1770 |
| San Francisco: | www.sfbike.org | (415) 431-2453 |
| San Mateo: | www.commuter.org | (650) 588-8170 |
| Santa Clara: | www.bikesiliconvalley.org | (408) 287-7259 |
| Solano: | www.commuterinfo.net | (800) 535-6883 |
| Sonoma: | www.bikesonoma.org | (707) 545-0153 |

Visit 511.org for more information on bicycle commuting, Bike to Work Day, and the Team Bike Challenge.

Logos: 511, M.T., Kaiser Permanente, Bay Area Air Quality Management District, BART, Beyond Studios, typekit, Adobe, Clear Channel Outdoor, REV()LIGHTS, KREI, BABC.

Ohlone Greenway Fest

WCCTAC is working closely with the City of El Cerrito staff to produce the 2014 Ohlone Greenway Fest which will take place on Saturday, May 31, 2014. The fest is being held to celebrate the re-opening of the recently renovated Ohlone Greenway, a 3.7 mile multi-use trail that runs the length of El Cerrito. The event will include fun activities for community members of all ages. A variety of vendors and service providers will be onsite along with WCCTAC / 511 Contra Costa who will have an information booth.

Commuter Benefits Program

Senate Bill 1339 authorized the Bay Area Air Quality Management District (BAAQMD) and the Metropolitan Transportation Commission (MTC) to adopt and implement a Bay Area Commuter Benefits Program on a pilot basis through the end of 2016. The Bay Area Commuter Benefits Program took effect on March 26, 2014 and all Bay Area employers with 50 or more employees have been notified of their requirement to register. Through this program, employers must offer their employees one of four Commuter Benefit options by September 20, 2014.

WCCTAC will provide local employer outreach support, offering in-person and online employer assistance to help employers to register with the Commuter Benefits Program. The objective is to encourage employers to establish a commuter benefit program that complies with program requirements.



TSM/TDM Ordinance

The TSM/TDM (Transportation Systems Management/Transportation Demand Management) ordinance is intended to include actions to reduce vehicle trips, vehicle miles traveled and greenhouse gas emissions. The CCTA Countywide Transportation Plan is currently being updated and the ordinance is one section of CCTA's Growth Management Program Conditions of Compliance checklist. As a result, it will be necessary for each jurisdiction to approve an updated TDM ordinance prior to the adoption of the Countywide Transportation Plan. This is a requirement under Measure J in order for jurisdictions to continue to receive their annual Measure J return-to-source funding. On March 27th, WCCTAC staff communicated with each WCCTAC TAC representative and provided a copy of the draft TSM/TDM model ordinance for their review and comment. It has been requested that feedback on the ordinance be returned to Danelle Carey, WCCTAC TDM Program Manager, by May 1, 2014.

Administration:

Ad Hoc Subcommittee on Office Space

At the March 28th meeting, the WCCTAC Board created an Ad Hoc Subcommittee to consider possible new office space locations for WCCTAC Staff. The Subcommittee met on April 9th to discuss its options, make site visits, and to strategize on potential negotiations. Any new lease agreement would be subject to the approval of the WCCTAC Board.

Acronyms Update

With feedback solicited from the WCCTAC TAC, staff recently updated the Acronyms list which is included in each month's Board packet.

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General Ledger

Detailed Trial Balance

User: SarenaB
 Printed: 04/17/2014 - 1:47PM
 Period: 09, 2014



CITY OF SAN PABLO
 City of New Directions

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|----------------|---|--------|-------------------|-------------------|--------------------|----------------|
| 770 | WCCTAC Operations | | | | | |
| ASSETS | | | | | | |
| 770-0000-10101 | Checking | 0.00 | | | | |
| | 770-0000-10101 Totals: | | | | | |
| 770-0000-10107 | Payroll Checking | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 770-0000-10107 Totals: | | | | | |
| 770-0000-10199 | Cash Balance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3/4/2014 CH | 9 9 Electronic AP Checks Batch: 00001.03.2014 | | | | | |
| 3/5/2014 CR | 9 18 Fund balance entry for fund 770 | | | 0.00 | 54.26 | |
| | Cash Receipts Batch 16.00-3.00-2,014.00 | | | 61,886.00 | 0.00 | |
| 3/11/2014 GL | 9 25 Fund balance entry for fund 770 | | | | | |
| 3/5/2014 PR | 9 70 Computer Checks Batch 77020.01.2014 | | | 0.00 | 2,438.68 | |
| 3/5/2014 PR | 9 71 Computer Checks Batch 770005.02.2014 | | | 0.00 | 6,633.05 | |
| 3/5/2014 PR | 9 72 Computer Checks Batch 77020.02.2014 | | | 0.00 | 14,959.03 | |
| 3/5/2014 PR | 9 73 Computer Checks Batch 770005.03.2014 | | | 0.00 | 8,501.91 | |
| 3/13/2014 AP | 9 81 AP Computer Cks 109199-109276, 03/13/2014 | | | 0.00 | 11,608.08 | |
| 3/17/2014 CR | 9 91 Fund balance entry for fund 770 | | | 0.00 | 2,754.35 | |
| | Cash Receipts Batch 69.00-3.00-2,014.00 | | | 50,964.00 | 0.00 | |
| 3/17/2014 CR | 9 92 Fund balance entry for fund 770 | | | | | |
| 3/19/2014 PR | 9 107 Computer Checks Batch 77020.03.2014 | | | 36,499.82 | 0.00 | |
| 3/20/2014 AP | 9 152 AP Computer Cks 109277-109325, 03/24/2014 | | | 0.00 | 7,897.41 | |
| 3/31/2014 AP | 9 165 AP Computer Cks 109329-109392, 03/31/2014 | | | 0.00 | 1,046.25 | |
| 3/24/2014 CH | 9 188 Electronic AP Checks Batch: 00007.04.2014 | | | 0.00 | 1,414.53 | |
| 3/7/2014 CH | 9 190 Electronic AP Checks Batch: 00008.04.2014 | | | 0.00 | 794.12 | |
| | | | | 1,634.10 | 0.00 | |
| | 770-0000-10199 Totals: | | | | | |
| 770-0000-10400 | Interest Receivable L/AlF | 0.00 | 175,231.70 | 150,983.92 | 58,101.67 | 268,113.95 |
| | | 0.00 | | | | |
| | 770-0000-10400 Totals: | | | | | |
| 770-0000-11510 | Accounts Receivable General | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 0.00 | | | | |

GL - Detailed Trial Balance (04/17/2014 - 1:47 PM)

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|----------------|--|--------------|-------------------|-------------------|--------------------|----------------|
| 3/17/2014 CR | 9 92 Cash Receipts Batch 00062.03.2014 | | | 0.00 | 36,499.82 | |
| 770-0000-12600 | 770-0000-11510 Totals: Due From Other Governments | 0.00 0.00 | 36,500.52 | 0.00 | 36,499.82 | 0.70 |
| 770-0000-12601 | 770-0000-12600 Totals: Due from Contra Costa County | 0.00 0.00 | 36,675.00 | 0.00 | 0.00 | 36,675.00 |
| 770-0000-14311 | 770-0000-12601 Totals: Deposit Postage Meter | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 770-0000-14321 | 770-0000-14311 Totals: Prepaid PERS Side Fund | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 770-0000-14321 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 770-0000 ASSETS Totals: | 0.00 | 248,407.22 | 150,983.92 | 94,601.49 | 304,789.65 |
| | ASSETS Totals: | 0.00 | 248,407.22 | 150,983.92 | 94,601.49 | 304,789.65 |
| LIABILITIES | | | | | | |
| 770-0000-20200 | Accounts Payable | 0.00 | | | | |
| 3/3/2014 AP | 9 8 AP Invoice Batch 00002.03.2014 | | | 0.00 | 54.26 | |
| 3/4/2014 CH | 9 9 Electronic AP Checks Batch: 00001.03.2014 | | | 54.26 | 0.00 | |
| 3/13/2014 AP | 9 58 AP Invoice Batch 00007.03.2014 | | | 0.00 | 2,754.35 | |
| 3/13/2014 AP | 9 81 AP Computer Cks 109199-109276, 03/13/2014 | | | 2,754.35 | 0.00 | |
| 3/18/2014 AP | 9 94 AP Invoice Batch 00003.03.2014 | | | 1,634.10 | 0.00 | |
| 3/20/2014 AP | 9 115 AP Invoice Batch 00004.03.2014 | | | 0.00 | 1,046.25 | |
| 3/27/2014 AP | 9 149 AP Invoice Batch 00009.03.2014 | | | 0.00 | 1,414.53 | |
| 3/20/2014 AP | 9 152 AP Computer Cks 109277-109325, 03/24/2014 | | | 1,046.25 | 0.00 | |
| 3/31/2014 AP | 9 165 AP Computer Cks 109329-109392, 03/31/2014 | | | 1,414.53 | 0.00 | |
| 3/24/2014 CH | 9 188 Electronic AP Checks Batch: 00007.04.2014 | | | 794.12 | 0.00 | |
| 3/31/2014 AP | 9 189 AP Invoice Batch 00007.04.2014 | | | 1,634.10 | 0.00 | |
| 3/7/2014 CH | 9 190 Electronic AP Checks Batch: 00008.04.2014 | | | 0.00 | 1,634.10 | |
| 770-0000-20700 | 770-0000-20200 Totals: Intergovernmental Payable | 0.00 0.00 | -1,634.10 | 9,331.71 | 6,903.49 | 794.12 |
| 770-0000-20701 | 770-0000-20700 Totals: Due to City of SP PERS Side Fu | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 770-0000-20701 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|----------------|---|-----------------------|-------------------|-------------------|--------------------|----------------|
| | Cash Receipts Batch 69.00-3.00-2,014.00 | | | | | |
| 770-0000-36102 | 770-0000-34111 Totals: Interest | 265,460.00 0.00 | 0.00 | 0.00 | 112,850.00 | -112,850.00 |
| | Var: 152,610.00 | | | | | |
| 770-0000-39906 | 770-0000-36102 Totals: Other Revenue | 0.00 0.00 | -311.16 | 0.00 | 0.00 | -311.16 |
| | Var: -311.16 | | | | | |
| 770-0000-39999 | 770-0000-39906 Totals: Transfers In | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 770-0000-39999 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 770-0000 REVENUE Totals: | 265,460.00 | -311.16 | 0.00 | 112,850.00 | -113,161.16 |
| | REVENUE Totals: | 265,460.00 | -311.16 | 0.00 | 112,850.00 | -113,161.16 |
| EXPENSE | | | | | | |
| 770-7700 | WCCTAC Operations | 140,942.00 | | | | |
| 770-7700-41000 | Salary | | | | | |
| 3/5/2014 PR | 9 70 Computer Checks Batch 77020.01.2014 | | | 5,993.39 | 0.00 | 0.00 |
| 3/5/2014 PR | 9 71 Computer Checks Batch 77005.02.2014 | | | 10,010.92 | 0.00 | 0.00 |
| 3/5/2014 PR | 9 72 Computer Checks Batch 77020.02.2014 | | | 7,132.95 | 0.00 | 0.00 |
| 3/5/2014 PR | 9 73 Computer Checks Batch 77005.03.2014 | | | 6,537.05 | 0.00 | 0.00 |
| 3/19/2014 PR | 9 107 Computer Checks Batch 77020.03.2014 | | | 6,537.05 | 0.00 | 0.00 |
| | 770-7700-41000 Totals: Part Time Employees | 140,942.00 0.00 | 40,310.05 | 36,211.34 | 0.00 | 76,521.39 |
| 770-7700-41001 | 770-7700-41001 Totals: Buy Back Compensation | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 770-7700-41105 | 770-7700-41002 Totals: Workers Compensation | 0.00 5,400.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 770-7700-41105 Totals: PERS Retirement | 5,400.00 20,800.00 | 7,268.60 | 0.00 | 0.00 | 7,268.60 |
| | Var: -1,868.60 | | | | | |
| 770-7700-41200 | 9 70 Computer Checks Batch 77020.01.2014 | | | 552.75 | 0.00 | 0.00 |
| 3/5/2014 PR | 9 71 Computer Checks Batch 77005.02.2014 | | | 1,093.94 | 0.00 | 0.00 |
| 3/5/2014 PR | 9 72 Computer Checks Batch 77020.02.2014 | | | 1,265.56 | 0.00 | 0.00 |
| 3/5/2014 PR | 9 73 Computer Checks Batch 77005.03.2014 | | | 1,267.22 | 0.00 | 0.00 |
| 3/19/2014 PR | 9 107 Computer Checks Batch 77020.03.2014 | | | 1,265.57 | 0.00 | 0.00 |

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|------------------------|---|-----------|-------------------|-------------------|--------------------|----------------|
| 770-7700-41200 Totals: | Medical Insurance | | | | | |
| | Var: 10,623.08 | | | | | |
| 770-7700-41310 | 9 71 Computer Checks Batch 77005.02.2014 | 20,800.00 | 4,731.88 | 5,445.04 | 0.00 | 10,176.92 |
| 3/5/2014 PR | 9 73 Computer Checks Batch 77005.03.2014 | 24,000.00 | | | | |
| 3/5/2014 PR | 9 94 PERSHEAL - P.E.R.S. - Health Benefits | | | 3,285.94 | 0.00 | |
| 3/18/2014 AP | 9 189 PERSHEAL - P.E.R.S. - Health Benefits | | | 3,285.94 | 0.00 | |
| 3/31/2014 AP | 9 189 PERSHEAL - P.E.R.S. - Health Benefits | | | 0.00 | 1,872.10 | |
| | | | | 0.00 | 1,872.10 | |
| 770-7700-41310 Totals: | Medical/Dental Ins Retirees | | | | | |
| | Var: -279.94 | | | | | |
| 770-7700-41311 | 9 8 HEALTHCA - Health Care Dental Trust | 24,000.00 | 21,452.26 | 6,571.88 | 3,744.20 | 24,279.94 |
| 3/3/2014 AP | 9 94 PERSHEAL - P.E.R.S. - Health Benefits | 1,200.00 | | 54.26 | 0.00 | |
| 3/18/2014 AP | 9 189 PERSHEAL - P.E.R.S. - Health Benefits | | | 238.00 | 0.00 | |
| 3/31/2014 AP | 9 189 PERSHEAL - P.E.R.S. - Health Benefits | | | 238.00 | 0.00 | |
| 770-7700-41311 Totals: | Dental | | | | | |
| | Var: -206.45 | | | | | |
| 770-7700-41400 | 9 71 Computer Checks Batch 77005.02.2014 | 1,200.00 | 876.19 | 530.26 | 0.00 | 1,406.45 |
| 3/5/2014 PR | 9 73 Computer Checks Batch 77005.03.2014 | 2,400.00 | | 275.18 | 0.00 | |
| 3/5/2014 PR | | | | 275.18 | 0.00 | |
| 770-7700-41400 Totals: | Vision | | | | | |
| | Var: 644.64 | | | | | |
| 770-7700-41500 | 9 71 Computer Checks Batch 77005.02.2014 | 2,400.00 | 1,205.00 | 550.36 | 0.00 | 1,755.36 |
| 3/5/2014 PR | 9 73 Computer Checks Batch 77005.03.2014 | 600.00 | | | | |
| 770-7700-41500 Totals: | LTD Insurance | | | | | |
| | Var: 416.65 | | | | | |
| 770-7700-41800 | 9 71 Computer Checks Batch 77005.02.2014 | 600.00 | 183.35 | 0.00 | 0.00 | 183.35 |
| 3/5/2014 PR | 9 73 Computer Checks Batch 77005.03.2014 | 70.00 | | | | |
| 770-7700-41800 Totals: | Medicare | | | | | |
| | Var: -230.68 | | | | | |
| 770-7700-41900 | 9 70 Computer Checks Batch 77020.01.2014 | 70.00 | 60.12 | 240.56 | 0.00 | 300.68 |
| 3/5/2014 PR | 9 71 Computer Checks Batch 77005.02.2014 | 2,050.00 | | | | |
| 3/5/2014 PR | 9 72 Computer Checks Batch 77020.02.2014 | | | 86.91 | 0.00 | |
| 3/5/2014 PR | 9 73 Computer Checks Batch 77020.03.2014 | | | 145.16 | 0.00 | |
| 3/5/2014 PR | 9 107 Computer Checks Batch 77020.03.2014 | | | 103.42 | 0.00 | |
| 3/19/2014 PR | | | | 94.79 | 0.00 | |
| | | | | 94.79 | 0.00 | |
| 770-7700-41900 Totals: | FICA | | | | | |
| | Var: 1,016.96 | | | | | |
| 770-7700-41902 | 9 71 Computer Checks Batch 77005.02.2014 | 2,050.00 | 507.97 | 525.07 | 0.00 | 1,033.04 |
| 3/5/2014 PR | | 0.00 | | | | |
| 770-7700-41902 Totals: | Employee Assistance Program | | | | | |
| | | | | | | |
| 770-7700-41903 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 800.00 | | | | |

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|----------------|--|------------|-------------------|-------------------|--------------------|----------------|
| 770-7700-41904 | 770-7700-41903 Totals: | 800.00 | 82.80 | 0.00 | 0.00 | 82.80 |
| 3/5/2014 PR | Life Insurance | 250.00 | | | | |
| 3/5/2014 PR | 9 71 Computer Checks Batch 77005.02.2014 | | | 27.61 | 0.00 | 0.00 |
| | 9 73 Computer Checks Batch 77005.03.2014 | | | 27.62 | 0.00 | 0.00 |
| 770-7700-41905 | 770-7700-41904 Totals: | 250.00 | 96.12 | 55.23 | 0.00 | 151.35 |
| | Benefits In Lieu | 0.00 | | | | |
| 770-7700-41906 | 770-7700-41905 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Bonds | 0.00 | | | | |
| 770-7700-41911 | 770-7700-41906 Totals: | 0.00 | 1,209.00 | 0.00 | 0.00 | 1,209.00 |
| | Liability Insurance | 12,000.00 | | | | |
| 770-7700-41912 | 770-7700-41911 Totals: | 12,000.00 | 9,268.16 | 0.00 | 0.00 | 9,268.16 |
| | Unemployment Insurance | 0.00 | | | | |
| 770-7700-41999 | 770-7700-41912 Totals: | 0.00 | 8,550.00 | 0.00 | 0.00 | 8,550.00 |
| | Employee Benefits | 0.00 | | | | |
| 770-7700-42001 | 770-7700-41999 Totals: | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Communications | 500.00 | | | | |
| 770-7700-43500 | 770-7700-42001 Totals: | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Office Supplies | 2,500.00 | | | | |
| 770-7700-43600 | 770-7700-43500 Totals: | 2,500.00 | 2,985.97 | 0.00 | 0.00 | 2,985.97 |
| 3/1/2014 GL | Professional Services | 148,805.00 | | | | |
| 3/13/2014 AP | 9 25 Monthly Acctg Svs | | | 1,783.60 | 0.00 | 0.00 |
| 3/13/2014 AP | 9 58 ACCOUNTS - Robert Half International, Inc. | | | 930.00 | 0.00 | 0.00 |
| 3/13/2014 AP | 9 58 ACCOUNTS - Robert Half International, Inc. | | | 755.62 | 0.00 | 0.00 |
| 3/13/2014 AP | 9 58 ACCOUNTS - Robert Half International, Inc. | | | 930.00 | 0.00 | 0.00 |
| 3/20/2014 AP | 9 115 ACCOUNTS - Robert Half International, Inc. | | | 1,046.25 | 0.00 | 0.00 |
| 3/27/2014 AP | 9 149 ACCOUNTS - Robert Half International, Inc. | | | 930.00 | 0.00 | 0.00 |
| 3/27/2014 AP | 9 149 BLINKTAG - BlinkTag Inc. | | | 112.50 | 0.00 | 0.00 |
| 770-7700-43900 | 770-7700-43600 Totals: | 148,805.00 | 102,798.18 | 6,487.97 | 0.00 | 109,286.15 |
| 3/1/2014 GL | Rent/Building | 8,600.00 | | 655.08 | 0.00 | 0.00 |
| | 9 25 Monthly Rent | | | | | |

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|----------------|---|-----------------------|-------------------|-------------------|--------------------|----------------|
| 770-7700-44000 | 770-7700-43900 Totals: Special Department Expenses | 8,600.00 11,800.00 | 5,240.64 | 655.08 | 0.00 | 5,895.72 |
| 770-7700-44320 | 770-7700-44000 Totals: Travel/Training | 11,800.00 8,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3/13/2014 AP | 9 58 NEMETHJO - John Nemeth Ck# 109245 | | | 138.73 | 0.00 | |
| 770-7700-49001 | 770-7700-44320 Totals: Building Maintenance | 8,000.00 7,300.00 | 1,106.19 | 138.73 | 0.00 | 1,244.92 |
| 770-7700-49001 | 770-7700-49001 Totals: Var: 6,642.58 | 7,300.00 | 657.42 | 0.00 | 0.00 | 657.42 |
| 770-7700-49001 | 770-7700 EXPENSE Totals: | 398,017.00 | 208,589.90 | 57,411.52 | 3,744.20 | 262,257.22 |
| 770-7700-49001 | EXPENSE Totals: | 398,017.00 | 208,589.90 | 57,411.52 | 3,744.20 | 262,257.22 |
| 772 | 770 Totals: | -132,557.00 | 0.26 | 217,727.15 | 218,099.18 | -371.77 |
| ASSETS | WCCTACTDM | | | | | |
| 772-0000-10101 | Checking | 0.00 | | | | |
| 772-0000-10199 | 772-0000-10101 Totals: | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3/1/2014 GL | 9 25 Fund balance entry for fund 772 | | | | | |
| 3/5/2014 PR | 9 70 Computer Checks Batch 77020.01.2014 | | | 0.00 | 3,658.03 | |
| 3/5/2014 PR | 9 71 Computer Checks Batch 77005.02.2014 | | | 0.00 | 6,846.33 | |
| 3/5/2014 PR | 9 72 Computer Checks Batch 77020.02.2014 | | | 0.00 | 15,913.16 | |
| 3/5/2014 PR | 9 73 Computer Checks Batch 77005.03.2014 | | | 0.00 | 11,813.79 | |
| 3/13/2014 AP | 9 81 AP Computer Cks 109199-109276, 03/13/2014 | | | 0.00 | 17,435.02 | |
| 3/4/2014 AP | 9 83 AP Computer Cks 109121-109166, 03/04/2014 | | | 0.00 | 2,615.62 | |
| 3/19/2014 PR | 9 107 Computer Checks Batch 77020.03.2014 | | | 0.00 | 70.00 | |
| 3/20/2014 AP | 9 152 AP Computer Cks 109277-109325, 03/24/2014 | | | 0.00 | 12,583.65 | |
| 3/31/2014 AP | 9 165 AP Computer Cks 109329-109392, 03/31/2014 | | | 0.00 | 1,046.25 | |
| 3/7/2014 CH | 9 190 Electronic AP Checks Batch: 00008.04.2014 | | | 0.00 | 1,516.44 | |
| 772-0000-10400 | 772-0000-10199 Totals: Interest Receivable LAIF | 0.00 0.00 | -143,038.00 | 1,931.07 | 73,498.29 | -214,605.22 |
| 772-0000-11510 | 772-0000-10400 Totals: Accounts Receivable | 0.00 0.00 | -1,021.35 | 0.00 | 0.00 | -1,021.35 |

GL - Detailed Trial Balance (04/17/2014 - 1:47 PM)

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|----------------|--|--------------|-------------------|-------------------|--------------------|----------------|
| 772-0000-12600 | 772-0000-11510 Totals: Due from Other Governments | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 772-0000-12601 | 772-0000-12600 Totals: Due from Contra Costa County | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 772-0000-12601 Totals: | 0.00 | 0.02 | 0.00 | 0.00 | 0.02 |
| | 772-0000 ASSETS Totals: | 0.00 | -144,059.33 | 1,931.07 | 73,498.29 | -215,626.55 |
| | ASSETS Totals: | 0.00 | -144,059.33 | 1,931.07 | 73,498.29 | -215,626.55 |
| | LIABILITIES | | | | | |
| 772-0000-20200 | Accounts Payable | 0.00 | | | | |
| 3/3/2014 AP | 9 11 AP Invoice Batch 00029.02.2014 | | | 0.00 | 70.00 | |
| 3/13/2014 AP | 9 58 AP Invoice Batch 00007.03.2014 | | | 0.00 | 2,615.62 | |
| 3/13/2014 AP | 9 81 AP Computer Cks 109199-109276, 03/13/2014 | Ck# 0 | | 2,615.62 | 0.00 | |
| 3/4/2014 AP | 9 83 AP Computer Cks 109121-109166, 03/04/2014 | Ck# 0 | | 70.00 | 0.00 | |
| 3/18/2014 AP | 9 94 AP Invoice Batch 00003.03.2014 | | | 1,931.07 | 0.00 | |
| 3/20/2014 AP | 9 115 AP Invoice Batch 00004.03.2014 | | | 0.00 | 1,046.25 | |
| 3/27/2014 AP | 9 149 AP Invoice Batch 00009.03.2014 | | | 0.00 | 1,516.44 | |
| 3/20/2014 AP | 9 152 AP Computer Cks 109277-109325, 03/24/2014 | Ck# 0 | | 1,046.25 | 0.00 | |
| 3/31/2014 AP | 9 165 AP Computer Cks 109329-109392, 03/31/2014 | Ck# 0 | | 1,516.44 | 0.00 | |
| 3/31/2014 AP | 9 189 AP Invoice Batch 00007.04.2014 | | | 1,931.07 | 0.00 | |
| 3/7/2014 CH | 9 190 Electronic AP Checks Batch: 00008.04.2014 | | | 0.00 | 1,931.07 | |
| 772-0000-20700 | 772-0000-20200 Totals: LAIF Accrued Expense | 0.00 0.00 | -1,931.07 | 9,110.45 | 7,179.38 | 0.00 |
| 772-0000-22201 | 772-0000-20700 Totals: Deferred Revenue | 0.00 0.00 | 1,021.35 | 0.00 | 0.00 | 1,021.35 |
| | 772-0000-22201 Totals: | 0.00 | -40,000.75 | 0.00 | 0.00 | -40,000.75 |
| | 772-0000 LIABILITIES Totals: | 0.00 | -40,910.47 | 9,110.45 | 7,179.38 | -38,979.40 |
| | LIABILITIES Totals: | 0.00 | -40,910.47 | 9,110.45 | 7,179.38 | -38,979.40 |
| FUND BALANCE | | | | | | |
| 772-0000-25320 | Fund Balance Unreserved | 0.00 | | | | |
| | 772-0000-25320 Totals: | 0.00 | 124,099.00 | 0.00 | 0.00 | 124,099.00 |

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|----------------|---|------------|-------------------|-------------------|--------------------|----------------|
| | 772-0000 FUND BALANCE Totals: | | | | | |
| | FUND BALANCE Totals: | | 124,099.00 | 0.00 | 0.00 | 124,099.00 |
| | Grants | | 124,099.00 | 0.00 | 0.00 | 124,099.00 |
| | | 520,427.00 | | | | |
| | 772-0000-33403 Totals: | 520,427.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Other Revenue | 0.00 | | | | |
| | Var: 520,427.00 | | | | | |
| | 772-0000-39906 Totals: | 0.00 | | | | |
| | Transfers In | | -111,500.86 | 0.00 | 0.00 | -111,500.86 |
| | Var: -111,500.86 | | | | | |
| | 772-0000-39999 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | |
| | 772-0000 REVENUE Totals: | 520,427.00 | -111,500.86 | 0.00 | 0.00 | -111,500.86 |
| | REVENUE Totals: | 520,427.00 | -111,500.86 | 0.00 | 0.00 | -111,500.86 |
| | WCCTAC TDM | | | | | |
| | Salary | 145,112.00 | | | | |
| | 9 70 Computer Checks Batch 77020.01.2014 | | | 3,467.42 | 0.00 | |
| | 9 71 Computer Checks Batch 77005.02.2014 | | | 7,620.72 | 0.00 | |
| | 9 72 Computer Checks Batch 77020.02.2014 | | | 7,846.43 | 0.00 | |
| | 9 73 Computer Checks Batch 77005.03.2014 | | | 7,846.43 | 0.00 | |
| | 9 107 Computer Checks Batch 77020.03.2014 | | | 7,846.43 | 0.00 | |
| | 772-7720-41000 Totals: | 145,112.00 | 64,320.70 | 34,627.43 | 0.00 | 98,948.13 |
| | Part Time Employees | 0.00 | | | | |
| | 9 70 Computer Checks Batch 77020.01.2014 | | | 2,619.36 | 0.00 | |
| | 9 71 Computer Checks Batch 77005.02.2014 | | | 1,566.72 | 0.00 | |
| | 9 72 Computer Checks Batch 77020.02.2014 | | | 2,301.12 | 0.00 | |
| | 9 73 Computer Checks Batch 77005.03.2014 | | | 2,798.06 | 0.00 | |
| | 9 107 Computer Checks Batch 77020.03.2014 | | | 3,060.00 | 0.00 | |
| | 772-7720-41001 Totals: | 0.00 | 2,668.32 | 12,345.26 | 0.00 | 15,013.58 |
| | Buy Back Compensation | 0.00 | | | | |
| | Var: -15,013.58 | | | | | |
| | 772-7720-41002 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Workers Compensation | 3,400.00 | | | | |

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|----------------|---|-----------|-------------------|-------------------|--------------------|----------------|
| 772-7720-41100 | 772-7720-41105 Totals: | 3,400.00 | 8.08 | | | 8.08 |
| | PERS Retirement | 28,500.00 | | | | |
| 3/5/2014 PR | 9 70 Computer Checks Batch 77020.01.2014 | | | 0.00 | 0.00 | |
| 3/5/2014 PR | 9 71 Computer Checks Batch 77005.02.2014 | | | 671.29 | 0.00 | |
| 3/5/2014 PR | 9 72 Computer Checks Batch 77020.02.2014 | | | 1,477.73 | 0.00 | |
| 3/5/2014 PR | 9 73 Computer Checks Batch 77005.03.2014 | | | 1,519.08 | 0.00 | |
| 3/19/2014 PR | 9 107 Computer Checks Batch 77020.03.2014 | | | 1,521.42 | 0.00 | |
| | | | | 1,519.07 | 0.00 | |
| 772-7720-41310 | 772-7720-41200 Totals: | 28,500.00 | 6,126.37 | 6,708.59 | 0.00 | 12,834.96 |
| | Medical Insurance | 31,500.00 | | | | |
| 3/5/2014 PR | 9 71 Computer Checks Batch 77005.02.2014 | | | 4,623.43 | 0.00 | |
| 3/5/2014 PR | 9 73 Computer Checks Batch 77005.03.2014 | | | 4,623.43 | 0.00 | |
| 3/18/2014 AP | 9 94 PERSHEAL - P.E.R.S. - Health Benefits | | | 0.00 | 1,931.07 | |
| 3/31/2014 AP | 9 189 PERSHEAL - P.E.R.S. - Health Benefits | | | 0.00 | 1,931.07 | |
| | | | | | | 23,463.71 |
| 772-7720-41400 | 772-7720-41310 Totals: | 31,500.00 | 18,078.99 | 9,246.86 | 3,862.14 | |
| | Dental Insurance | 2,950.00 | | | | |
| 3/5/2014 PR | 9 71 Computer Checks Batch 77005.02.2014 | | | 391.94 | 0.00 | |
| 3/5/2014 PR | 9 73 Computer Checks Batch 77005.03.2014 | | | 391.94 | 0.00 | |
| | | | | | | 2,023.24 |
| 772-7720-41500 | 772-7720-41400 Totals: | 2,950.00 | 1,239.36 | 783.88 | 0.00 | |
| | Vision Care | 750.00 | | | | |
| | | | | | | 316.65 |
| 772-7720-41800 | 772-7720-41500 Totals: | 750.00 | 316.65 | 0.00 | 0.00 | |
| | LTD Insurance | 700.00 | | | | |
| 3/5/2014 PR | 9 71 Computer Checks Batch 77005.02.2014 | | | 79.93 | 0.00 | |
| 3/5/2014 PR | 9 73 Computer Checks Batch 77005.03.2014 | | | 79.93 | 0.00 | |
| | | | | | | 524.22 |
| 772-7720-41900 | 772-7720-41800 Totals: | 700.00 | 364.36 | 159.86 | 0.00 | |
| | Medicare | 1,950.00 | | | | |
| 3/5/2014 PR | 9 70 Computer Checks Batch 77020.01.2014 | | | 88.26 | 0.00 | |
| 3/5/2014 PR | 9 71 Computer Checks Batch 77005.02.2014 | | | 133.22 | 0.00 | |
| 3/5/2014 PR | 9 72 Computer Checks Batch 77020.02.2014 | | | 147.16 | 0.00 | |
| 3/5/2014 PR | 9 73 Computer Checks Batch 77005.03.2014 | | | 154.35 | 0.00 | |
| 3/19/2014 PR | 9 107 Computer Checks Batch 77020.03.2014 | | | 158.15 | 0.00 | |
| | | | | | | 1,552.39 |
| 772-7720-41903 | 772-7720-41900 Totals: | 1,950.00 | 871.14 | 681.14 | 0.00 | |
| | Employee Assistance Program | 800.00 | | | | |
| | | | | | | 25.20 |
| | 772-7720-41903 Totals: | 800.00 | 25.20 | 0.00 | 0.00 | |

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|----------------|---|------------------------|-------------------|-------------------|--------------------|----------------|
| 772-7720-41904 | Life Insurance | 300.00 | | | | |
| 3/5/2014 PR | 9 71 Computer Checks Batch 77005.02.2014 | | | 19.47 | 0.00 | |
| 3/5/2014 PR | 9 73 Computer Checks Batch 77005.03.2014 | | | 19.46 | 0.00 | |
| 772-7720-41905 | 772-7720-41904 Totals: Benefits in Lieu | 300.00 0.00 | 119.88 | 38.93 | 0.00 | 158.81 |
| 772-7720-41906 | 772-7720-41905 Totals: Bonds | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 772-7720-41911 | 772-7720-41906 Totals: Liability Insurance | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 772-7720-42001 | 772-7720-41911 Totals: Communication | 0.00 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 772-7720-43300 | 772-7720-42001 Totals: Memberships/Subscriptions | 1,500.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 772-7720-43500 | 772-7720-43300 Totals: Office Supplies | 0.00 2,400.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 772-7720-43501 | 772-7720-43500 Totals: TDM Postage | 2,400.00 14,000.00 | 2,961.94 | 0.00 | 0.00 | 2,961.94 |
| 3/27/2014 AP | 9 149 RAILSTOT - Rails-to-Trails Conservancy | | | 500.00 | 0.00 | |
| 3/27/2014 AP | 9 149 XEROXCCA - Xerox Corporation | | | 61.07 | 0.00 | |
| 3/27/2014 AP | 9 149 XEROXCCA - Xerox Corporation | | | 8.46 | 0.00 | |
| 3/27/2014 AP | 9 149 XEROXCCA - Xerox Corporation | | | 16.91 | 0.00 | |
| 772-7720-43502 | 772-7720-43501 Totals: TDM Postage | 14,000.00 5,000.00 | 13,278.79 | 586.44 | 0.00 | 13,865.23 |
| 772-7720-43600 | 772-7720-43502 Totals: Professional Services | 5,000.00 141,295.00 | 27.60 | 0.00 | 0.00 | 27.60 |
| 3/1/2014 GL | 9 25 Monthly Acctg Svcs/707 | | | 2,675.40 | 0.00 | |
| 3/13/2014 AP | 9 58 ACCOUNTTE - Robert Half International, Inc. | | | 930.00 | 0.00 | |
| 3/13/2014 AP | 9 58 ACCOUNTTE - Robert Half International, Inc. | | | 755.62 | 0.00 | |
| 3/13/2014 AP | 9 58 ACCOUNTTE - Robert Half International, Inc. | | | 930.00 | 0.00 | |
| 3/20/2014 AP | 9 115 ACCOUNTTE - Robert Half International, Inc. | | | 1,046.25 | 0.00 | |
| 3/27/2014 AP | 9 149 ACCOUNTTE - Robert Half International, Inc. | | | 930.00 | 0.00 | |

GL - Detailed Trial Balance (04/17/2014 - 1:47 PM)

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|----------------|--|--------------|-------------------|-------------------|--------------------|----------------|
| 773-0000-12600 | 773-0000-10400 Totals: Due From other Governments | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 773-0000-12601 | 773-0000-12600 Totals: Due from Other Governments | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 773-0000-12601 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 773-0000 ASSETS Totals: | 0.00 | 1,310,526.21 | 11,463.06 | 35,718.10 | 1,286,271.17 |
| | ASSETS Totals: | 0.00 | 1,310,526.21 | 11,463.06 | 35,718.10 | 1,286,271.17 |
| | LIABILITIES | | | | | |
| 773-0000-20200 | Accounts Payable | 0.00 | | | | |
| 3/13/2014 AP | 9 58 AP Invoice Batch 00007.03.2014 | | | | | |
| 3/13/2014 AP | 9 81 AP Computer Cks 109199-109276, 03/13/2014 | | | 0.00 | 1,108.10 | 1,108.10 |
| 3/20/2014 AP | 9 115 AP Invoice Batch 00004.03.2014 | | | 1,108.10 | 0.00 | 0.00 |
| 3/20/2014 AP | 9 152 AP Computer Cks 109277-109325, 03/24/2014 | | | 0.00 | 34,610.00 | 34,610.00 |
| | 773-0000-20200 Totals: | 0.00 | 0.00 | 35,718.10 | 35,718.10 | 0.00 |
| | 773-0000 LIABILITIES Totals: | 0.00 | 0.00 | 35,718.10 | 35,718.10 | 0.00 |
| | LIABILITIES Totals: | 0.00 | 0.00 | 35,718.10 | 35,718.10 | 0.00 |
| FUND BALANCE | | | | | | |
| 773-0000-25320 | Fund Balance - Unreserved | 0.00 | | | | |
| | 773-0000-25320 Totals: | 0.00 | -1,241,179.96 | 0.00 | 0.00 | -1,241,179.96 |
| | 773-0000 FUND BALANCE Totals: | 0.00 | -1,241,179.96 | 0.00 | 0.00 | -1,241,179.96 |
| | FUND BALANCE Totals: | 0.00 | -1,241,179.96 | 0.00 | 0.00 | -1,241,179.96 |
| REVENUE | | | | | | |
| 773-0000-34010 | STMP Administration | 2,500.00 | | | | |
| 3/5/2014 CR | 9 18 1st, 3rd & 4th Qtr CC 8286 F CCC | | | 0.00 | 11,463.06 | |
| | Cash Receipts Batch 16.00-3.00-2,014.00 | | | | | |
| | 773-0000-34010 Totals: | 2,500.00 | 0.00 | 0.00 | 11,463.06 | -11,463.06 |
| | CC County STMP Fees | 20,000.00 | | | | |
| 773-0000-34310 | 773-0000-34310 Totals: | 20,000.00 | -61,708.64 | 0.00 | 0.00 | -61,708.64 |

GL - Detailed Trial Balance (04/17/2014 - 1:47 PM)

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|----------------|---|------------------------|-------------------|-------------------|--------------------|----------------|
| 773-0000-34315 | El Cerrito STMP Fees | 5,000.00 | | | | |
| 773-0000-34320 | 773-0000-34315 Totals: Hercules STMP Fees | 5,000.00 50,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 773-0000-34325 | 773-0000-34320 Totals: Pinole STMP Fees | 50,000.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 773-0000-34330 | 773-0000-34325 Totals: Richmond STMP Fees | 0.00 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 773-0000-34335 | 773-0000-34330 Totals: San Pablo STMP Fees | 5,000.00 112,064.00 | -5,788.00 | 0.00 | 0.00 | -5,788.00 |
| 773-0000-36102 | 773-0000-34335 Totals: Interest | 112,064.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 773-0000-39906 | 773-0000-36102 Totals: Other Revenue | 0.00 0.00 | -1,849.61 | 0.00 | 0.00 | -1,849.61 |
| | 773-0000-39906 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 773-0000 REVENUE Totals: | 194,564.00 | -69,346.25 | 0.00 | 11,463.06 | -80,809.31 |
| | REVENUE Totals: | 194,564.00 | -69,346.25 | 0.00 | 11,463.06 | -80,809.31 |
| EXPENSE | | | | | | |
| 773-7730 | STMP | 1,500.00 | | | | |
| 773-7730-41000 | Salary | | | | | |
| | 773-7730-41000 Totals: | 1,500.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 773-7730-41001 | Part Time Employees | | | | | |
| | 773-7730-41001 Totals: | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 773-7730-41200 | PERS Retirement | | | | | |
| | 773-7730-41200 Totals: | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 773-7730-41310 | Medical Insurance | | | | | |
| | 773-7730-41310 Totals: | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 773-7730-41900 | Medicare | | | | | |
| | 773-7730-41900 Totals: | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|----------------|--|--------------------|-------------------|-------------------|--------------------|----------------|
| 773-7730-41902 | 773-7730-41900 Totals: FICA | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 773-7730-43500 | 773-7730-41902 Totals: Office Supplies | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 773-7730-43600 | 773-7730-43500 Totals: Professional Services | 0.00 187,200.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3/13/2014 AP | 9 58 EASTBAYR - East Bay Regional Park District | | | 1,108.10 | 0.00 | |
| 3/20/2014 AP | 9 115 BART1111 - BART | | | 34,610.00 | 0.00 | |
| 773-7730-43900 | 773-7730-43600 Totals: Rent/Building | 187,200.00 0.00 | 0.00 | 35,718.10 | 0.00 | 35,718.10 |
| 773-7730-44000 | 773-7730-43900 Totals: Special Department Expense | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 773-7730-44320 | 773-7730-44000 Totals: Travel/Training | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 773-7730-49001 | 773-7730-44320 Totals: Building Maintenance | 0.00 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 773-7730-49001 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 773-7730 EXPENSE Totals: | 188,700.00 | 0.00 | 35,718.10 | 0.00 | 35,718.10 |
| | EXPENSE Totals: | 188,700.00 | 0.00 | 35,718.10 | 0.00 | 35,718.10 |
| 774 | 773 Totals: | 5,864.00 | 0.00 | 82,899.26 | 82,899.26 | 0.00 |
| ASSETS | WCCTAC Special Projects | | | | | |
| 774-0000-10199 | Cash Balance | 0.00 | | | | |
| | 774-0000-10199 Totals: | 0.00 | 48,131.98 | 0.00 | 0.00 | 48,131.98 |
| 774-0000-10400 | Interest Receivable LAIF | 0.00 | | | | |
| | 774-0000-10400 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 774-0000-12600 | Due From Other Governments | 0.00 | | | | |

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|----------------|-------------------------------|-----------|-------------------|-------------------|--------------------|----------------|
| | 774-0000-12600 Totals: | | | | | |
| | | 0.00 | 691.26 | 0.00 | 0.00 | 691.26 |
| | 774-0000 ASSETS Totals: | | | | | |
| | | 0.00 | 48,823.24 | 0.00 | 0.00 | 48,823.24 |
| | ASSETS Totals: | | | | | |
| | | 0.00 | 48,823.24 | 0.00 | 0.00 | 48,823.24 |
| | LIABILITIES | | | | | |
| 774-0000-20200 | Accounts Payable | 0.00 | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 774-0000-20200 Totals: | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.01 |
| 774-0000-20700 | LAIF Accrued Int Expense | | | | | |
| | | 0.00 | 0.01 | 0.00 | 0.00 | 0.01 |
| | 774-0000-20700 Totals: | | | | | |
| | | 0.00 | -2,000.42 | 0.00 | 0.00 | -2,000.42 |
| 774-0000-22204 | Deferred Revenue | | | | | |
| | | 0.00 | | | | |
| | 774-0000-22204 Totals: | | | | | |
| | | 0.00 | | | | |
| 774-0000-22909 | Deposits CCTA/Bernick | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 774-0000-22909 Totals: | | | | | |
| | | 0.00 | -2,000.41 | 0.00 | 0.00 | -2,000.41 |
| | 774-0000 LIABILITIES Totals: | | | | | |
| | | 0.00 | | | | |
| 774-7740 | WCCTAC Special Projects | | | | | |
| 774-7740-20700 | LAIF Accrued Int Expense | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 774-7740-20700 Totals: | | | | | |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 774-7740 LIABILITIES Totals: | | | | | |
| | | 0.00 | -2,000.41 | 0.00 | 0.00 | -2,000.41 |
| | LIABILITIES Totals: | | | | | |
| | | 0.00 | | | | |
| FUND BALANCE | Fund Balance Unreserved | | | | | |
| 774-0000-25320 | | 0.00 | -6,934.84 | 0.00 | 0.00 | -6,934.84 |
| | 774-0000-25320 Totals: | | | | | |
| | | 0.00 | -6,934.84 | 0.00 | 0.00 | -6,934.84 |
| | 774-0000 FUND BALANCE Totals: | | | | | |
| | | 0.00 | -6,934.84 | 0.00 | 0.00 | -6,934.84 |
| | FUND BALANCE Totals: | | | | | |
| | | 30,000.00 | | | | |
| REVENUE | Grants | | | | | |
| 774-0000-33403 | | 30,000.00 | | 0.00 | 0.00 | 0.00 |
| | 774-0000-33403 Totals: | | | | | |
| | | 30,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Var: 30,000.00 | | | | | |

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|------------------------|--------------------------|------------|-------------------|-------------------|--------------------|----------------|
| 774-0000-36102 | Interest | 0.00 | | | | |
| 774-0000-39906 | 774-0000-36102 Totals: | 0.00 | -68.35 | 0.00 | 0.00 | -68.35 |
| | Other Revenue | 12,900.00 | | | | |
| 774-0000-39999 | 774-0000-39906 Totals: | 12,900.00 | -60,194.64 | 0.00 | 0.00 | -60,194.64 |
| | Transfers In | 0.00 | | | | |
| 774-0000-39999 Totals: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 774-0000 REVENUE Totals: | 42,900.00 | -60,262.99 | 0.00 | 0.00 | -60,262.99 |
| | REVENUE Totals: | 42,900.00 | -60,262.99 | 0.00 | 0.00 | -60,262.99 |
| EXPENSE | | | | | | |
| 774-7740 | WCCTAC Special Projects | 0.00 | | | | |
| 774-7740-41000 | Salary | 0.00 | | | | |
| 774-7740-41200 | 774-7740-41000 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | PERS Retirement | 0.00 | | | | |
| 774-7740-41310 | 774-7740-41200 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Medical Insurance | 0.00 | | | | |
| 774-7740-41800 | 774-7740-41310 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | LTD Insurance | 0.00 | | | | |
| 774-7740-41900 | 774-7740-41800 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Medicare | 0.00 | | | | |
| 774-7740-41904 | 774-7740-41900 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Life Insurance | 0.00 | | | | |
| 774-7740-41911 | 774-7740-41904 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Liability Insurance | 0.00 | | | | |
| 774-7740-43500 | 774-7740-41911 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Office Supplies | 0.00 | | | | |
| 774-7740-43600 | 774-7740-43500 Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Professional Services | 100,000.00 | | | | |

| Account Number | Description | Budget | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|--------------------------|----------------------------|-------------|-------------------|-------------------|--------------------|----------------|
| 774-7740-43600 Totals: | Var: 79,625.00 | 100,000.00 | 20,375.00 | 0.00 | 0.00 | 20,375.00 |
| 774-7740-44000 | Special Department Expense | 59,000.00 | | | | |
| 774-7740-44000 Totals: | Var: 59,000.00 | 59,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 774-7740-44320 | Travel and Training | 0.00 | | | | |
| 774-7740-44320 Totals: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 774-7740-49001 | Building Maintenance | 0.00 | | | | |
| 774-7740-49001 Totals: | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 774-7740 EXPENSE Totals: | | 159,000.00 | 20,375.00 | 0.00 | 0.00 | 20,375.00 |
| EXPENSE Totals: | | 159,000.00 | 20,375.00 | 0.00 | 0.00 | 20,375.00 |
| 774 Totals: | | -116,100.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Report Totals: | | -242,793.00 | 0.00 | 385,166.22 | 385,538.25 | -372.03 |



Planning Committee **STAFF REPORT**

Meeting Date: April 2, 2014

| | |
|---|---|
| Subject | Amendment to Program 12 Contra Costa Transportation for Livable Communities (CC-TLC) to Allow Use of Funds for Matching ATP Grants |
| Summary of Issues | The State created the Active Transportation Program (ATP) in 2013 to encourage increased use of active modes of transportation, such as biking and walking. The program, which totals approximately \$180 million per year statewide, is funded from multiple State and federal programs, several of which require a match of local funds. Funding will be programmed in Fiscal Years (FY) 2014–15 and 2015–16. As it did in the Cycle 1 CMA Block Grant, the Authority could allow applicants for the State and regional ATP call for projects to use Measure J CC-TLC funds as that local match where the project is consistent with the purposes of the CC-TLC program. About \$3 million in CC-TLC funds are available in FY 2015-16, subject to RTPC approval. |
| Recommendations | Subject to RTPC approval, allow sponsors of projects in Contra Costa to request Measure J CC-TLC funds as a match for State or federal funding through the ATP program for the construction phase of projects |
| Financial Implications | About \$13 million is estimated to be available through the CC-TLC program in FY 2015-16–FY 2018-19 to projects in West, Central and Southwest County |
| Options | The Planning Committee could decline allowing the use of Measure J CC-TLC funds as a match |
| Attachments (See PC Packet dated 4/2/14) | A. Active Transportation Plan Guidelines (adopted March 20, 2014) |
| Changes from Committee | <i>None</i> |

Background

The State created the Active Transportation Program, or ATP, in 2013 to encourage increased use of active modes of transportation, such as biking and walking. By increasing the share of trips made by foot or bicycle, the State hopes the ATP will increase the safety of bicyclists and

pedestrians, enhance public health, and reduce greenhouse gas emissions. An important component of the program is to serve disadvantaged communities in California and support safe routes to schools.

The ATP combines funding from several existing sources:

- Federal Safe Routes to Schools and Recreational Trails Programs
- State Safe Routes to Schools
- Bicycle Transportation Account

The State estimates that about \$359 million will be available through the ATP in Fiscal Years 2014–15 and 2015–16. Fifty percent, or about \$180 million, will be allocated through a statewide competitive program. Forty percent, or about \$144 million, will be allocated to the Metropolitan Planning Organizations (MPOs) such as MTC for programming (MTC will get about \$30.2 million). The remainder will go to smaller urban and rural areas.

The ATP will fund both infrastructure projects, including planning, design, construction, and maintenance, and non-infrastructure projects or some combination of the two.

At least 25 percent of the ATP funds must go to projects that serve and benefit disadvantaged communities. (The draft ATP guidelines define the term. MTC is considering using the Communities of Concern (COC) it has defined instead, although that has not been decided.) The 25 percent requirement applies to all three components: State, MPO and small urban/rural.

According to the draft guidelines, projects must include at least 11.47 percent in matching funds *except* for projects predominantly benefiting a disadvantaged community, stand-alone non-infrastructure projects and safe routes to schools projects.

Calls for Projects

The statewide call for projects for the ATP program is scheduled for March 21 with applications due two months later on May 21. Final State action is expected in August.

MTC's regional call for projects is expected in May with applications due in late July. The MTC Board is expected to approve the list in September with CTC approval in December 2014.

Use of Measure J CC-TLC Funds for Local Match

In 2010, because the purposes and eligible projects of the two programs were consistent, the Authority allowed project sponsors to use Measure J CC-TLC funds as the local match in the Cycle 1 CMA Block Grant program. Only one sponsor — El Cerrito — exercised this option.

The ATP and the Measure J CC-TLC also have similar purposes and would fund a similar but not entirely consistent list of projects. Both programs are intended to fund projects that encourage bicycling and walking. There are significant differences, however. The ATP program funds non-infrastructure projects, especially Safe Routes to School education and outreach, and those projects are not eligible for CC-TLC funding. Safe Routes to School projects also don't neatly fit the overall purposes of the CC-TLC which include supporting affordable housing, infill development and walkable communities. This is not an issue, however, because, as noted above, neither stand-alone non-infrastructure nor Safe Routes to School projects require a local match. In combined infrastructure/non-infrastructure projects, only the infrastructure component would be eligible for the match.

Timing of Funds

Two-thirds of the ATP funds will be available in Fiscal Year 2014–15 and the remaining third in Fiscal Year 2015–16. The Authority, when it adopted the CC-TLC and PBTF Programming Plan in 2012, allocated expected funding for the two Measure J programs through the end of FY 2014–15. The following table outlines the preliminary estimate of expected CC-TLC funds (in thousands of nominal dollars) through FY 2016–17:

| | <i>Central</i> | <i>West</i> | <i>Southwest</i> | <i>Total</i> |
|------------|----------------|-------------|------------------|--------------|
| FY 2015–16 | \$1,251 | \$1,035 | \$776 | \$3,062 |
| FY 2016–17 | \$1,298 | \$1,075 | \$806 | \$3,179 |
| | \$2,549 | \$2,110 | \$1,582 | \$6,241 |

While the Authority has already programmed TLC funds for FY 2014–15, given the lag in use of those funds and when the ATP would be used, the Authority could offer FY 2015–16 and 2016–17 as a match. Note that, as shown in the table, no CC-TLC funds are available to projects in East County during this period.

Consistent with the Measure J Expenditure Plan, project sponsors would need approval from both their respective RTPCs and the Authority.

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RESOLUTION NO. 2014-06

RESOLUTION OF THE WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE REQUESTING STATE AND FEDERAL LEGISLATIVE ASSISTANCE TO MITIGATE DAMAGE FROM TRAIN HORNS

The West Contra Costa Transportation Advisory Committee (WCCTAC) hereby finds and declares as follows:

WHEREAS, exposure to unnecessary and unwanted noise produces significant medical, social and economic effects as evidenced by the following:

- Noise is arguably the most common - and least regulated - form of environmental pollution;¹ and
- Noise represents the principal avoidable cause of permanent hearing impairment worldwide;² and
- Hearing impairment leads to interpersonal, school and job related problems, with lasting detrimental social and economic effects;³ and
- Community noise interferes with sleep, leads to fatigue, increases irritability, impairs performance, and causes accidents;⁴ and
- Noise increases blood pressure and heart rate and may cause abnormal rhythms, whether awake or asleep;⁵ and
- Noise provokes strongly felt annoyance, creating stress that leads to disease and degrades quality of life;⁶ and
- Current studies from the European Union confirm that 3% of all fatal heart attacks are induced by noise;⁷ and
- Noise provokes unwanted behaviors, leading to antisocial acts or unwillingness to help others;⁸ and
- Governmental studies confirm that a substantial portion of the population is exposed to noise levels that are unhealthy, interfering with learning, task performance, leisure, and sleep;⁹ and

¹ Keizer G. *The Unwanted Sound of Everything We Want*. A Book about Noise. New York, NY: Public Affairs; 2010.

² Colvin I, Luxon L. Clinical Diagnosis of Noise Induced Hearing Loss. In: Luxon L, Prasher D, eds. *Noise and its Effects*. West Sussex, England; John Wiley & Sons; 2007: 182-231.

³ Berglund B, Lindvall T. eds. Community Noise. *Archives of the Center for Sensory Research*. 1995, 2:1-195. This document is an updated version of the document published by the World Health Organization in 1980. The updated version is available at <http://www.who.int/docstore/peh/noise/guidelines21.html>.

⁴ Coren S. Daylight Savings Time and Traffic Accidents. *N Engl J Med* 1966; 1334:924-925.

⁵ Stansfeld S, Haines M, Brown B. Noise and Health in the Urban Environment. *Rev Environ Health*. 2000; 15:43-82.

⁶ Ising H, Kruppa B. I. Stress Effects of Noise. In: Luxon L, Prasher D, eds. *Noise and its Effects*. West Sussex, England; John Wiley & Sons; 2007: 516-548.

⁷ Mead MN. Noise Pollution. The Sound behind Heart Effects. *Environmental Health Perspectives*. 2007, 115:A 536-A537.

⁸ United States Environmental Protection Agency. 1978. *Noise: A Health Problem*, United States Environmental Protection Agency, Office of Noise Abatement and Control, Washington, DC.

- Studies in the European Union show that noise decreases housing prices and median home costs, imposes restrictions on land use, and increases time lost from work;¹⁰ and

WHEREAS, in 1972, the Noise Control Act was passed by the Congress, declaring - - - "it is the policy of the United States to promote an environment for all Americans free from noise that jeopardizes health and welfare." - - -;¹¹ and

WHEREAS, the 1999 United States Census reported that Americans named noise as the number one problem in neighborhoods, of greater concern than crime or other bothersome conditions, noting that:

- Noise levels have risen at least six-fold in major U.S. cities, and will continue to grow because of increases in population, and the number, variety, and mobility of sources of noise;¹² and
- Most people object to the intrusion of unwanted noise into their homes, and on their streets, neighborhoods, and parks; and
- In 1974, the Environmental Protection Agency estimated that nearly 100 million Americans lived in areas where the daily average noise levels exceeded those identified as being safe;¹³ and
- The number of people exposed to unhealthy levels of noise is far greater than it was in 1972 at the time the Noise Control Act was passed and the degree of oversight and control is unquestionably less;¹⁴ and

WHEREAS, noise is best controlled at the source;¹⁵ and

WHEREAS, community noise intrudes into homes, neighborhoods, and parks; and

WHEREAS, since the air, a universally shared resource, is a commons, owned by none but used by all;¹⁶ and;

WHEREAS, individuals and businesses, either willfully or ignorantly, assume they have the right to emit noise into the air, thereby adversely affecting all who have no choice but to hear it;¹⁷ and

WHEREAS, domestic tranquility is one of the six guarantees in the United States Constitution; and

⁹ Lee CSY, Fleming GG. General Health Effects of Transportation Noise. U.S. Department of Transportation. Dts 34-RR297-LR2. Washington, DC, 2002. Available at: http://www.fra.dot.gov/downloads/RRDs?Health_Final.pdf.

¹⁰ Ten Things You Didn't Know About Sound. 2010. CNN.com. Available at

<http://www.cnn.com/2010/OPINION/10/10/treasure.sound/index.html>.

¹¹ Noise Control Act of 1972. Public Law 92-574, October 27, 1972. 42 USC 4901 et seq.

¹² United States Environmental Protection Agency. 1974. *Information on Levels of Environmental Noise Requisite to Protect Public Health and Welfare*. (EPA-ONAC Report 550/9-74-004), United States Environmental Protection Agency, Washington, DC. Available at: <http://www.nonoise.org/library/levels.htm>.

¹³ United States Environmental Protection Agency. 1981. Noise Effects Handbook. A Desk Reference to Health and Welfare Effects of Noise. United States Environmental Protection Agency, Office of Noise Abatement and Control. Available at: <http://www.nonoise.org/library/handbook/handbook.htm>.

¹⁴ Goines I, Hagler L. Noise Pollution: A Modern Plague. *Southern Med J* 2007. 100:287-294. Available at: <http://www.nonoise.org/library/smj/smj.htm>.

¹⁵ Bronzaft A, Hagler L. Noise: The Invisible Pollutant that Cannot Be Ignored. In: Shah V, ed. *Emerging Environmental Technologies*. Springer Dordrecht Heidelberg London New York, 2010:75-96.

¹⁶ Hardin G. The Tragedy of the Commons. *Science*. 1968; 162: 1243-1248.

¹⁷ Freeman R. *Noise War. Compulsory Media and our Loss of Autonomy*. New York, NY. Algora Publishing; 2009.

WHEREAS, it is the responsibility of government at all levels to protect citizens from the unwanted effects of noise and other forms of pollution; and

WHEREAS, on February 4, 2014, the Richmond City Council unanimously adopted a Resolution Requesting State and Federal Legislative Assistance to Mitigate Damage from Train Horns, and;

WHEREAS, the Richmond Community Noise Ordinance regulates every noise source in Richmond except federal and state regulated transportation noise sources, including aircraft, motor vehicles and rail, and;

WHEREAS, within West Contra Costa County there are two Class I railroads (UP and BNSF) and three local line haul railroads, and;

WHEREAS, Richmond is a pioneer in Quiet Zone establishment and has more Quiet Zones than any city in California – eight separate zones that include 15 grade crossings,¹⁸ and three that are pending, and;

WHEREAS, within West Contra Costa County, there are a number of private grade crossings, and;

WHEREAS, under the [Train Horn Rule](#) (49 CFR Part 222)¹⁹, locomotive engineers are required to sound horns at all public grade crossings not designated as Quiet Zones, and the required volume level for train horns ranges from minimum 96 dBA to maximum 110 dbA, and;

WHEREAS, under California Public Utility Code 6706, locomotive engineers are required to sound horns at all private grade crossings not designated as Quiet Zones, and the required volume level for train horns ranges from minimum 96 dBA to maximum 110 dBA, and;

WHEREAS, according to the National Institute of Health, “long or repeated exposure to sounds at or above 85 decibels can cause hearing loss. The louder the sound, the shorter the amount of time it takes for NIHL [Noise-Induced Hearing Loss] to happen,”²⁰ and;

WHEREAS, even at lower decibel levels, the noise from train horns can have severe physiological effects on humans, particularly at night when people are trying to sleep. Dr. Louis Hagler writes in *Noise Pollution: A Modern Plague*:

Exposure to night-time noise also induces secondary effects, or so-called after effects. These are effects that can be measured the day following the night-time exposure while the person is awake. These include reduced perceived sleep quality, increased fatigue, depressed mood or well-being, and decreased performance.

Long-term effects on psychosocial well-being have been related to nocturnal noise exposure. Noise annoyance during the night increases total noise annoyance for the following 24 hours. People exposed to night-time noise report an increased use of sedatives, closed bedroom windows, and use of personal hearing protection. Particularly sensitive groups include the elderly, shift workers, persons vulnerable to physical or mental disorders, and those with sleeping disorders.

Other factors that influence the problem of night-time noise include its occurrence in residential areas with low background noise levels, combinations of noise and vibration such as that produced

¹⁸ <http://www.ci.richmond.ca.us/index.aspx?NID=1776>

¹⁹ http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title49/49cfr222_main_02.tpl

²⁰ <http://www.nidcd.nih.gov/health/hearing/pages/noise.aspx>

by trains and heavy duty vehicles, and sources with low-frequency components which are more disturbing, even at very low sound pressure levels. These low-frequency components have a significant detrimental effect on health.²¹

WHEREAS, uninterrupted sleep is known to be a prerequisite for good physiological and mental functioning of healthy persons.

Whereas sleep disturbance is considered to be a major effect of environmental noise, data on the effects of environmental noise on sleep are limited. Recent research on sleep disturbance has been conducted for aircraft noise, road traffic, and railway noise. For example, road traffic noise in excess of 30 dB disturbs sleep. The probability of being awakened increases with the number of noise events per night. When background noise is low, noise exceeding 45 dB should be limited; for sensitive individuals, an even lower level is preferred.

The primary sleep disturbance effects are: difficulty falling asleep, frequent awakenings, waking too early, and alterations of sleep stages and depth, especially a reduction of REM sleep. Other effects of noise during sleep include increased blood pressure, increased heart rate, increased finger pulse amplitude, vasoconstriction, changes in respiration, cardiac arrhythmias, and increased body movement. For each of these, the threshold and response relationships may be different. Studies have shown that the frequency of noise-induced awakenings decreases over eight consecutive nights; however no such habituation has been shown for heart rate and after effects.

Exposure to night-time noise also induces secondary effects, or so-called after effects. These are effects that can be measured the day following the night-time exposure while the person is awake. These include reduced perceived sleep quality, increased fatigue, depressed mood or well-being, and decreased performance.²²

Long-term effects on psychosocial well-being have been related to nocturnal noise exposure. Noise annoyance during the night increases total noise annoyance for the following 24 hours. People exposed to night-time noise report an increased use of sedatives, closed bedroom windows, and use of personal hearing protection. Particularly sensitive groups include the elderly, shift workers, persons vulnerable to physical or mental disorders, and those with sleeping disorders. Other factors that influence the problem of night-time noise include its occurrence in residential areas with low background noise levels, combinations of noise and vibration such as that produced by trains and heavy duty vehicles, and sources with low-frequency components which are more disturbing, even at very low sound pressure levels. These low-frequency components have a significant detrimental effect on health. (Dr. Louis Hagler, Noise Pollution: A Modern Plague (2007).²³

WHEREAS, sleep disturbances have been associated with a variety of health problems, such as functional impairment, medical disability, and utilization of treatment. Sleep difficulties are also associated with increased use of medical services even among those with no previous health problems,²⁴ and;

WHEREAS, the odds of waking up at night due to environmental noise were 1.7 times greater with noise levels of 55 – 59 dBA vs. below 40 dBA; 3.6 times greater at 60 – 64 dBA vs. below 40 dBA; and 7.1 times greater at above 65 dBA than below 40 dBA, and;²⁵

²¹ <http://www.nonoise.org/library/smj/smj.htm>.

²² Morh D, Vedantham K, Neylan T, Metzler TJ, Best S, Marmar CR. 2003. The medicating effects of sleep in the relationship between traumatic stress and health symptoms in urban police officers. *Psychosomatic Medicine* 65:485-489.

²³ <http://www.nonoise.org/library/smj/smj.htm>

²⁴ Stansfeld S, Haines M, Brown B. 2000. Noise and health in the urban environment. *Rev Environmental Health* 15(1-2): 43-82.

WHEREAS, below is a recommendation from the *Night Noise Guidelines for Europe*, World Health Organization:

For the primary prevention of subclinical adverse health effects related to night noise in the population, it is recommended that the population should not be exposed to night noise levels greater than 40 dB of $L_{\text{night, outside}}$ during the part of the night when most people are in bed. The LOAEL of night noise, 40 dB $L_{\text{night, outside}}$, can be considered a health-based limit value of the night noise guide-lines (NNG) necessary to protect the public, including most of the vulnerable groups such as children, the chronically ill and the elderly, from the adverse health effects of night noise.²⁶

WHEREAS, transportation of goods on railways is increasing and the majority of the increased numbers of freight trains run during the night, and;

Transportation noise has adverse effects on sleep structure, affects the heart rate (HR) during sleep and may be linked to cardiovascular disease. ... A laboratory study was conducted to examine how a realistic nocturnal railway traffic scenario influences HR during sleep.

Results: The train exposure led to a significant change of HR within 1 min of exposure onset ($p=0.002$), characterized by an initial and a delayed increase of HR. The high-vibration condition provoked an average increase of at least 3 bpm per train in 79% of the participants. Cardiac responses were in general higher in the high-vibration condition than in the low-vibration condition ($p=0.006$). No significant effect of noise sensitivity and gender was revealed, although there was a tendency for men to exhibit stronger HR acceleration than women.

Conclusions: Freight trains provoke HR accelerations during sleep, and the vibration characteristics of the trains are of special importance. In the long term, this may affect cardiovascular functioning of persons living close to railways.²⁷

WHEREAS, published research shows:

.... that prospective homebuyers view locating near train track with heavy freight traffic very negatively, and would rather locate beside an interstate highway. For this reason, increased freight rail traffic will diminish the value of affected real property relative to non-affected real property. The negative effect from increased freight rail traffic is multidimensional and cumulative. Studies suggest that negative effects on real property prices can be expected to follow from: noise, health and safety concerns (interrupted sleep, emergency vehicle delay), air quality effects (diesel particulates, coal dust), land use impacts (recreation –decreased access to parks, ability to enjoy parks), traffic (traffic delays at level crossings); and ability to enjoy parks), traffic (traffic delays at level crossings); and socioeconomic impacts (perceived “livability,” damage to a community’s “brand,” and loss of economic development opportunities.²⁸

WHEREAS, private crossings are grade crossings that do not involve public streets, roads or highways and are not governed by the Train Horn Rule, and;

WHEREAS, California is one of only two states that requires horn sounding at private crossings, and;

²⁵ Aasvang GM, Moum T, Engdahl B. 2008. Self-reported sleep disturbances due to railway noise: Exposure-response relationships for nighttime equivalent and maximum noise levels. *J. Acoust Soc Am* 124(1):257 – 268

²⁶ http://www.euro.who.int/_data/assets/pdf_file/0017/43316/E92845.pdf

²⁷ <http://bmjopen.bmj.com/content/3/5/e002655.full>

²⁸ <http://www.communitywisebellingham.org/wp-content/uploads/2013/01/CWB-Economic-Scoping-Comment-FINALProofed.pdf>

WHEREAS, California Public Utilities Code 7604²⁹ regulates train horn use at private crossings and references the FRA Train Horn Rule but, unlike the Train Horn Rule, makes no provision for Quiet Zones:

7604. (a) (1) Except as provided in paragraph (3), a bell, siren, horn, whistle, or similar audible warning device shall be sounded at any public crossing in accordance with Section 222.21 of Title 49 of the Code of Federal Regulations.

(2) Except as provided in paragraph (3), a bell, siren, horn, whistle, or similar audible warning device shall be sounded, consistent with paragraph (1), at all rail crossings not subject to the requirements of Subpart B (commencing with Section 222.21) of Part 222 of Title 49 of the Code of Federal Regulations.

(3) A bell, siren, horn, whistle, or similar audible warning device shall not be sounded in those areas established as quiet zones pursuant to Subpart C (commencing with Section 222.33) of Part 222 of Title 49 of the Code of Federal Regulations.

(4) This section does not restrict the use of a bell, siren, horn, whistle, or similar audible warning device during an emergency or other situation authorized in Section 222.23 of Title 49 of the Code of Federal Regulations.

(b) Any railroad corporation violating this section shall be subject to a penalty of two thousand five hundred dollars (\$2,500) for every violation. The penalty may be recovered in an action prosecuted by the district attorney of the proper county, for the use of the state. The corporation is also liable for all damages sustained by any person, and caused by its locomotives, train, or cars, when the provisions of this section are not complied with.

WHEREAS, the City of San Clemente was successful in obtaining CPUC approval to establish quiet zones at some private crossings. The grade crossing improvements included wayside horns, a solution that is acceptable to the FRA as a one-for-one replacement of the train horn under the Train Horn Rule. BNSF challenged the CPUC decision, and the court (California Appeals Court, 3rd Appellate District) ruled against San Clemente, holding that the Public Utilities Code has no provision for Quiet Zones at private crossings:

This writ of review proceeding presents the question of whether the Public Utilities Commission (the commission) has the authority to order railroads to stop using locomotive mounted horns at certain pedestrian rail crossings in the City of San Clemente (the city). We conclude the answer to that question is “no,” because in Public Utilities Code section 7604 the Legislature has commanded that an audible warning device mounted on the train must be sounded at every rail crossing in the state, except those within federally established quiet zones. Because the pedestrian crossings at issue here are not within a federally established quiet zone, a train horn must be sounded at those crossings, and the commission has no authority to order otherwise. Accordingly, we will set aside the commission’s decision to the contrary.³⁰

In sum, while it is true, as the city argues, that the 2006 amendment to section 7604 deleted the express requirement “that bells, whistles or sirens be placed on or attached to a locomotive,” it is not true that the Legislature simply “replaced [that requirement] with the broad language allowing the use of a bell, siren, horn, whistle, or similar audible warning device.” Instead, the Legislature replaced the express requirement of a locomotive-mounted audible warning device with the

²⁹ http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PUC§ionNum=7604.

³⁰ <https://www.courtlistener.com/calctapp/6jkj/bnsf-railway-v-puc/> (BNSF RAILWAY COMPANY et al. ,Petitioners, v. PUBLIC UTILITIES COMMISSION, Respondent; CITY OF SAN CLEMENTE, Real Party in Interest, Court of Appeal, Third District, California - August 5, 2013 - Cal.Rptr.3d - 13 Cal. Daily Op. Serv. 8455

express requirement that an audible warning device be sounded “in accordance with Section 222.21 -- a federal regulation that itself expressly requires the sounding of a “[l]ocomotive horn,” which by definition means an audible warning device “mounted on a locomotive or control cab car.” (49 C.F.R. § 222.9 (2006).) In making this amendment to the statute, the Legislature plainly signaled its intent not to deviate from the long-standing requirement of state law that an audible warning device mounted on a locomotive must be sounded at every railroad crossing in California, with the exception of those within quiet zones established pursuant to the federal regulations.

Conclusion

Because the pedestrian crossings at issue here are not within a quiet zone established pursuant to the federal regulations, by the command of the Legislature in section 7604 a locomotive-mounted audible warning device must be sounded at those crossings. And because the commission does not have the authority to contravene the will of the Legislature as expressed in section 7604, the commission does not have the authority to grant the city’s application to the extent that application asks the commission to approve the use of wayside horns in lieu of train horns at the pedestrian crossings along the city’s beach trail. The commission erred in concluding otherwise.

WHEREAS, state and federal preemptions severely constrain local jurisdictions’ ability to regulate train horn noise, and;

WHEREAS, the Train Horn Rule is silent on who is responsible for grade crossing improvement costs – which can cost as much as \$1 million per crossing – and as a result local jurisdictions requesting the improvements are often required to pay the costs for the same.

THEREFORE BE IT RESOLVED that the West Contra Costa Transportation Advisory Committee (WCCTAC) believes that legislation is required at both the state and federal level to provide a rational and reasonable level of relief from excessive train horn noise, especially at night, and to resolve conflicts and inconsistencies between federal and state regulation of train horns, and:

THEREFORE BE IT FURTHER RESOLVED that West Contra Costa Transportation Advisory Committee (WCCTAC) requests its Congressional delegation to sponsor legislation that would:

- Clarify that the states have authority to regulate the sounding of train horns within privately-owned yards for the purpose of signaling during switching operations.³¹
- Provide the states with authority to enforce train horn violations in Quiet Zones.
- Provide a funding source for local jurisdictions to implement grade crossing improvements required to establish Quiet Zones³², and;

THEREFORE BE IT BE FURTHER RESOLVED that the West Contra Costa Transportation Advisory Committee (WCCTAC) requests its California legislative delegation to sponsor legislation that would:

- Authorize and require the CPUC to approve Quiet Zones at private crossings using the same process and criteria utilized by the Federal Railroad Administration for approving Quiet Zones at public grade crossings (See Exhibit A for proposed text).
- Provide cities and counties with authority to require railroad companies to use “other forms of communication ...in place of whistle (and horn) signals between sunset and sunrise in urban areas

³¹ “Switching operations” means the movement and relocation of train cars and engines for the purposes of temporary storage, making up and breaking down trains, loading and unloading, and includes starting and stopping.

³² In 2009, U.S. railroad operating revenue for the top five companies was \$43 billion. A fee of one tenth of one percent of freight rail revenue would produce \$43 million, enough to pay for improvements to hundreds of grade crossings to create Quiet Zones nation-wide.

in privately-owned owned rail yards³³ for the purpose of signaling during switching operations,³⁴ except as exempted by the General Code of Operating Rules.³⁵

- Provide the cities and counties with authority to enforce violations of non-federal horn use rules.
- Provide legislation similar to 48 other states that eliminates the requirement for horn sounding at private crossings as the favored alternative to allowing Quiet Zones at private crossings.

³³ A rail yard, or railroad yard, is a complex series of [railroad tracks](#) for storing, sorting, or loading/unloading, [railroad cars](#) and/or [locomotives](#). Railroad yards have many tracks in parallel for keeping rolling stock stored off the mainline, so that they do not obstruct the flow of traffic. Railroad cars are moved around by specially designed yard [switchers](#), a type of locomotive. Cars in a railroad yard may be sorted by numerous categories, including [railroad company](#), loaded or unloaded, destination, car type, or whether they need repairs. Railroad yards are normally built where there is a need to store cars while they are not being loaded or unloaded, or are waiting to be assembled into trains.

³⁴ “Switching operations” means the movement and relocation of train cars and engines for the purposes of temporary storage, making up and breaking down trains, loading and unloading, and includes starting and stopping.

³⁵ http://www.blet75.org/2013-06-01_gcor_updated.pdf

Exhibit A – Proposed Amendment to Public Utilities Code Section 7604 Allowing the Establishment of Quiet Zones at Private Crossings Using Federal Guidelines

PUBLIC UTILITIES CODE - PUC

DIVISION 4. LAWS RELATING TO UTILITY CORPORATIONS AND THEIR EMPLOYEES [7503 - 8286]

(Division 4 enacted by Stats. 1951, Ch. 764.)

CHAPTER 1. Railroad Corporations [7503 - 7727]

(Chapter 1 enacted by Stats. 1951, Ch. 764.)

ARTICLE 5. Railroad Equipment [7601 - 7614]

(Article 5 enacted by Stats. 1951, Ch. 764.)

7604.

(a) (1) Except as provided in paragraph (3), a bell, siren, horn, whistle, or similar audible warning device shall be sounded at any public crossing in accordance with Section 222.21 of Title 49 of the Code of Federal Regulations.

(2) Except as provided in paragraph (3), a bell, siren, horn, whistle, or similar audible warning device shall be sounded, consistent with paragraph (1), at all rail crossings not subject to the requirements of Subpart B (commencing with Section 222.21) of Part 222 of Title 49 of the Code of Federal Regulations.

(3) A bell, siren, horn, whistle, or similar audible warning device shall not be sounded in those areas established as quiet zones pursuant to Subpart C (commencing with Section 222.33) of Part 222 of Title 49 of the Code of Federal Regulations.

(4) This section does not restrict the use of a bell, siren, horn, whistle, or similar audible warning device during an emergency or other situation authorized in Section 222.23 of Title 49 of the Code of Federal Regulations.

(5) A Quiet Zone may be established under the jurisdiction of the California Public Utilities Commission at any grade crossing not subject to (a)(1) in accordance with the provisions of 49 CFR 222, Subpart C, Exceptions to the Use of the Locomotive Horn, beginning with 222.33.

(b) Any railroad corporation violating this section shall be subject to a penalty of two thousand five hundred dollars (\$2,500) for every violation. The penalty may be recovered in an action prosecuted by the district attorney of the proper county, for the use of the state. The corporation is also liable for all damages sustained by any person, and caused by its locomotives, train, or cars, when the provisions of this section are not complied with.

(Amended by Stats. 2006, Ch. 885, Sec. 3. Effective September 30, 2006.)

Exhibit B – Proposed Amendment to Public Utilities Code Section 7604 allowing Wayside Horns as a Substitution for Train Horns

7604. Audible warning devices; sounding of devices; penalty for violations; liability for damage

(a) (1) Except as provided in paragraph (3), a bell, siren, horn, whistle, or similar audible warning device shall be sounded at any public crossing in accordance with Section 222.21 of Title 49 of the Code of Federal Regulations.

(2) Except as provided in paragraph (3), a bell, siren, horn, whistle, or similar audible warning device shall be sounded, consistent with paragraph (1), at all rail crossings not subject to the requirements of Subpart B (commencing with Section 222.21) of Part 222 of Title 49 of the Code of Federal Regulations.

For the purposes of this subsection, a similar audible warning device includes a wayside horn as defined in Section 222.9 of Title 49 and which meets the minimum requirements of Appendix E to Part 222.

(3) A bell, siren, horn, whistle, or similar audible warning device shall not be sounded in those areas established as quiet zones pursuant to Subpart C (commencing with Section 222.33) of Part 222 of Title 49 of the Code of Federal Regulations.

(4) This section does not restrict the use of a bell, siren, horn, whistle, or similar audible warning device during an emergency or other situation authorized in Section 222.23 of Title 49 of the Code of Federal Regulations.

(b) Any railroad corporation violating this section shall be subject to a penalty of two thousand five hundred dollars (\$2,500) an action prosecuted by the district attorney of the proper county, for the use of the state. The corporation is also liable for all damages sustained by any person, and caused by its locomotives, train, or cars, when the provisions of this section are not complied with.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on March 28, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By _____
Janet Abelson

Attest:

John Nemeth, Executive Director

Approved as to Form

Ben Reyes II, General Counsel

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TO: WCCTAC

DATE: April 25, 2014

FR: John Nemeth, Executive Director

RE: Contra Costa Mobility Management Plan(MMP) – Additional Comments

REQUESTED ACTION

Consider forwarding new comments produced by local jurisdictions on the Mobility Management Plan to the CCTA Board along with any additional formal comments provided by the WCCTAC Board. Include previous letters from the cities of Richmond, El Cerrito and San Pablo.

BACKGROUND AND DISCUSSION

The Countywide Mobility Management Plan (MMP) was adopted by the CCTA Board “in concept”, last January 2014, and then forwarded to the RTPCs for comment.

The WCCTAC Board received an overview from CCTA and County Connection staff at the March 28th Board meeting. At that time, the WCCTAC Board unanimously approved a motion to:

- Give WCCTAC more time to respond and comment on the MMP;
- Support the creation a Mobility Manager position at CCTA, rather than the creation of a new non-profit agency;
- Put available funding into programs rather than administration;
- Recommend that the oversight function should be carried out by the existing Paratransit Coordinating Committee at CCTA, rather than a new Oversight Committee.
- Request that cities with local paratransit programs (El Cerrito, Richmond, and San Pablo) send letters to CCTA.

This action was provided to CCTA’s Executive Director as part of WCCTAC’s monthly Board meeting synopsis. After the March Board meeting, the three non-ADA paratransit coordinators from local jurisdictions (El Cerrito, Richmond, San Pablo) met, reviewed, and commented further on the Plan. This collaborative effort was a response to Director Butt’s suggestion that specific concerns be identified and brought back to the Board before CCTA meets on this item again in late Spring. This memo will be sent to the Board under separate cover prior to the Board meeting and will be posted online. It will also be available to the public at the Board meeting. The Board can add to, alter, or approve the memo to forward to CCTA.

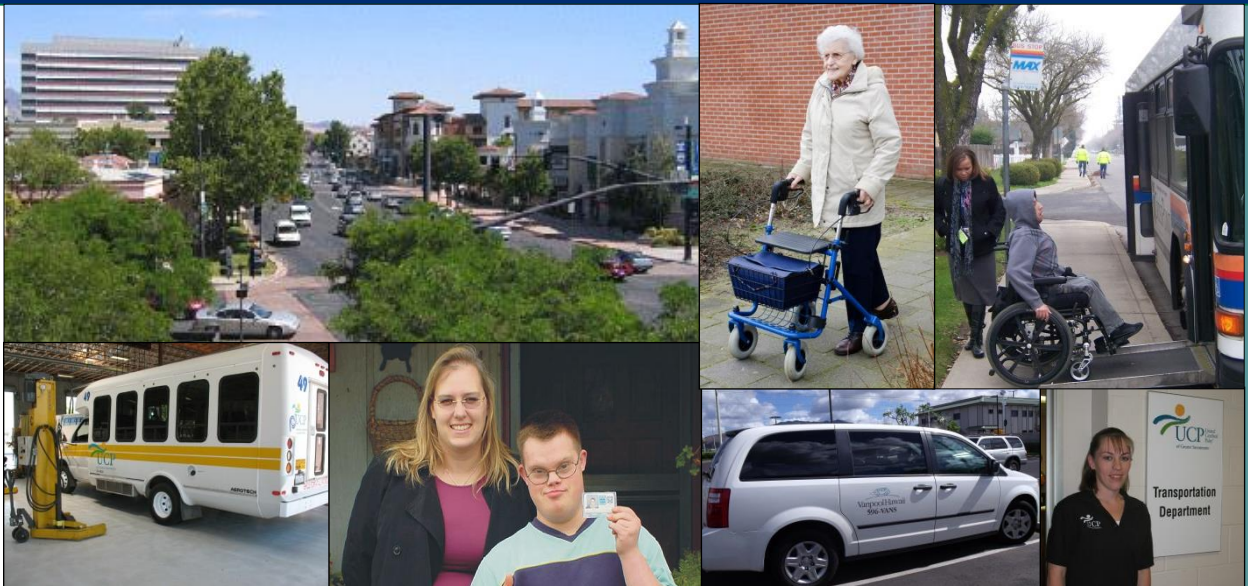
Attachments:

- 9a. - Contra Costa County Mobility Management Plan;
- 9b. - Letters from the Cities of Richmond, El Cerrito and San Pablo;
- 9c. - Memo from a follow-up meeting by the three non-ADA Paratransit service providers in West County.

Contra Costa County Mobility Management Plan

Final Draft

October 17, 2013



County Connection

Contra Costa County Mobility Management Plan

October 17, 2013

Prepared for

County Connection

by

Innovative Paradigms

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EXECUTIVE SUMMARY

The Central Contra Costa Transit Authority (County Connection) has taken the lead in managing the planning process for the development of a mobility management plan for the entire County. This Plan resulting from that effort is meant to guide implementation of a broad array of services under the mobility management framework. The starting point for the planning process is the definition of the concept.

Mobility Management is the utilization of a broad mix of service delivery and support strategies that are directed primarily at the travel needs of seniors, persons with disabilities, and low income individuals. These strategies often integrate with and support other public service solutions provided to the larger public transit and paratransit rider populations. Mobility Management is not one solution but a toolkit of solutions that are tailored to the service needs of the special population groups.

This Plan recommends the formation of an organization to take the lead in implementing a broad range of mobility management strategies. Specifically, a Consolidated Transportation Services Agency (CTSA) is recommended for Contra Costa County. A CTSA in the County would provide the vehicle through which the list of desired services could be deployed. The creation of a Mobility Management Oversight Committee is recommended to undertake the tasks needed to establish the CTSA. Options for funding the program are identified. A draft startup budget and a draft sample initial annual operating budget are included in the Plan. An initial budget of \$325,000 is proposed for each of the first two years of full operation following the formation phase.

The Plan acknowledges the contributions and relationships of the existing human service agencies in the County. It recommends careful attention to the roles of these organizations relative to the new CTSA and that funding considerations always be based upon a thorough analysis of the impacts of coordinating efforts between these existing organizations and the new agency.

The Plan suggests a number of service strategies responding to transportation needs identified in the planning process. These gaps were vetted through outreach efforts with community stakeholders that work with seniors, persons with disabilities, and persons with low-income. The specific strategies proposed for Contra Costa County are listed on the following page:

- Travel training: Create a program to teach bus riding skills on all county transit systems.
- Improved ADA Eligibility Process: Institute a refined countywide ADA eligibility process, possibly an in-person assessment approach, to improve the accuracy of the eligibility determinations.
- Agency Partnerships: Work with human service agencies so they can provide transportation to their clients who currently use the ADA paratransit service operated by the transit agencies.
- Centralized Maintenance: Evaluate the viability of a centralized maintenance program directed at serving the unique needs of the human service community who are operating a variety of vehicles in their programs.
- Volunteer Driver Program: Expand volunteer driver programs throughout the County as an inexpensive means of serving difficult medical and other trip needs for seniors and persons with disabilities.
- Central Information Program: Expand information availability by making meaningful resource information available through a central referral mechanism.
- Advocacy Role of Mobility Management: Determine the level of advocacy appropriate for a new CTSA in Contra Costa County and include the new agency in all transportation planning processes.
- Technical Assistance Program: Include technical support as one of the services of the newly created CTSA to assist the human service community and other agencies in planning, grant management, and other technical functions.
- Driver Training Program: Establish a professional and consistent driver training program for human service agencies; offer driver training services relating to special needs populations to existing paratransit providers.

Chapter 1: METHODOLOGY

Background

The Contra Costa Mobility Management Plan was commissioned by the County Connection. It was derived from a Countywide outreach process, involved agencies throughout the entire County, and offers strategies applicable to the entire County. The Plan's technical basis is derived from input from transportation experts representing many agencies and the experience of the consulting team.

The Plan is intended to guide long term development of mobility management projects that fill gaps in existing transportation services and are sustainable both on the basis of organizational structure and funding. Traditional transportation services, such as public transit, are increasingly challenged to meet the needs of a diverse population. Public transit or "mass transit" is designed to carry large amounts of riders. Public transit includes fixed-route bus and rail service for the general public and paratransit bus service for disabled individuals in the community as described in the Americans with Disabilities Act (ADA). Although public transit provides an appropriate means of transportation for a majority of riders, there is an increasing population that requires specialized transportation. The result is increased emphasis on specialized programs that enhance transportation services and provide alternatives to fill gaps that seniors, persons with disabilities, and persons with low-income face. These are broadly defined as mobility management strategies. Effective mobility management strategies are those that coordinate with existing transportation services including: public transit, community based, and human service transportation programs. These strategies fill gaps often lost through public transit and will vary based on the demographic group being served. Examples of mobility management strategies specific to Contra Costa County are detailed in Chapter 3.

The identification and pursuit of these service delivery strategies is not enough to meet the need. Only through institutional commitment and appropriate institutional structures can these unique delivery strategies be provided. A CTSA will provide the framework for that process in Contra Costa County.

Methodology and Outreach

The process used to construct the Plan involved the following steps:

Establish overall project direction and objectives: This initial planning stage involved discussions with the agencies managing the planning process, in particular County

Connection and the Contra Costa Transportation Authority (CCTA). The result was the broadening of the objective of the project to include consideration of the full range of mobility management options and structures for the County as opposed to a “one-stop” information referral project.

Identify appropriate mobility management functions and service delivery structures through technical analysis and community input: The analytical portion of the planning process was strongly supported by extensive community input. Activities involved meetings with community agencies to identify needs and to present technical options. The results of this process became the list of strategies included in the Plan.

Formal advisory input: The planning process was supported by two levels of advisory input. The first was the formation of an ad hoc Stakeholders Advisory Committee. This group represented varying interests throughout the County and included a cross section of agency types and geographic perspectives. The direction provided by this group was invaluable to the direction of the Plan. Among the most important outcomes of the advisory committee was recognition that an institutional framework was necessary to deliver the creative service options that are needed. The Plan defines both the structure recommended and the functional programs that were identified by the community and Advisory Committee.

The second level of advisory input was in the form of three Summit meetings held throughout the County. These Summits were structured to solicit input and feedback on specific mobility management options. Input from the participants was extremely helpful in defining the elements of this Mobility Management Plan.

Throughout the outreach process, stakeholder input was elicited to identify the challenges that their target population face when traveling throughout Contra Costa County. These findings were used to design strategies to fill the gaps that are detailed in Chapter 3. Throughout the outreach process the overarching theme was the lack of coordination amongst human service agencies, transit operators, and private/public/non-profit agencies. Although there are many providers of transportation, there is no central focal point for coordination, implementation, and enhancement of transportation options for these special needs populations. The recommendations in this Plan provide a comprehensive approach to address the challenges identified through outreach to the community.

Chapter 2: MOBILITY MANAGEMENT STRUCTURE OPTIONS

Mobility management is one part of a complex matrix of transportation services in any urban area. The “public transportation system” is made up of a number of elements that interact and often overlap. The major components of a public transportation system are: fixed-route bus service for the general public, paratransit bus service for individuals with disabilities as described in the Americans with Disabilities Act (ADA), and mobility management/human service transportation serving the specialized transportation needs of the population. These three elements have traditionally operated independently of each other.

In a coordinated transportation system, the three elements work in a more integrated fashion to serve certain targeted populations, specifically individuals with disabilities, the elderly, and persons of low income. This can result in service and cost efficiencies that yield benefits for the individual riders, public agencies, and smaller human service transportation providers. Within a coordinated transportation system, public transit, community based and human service agencies work with one another to refer riders to the service that is most appropriate for their functional abilities. Presently there are agencies in Contra Costa County that refer riders, but throughout the planning process there has been an emphasis on expanding and enhancing these efforts in a coordinated fashion. The quantitative and qualitative impacts of integrating a coordinated transportation system are captured in this Plan.

Though “mobility management” has often been defined narrowly to focus on one-stop call centers, this Plan takes a broader view. The concept goes far beyond minimal trip planning efforts for individuals to much broader strategies capable of improving service delivery to much larger numbers of individuals. No one strategy can serve all of the needs of the special needs groups targeted and for this reason the Plan consists of a variety of programs each meeting some aspect of the overall demand. This Plan includes strategies that exceed available funding and sets forth a list with recommended priorities. It also suggests approaches to funding intended to create a viable and sustainable program.

Consolidated Transportation Services Agency

Elements embodied in the concept of mobility management have been a part of the transportation service delivery framework for many years. Only recently have these elements been referred to as mobility management. Federal coordination requirements are now placing renewed emphasis on strategies to increase coordination in California such as the formation of CTSAs.

When the State passed AB 120, the Social Services Transportation Improvement Act, it allowed county or regional transportation planning agencies to designate one or more organizations within their areas as Consolidated Transportation Service Agencies (CTSAs). The goal was to promote the coordination of social service transportation for the benefit of human service clients, including the elderly, disabled individuals, and persons of low income. AB 120 specified the following strategies of service coordination through the use of CTSAs:

- Cost savings through combined purchasing of necessary equipment.
- Adequate training of drivers to insure the safe operation of vehicles. Proper driver training to promote lower insurance costs and encourage use of the service.
- Centralized dispatching of vehicles to efficiently utilize rolling stock.
- Centralized maintenance of vehicles so that adequate and routine vehicle maintenance scheduling is possible.
- Centralized administration of various social service transportation programs to eliminate duplicative and costly administrative functions. Centralized administration of social service transportation services permitting social service agencies to respond to specific social needs.
- Identification and consolidation of all existing sources of funding for social service transportation. This can provide more effective and cost efficient use of scarce resource dollars. Consolidation of categorical program funds can foster eventual elimination of unnecessary and unwarranted program constraints.

The CTSA structure is unique to California. While other states are beginning to implement coordinated transportation projects, only California has the state legislated model of the CTSA. Thus, for three decades, initiatives to coordinate human service transportation programs in California have been largely guided by AB 120. There is a new focus on CTSAs as the appropriate entity to implement the programs embodied in the federal legislation that provides funding for mobility management projects. Other communities are seeking to create new CTSAs or designate existing organizations as CTSAs to combine the State and federal legislation into service delivery mechanisms

that have resources and focus to achieve real coordination. A significant dialogue is underway throughout California regarding the role of the CTSA and its ability to meet both the federal and State coordination requirements.

In January 2013, the Metropolitan Transportation Commission (MTC) circulated a Draft Coordinated Public Transit – Human Services Transportation Plan Update which recommends the designation of CTSAs to facilitate sub-regional mobility management and transportation coordination efforts.

What is a CTSA Intended to Do?

While no two CTSAs are structured the same way or provide exactly the same services, there are common objectives to be found in all CTSA activities:

- Increase transportation options for seniors, the disabled, and persons of low income.
- Reduce the costs for public transportation.
- Identify and implement efficiencies in community transportation operations.

What Can a CTSA Look Like and Accomplish?

CTSAs in California have taken on a variety of forms and within those various forms they provide a range of services. The most successful CTSAs have embraced the concept of human service coordination and mobilized efforts to creatively use resources to accomplish great things in their local communities. While all forms of CTSA have the potential to achieve the objectives of the concept, evidence provided through a review of available CTSA documentation and case studies indicates that certain structures may be more conducive to successful project implementation than others.

AB 120, the California legislation creating CTSAs along with the subsequent federal guidance on human service transportation coordination offers a general concept of a mobility management agency. Within that guidance is great latitude to mold the concept to the unique circumstances of a local community. The most successful CTSAs have built a creative array of programs serving a broad population of persons in need. The typical target populations include the disabled, elderly, and low-income individuals. Many studies including planning efforts in Contra Costa County have documented the substantial unmet needs of these groups and the need for additional specialized transportation capacity programs capable of targeting these potential riders. As the definition of need is broadened to include young children and possibly other groups, the volume of need becomes even more extensive.

Well refined CTSAs have addressed the broad variety of needs in creative ways. They have typically used limited funds in creative ways to achieve substantial results. For example, efforts in other counties have included joint funding of service provided by human service agencies for their own client populations. Some communities combine funding for transportation programs with other sources. Examples of non-transportation funding that are sometimes used to support transportation services include Regional Centers, Temporary Assistance for Needy Families (TANF), and Area Agency on Aging.

An effective CTSA is an organization that serves as a broad facilitator – or champion - of transportation coordination. The role typically means that the agency is well connected in the transportation and human service community and is a leader in creating solutions to travel needs. This is often accomplished through negotiating cooperative agreements between agencies to coordinate the use of funds, acquiring capital assets (e.g. vehicles, computer equipment, etc.), and buying fuel and electricity for vehicles (e.g. joint fuel purchase). Service delivery can range from: coordinating a volunteer driver program to managing a travel training program for fixed-route service and can include the facilitation of direct service delivery through contracts with social service agencies. An important consideration is that most functions that a CTSA can perform can be offered through any of a variety of structural models.

Consolidated Transportation Service Agency Models

AB 120 requires that CTSAs be designated by a transportation planning agency. In Contra Costa County, this entity is the Metropolitan Transportation Commission (MTC). According to statute, each CTSA designated must be an agency other than the planning agency. The range of options for CTSA designation as defined in law are:

- A public agency, including a city, county, transit operator, any state department or agency, public corporation, or public district, or a joint powers entity created pursuant to the California Government Code Section 15951.
- A common carrier of persons as defined in Section 211 of the Public Utilities Code, engaged in the transportation of persons, as defined in Section 208.
- A private entity operating under a franchise or license.
- A non-profit corporation organized pursuant to Division 2 (commencing with Section 9000) of Title 1, Corporations Code.

Within these broad legal definitions, a number of alternative CTSA structure models have emerged. These or possible variations are open for consideration for application in Contra Costa County. The following are the principal structural options for CTSA organizations in the County.

- Single Purpose Non-profit Agency: In California there are limited examples of non-profit agencies that have been designated as a CTSA that provide a wide range of transportation programs and services. Noteworthy examples of existing non-profit CTSA's are Outreach in Santa Clara County, Valley Transportation Services in San Bernardino County, and Paratransit, Inc. in Sacramento County.

Outreach and Escort of Santa Clara County served as the CTSA in the County for several years before its designation was rescinded by MTC. It was recently re-designated by MTC and is currently the only CTSA in the nine county Bay Area. Among the provisions associated with this re-designation was an agreement that Outreach would not submit a claim for TDA Article 4.5 funds. Access Services in Los Angeles was created largely to manage the ADA paratransit program in LA County but was also designated the CTSA. It was created through action by public agencies to address ADA and coordination issues.

- Multi-Purpose Non-profit Agency: There are examples in California where a multi-purpose non-profit agency has been designated the CTSA. This is typically a situation where a strong non-profit organization with an effective infrastructure wishes to champion transportation issues and adds those functions to a broader list of agency activities. Ride-On of San Luis Obispo is an example of this form of organization. Ride-On was originally the United Cerebral Palsy (UCP) affiliate in San Luis Obispo and still serves in that capacity in addition to its transportation responsibilities. There are many examples of non-profit organizations that have created major transportation programs under an umbrella that includes nutrition services, housing programs, food banks, and other common human service functions.
- County Government: In many rural California counties, transportation services are provided by the County. Often this includes providing public transit services. This is a common structure in smaller or rural counties. Several counties have been designated CTSA's. Often, though not always, transportation services are provided through the public works department. Counties such as Glenn and Colusa are examples of this form of CTSA.
- Public Transit Agency: In some California counties the local public transit agency has been designated the CTSA. This applies to both legislated transit districts and Joint Powers Authority (JPA) agencies. It is typically in smaller counties that the transit agency has been designated. Examples of transit agencies that are

CTSAs are El Dorado Transit, Eastern Sierra Transit Authority (Bishop), and the Mendocino Transit Authority. All of these are JPAs.

Of the models presented above the non-profit agency model has historically been the most notable in terms of implementing programs with long-term sustainability. Non-profit agencies such as Outreach and Escort, Ride-On, and Paratransit, Inc. have delivered successful coordinated transportation programs throughout California for many years. Each of these organizations continues to evolve to meet the needs of the communities they serve. Non-profit organizations have typically been the most successful CTSA model for a number of specific reasons. These include:

- **Specific Mission:** Non-profit CTSAs have been established with a human services perspective focused on special needs populations and programs dedicated to fulfilling these unique needs. This differs from public transit agencies whose primary mission is to serve large groups of travelers (“mass” transportation). Human service transportation often plays a very small part in an organization with a mass transit mission.
- **Entrepreneurial style:** Non-profit CTSAs have often been created by transportation professionals seeking to apply creative approaches to the hard to serve needs of special population groups.
- **Flexibility:** Non-profit CTSAs typically have more flexibility to create and operate new programs than governmental agencies.
- **Applicable laws:** Non-profit corporations are subject to different laws than public agencies such as labor laws. This fact can provide more latitude to structure services with unique operating characteristics than most public agencies.
- **Access to funds:** Non-profit corporations may be eligible for funds that are not available to other organizations. Such funds may contribute to fulfilling the mission of the agency. An example would include the priority given to non-profit corporations applying for FTA Section 5310 funds.

Legal Setting

The legal basis for establishing and managing CTSAs is contained in the California enacted Transportation Development Act (TDA). This broad set of California laws and regulations concerning transportation funding and management contains the various provisions governing CTSAs. The CTSA portion of the TDA is a relatively small part of a much larger law concerning funding for all modes of transportation and certain specific funding sources available to all counties for transportation purposes.

The two funding sources included in TDA are:

- Local Transportation Fund (LTF): derived from a ¼ cent of the general sales tax collected within the county and
- State Transit Assistance Fund (STA): derived from the statewide sale tax on gasoline and diesel fuel.

The portion of the TDA creating CTSA states that such agencies are eligible to claim up to 5% of the LTF for community transportation purposes.

The Act also specifies the process through which a CTSA may be designated. The designating agency may promulgate regulations specific to the CTSA as well as the duration of the designation. The length of CTSA designation varies throughout California. For a number of CTSA, the term of designation has evolved over time. For example, Paratransit, Inc. in Sacramento was designated the CTSA in 1981 for a one year period. This designation was reviewed and extended later in multi-year increments. In 1988, the designation was extended “without a time limitation” and has retained designation to this day.

The oversight of claimants for TDA funds including CTSA are subject to two audits. The first is an annual fiscal audit that must be submitted within 180 days of the close of each fiscal year and the second is a triennial performance audit. This periodic audit conducted according to specific guidelines, evaluates the performance of a TDA claimant and could serve as the basis for determining the future of a CTSA.

Governing Structure

An area of CTSA oversight that is not contained in the TDA law and regulations is the local governing structure of the designated agency. If a CTSA is a public agency, the governing board of that agency would traditionally oversee receipt and expenditure of public funds. Since a CTSA can be a County, a transit agency, or other government agency, it would be subject to the scrutiny of a board that is otherwise responsible for fiduciary oversight. A CTSA may also be a non-profit corporation. The governing structure may vary substantially among non-profit corporations. Many traditional charitable non-profit corporations have self-appointing boards. This typically means that interested members of the community may be appointed to the board by the sitting board members. Ride-On in San Luis Obispo is an example of this type of governing structure.

There is precedent in California for a non-profit corporation to have a board of directors whose make-up is governed by political agreement associated with its structure. Paratransit, Inc. began as a traditional non-profit corporation with a self-appointing board. Later in its evolution, local public agencies formed an agreement associated with Paratransit's designation as a CTSA that included specific appointing authority to local governmental jurisdictions. This revised structure provided the desired level of oversight and representation.

Valley Transportation Services (VTrans) in San Bernardino County was created in 2010 to serve as the CTSA for the San Bernardino urbanized area. The Bylaws of this newly created non-profit agency specified that its Board of Directors be appointed by San Bernardino Associated Governments (SANBAG), Omnitrans (the public transit agency), and by San Bernardino County. This publicly appointed governing board structure reflected the importance of oversight in a case where large amounts of public funding are made available to a non-profit agency. VTrans, as the designated CTSA, is eligible to receive an allocation of local sales tax Measure I for transportation purposes.

An effective and functional Board of Directors for a new non-profit CTSA should be made up of approximately seven to nine members. Because of the management of large amounts of government funds, it is appropriate that public agencies appoint members to the new Board. A typical structure might include appointments by CCTA, Contra Costa County, each transit agency, and some human service agency representatives. Appointing agencies can usually appoint from their own membership or from the community. In some cases, governance structure formats are established to require representatives of the service population (e.g. disabled representatives or seniors). These decisions would be debated by the Oversight Board recommended as a key implementation step.

Phased Implementation: Sample Consolidated Transportation Service Agency Operating Budget

Various phases will be necessary to achieve full implementation of a CTSA in Contra Costa County. Each phase in the process will have its own budget. This will allow for clear delineation of the costs of each phase. The first phase is preparatory to establishing an operational CTSA. It consists of the formation of an Oversight Board to guide development of the CTSA concept, establish its legal framework, determine a governance structure, and make final budget and operating decisions. The Oversight Board phase of the project is proposed to be funded by two sources: 1) funds remaining on the Innovative Paradigms Mobility Management planning contract and, 2) reallocation of New Freedom funds that had been granted to the Contra Costa

Transportation Authority for phase 3 of initial planning process. In combination, these funding sources provide adequate funding for formation functions.

Once the functions to be performed by a new CTSA are determined, a budget for the early operation of the organization can be developed. The budget will depend on whether a new agency is created or the CTSA designation is added to an existing organization. This will determine whether the entire infrastructure of an organization is necessary or if staff and other support services are added onto an existing agency. Administrative overhead will be an important element to identify. The staff capacity of the CTSA will have an impact on the organization's ability to build programs and to manage the range of functions that a CTSA is capable of performing.

In the growth stage of a CTSA, considerable time and effort (staff resources) will be necessary to forge partnerships with other organizations, prepare grant applications, implement service functions, etc. For discussion purposes, two CTSA budgets for Contra Costa County are presented below. The first is a startup budget intended to capture the cost of organization formation, creation of basic organization infrastructure such as accounting and business management functions, and early staffing functions that eventually lead to dedicated management. The second budget is a pro forma first year operating budget. It presents a basic structural budget for the first year of operation. It does not present operating costs for the various programs that might be operated. The initial organization budget is to support the pursuit of operating programs with their necessary funding and interagency coordination.

It presents general cost estimates for overhead but does not include costs for individual program elements. Significant refinement would be necessary with actual implementation. However, the sample budget serves as a presentation of basic cost items to guide decision making relative to structure options. This draft budget is based on the premise that a new stand-alone agency would be created to operate the CTSA. The budget therefore includes the financing necessary to lease office space, equip and staff the office, and initiate selected startup service delivery projects.

Contra Costa Mobility Management Plan

CTSA Formation Budget

[Estimated formation expense; approximately 6 months]

| COST CATEGORY | Cost Estimate | Notes |
|-------------------------------------|------------------|-------------------------------|
| Professional Services | | |
| Management Consulting | \$75,000 | Temporary management |
| Legal Services | \$40,000 | Legal: document prep, filing |
| Accounting Services | \$40,000 | Tax filings; accounting setup |
| Temporary Operating Expenses | | |
| Office space | \$0 | Possibly donated by agency? |
| Misc. office expense | \$10,000 | Materials; travel; Bd expense |
| Filing fees; etc | \$2,000 | Incorporation, etc. |
| TOTAL OPERATING EXPENSES | \$167,000 | |
| FUNDING SOURCES (existing) | | |
| Innovative Paradigms Contract | \$20,000 | |
| New Freedom Grant (CCTA) | \$147,000 | |
| TOTAL FUNDING SOURCES | \$167,000 | |

CTSA Operating Budget: New Nonprofit Corporation

| COST CATEGORY | Cost Estimate | Notes |
|------------------------------------|----------------------|-------------------------|
| Staff | | |
| Executive Director | \$140,000 | Salary, taxes, benefits |
| Administrative Assistant | \$49,000 | Salary, taxes, benefits |
| Direct Expenses | | |
| Office Space | \$72,000 | 2000 sq ft @\$3 / sq ft |
| Utilities | \$5,400 | \$450 / mo |
| Professional Services | \$35,000 | legal; accounting |
| Phone | \$3,600 | \$300 / mo |
| Supplies | \$3,600 | \$300 / mo |
| Insurance | \$3,000 | \$3,000/ yr |
| Travel | \$1,000 | \$1,000 / yr |
| Misc Expense | \$12,000 | |
| Functional Programs | | |
| Travel Training | | Cost to be determined |
| ADA Eligibility Process | | Cost to be determined |
| Agency Partnerships | | Cost to be determined |
| Coordinated Vehicle Maintenance | | Cost to be determined |
| Volunteer Driver Programs | | Cost to be determined |
| Central Information Program | | Cost to be determined |
| Advocacy Role | | Cost to be determined |
| Technical Support | | Cost to be determined |
| Reserve | | |
| TOTAL OPERATING EXPENSES | \$324,600 | |
| FUNDING SOURCES (potential) | | |
| MTC Grant | \$205,000 | |
| Other | \$120,000 | |
| TOTAL FUNDING SOURCES | \$325,000 | |

Chapter 3: FUNCTIONS

The actual functions or services provided by CTSA's and the methods through which they are delivered can vary widely. One major influence on the overall effectiveness of a CTSA is the amount of available funding that the organization has to manage or direct. Some funds do not have to actually flow through the agency. Other funds are directly managed by the agency and can be used to provide direct services or to “seed” projects through other agencies using various grant management strategies.

The service functions that were supported by the stakeholders and the public in Contra Costa County are defined below. Some of these have been under consideration by the community for several years. Others emerged as priorities through the planning process. A subsequent implementation step would be to set priorities among the listed strategies and prepare precise implementation plans and budgets.

Travel Training

Existing Travel Training Programs in Contra Costa County

Some travel training programs currently operate in Contra Costa County. These programs have limited scope both geographically and relative to the clientele that are included in the programs.

- County Connection has a travel ambassador program but staff time to manage it has been cut.
- Tri-Delta Transit operates a “Transit Orientation Class” four times per year to familiarize individuals with the fixed-route transit system. The agency also offers one-on-one travel training upon request. Coordination with high schools that offer travel training is also done by Tri-Delta.
- Contra Costa ARC and Futures Explored provide travel training for their consumers and receives a stipend from the Regional Center of the East Bay (RCEB) to provide this service.
- Independent Living Resources (ILR) of Solano and Contra Costa Counties has an informal travel training program for clients of their agency. ILR staff will provide training to clients on an as needed basis.

Proposed Countywide Travel Training Program

There are several potential elements in a full scale travel training program. Each is defined below.

- **Travel Training or Mobility Training** – The most intensive level of travel training is based upon one-on-one instruction for difficult cases. Often the trainees are developmentally disabled and require extensive and repetitive instruction in order to achieve transit independence. The trainer will work with a client usually for several days to instruct them on how to use the transit system to get to their destination.
- **Bus Familiarization** – This type of training is less intensive and generally can be done in several hours. Typical bus familiarization training would be for a person or group to learn how to read transit schedules and/or take a single trip to a major destination such as a mall. This is also common for physically disabled individuals who need instruction on the use of the special equipment on standard transit buses such as wheelchair lifts, kneeling features, audio stop announcements both internal and external, farebox usage, etc. Bus familiarization is sometimes done in the field in active transit service. In other cases, this training is conducted at the transit facility using out-of-service transit coaches.
- **Transit Ambassador/Bus Buddy Program** – Transit ambassador or bus buddy programs can take several forms. The program usually matches a trainee with a trainer. Typically the trainee and trainer will have something in common - perhaps both are seniors going to a congregate meal site. Transit ambassador and Bus Buddy programs typically use volunteers to teach transit riding skills.

Financial Implications

Moving riders from the ADA service to fixed-route transit can produce dramatic savings for transit agencies. For example, a rider traveling to and from a day-program Monday-Friday using a paratransit service costing \$31.00 per one-way trip that is trained to use fixed-route transit costing \$8.00 for the same trip can produce dramatic savings for the transit operator.

In addition to the financial implications, a rider that transitions from an ADA service to fixed-route transit has increased mobility and independence. This transition allows a rider to travel without the need to schedule a ride as required when using paratransit services. Travel training is an example of a mobility management strategy that

enhances existing public transit by moving riders from paratransit service to the less expensive option of fixed-route.

ADA Eligibility Process

Eligibility Assessment Options

The FTA does not prescribe a particular eligibility process and a number of models are in use across the US. Whatever process is selected by a local transit operator must simply meet the established FTA criteria outlined above. In addition to the paper application process currently in use by Contra Costa County transit operators, three other types of eligibility procedures are in use by transit operators in other communities. The three principal alternative approaches are: telephone interviews/assessments, web-based assessments, and in-person eligibility assessments. ADA eligibility experts debate the accuracy of the various assessment models. While telephone and web-based options are less expensive than an in-person process, the lack of personal contact and observation and the lack of functional testing make refined eligibility determinations, or conditional eligibility, difficult to assign. Yet some communities strongly endorse the telephone and web-based options.

Telephone Based Eligibility

Some agencies rely primarily on telephone interviews for eligibility determinations. These are usually conducted by high level professionals such as occupational therapists who conduct a comprehensive conversation on the phone with the applicant, and in a very few cases where a determination cannot be made, the applicant will be referred for an in-person assessment. Such assessments can be conducted at an applicant's home or other designated site. Eligibility outcomes are relatively similar to those of in-person assessments, though the ability to apply eligibility conditions is arguably more challenging.

Web-Based Eligibility

Web-based assessments have been pioneered by a Southern California firm. This model has been applied in nine paratransit programs, ranging from those in smaller communities such as Victor Valley and Butte County, CA (population in the 200,000 range) to larger systems such as Richmond, Virginia and North San Diego County (population in the 600,000 to 800,000 range). The web-based model is based on the premise that, since most applicants are found fully eligible, and since most systems that use in-person assessments have yet to apply their eligibility conditions, transit agencies that are fiscally constrained should not be spending significant sums on transporting

applicants to in-person assessments and burdening applicants with travel to an assessment location.

Under this model, applicants need to create an on-line account, complete the application and then mail or e-mail a healthcare form completed by a professional who is familiar with their abilities. This information is then reviewed by the professional on the evaluation team who has specific expertise in the disability that is the basis for the person's application. Team members include medical doctors, physical and occupational therapists, registered nurses, social workers etc. Eligibility outcomes are relatively similar to those from in-person assessments in terms of the breakdown of eligibility categories, but not in terms of level of detail. On average, about 56% of the 36,000 applications that have been reviewed so far have been determined fully eligible, 38% conditional (includes 11% temporary), and 6% ineligible. In a small number of cases, if determinations cannot be made remotely, the firm sets up in-person functional assessments locally. Appeals have remained below 1% of the total number of certifications.

Assessment costs range from \$45 to \$70 per application. While the relatively lower costs of these assessments have been appealing to a number of agencies, some of the shortcomings that have been cited by paratransit eligibility experts include:

- The model relies too heavily on applicants' ability to use technology (although these are often completed by caseworkers and other professionals, and exceptions are available for those who cannot use the web)
- There is limited ability to have a discussion with the applicant about the full range of mobility options afforded by in-person assessments.
- The inability to observe applicants ambulate in-person places a significant limit on the evaluator's ability to establish reliable and informative eligibility conditions.

An in-person assessment process results in the greatest accuracy. The ability to personally observe applicants, discuss their functional limitations, and perform structured functional evaluations results in a much greater level of accuracy. Though typically more expensive to perform than assessment models, many operators have determined that the refined ability to introduce conditions for ADA paratransit use make the additional expense of the assessment cost effective. Most of the major transit operators in the US have already introduced in-person assessments. Of the top 10 transit agencies, Boston was the last to introduce an in-person process in December, 2012. As interest in applying conditional eligibility as a cost control tool increases, more agencies are implementing in-person eligibility as the means to achieve that objective.

In-Person Eligibility

An in-person ADA eligibility process typically consists of a number of steps in order to more precisely evaluate an applicant's ability to ride the bus, access bus stops, and to come to a definitive decision as to functional capability. The shift from a paper process to an in-person approach is based upon the Federal Transit Administration (FTA) focus on a functional model of eligibility versus a medical model. With a paper process, the emphasis is typically on the *function* of the applicant's disability.

Steps common to an in-person eligibility process include:

1. In-person interview of the applicant during which details of condition can be established by a trained interviewer.
2. Various transit skill functional tests that help the interviewer verify certain abilities relating specifically to transit riding.
3. Selected use of professional verification if the interviewer needs further information to establish details of conditions that are not readily apparent to the interviewer.

An in-person process usually takes between 30 and 90 minutes to complete depending upon the nature of the individual's disability and the resulting need for various functional tests. In order to render consistent and accurate determinations, the interview and any skills tests are conducted in a very uniform and "scientific" manner. Interviewers are typically trained to a high level of proficiency in evaluating information provided by the applicant and in interpreting information gathered during functional tests or from medical professionals. Thorough documentation of each assessment is then compiled. This becomes the basis for reviewing any case that is appealed by the applicant.

Financial Implications

Financial implications for an ADA eligibility process vary amongst the models. There is typically a continuum of costs associated with the various processes with the in-person assessment being the most expensive. However, transit agencies that transition from a paper ADA eligibility application process to in-person assessment process typically realize an approximate 15% drop in applications. The drop in the application rate is one key method for controlling ADA paratransit costs. Another is the application of trip by trip eligibility using the conditional determinations made during an in-person process. With specific conditional information, operators are beginning to direct some ADA trips to fixed-route if the individual has been determined to be capable of taking that trip on

regular transit. While often starting incrementally, accurate mode assignment can also become a significant cost control tool.

As important as any cost control factor relating to the introduction of a refined eligibility process is the consistent application of determinations. At the present time, each operator in Contra Costa County makes its own eligibility determinations. Yet once made, the determinations apply to all operators in the Bay Area through the Regional Eligibility Database (RED) system. The application of determination criteria varies across operators. A countywide system would begin to standardize the application of eligibility criteria to result in more consistent eligibility determinations among County operators and perhaps lead to a more consistent regionwide process.

Agency Partnerships

One of the most effective tools available to CTSA's is partnering with community agencies to deliver trips more efficiently and at lower cost than those through traditional ADA paratransit service. An underlying concept in partnership agreements is shared cost contracting. This concept has proven effective in many communities and is now being replicated in others both within and outside California. This approach to service delivery builds on the resources of community agencies and offers partial support of their transportation through subsidized maintenance, insurance, or other technical contributions. Another form of community partnership involves the payment to an agency for the provision of its own transportation service through some combination of funding sources. The resulting service is far less expensive than traditional door-to-door service commonly provided today under ADA guidelines. Since virtually all clients of these agencies are ADA eligible, they could simply be added to the growing numbers of ADA riders. Instead, agency clients are carried on agency vehicles more efficiently and at lower cost. Higher quality service for the client also results from the dedication of the agency to its clients, the stability of routine pick-up and drop-off schedules, and the often shorter trip length due to the proximity of individuals to programs.

There are two advantages of this program to transit operators.

- By moving agency trips off ADA service, the 50% subscription cap in any given time period on ADA demand response service, which causes service denials under ADA, can be avoided.
- Reporting of CTSA agency trips can bring more federal funding into a region through formula programs. Some CTSA's report trips directly into the National Transit Database (NTD). Counting these trips increases the formula funding

available to a region through 5307. Agency trips typically qualify as part of the ADA trip total.

Financial Implications

In locations where successful agency trip models have been deployed, cost savings for moving trips off ADA service are dramatic. Honolulu, Hawaii has such a model where trips performed by the local ADA service provider at a cost of \$38.63 for a one-way trip are now being completed by a human service agency for \$4.85 a one-way trip, with over 55,000 trips performed in the first year of operation. An annual savings of \$1,857,900 resulted.

A dramatic result of agency trip programs is the quality of service that riders experience. Using an agency trip model, the riders are generally transported by program staff. Staff members are generally familiar with the individual's disabilities and special needs, which general public ADA paratransit drivers are often not prepared to manage. Agency trips also typically exhibit shorter trip length, and routine pick-up and drop-off schedules. The combination of these factors results in service that is much higher in productivity than public paratransit services.

Coordinated Vehicle Maintenance

A major program function that can be performed by a CTSA is coordinated vehicle maintenance. In such a program, a central maintenance provider operates a garage servicing a broad range of vehicles. Participation in the maintenance program is voluntary but brings with it such benefits that make it appealing to community agencies from a business perspective. Typically, there are many advantages to the social service community in participating in a program designed to meet its unique maintenance needs. A primary benefit is the overall safety of the CTSA fleet. With services being provided according to rigorously structured maintenance standards, overall fleet safety is ensured. The central provider works with agency customers to ensure compliance with such requirements as CHP inspections and all OSHA regulations.

The beneficial features of a coordinated maintenance program are listed below:

Specialized Expertise

A centralized maintenance program that services paratransit-type vehicles (typically cutaway buses) develops specialized expertise that is not routinely available in commercial repair shops. This includes familiarity with wheelchair lifts, cutaway chassis, brake interlock systems, fareboxes, mobility securement systems, and other unique features.

Central Record Keeping

A centralized maintenance program normally provides record keeping systems that help to ensure compliance with local laws and regulations as well as agency specific reporting on costs, maintenance intervals, life-cycle costs, vehicle replacement schedules, etc.

Loaner Vehicles

A feature of a centralized maintenance program that is often cited as a “life saver” by participating agencies is the use of a loaner vehicle that is similar in size and configuration to the basic vehicles of the participants. This can be very beneficial to small agencies that do not have many or, in some cases, any backup vehicles.

Specialized Schedules

A common feature of a centralized maintenance program is having business hours that best serve the client agencies. This can mean operating during evening hours or on weekends when commercial shops are often closed. Carefully crafted work schedules can greatly assist agencies by obtaining inspections and repairs when convenient to the customer.

Fueling

Centralized fueling can also be a great benefit to agencies. It allows for careful monitoring of the fueling process and fuel usage. It also provides the opportunity for lower prices due to bulk purchasing and guaranteed availability in times of shortage.

Volunteer Driver Programs

Volunteer driver programs are an efficient method of providing transportation options in a community. These programs can take various forms, including: curb-to-curb, shared-ride transportation to common destinations, and highly specialized door-through-door service to riders with very specific needs. Whatever model is used, these programs are an important element in a community’s transportation framework. Volunteer driver programs models can vary significantly depending on the focus of the service. Volunteer programs typically involve some expense with the level of expense varying depending upon the service model employed. Two common approaches of volunteer driver programs include:

- **Shuttle Model:** In a volunteer shuttle operation, the driver is a volunteer but does not provide transportation with their personal vehicle. Instead, the volunteer typically drives an agency vehicle with the agency incurring expenses for all operating costs except the driver. The key cost saving element of this model is

the wages saved through the use of volunteers. Volunteer driver shuttles are often a curb-to-curb, shared-ride service that transport riders to common locations. Many shuttle programs require advance reservations, eligibility criteria (such as age), and a fee to ride.

Volunteer driver shuttles enhance transportation options for their passengers and assist with moving trips to the service that otherwise may be taken on ADA paratransit.

- **Door-through-Door Model:** This volunteer model typically involves a volunteer driving their own vehicle. The driver is not compensated for his time but may be reimbursed at a mileage rate to cover operating expenses such as use of personal gas. The door-through-door model is typically used to provide specialized transportation service for riders that need a high-level of assistance. In the door-through-door model, the driver may escort the passenger from the point of origin to the destination and wait for the passenger at the destination.

The service delivery approach for a door-through-door program varies but can include:

- Matching riders with volunteer drivers
 - Using this approach the agency recruits volunteers and matches the volunteer with a rider. Some programs schedule the rides with the driver and rider, and some “assign” a driver with a rider who coordinate trips without involving the agency.
- Rider finds their own driver
 - Using this model the rider finds their own driver and schedules trips with the driver as necessary.
- Mileage reimbursement
 - Some door-through-door volunteer driver programs offer mileage reimbursement for eligible trips. Reimbursement rates vary.

No matter the service delivery approach door-through-door models provide a highly specialized means of transportation for an often vulnerable population. These programs fulfill a growing need in communities presently only being transported by fee-based service providers.

Contra Costa County has a robust volunteer driver network. The County has multiple examples of both shuttle and door-through-door programs. These programs are tailored to the niche that they serve and provide an efficient method of transporting riders. These agencies also work collaboratively with one another to ensure that riders are provided the service that best suits their functional abilities.

Financial Implications

Contra Costa County volunteer driver programs enhance the transportation matrix by providing transportation options for residents, moving trips off ADA paratransit, and offering a highly specialized means of travel for riders that cannot use other transportation options. These programs, in effect, provide a resource to residents that would otherwise use ADA paratransit, providing both quantitative and qualitative benefits to the community.

Central Information Program

A central information program is often considered the heart of a mobility management program. While this Plan includes an information program as an important element, it is only one of many forming a complete mobility management program. There are two primary call center functions: providing simple information referral and more sophisticated trip planning services.

The simplest call center is a referral service. In this case a caller would be asked questions by the call taker and referred to the appropriate agency.

Examples of Call Centers in Contra Costa County:

- Contra Costa Crisis Center 211 connects callers with community services, such as food, shelter, counseling, employment assistance, and child care. Callers are asked a series of questions to determine which services they are eligible for and then referred to the appropriate agency.
- Contra Costa 511 is a comprehensive Transportation Demand Management (TDM) program that promotes alternatives to single occupant vehicles including carpooling, vanpooling, telecommuting, biking, public transit, and walking.
- Area Agency on Aging (AAA) Information and Assistance (I & A) provides seniors and their families with information on community services and programs that solve the problems faced by Contra Costa seniors.

The central information program for Contra Costa County is meant to enhance the existing call centers and be a resource for persons needing to find information on public,

private, and human service transportation in the County. This could include detailed transit route and schedule information, eligibility information, fares, as well as information on private and non-profit transportation providers. The central information program for Contra Costa County will serve as a point of contact for residents to call to receive both transportation referral services and trip planning assistance. The call center was brought up as a helpful mobility management element during discussions with stakeholder groups.

Advocacy Role of Mobility Management

A mobility management CTSA can play an important role in advocating for the needs of the population groups that it represents. Because the CTSA works closely with agencies and individuals in the human services sector, it is often in a strategic position to advocate for these special needs populations.

There are several alternative approaches or levels of advocacy that the mobility management program can take. The advocacy role for a mobility manager can vary widely depending on the existing conditions in the area that is being served. Possible levels of advocacy are listed below.

- Information Source: Mobility Manager serves as a source of “expert” information for other agencies in the community on issues relating to special needs population.
- Special Needs Representative: Mobility Manager represents special needs populations in transportation decision making venues.
- Active lobbying for special needs populations: Proactive advocacy for special needs groups including initiating proposals for funding and service improvements.

The new CTSA in Contra Costa County would have some level of advocacy involvement simply by the nature of its position in the transportation mix. Such a role is typically defined by the Board of Directors who represent diverse interests in the County. A balanced advocacy role contributes to the overall effectiveness of the agency in the institutional mix in the service area.

Technical Support

Mobility management agencies can provide a variety of support services that benefit local human service transportation providers. Whether due to lack of staff, technical experience, or funds, many organizations are not able to fully utilize the resources available to them. A CTSA has the ability to assist agencies by supplying technical assistance that can allow for increased funding, expansion of existing programs, implementation of new projects, and development of a more highly trained staff.

Grant Writing

CTSAs have the potential to significantly impact available transportation services within their geographic area by supporting local agencies in their efforts to secure grant funding. Completing grant applications can be confusing and overwhelming. While larger agencies often have staff dedicated to the preparation of grant applications, smaller public and non-profit human service agencies usually assign this responsibility to a program manager or other administrative team member. A human service agency may not have the time or the expertise to seek out grant opportunities and submit applications.

Many human service agencies are intimidated by Federal or State grant application requirements and, although some agencies have projects that could qualify for grant funds, choose not to apply. Though grant programs are changing as a result of the passage of MAP-21, the newly enacted federal transit funding program, grants still contain rigorous requirements for management and reporting. Programs such as 5310 are available to agencies and now can be used in part for operations. Yet such grants carry complex requirements that a CTSA can help agencies fulfill.

A CTSA can provide the expertise and the technical support necessary to complete grant applications for local agencies. CTSA staff time can be dedicated to staying current on specific grant requirements and application instructions. This type of time commitment is often difficult or impossible for human service agencies to achieve. CTSA staff can provide assistance through local grant writing workshops, mentoring local agencies, and physically preparing grant applications.

Grant Management

Grant management is a complex process that often prevents agencies from applying for funding. The data collection and reporting requirements can be daunting. Often agencies look at the amount of the grant award and determine that the staff time necessary to oversee the grant is not worthwhile.

A CTSA can assist human services agencies in its region by providing grant management services or by offering training in grant management. In either case, the CTSA staff takes on the role of expert advisor based on its in-depth understanding of the rules and regulations required by each grantor. It can then provide advice and assistance in matters such as:

- Compliance with grant reporting requirements,
- Development of recordkeeping systems,
- Data collection techniques,
- Understanding of sub-recipient agreements in FTA grants, and
- Compliance with DBE and Title VI requirements.

The CTSA can go so far as to prepare and issue reports on behalf of the grant recipient or sub-recipient, if necessary.

Driver Training and Professional Development

California state law is very specific about the requirements for driver training programs, including the qualifications for instructors. For a variety of reasons, agencies may have difficulty operating their own training programs. The driver corps may be small, the need for training classes may be infrequent, or the agency may not have the resources to employ a certified driver instructor. A CTSA can help meet the demand for qualified instruction in a variety of ways:

- Employing a fully certified instructor to teach driver training classes, to which agencies can send new drivers,
- Coordinating between those agencies that have their own programs and those that do not in order to fill available training “slots”, and
- Making materials and speakers available so they can be used as part of ongoing required safety training.

Chapter 4: IMPLEMENTATION STEPS

Successful implementation of the Mobility Management Plan for Contra Costa County will require a series of actions crafted to maintain the consensus that has emerged around the overall concepts contained in the Plan. Success will be evident in the level of community and agency support for the approach, the ability to obtain the necessary funds to achieve implementation, and the efficiency of the resulting structure. This Plan proposes the formation of a CTSA in the County. This has been well documented throughout the planning process. The basis for this recommendation is the long-running dialog in the County regarding mobility management activities with little actual implementation occurring. The planning process identified that a major impediment to action is the lack of a structural platform to serve as the vehicle through which action is accomplished. That vehicle has now been identified as a CTSA. Further, careful consideration has been given to alternative legal structures for a CTSA. The result of that dialog has been the agreement to pursue a non-profit corporation model. The principal basis for recommending this structural model is the level of success in other communities that have adopted this structure.

The steps or phases necessary to achieve successful implementation are defined here. They are presented in a level of detail consistent with the discussions throughout the planning process. It is clear that moving forward will require expertise in governance, finance, mobility management functional tools, and other very specific experience. Such resources have also been discussed throughout the planning process.

Phase I: Adoption of the Plan

The first step toward implementation of the Plan is its adoption by the Board of Directors of County Connection. As the sponsor of the planning process, County Connection is the first level of approval of the Plan and its recommendations. The County Connection Board should consider the implications of the Plan and adopt it both as the sponsoring agency and also as one of the key implementing agencies in the County. Concurrence of the other transit operators particularly WestCAT and Tri-Delta Transit should be sought to demonstrate the support of the transit community for the Plan. Their support will strengthen subsequent steps in the implementation process. It will also give the Transportation Authority what it needs to move the process forward. In adopting the Plan, County Connection should also officially forward the Plan on to the Contra Costa Transportation Authority (CCTA) as the countywide agency best suited to manage Phase II of the implementation process.

Phase II: Formation of a Mobility Management Oversight Board

An Oversight Board of critical agency representatives is the appropriate mechanism for Phase II of the process. This Board should be formed to guide discussion of the critical details of the CTSA formation process including makeup of the governing board, roles and responsibilities of the agency, identification and commitment of seed funds to create the organization, and other legal and procedural details. The Oversight Board is proposed to include: Executive staff from County Connection, Tri-Delta Transit, WestCAT, AC Transit, Contra Costa Transportation Authority, BART, and three executives representing human service agencies.

As a tool for use in guiding the efforts of the Mobility Management Oversight Board, it is recommended that a set of Guiding Principles be adopted to ensure that the interests and objectives of the affected agencies are represented and officially noted. Such a tool can help to keep the efforts of the participants focused and inclusive. A preliminary set of Guiding Principles is proposed below:

Guiding Principles

- **Recognize Existing Agencies' Roles:** Many agencies in Contra Costa County currently provide services under the broad definition of mobility management. The role and interests of these agencies should be recognized and included in the formation of a CTSA and in the future allocation of resources to our through that organization.
- **Minimize administration:** The CTSA will require a management structure in order to accomplish its mission. In creating such a structure, care should be taken to minimize administration in order to maximize the allocation of scarce resources to functional programs.
- **Broadly Analyze Resource Allocation Decisions:** One of the roles of a new CTSA will be to pursue resources for the implementation or continuation of functional programs. In so doing, the CTSA should as a matter of policy prepare an analysis of the impacts of alternative resource allocation strategies that can be considered by all affected agencies in the CTSA service area.

Mobility Management Oversight Board Structure and Functions

- Oversight Board defines CTSA by-laws, board structure, and performance standards
- Oversight Board serves as advisory body after CTSA has been established
- Oversight Board consists of:
 - Executive staff representative of each of the following agencies:
 - County Connection
 - Tri-Delta Transit
 - WestCAT
 - AC Transit
 - BART
 - Contra Costa Transportation Authority
 - Three human service agencies

Phase III: Form a CTSA as the Mobility Management Agency

- Form a CTSA for Contra Costa County approximately twelve (12) months following formation of the Mobility Management Oversight Board.
- Establish a non-profit corporation to serve as the mobility management agency for the County.
- MTC designate the non-profit corporation as the CTSA for Contra Costa County
- Fund setup and initial operation of the CTSA through a combination of funding provided by the Contra Costa Transportation Authority (CCTA) and MTC for a minimum period of two years.
- Establish a governance structure for the non-profit corporation through appointment of Directors to the governing Board by public agencies in Contra Costa County.
- Allocate funds for an interim budget to cover agency formation expenses and initial management activities.
- Allocate a combination of funds totaling \$300,000 to \$400,000 per year for initial CTSA operation.

Funding

- CTSA pursues available grant opportunities.
- CTSA works with transit operators to allocate funds to mobility management programs which move riders from ADA service.

- CTSA works with MTC to identify discretionary funds.
- CTSA participates in new funding opportunities to include funding specifically for seniors, persons with disabilities, persons with low-income, and the CTSA.
- CTSA enters into a dialog with the transit operators, MTC, and the Transportation Authority regarding allocation of TDA Article 4.5 as defined in statute. Action on this issue would only follow the achievement of consensus regarding this funding source. The most logical allocation of TDA to a new CTSA would follow transfer of trips from the transit operators to services coordinated through the new CTSA.

Phase IV: Functional Programs

- Direct the CTSA to establish priorities among the identified functional programs for Contra Costa County.
- Develop grant applications through community partnerships for the implementation of functional programs.

Implementation Timeline

CTSA Implementation Time Line

(approximate)

| Date or Time Period | Activity |
|---|---------------------------|
| Obtain Transit Operator Support | August - October, 2013 |
| CCCTA Board Adoption | October, 2013 |
| Form Oversight Board | September - October, 2013 |
| CCTA Presentation | September - October, 2013 |
| Oversight Board hires Manager | January, 2014 |
| Oversight Board conducts performance review | January, 2015 |

Contra Costa Mobility Management Plan

Appendix 1

Contra Costa Mobility Management Plan Stakeholder Planning Group

| | | | |
|-------------------|--|--------------------|--|
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Appendix 2

CTSA Case Studies

Overview

Case studies can be a useful tool in understanding how the experiences of other agencies or communities may offer guidance in a current decision process. Relative to the Contra Costa County Mobility Management Plan, a key underlying concept in implementing creative change in the County is consideration of the formation of a Consolidated Transportation Services Agency (CTSA). The guidelines within the Transportation Development Act (TDA) regarding formation of CTSA's are broad and offer the opportunity for a variety of approaches regarding their formation and operation.

What follows are illustrative case studies defining the approaches taken by other California communities to the formation and operation of CTSA's. Each goes into detail regarding such issues as:

- What approach led to the formation of the CSA? (Single agency application, competitive process, action by a major public agency, etc.)
- What is the governing structure of the CTSA?
- How is the CTSA funded?
- What are examples of the functional programs operated by or funded by the CTSA?

The CTSA's selected for case studies are:

- Paratransit, Inc., Sacramento: This was the first CTSA designated in California and has served as a model for the formation of others. It is a 501(c)3 non-profit corporation.
- Valley Transportation Services (VTrans), San Bernardino: This is among the newest CTSA's in California incorporated in 2010. It is a 501(c)3 non-profit corporation. In less than three years, VTrans has become a major service provider in urbanized San Bernardino County.
- Access Services, Los Angeles: The Los Angeles CTSA, Access Services, was formed in 1994. It also is a 501(c)3 non-profit corporation. It provides a range of services throughout LA County.
- CTSA of Stanislaus County: The CTSA in Stanislaus County was established in 2010. It is somewhat unique in the fact that the operator of the CTSA was chosen through a competitive process.

- Mendocino Transit Authority: This is a Joint Powers Authority transit agency in Mendocino County. This agency serves both as the transit operator and the CTSA. It greatly enhanced its emphasis on human service coordination with the hiring of a Mobility Management Coordinator in recent years.



Paratransit, Inc. – Sacramento

Organization Structure Summary

CTSA Designation: 1981

Organization Type: 501(c) 3 corporation

Board Structure: 9 member board of directors, established through an agreement among governmental jurisdictions

Paratransit, Inc. is a non-profit transportation agency originally incorporated in July, 1978. The agency's incorporation, built on the emerging concept of human service transportation coordination, was an early attempt to demonstrate the potential benefits of service coordination and the centralization of service delivery functions and administration under one organization.

Soon after its incorporation, Paratransit, Inc. served as a model for legislation being authored by the Assembly Transportation Committee to encourage coordination statewide. Assemblyman Walter Ingalls authored Assembly Bill (AB) 120, the Social Service Transportation Improvement Act. This landmark legislation included a provision calling for the designation of a Consolidated Transportation Service Agency (CTSA) in each California county. Paratransit, Inc. was the first such agency designated in California.

Approach to Formation

Paratransit Inc. applied directly to SACOG (formerly SRAPC) for designation as the CTSA. No other agency at the time approached SACOG and no other agency was considered for designation as the CTSA.

Paratransit was designated the CTSA in the Sacramento area on July 16, 1981. At the same time it was authorized to claim up to the full 5% of TDA funds authorized under the law. The initial CTSA designation was for one year. Later designation periods varied between one and three years with the term typically becoming longer as the community became confident in the performance of the organization. In 1988, the CTSA designation was set without time limitation subject to rescission for performance issues.

Paratransit operates as a non-profit CTSA in a partnership with Sacramento Regional Transit District (RT). The two organizations are well respected in regional decision making in the Sacramento area serving together on the Sacramento Area Council of Governments (SACOG) Technical Coordinating Committee that oversees funding allocations. Paratransit has formal ties to RT on two levels. First, RT has the authority to appoint two members of the Paratransit Board of Directors (see Governance below). Further, Paratransit provides all complementary ADA paratransit service within the RT District under a collaborative agreement with RT. Paratransit's operation of the CTSA in parallel with the ADA service allows for maximum of service through unique agreements with many other community agencies.

Governing Structure

Paratransit was initially incorporated with a self-selected and appointed Board of Directors. This model is common among human service organizations. The initial Board Members were mostly senior staff (Executive Directors in most cases) of other community organizations in the Sacramento area. These incorporating Directors had worked through the issues surrounding creation of a new single purpose transportation organization and thus supported the concept and direction. Within three years of its incorporation, Paratransit was receiving increasing amounts of local government funding. The major local jurisdictions then chose to institutionalize the governance of the agency through what became known as the Four Party Agreement. Parties to this agreement were the City of Sacramento, County of Sacramento, Sacramento Regional Transit District, and the Sacramento Area Council of Governments (SACOG). This agreement set forth terms concerning Board structure, financial commitments, asset transfers to Paratransit, oversight by the Sacramento Area Council of Governments, etc. The Four Party Agreement served as the structural guide to the CTSA until it was replaced by a new Collaborative Agreement in December, 2012.

The critical provision of the CTSA designation concerned the agency's governing structure. The Four Party Agreement set forth the required Board of Directors makeup and appointing structure. A nine member Board was established to replace the original self-appointing Board. The Board today is made up as follows:

- Two members appointed by the City Council, representative of the general public (non users).
- Two members appointed by the County Board of Supervisors, representative of the general public (non users).
- Two members appointed by the Board of Directors of the Sacramento Regional Transit District.
- One member appointed by SACOG representing any city or county with which Paratransit contracts for service.
- Two members, one appointed by the City Council and one appointed by the County Board of Supervisors, representing the user community.

CTSA Operating Details

Paratransit, Inc. operates a large array of programs under the mantle of the CTSA. Most are directly related to the objectives for a CTSA outlined in the original AB 120 legislation.

The most noteworthy of the Paratransit CTSA programs is its partner agreements with local community agencies. For many years, Paratransit has refined the concept of shared cost contracting, wherein the partnering organizations each contribute a portion of the cost of service for specific client populations. Working with 8 local agencies today, Paratransit contributes some of the funds it derives from TDA Article 4.5 and the local option sales tax (Measure A) to a funding mix with the agencies. This results in the agencies transporting their own clients at a far lower cost and higher service quality than through the standard ADA paratransit service (which Paratransit, Inc. also operates under contract to Sac RT). This highly successful program has dramatically increased system capacity over what could be funded through the traditional ADA paratransit program. It serves as a cornerstone of Paratransit's CTSA functions.

In addition to partnership agreements with local human service organizations, Paratransit has operated a maintenance program for its own vehicles and for those of other community agencies. Today this operation, dating back 30 years, provides services for over 50 organizations ranging from local non-profit human service agencies to Sacramento State University to private Medicaid transport operators.

For many years, the agency has operated a large travel training program aimed at training individuals, many developmentally disabled, to ride the fixed-route transit service. This program has recently expanded in other regions including Spokane, Washington, San Joaquin and Santa Clara Counties in California, and Honolulu, Hawaii. Over the years this program has trained thousands of individuals to ride the bus, thus saving an enormous expenditure on ADA paratransit service.



Valley Transportation Services (VTrans) – San Bernardino

Organization Structure Summary

CTSA Designation: 2010

Organization Type: 501(c) 3 corporation

Board Structure: 7 member board of directors, specified in Corporate Bylaws

Valley Transportation Services (VTrans) is among the newest CTSA's in California. It was designated as the CTSA by the San Bernardino Transportation Commission (SANBAG) in September, 2010.

Approach to Formation

The concept of a CTSA had been included in the San Bernardino County local sales tax measure as a recipient of a portion of the tax receipts. Yet at the time of passage of the tax (Measure I) no CTSA existed in the County. To accomplish formation of a CTSA, SANBAG commissioned a study of alternative approaches to a CTSA with the intent that the study would result in a formal recommendation of the appropriate structure of the CTSA for the San Bernardino urbanized area. The study considered all structural options and concluded with the recommendation that a new 501(c)3 corporation be created to be designated as the CTSA. VTrans incorporation was completed in October, 2010.

The provision of the local sales tax measure calls for the allocation of 2% of the tax proceeds to the CTSA. Funding began to accrue in 2009 and was made available to VTrans immediately upon formation. The 2% funding level in the tax measure provides approximately \$2 million per year for VTrans operations. These local funds have been used very successfully to date as local match to leverage federal funds (see CTSA Operating Details below).

Governing Structure

The VTrans Bylaws specify its governing structure. The structure is dictated in part by the large amount of public funding received by the agency and also by the intent to involve the major governmental organizations in its governance. The Board of Directors of VTrans consists of the following:

- Three appointed by San Bernardino Associated Governments (must be representative of the San Bernardino Valley)
- Two appointed by San Bernardino County Board of Supervisors (must be representative of the San Bernardino Valley area)
- Two appointed by Omnitrans – must be representative of designated population

Both SANBAG and San Bernardino County have chosen to appoint members from the community. In certain cases, these have been former elected officials from the area. Omnitrans has chosen to appoint two members of its own Board of Directors. The Omnitrans Board is made up entirely of elected officials of the represented jurisdictions. Thus its appointees are elected officials. Also included in the Bylaws is the right of SANBAG to appoint an ex-officio member. It has chosen to appoint a senior transportation executive to this post. The original corporate Bylaws did not provide for staggered terms for Board Members. This has since been corrected. Board terms are three years with a limit of two consecutive terms.

CTSA Operating Details

VTrans was interested in beginning operation very quickly following formation. In order to do so, the agency retained a very experienced CTSA executive on a contract basis to serve as its initial Executive Director. That individual was vested with full authority to manage the startup of the agency including money management, hiring authority, etc. Early startup steps included the selection of office space, full office setup, establishment of the accounting system, development of operating policies, and negotiation of initial operating agreements. The final step in the contract called for the Executive Director to guide the selection process for a permanent Chief Executive Officer. That permanent CEO took over in January, 2011.

Among the initial operational steps undertaken by the new agency were the application for federal funds to create a new travel training program and the formation of partner agreements with human service agencies to serve as transportation providers for agency clients. These newly created services took passenger trips off of the ADA paratransit system and onto a service with agency vehicles and drivers. Initial response was overwhelmingly positive regarding both service quality and cost savings.

VTrans has gone on to establish a volunteer driver program, partner on a grant applications, and expand agency trip participation by bringing in additional operating agencies. VTrans is presently in the final stages of creating a maintenance program for human service agencies in the San Bernardino area by opening its own facility staffed with agency employees.



Access Services (ASI) – Los Angeles

Organization Structure Summary

CTSA Designation: 1994

Organization Type: 501(c)3 corporation

Board Structure: 9 member board of directors

Approach to Formation

In 1990, the Los Angeles County Transportation Commission (LACTC) adopted an Action Plan and established a CTSA to begin coordination of Social Services transportation. The adopted plan called for the CTSA to implement and operate an information and referral service for social services transportation as well as provide technical assistance and training to local service providers. In 1991, in response to the mandates of the Americans with Disabilities Act (ADA), the mission of the CTSA was expanded to include the implementation of a regional ADA paratransit system for the Los Angeles County region.

In 1994, shortly after its formation, the successor to the LACTC, the Los Angeles County Metropolitan Transportation Authority (LACMTA) determined that the mission of the CTSA could best be fulfilled if the CTSA were a stand-alone independent agency. From this action, Access Services was established and designated as the CTSA for Los Angeles County per California Government Code Article 7, Section 6680.

Agency Structure and Functions

Access Services Incorporated (ASI) was established in 1994 and was designated as the Consolidated Transportation Services Agency (CTSA) for Los Angeles County by LACMTA (Metro). ASI is a public non-profit corporation and as the CTSA, administers the Los Angeles County Coordinated Paratransit Plan on behalf of the County's 43 public bus and rail operators. ASI facilitates the provision of complementary ADA paratransit services under the name "Access Paratransit."

In its role as Access Paratransit, ASI enters into and administers federally funded regional contracts with independent private transit providers. The agency also leases vehicles to the regional providers at \$1 per month to help facilitate the provision of service under the contracts. In total, the Access Paratransit system provides more than 2.3 million rides per year to more than 74,000 qualified disabled riders in a service area of over 1,950 square miles. Access Services receives its funding from Proposition C sales tax, Federal 5310 grants, and fare box revenue.

As the designated CTSA in Los Angeles County, ASI is in charge of the development and implementation of regional coordination of social service transportation to seniors, persons with disabilities, youth, and the low-income populations.

ASI operates as the ADA provider offering complementary service to the fixed-route operations of LACMTA and local municipal operators. Its governing structure is separate from that of LACMTA but provides for the transit agency to appoint one of its Board members.

Governing Structure

ASI is governed by a nine-member board of directors with one appointment by each of the following.

1. Los Angeles County Board of Supervisors
2. City Selection Committee's Corridor Transportation Representatives
3. Mayor of the City of Los Angeles
4. Los Angeles County municipal fixed-route operators
5. Los Angeles County local fixed-route operators
6. Los Angeles County Commission on Disabilities
7. Coalition of Los Angeles County Independent Living Centers
8. Los Angeles County Metropolitan Transportation Authority
9. Alternating appointment by the municipal and local fixed-route operators

CTSA Operating Details

Access Services performs a variety of functions as the CTSA. In 2009, ASI will sponsor over a dozen workshops in conjunction with Caltrans, CalACT, the

National Transit Institute, and other organizations. These professional development opportunities are available to public and non-profit agencies providing specialized transportation in Los Angeles County and their employees/affiliates (private sector applicants). Most of these programs are low or no cost and are subsidized by Access Services CTSA program.

In addition to training and education, ASI provides brokerage services, technical assistance, joint procurement, and travel training under the auspices of the CTSA.

For FY 2009-2010, the CTSA portion of the ASI Budget is projected to be \$223,103, which represents 0.24% of the agency's total operating costs of \$92,350,473.

***Consolidated
Transportation Services
Agency of the Stanislaus
Region***

Consolidated Transportation Services Agency of the Stanislaus Region

Organization Structure Summary

CTSA Designation: 2010
Organization Type: 501(c)3 corporation
Organizational Approach: Contract with Paratransit, Inc. to serve as CTSA

Approach to Formation

A comprehensive Stanislaus County Transit Needs Assessment was prepared in 2009. This study identified a number of transportation service gaps in the County and recommended formation of a CTSA to address the variety of identified needs. The Stanislaus County Council of Governments (StanCOG) sponsored the study and directed implementation. StanCOG chose to create a CTSA and prepared a Request for Proposals (RFP) defining the responsibilities of the CTSA and openly solicited proposals for this service. This is a unique approach to the selection of an agency to serve as a CTSA.

Proposals were received by two agencies to serve as the Stanislaus County CTSA. One was submitted by Catholic Charities of Stanislaus County. This local non-profit agency operated a small volunteer driver program in the county in addition to other human service functions. The other proposal to serve as the CTSA was submitted by Paratransit, Inc. of Sacramento. This large non-profit corporation (see case study above) already served as the CTSA in Sacramento County and had more than 30 years of experience as a CTSA operating agency. StanCOG chose to designate Paratransit Inc. as the CTSA for Stanislaus County. StanCOG entered into a three year contract with Paratransit with two option years. A separate Resolution was also adopted designating Paratransit as the CTSA for Stanislaus County.

Stanislaus Governing Structure

Paratransit Inc. is a Sacramento based corporation that does business throughout California and a number of other States. It has served as the CTSA in Sacramento County since 1981. Technically, the Stanislaus CTSA is governed by the Board of Directors of Paratransit, Inc.

To ensure local participation in governance, an advisory committee to StanCOG was established specifically to oversee the CTSA. This Mobility Advisory Committee (MAC) meets on a periodic basis to review operations and outcomes of the CTSA.

CTSA Operating Details

The Stanislaus CTSA has no dedicated funding source. Instead, the CTSA claims TDA funds under Article 4.5 as provided for in the law. The amount of funding that is claimed each year is negotiated among the transit operators and through a review of program objectives with StanCOG. The expectation of the CTSA as it was formed was that it would use the local TDA allocation to leverage federal funds to operate agency programs. Within the first year of existence, the CTSA successfully sought Federal JARC and New Freedom funds to support operations. Because of the 80% federal share of these programs as mobility management projects, the CTSA was able to lever an initial \$100,000 TDA allocation into a \$400,000 budget in its first year. TDA allocations in subsequent years have increased along with additional successful grant applications.

The Needs Study that led to the formation of the CTSA established priority programs for implementation. These specifically included a volunteer driver program to provide door-through-door service beyond ADA requirements and a travel training program to operate for all 5 transit operators throughout the County. Both programs were created within the first year of operation. The CTSA presently has a full time staff of three. These employees of the CTSA perform travel training and manage an expanding volunteer program. In addition, the CTSA staff provides technical assistance to StanCOG and other County agencies regarding transportation issues and programs.



Mendocino Transit Authority

Organization Structure Summary

CTSA Designation: 1981

Organization Type: Joint Powers Authority: Transit Authority

Board Structure: 7 member board of directors as set forth in the JPA

The Mendocino Transit Authority (MTA) is a Joint Powers Agency created in 1975 to provide transportation services within Mendocino County. The agency was designated as the CTSA for Mendocino County in 1981 by the Mendocino Council of Governments (MCOG).

The designation was accomplished through the use of a Minute Order by the COG and has been in effect since 1981. MTA has not had to re-apply in order to maintain its status as CTSA.

Mendocino Transit Authority Governing Structure

The MTA Board has seven appointed members.

- 3 appointed by the County Board of Supervisors
- 1 appointed by the City of Ukiah
- 1 appointed by the City of Point Arena
- 1 appointed by the City of Willits
- 1 appointed by the City of Fort Bragg

Membership on the JPA does not require a board member to be an elected official. Currently, about half of the membership consists of elected officials.

CTSA Operating Details

The Mendocino Transit Authority has substantially enhanced its efforts to provide a range of mobility management services in recent years. The hiring of a Mobility Management Coordinator was a major step in this development for the Authority.

March 17, 2014



CITY OF SAN PABLO

City of New Directions

West Contra Costa Transportation Advisory Committee
Board of Directors
13831 San Pablo Avenue
San Pablo, CA 94806

Regarding: Mobility Management Plan

Chairperson Abelson and WCCTAC Board Members,

Thank you for the opportunity to comment on the Mobility Management Plan dated October 27, 2013. In general, the City of San Pablo is very supportive of a Mobility Management Plan in terms of efficiencies gained, cost savings, better services to its users, and increasing coordination among our partner agencies.

However, we recommend that the Plan be retitled, Background Report on Mobility Planning, and be used to discuss structure options, and functions. Additional information is necessary to develop a Plan including information on existing programs, services, structures, best management practices, and current cost basis.

In addition, a new Mobility Manager position within CCTA could help with coordination and communication. We recommend using the Paratransit Coordinating Council with City representation instead of creating a new Oversight Board.

Finally, we are particularly concerned that consolidation of funding should not occur without analysis of costs, impacts, and program improvements. Under this framework we believe long-term funding can be achieved for healthy program implementation.

Sincerely,

Michele Rodriguez, AICP, LEED AP
City of San Pablo Development Services Manager

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March 27, 2014

West Contra Costa Transportation Advisory Committee (WCCTAC)
Board of Directors
13831 San Pablo Avenue
San Pablo, CA 94806

RE: Contra Costa County Mobility Management Plan

Dear WCCTAC Board Members:

The City of El Cerrito appreciates the opportunity to review and comment on the Contra Costa County Mobility Management Plan dated October 17, 2013. We support the Plan's overall goal to guide the development and implementation of a broad mix of strategies to better meet the travel needs of seniors and persons with disabilities in a coordinated and efficient manner. The City of El Cerrito is committed to providing much-needed transportation services to El Cerrito senior citizens and persons with disabilities and therefore currently provides a paratransit service, known as Easy Ride, to help these individuals perform daily activities within the city. This service is largely funded by Measure J. Given our experience with this service and understanding of paratransit service in general, we have some reservations regarding the potential adoption of the Plan in its current form for use on a countywide basis.

In general, City staff agrees that improved communication and increased coordination between the local agency operators, human services providers, and the fixed-route transit providers in the county is needed. The Plan acknowledges the contributions of existing human service agencies in the county, which we believe the City is in addition to a local operator, and recommends careful attention be paid to the roles of these agencies and thorough analysis be done to consider the funding impacts to these agencies relative to the formation of a new Consolidated Transportation Services Agency (CTSA). Because of this and other concerns noted below, City staff considers it prudent that alternatives, tradeoffs, and potential impacts be thoroughly vetted prior to adoption of the Plan or formation of an Oversight Board.

Some specific concerns and questions we have regarding the Plan are as follows:

- Inter-county travel needs for essential services such as health/medical have not been identified;
- All fixed-route transit service providers and funding for these services have not been identified;
- AC Transit, a key transit service provider in West County, has not been identified as a key implementing agency;

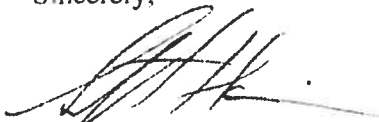
March 27, 2014
Contra Costa County Mobility Management Plan

- Local transportation service providers and funding for these local services have not been identified even though there are several current programs in place;
- Duplicative governing bodies may likely result by having a Paratransit Coordinating Council (PCC) and a Mobility Oversight Board;
- Funding the Plan and CTSA may affect current, local programs (such as those for seniors who do not qualify for paratransit) that cannot be fully replaced by fixed-route service;
- There is no local agency or consumer representation on the Oversight Board; and
- The draft first-year budget of \$325,000 for the CTSA is for administrative costs only (and no associated program costs).

The Plan indicates that the preparatory step to formation of a CTSA is the formation of an Oversight Board that will guide development of the non-profit CTSA model. As indicated above, City staff considers the formation of the Oversight Board to be potentially duplicative and urges that additional analysis be conducted to determine if an existing advisory body, such as the PCC, and existing public agency, such as the CCTA with the addition of a new mobility manager could provide the functions of the CTSA in a more cost-effective manner. This is an option among other viable options that should be thoroughly evaluated before the Plan and its recommendation for a new board and agency is adopted.

Please contact Yvetteh Ortiz, Interim Public Works Director/City Engineer, at (510) 215-4382 or yortiz@ci.el-cerrito.ca.us should you have any questions concerning the comments contained in this letter.

Sincerely,



Scott Hanin
City Manager
City of El Cerrito

cc: Chris Jones, Recreation Director
Janet Bilbas, Senior Services Manager
Yvetteh Ortiz, Interim Public Works Director/City Engineer, El Cerrito WCCTAC TAC Representative



April 1, 2014

West Contra Costa Transportation Advisory Committee (WCCTAC)
Board of Directors
13831 San Pablo Avenue
San Pablo, CA 94806

RE: Contra Costa County Mobility Management Plan

Dear WCCTAC Board Members:

The City of Richmond appreciates the opportunity to review and comment on the Contra Costa County Mobility Management Plan dated October 17, 2013. We support the Plan's overall goal to guide the development and implementation of a broad mix of strategies to better meet the travel needs of seniors and persons with disabilities in a coordinated and efficient manner. The City of Richmond is committed to providing much-needed transportation services to Richmond senior citizens and persons with disabilities and therefore currently provides a Paratransit service, now known as R-Transit, to help these individuals perform daily activities within the city. This service is largely funded by Measure J. given our experience with this service and understanding of Paratransit service in general, we have some reservations regarding the potential adoption of the Plan in its current form for Countywide use.

The City of Richmond staff agrees that improved communication and increased coordination between the local agency operators, human services providers, and the fixed-route transit providers in the county is needed. The Plan acknowledges the contributions of existing human service agencies in the county, which we believe the City, in addition to a local operator, and recommends careful attention be paid to the roles of these agencies and thorough analysis be done to consider the funding impacts to these agencies relative to the formation of a new Consolidated Transportation Services Agency (CTSA). The aforementioned concerns in addition to the ones noted below are reasons City staff considers it prudent that alternatives, tradeoffs, and potential impacts be thoroughly vetted prior to the adoption of the Plan or the formation of an Oversight Board.

The specific concerns we have regarding the Plan are as follows:

1. Inter-county travel needs for essential services such as health/medical have not been identified;
2. Local transportation service providers and funding for these local services have not been identified though there are several current programs in place;
3. Duplicative governing bodies may result by having a Paratransit Coordinating Council (PCC) and a Mobility Oversight Board;
4. Funding the Plan and CTSA may affect current, local programs (such as those for seniors who do not qualify for paratranist) that cannot be fully replaced by fixed-route service;

5. There is no local agency or consumer representation on the Oversight Board;
6. The draft first-year budget of \$325,000 for the CTSA is for administrative costs only (and no associated program costs).
7. City staff considers the formation of an Oversight Board to be potentially duplicative and urges that additional analysis be conducted to determine if an existing advisory body, such as the PCC and existing public agency, such as the CCTA with the addition of a new mobility manager could provide the functions of the CTSA in a more cost-effective manner. This is an option among other viable options that should be thoroughly evaluated prior to adoption and implementation.

For questions or concerns pertaining to the City of Richmond's review, please feel free to contact Lori Reese-Brown, Project Manager, or Sam Casas, Paratransit Coordinator, Richmond City Manager's Office at (510) 620-6869; or email at: lori_reese-brown@ci.richmond.ca.us

Sincerely,

Lori Reese-Brown, Project Manager



TO: WCCTAC Board

DATE: April 25, 2014

FR: John Nemeth, Executive Director

RE: Safe Routes to School (SR2S) Needs Assessment Report

REQUESTED ACTION

Review and comment on the attached *Draft Contra Costa Safe Routes to School Needs Assessment Report*.

BACKGROUND AND DISCUSSION

This item is continued from the March WCCTAC Board meeting. The WCCTAC TAC received a presentation from Fehr & Peers at the March 13th TAC meeting on the *Draft Contra Costa Safe Routes to School Needs Assessment Report*. The intent of this assessment list is to better understand current activities and to estimate the amount of funding needed in the future to comprehensively address SR2S needs for public schools.

The TAC made a few suggestions for additions/modifications to the Draft Report, as follows:

- Add language that discusses the limitations of the methods used to estimate future capital costs. There was a feeling that the future capital costs may be understated because they were based on average costs of past projects that have received funding. Past projects may have been scaled to fit within the selection criteria and amount of funds available from past funding programs, and therefore may not fully represent the “actual” need.
- In light of the uncertainty involved in a needs assessment exercise like this, consider presenting the results as a range, rather than as a specific amount.

The consultant clarified that this report does not attempt to prioritize projects, but rather is intended to estimate the total costs for addressing SR2S needs countywide. It was also noted that a separate part of this work effort has been to develop an online Resource Guide for those people who are interested in learning more or starting a program. That Resource Guide will be available shortly on the CCTA website.

Next Steps

All of the RPTC’s will comment on this report. CCTA staff and the consultants will then bring it to the CCTA Planning Committee and the CCTA Board this Spring.

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TO: WCCTAC TAC

DATE: April 25, 2014

FR: John Nemeth, Executive Director

RE: High Occupancy Transit Corridor Study

REQUESTED ACTION

Provide feedback to staff on the draft study outline, a potential study management framework, and funding options. Direct staff to proceed with the next step of working with West County transit operators to finalize a draft scope of work.

BACKGROUND AND DISCUSSION

On January 31, 2014 the WCCTAC Board approved a resolution supporting a study of high occupancy transit options in West County, described in the staff report as a comprehensive corridor study. The Board directed WCCTAC staff to work with BART and other transit operators in West County to develop a study scope of work, and to identify possible funding sources.

The study is supported by goal 4.1.B (Expand High Capacity Transit) in the recently updated Action Plan for West County, as well as Action #46, which calls for WCCTAC, transit providers, local jurisdictions and the Contra Costa Transportation Authority (CCTA) to, "participate in a study of high occupancy transit options in the I-80 Corridor in West County." The "I-80 Corridor", in this case, refers not just to the I-80 roadway itself, but to mobility in a broad swath of West Contra Costa running generally north-south.

Scope Development

Since the January Board meeting, WCCTAC has worked with BART, AC Transit and WestCAT to develop a draft outline for the corridor study, which is attached. As noted in the January staff report to the WCCTAC Board, the types of transit studied could include BART, commuter rail improvements in the UP and/or BNSF corridor, express buses, bus rapid transit, and possibly other types of transit services. The study could also consider a variety of different alignments depending upon the mode studied, including: I-80 itself, the UP and BNSF rail lines, San Pablo Avenue and possibly others.

The study would determine the ridership potential for various transit options, along with their capital and operations and maintenance costs. It could also evaluate their compatibility with local and regional goals, such as: congestion mitigation, air quality and greenhouse gas emissions, economic development, or local land use plans. The study is proposed to involve considerable local community outreach.

Benefit of a Study

At present the study is not intended to culminate in the narrowing of options to a single project. Rather, it could provide a menu of a few different options, each of which could be developed further in the future with environmental reviews or additional technical design work. In addition to providing options for West County policy-makers, the study could lay the ground work for eventual project funding and implementation.

The AC Transit Rapid service, for example, was born out of a \$1.5M Phase 1 study initiated in 2002 that considered more than one transit mode. Additionally, the East County rail service (eBART) currently under construction was born out of a \$1M+ study that considered more than transit mode and alignment.

The High Occupancy Transit Corridor Study, if it were to begin in the near term, could help to inform CCTA's Expenditure Plan for a possible countywide 2016 transportation sales tax measure. It could also help West County transit projects to compete for other funding sources.

Study Management

The details of study management and organization are still to be determined. One option is for the WCCTAC Board to serve as the policy committee that guides and oversees the study, with the WCCTAC TAC serving as the Technical Advisory Committee. A smaller Study Management Group could be comprised of those organizations contributing funding to the study, as well as West County's transit operators.

The day-to-day study management and consultant interface could be provided by BART staff, who have the most capacity of any of the participating organizations. A consultant could be procured either through the use of one of BART's on-call firms, or a jointly released Request for Proposals by WCCTAC and BART. All of West County's transit operators, including the Capital Corridor, could provide detailed information to help support the study – including their own long-range plans, studies or other data.

Study Cost and Funding

A solid estimate of the cost of the study may not be possible until a draft scope has been completed. However, WCCTAC and its transit agency partners have estimated that the study would likely cost \$1.0 - \$1.5M. The cost is driven by: the study's examination of more than one transit mode and alignment, the assumption of serious public outreach, and the desire to have a solid ridership modeling and analyses of travel markets.

Funding sources may include a contribution from BART, Measure J sub-regional needs funds (Program 28b) from WCCTAC, and potentially others. While BART funding has not yet been officially approved, it is estimated that the amount might cover roughly 25-40% of the study's cost.

Measure J Sub-regional Needs Funds

Since 2009, Measure J has generated \$852,000 for Program 28b, which are West County's subregional transportation needs funds overseen by WCCTAC. The funds are flexible and, according to the Measure J Expenditure Plan, can be used for: planning work or environmental studies for a project, or implementation of a recommended project in a regional study or plan.

To date, \$201,000 of these funds have been spent; \$187,000 for Smart Corridor Operations and Maintenance from FY2010 to 2012, and \$14,000 for the Street Smart Program in FY2011.

This leaves a balance of \$651,000. By the end of June (FY 2014) this balance is expected to be \$878,000 and by the end of FY 2016 is expected to be \$1,376,000, according to CCTA projections. Measure J is expected to generate \$7.4M in Program 28b by the year 2034.

Additional Measure J Sub-Regional Needs Considerations

In 2011, WCCTAC requested an allocation from CCTA of \$140,000 in subregional needs for the West Contra Costa Transit Investment Study (WCCTIS). This effort has not proceeded to date and there is no written scope. This study was extremely broadly defined to include nearly every possible type of transportation improvement. The cost of \$140K was only envisioned to pay for the first two tasks, which included: 1) scope definition and 2) an analysis of congestion. The ultimate cost of the study is unknown and this study, if it were to proceed in its current form, could be another draw on available Measure J Program 28 funds.

Possible Scope Adjustments

Some concerns were voiced by WestCAT staff on the current study outline. WestCAT has expressed a desire for a study that would focus on strengthening the local transit network, possibly in addition to studying high occupancy, trunkline transit service. To address these comments, one option could be to modify the scope to give more consideration to the interaction between high occupancy trunkline transit service and the overall local transit network. Another possibility would be to develop and conduct a separate study focused exclusively on the local transit network, possibly also funded by Measure J Program 28b.

Next Steps

The next step for this study would include working with the transit operators to finalize a draft study scope and calculating a more refined estimate of study cost. It could also include BART allocating funds to this study as part of its budget process. WCCTAC does not need to make a commitment to request Measure J Program 28b funds from CCTA at this time, but should begin to consider whether to contribute these funds to the study effort and in what amount. Staff could also begin pursue funding from other sources.

Attachments:

12a. – Study Scope Outline

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Western Contra Costa High Capacity Transit Study

Scope – Outline

Task

1. Develop goals and objectives for the study (examples of goals and objectives below)
 - a. Understand travel markets and demand for high-capacity transit in the I-80 corridor as part of the larger regional transit network.
 - b. Understand current and future land uses in the corridor and linkages to transportation.
 - c. Define and evaluate multimodal high capacity transit options in the western Contra Costa corridor.
 - d. Understand impacts on local transit services.
 - e. Understand costs and potential funding sources.
 - f. Establish a basis for further study of most promising alternatives.
2. Develop Purpose and Need for the project (examples of Purpose and Need below)
 - a. Link corridor more closely to the regional transit network and major destinations.
 - b. Link transportation and land use more closely in the corridor.
 - c. Support TOD development throughout corridor, especially in PDAs.
 - d. Provide alternative to congested highway corridor.
3. Conduct extensive public participation (ongoing throughout study)
 - a. Outreach meetings
 - b. Print, social media and electronic outreach
 - c. Technical Advisory Committee (TAC) - agencies
4. Literature review of prior studies in corridor
5. Document existing and planned transportation network.
6. Document existing and future land use conditions
7. Define/understand travel markets in the corridor
 - a. Assess predominant travel flows
 - b. Document context beyond corridor (Solano County, Alameda County, San Francisco)
 - c. TAC check-in
8. Define conceptual alternatives for evaluation
 - a. Potential technologies (examples)
 - Express bus
 - BRT
 - BART
 - Standard gauge rail (DMU, other)
 - b. Potential alignments (examples)
 - I-80
 - San Pablo Avenue
 - Richmond Parkway
 - UP and BNSF corridors
9. Develop evaluation criteria (examples)
 - a. Ridership
 - b. Support for regional land use goals and PDAs
 - c. Impacts on local transit services (ridership, other)
 - d. Impact on BART (state-of-good-repair, operations and capacity)
 - e. Cost
10. Evaluate alternatives' potential impacts on local circulation
11. Conduct preliminary evaluation and alternatives screening (examples)
12. Ridership modeling

13. Define final alternatives
14. Conduct final alternatives evaluation (examples)
 - a. Refine ridership modeling
15. Develop cost estimates and funding options
16. Develop initial environmental assessment
17. Develop initial Title VI evaluation
18. Document findings and recommendations
19. Produce draft and final report
20. Develop work scope for next phase



Minutes of March 13, 2014 WCCTAC-TAC Meeting

1. **Self-Introductions:** (see attached sign-in sheet)
2. **Public Comment:** None
3. **Minutes and Sign In Sheets: March 13, 2014** - Adopted with one abstention from City of San Pablo, Michele Rodriguez. Staff was asked to clarify the TDM item with language provided from Linda Young.

DISCUSSION ITEMS

4. Technical Coordinating Committee (TCC) Nominations.

Action: Chad Smalley from the City of Richmond and Michele Rodriguez from the City of San Pablo were nominated to the TCC. Lori Reese-Brown from the City of Richmond was selected as an alternate.

Discussion: TAC members agreed that the TCC membership should represent both planning and engineering expertise.

5. Paratransit Coordinating Committee.

Action: None

Discussion: Joanna Pallock handed out information on the PCC application process and directed members to send CCTA the names of any interested parties from the community.

6. Countywide Bicycle and Pedestrian Advisory Committee (CBPAC).

Action: None

Discussion: TAC members were asked to seek out interested citizens to represent West County on the CBPAC whose meetings are held roughly four times per year at CCTA's offices. Nominations will be put forth at the April TAC meeting.

7. West County Action Plan.

Action: The Action Plan was forwarded to the March 28, 2014 Board meeting.

Discussion: Julie Morgan from Fehr and Peers presented the Draft Action Plan for final comments before it went to the Board. It will return after it is incorporated into the Countywide Transportation Plan (CTP) and an EIR is created as part of the CTP process. Alameda and Solano as well as Marin County were added to Action Item #47.

8. Safe Routes to School Needs Assessment Study.

Action: Review and forward comments to the Board.

Discussion: Julie Morgan from Fehr and Peers presented the study. TAC members asked questions and commented. One comment involved a concern that the list is unconstrained and that it might be beneficial for priorities to be spelled out. Other concerns surrounded the ability (or challenge) to implement all the items on the list. There was also a suggestion to focus on Safe Routes *from* School, which is also concern.

9. Mobility Management Plan.

Action: TAC members provided feedback for consideration by the WCCTAC Board. TAC members were also given the opportunity to provide written comments for the March 28th Board packet.

Discussion: The TAC members discussed the MMP and each TAC representative gave their agency's feedback. There were a number of comments and some of the key points included:

- There was broad confusion about whether the MMP was a “visioning document” as articulated by its presenters, or whether it was supposed to be the planning template for Contra Costa County to follow.
- One recommendation was to re-title the Plan a “Background Report” rather than calling it a “Plan” and viewing as a concept for consideration.
- Some TAC members suggested that the formation of a new Oversight Committee is redundant and that its functions can be carried out within the existing Paratransit Coordinating Committee. They also noted that the proposed Oversight Board does not include consumers and cities while the PCC does.
- Some concerns were raised over the costs of a new governing entity. One suggestion was that it might be preferable for CCTA hire a Mobility Manager.
- One TAC member noted that mobility management and coordination is already occurring but the MMP does not recognize those existing efforts.
- There was widespread support for the general concept of mobility management and for the idea of improving coordination among providers of services for seniors and the disabled.
- Transit agencies noted that they struggle financially to meet the growing demand for paratransit services and that rising costs can result in cuts to fixed-route services.

10. I-80 ICM Project.

No staff were present to report on item – will be brought back in April

11. TAC & Staff Member Comments and Announcements

- **ATP Workshop:** TAC members asked if WCCTAC staff could coordinate an ATP application discussion at the April meeting to see who is applying and where collaborations could be made.
- **TIGER GRANT Cycle 6:** Suggestions on coordination for Cycle 7 were made. Cycle 6 is already underway and Richmond may be submitting an application.

- **San Pablo Paratransit Efforts:** Greg Dwyer, City of San Pablo Community Services Manager, gave an update on new efforts to enhance the City's Paratransit program.

12. Other Business – none

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

ABAG: Association of Bay Area Governments
ACCMA: Alameda County Congestion Management Agency (now the ACTC)
ACTC: Alameda County Transportation Commission (formerly ACCMA)
ADA: Americans with Disabilities Act
APC: Administration and Projects Committee (CCTA)
ATP: Active Transportation Program
BAAQMD: Bay Area Air Quality Management District
BATA: Bay Area Toll Authority
BCDC: Bay Conservation and Development Commission
Caltrans: California Department of Transportation
CCTA: Contra Costa Transportation Authority
CEQA: California Environmental Quality Act
CMAs: Congestion Management Agencies
CMAQ: Congestion Management and Air Quality
CMIA: Corridor Mobility Improvement Account (Prop 1B bond fund)
CMP: Congestion Management Program
CTP: Contra Costa Countywide Comprehensive Transportation Plan
CSMP: Corridor System Management Plan
CTC: California Transportation Commission
CTPL: Comprehensive Transportation Project List
DEIR: Draft Environmental Impact Report
EBRPD: East Bay Regional Park District
EIR: Environmental Impact Report
EIS: Environmental Impact Statement
EVP: Emergency Vehicle Preemption (traffic signals)
FHWA: Federal Highway Administration
FTA: Federal Transit Administration
FY: Fiscal Year
HOV: High Occupancy Vehicle Lane
ICM: Integrated Corridor Mobility
ITC or HITC: Hercules Intermodal Transit Center
ITS: Intelligent Transportations System
LOS: Level of Service (traffic)
MOU: Memorandum of Understanding
MPO: Metropolitan Planning Organization
MTC: Metropolitan Transportation Commission
MTSO: Multi-Modal Transportation Service Objective
NEPA: National Environmental Policy Act

O&M: Operations and Maintenance
OBAG: One Bay Area Grant
PAC: Policy Advisory Committee
PC: Planning Committee (CCTA)
PDA: Priority Development Areas
PSR: Project Study Report (Caltrans)
RHNA: Regional Housing Needs Allocation (ABAG)
RPTC: Richmond Parkway Transit Center
RTIP: Regional Transportation Improvement Program
RTP: Regional Transportation Plan
RTPC: Regional Transportation Planning Committee
SCS: Sustainable Communities Strategy
SHPO: State Historic and Preservation Officer
SOV: Single Occupant Vehicle
STA: State Transit Assistance
STARS: Sustainable Transportation Analysis & Rating System
STIP: State Transportation Improvement Program
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
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