

El Cerrito

## MEETING NOTICE AND AGENDA

Hercules

**DATE & TIME:** Friday September 29, 2017, 8:00 a.m. – 10:00 a.m.

**LOCATION:** City of El Cerrito, Council Chambers  
10890 San Pablo Avenue (at Manila Ave)  
El Cerrito, California (Accessible by AC Transit #72, #72M & #72R)

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Pinole

1. **Call to Order and Self-Introductions.** (Janet Abelson - Chair)
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.*

Richmond

### CONSENT CALENDAR

San Pablo

3. **Minutes of July 28, 2017 Board Meeting.** (Attachment; Recommended Action: Approve)

4. **Monthly Update on WCCTAC Activities.** (Attachment; Information Only)

Contra Costa  
County

5. **Financial Reports.** The reports show the Agency's revenues and expenses for July and August 2017. (Attachment; Information Only).

6. **Payment of Invoices over \$10,000.** WCCTAC paid invoices in the amounts of \$13,706.25 (August) to Fehr and Peers as part of the STMP Nexus Study and Strategic Plan Update. (No Attachment; Information Only).

AC Transit

7. **TDM Program Assistant.** Staff proposes that WCCTAC partner with the Bay Area Community Resources' AmeriCorps Program to recruit a TDM Program Assistant using available and budgeted TDM funds. This fellowship program is an inexpensive strategy for WCCTAC and offers opportunities for new graduates and young professionals to gain experience. If approved, staff would return with a formal agreement in October. (Attachment; Recommended Action: Approve).

BART

WestCAT

8. **WCCTAC Document Retention Policy.** WCCTAC would benefit from a document retention policy pertaining to both paper and digital records that will allow WCCTAC to dispose of records that are no longer necessary. The attached policy was drafted by WCCTAC counsel, Meyers-Nave, with direction and feedback from staff. It incorporates both legal considerations and government best practices. *(Attachment; Recommended Action: Approve).*

### **REGULAR AGENDA ITEMS**

9. **Interstate 80 HOV Lanes.** The WCCTAC Board has expressed an interest in improving the performance of the HOV lanes on I-80. In addition, the recently completed High Capacity Transit Study identified the need to protect against degradation of the HOV lanes in order to ensure effective bus operations in the corridor. WCCTAC staff have invited Sean Nozzari, Deputy District Director of Caltrans District 4, to the Board meeting to: review the status of the HOV lane, explain recent trends in its performance, and review opportunities for improvement. *(Sean Nozzari, Caltrans Deputy District 4 Director; No Attachments; Recommended Action: Information Only)*
10. **STMP Funding Request: El Cerrito Del Norte BART Modernization Project.** BART staff is requesting \$1M in STMP funds for the El Cerrito Del Norte Modernization Project. This request was originally made in December and, while not granted, was given “priority consideration”. WCCTAC now has sufficient STMP funds available to meet this request and staff recommends that the Board approve the allocation. If approved, staff will return with a formal Cooperative Agreement. *(John Nemeth, WCCTAC Executive Director, Attachment; Recommended Action: Authorize a STMP allocation of \$1M to BART and the drafting of a Cooperative Agreement)*

### **STANDING ITEMS**

11. **Board and Staff Comments.**
  - a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
  - b. Report from CCTA Representatives *(Directors Abelson & Butt)*
  - c. Executive Director’s Report
12. **General Information Items.**
  - a. Letters to CCTA Executive Director with July 28, 2017 Summary of Board Actions
  - b. Acronym List

- 13. Adjourn.** Next meeting is: October 27, 2017 @ 8:00 a.m.  
in the El Cerrito City Hall Council Chambers, located  
at 10890 San Pablo Avenue, El Cerrito
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- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTAC Board meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Valerie Jenkins at 510.210.5930 prior to the meeting.
- If you have special transportation requirements and would like to attend the meeting, please call the phone number above at least 48 hours in advance to make arrangements.
- Handouts provided at the meeting are available upon request and may also be viewed at WCCTAC's offices.
- Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
- A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.

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**West Contra Costa Transportation Advisory Committee  
Board of Directors Meeting  
Meeting Minutes: July 28, 2017**

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**MEMBERS PRESENT:** Janet Abelson, Chair (El Cerrito); Rich Kinney (San Pablo); Roy Swearingen (Pinole); Chris Peeples (AC Transit); Maureen Powers (WestCat); Lateefah Simon (BART); Myrna de Vera (Hercules)

**STAFF PRESENT:** John Nemeth, Joanna Pallock, Valerie Jenkins, Leah Greenblat, Kris Kokotaylo (Legal Counsel)

**ACTIONS LISTED BY:** Valerie Jenkins

**Meeting Called to Order: 8:03am**

**Meeting Adjourned: 10:16am**

**Public Comment: Aleida Chavez** -West County resident and WestCat alternate stated that she supports the recommendations provided by Director Peeples regarding the letter to be sent about the RM3. She also asked whether the Board felt that the CCTA's advocacy was equitable to the West County sub-region.

**CONSENT CALENDAR:**

Motion by *Director Peeples*, seconded by *Director Swearingen*; abstention-*Director de Vera*; motion passed.

**3. Minutes of the June 23, 2017 Board Meeting**

**4. Monthly Update on WCCTAC Activities.**

**5. Financial Reports for June 2017**

**6. Payment of Invoices over \$10,000** – WCCTAC paid in the amounts of \$22,597.40 to Fehr and Peers as part of the STMP Nexus Study and Strategic Plan Update.

**7. Measure J Program 21b Funds for Low Income Student Bus Pass Program (SBPP).**

Staff proposes that CCTA allocate Measure J Program 21b funds in the amount of \$1,495,000 for the 2018 Student Bus Pass Program as outlined in the Measure J Expenditure Plan.

**REGULAR AGENDA ITEMS:**

\*Board opted to discuss **Item #11** first, then all the other agenda items in correct order.

ITEM/DISCUSSION	ACTION
<p><b>Item #11</b>  <b>Regional Measure 3 (RM3) Proposed Funding Recommendations.</b></p>	<p>WCCTAC Staff provided an update of the draft proposal for RM3 expenditures, as well as CCTA’s advocacy for additional funds for Contra Costa County. Board members provided feedback. <b>Director Peeples</b> recommended the inclusions of some additional language, supported by ACTC and AC Transit. The Board directed staff to send a letter to state legislators about RM3 expenditure plan.</p> <p><b>Director Peeples</b> motioned; seconded by <b>Director Powers</b>; motion passed unanimously.</p> <p><b>Yes-</b> Janet Abelson, Rich Kinney, Roy Swearingen, Chris Peeples, Maureen Powers Lateefa Simon, Myrna de Vera  <b>No-</b> n/a  <b>Abstention-</b> n/a</p> <p>The WCCTAC Board also asked staff to send a second letter to CCTA regarding the need for sub-regional equity with Contra Costa County in its approach to RM3.</p> <p>2<sup>nd</sup> Motion by <b>Director Powers</b>; Seconded by <b>Director Peeples</b>, passed unanimously.</p> <p><b>Yes-</b> Janet Abelson, Rich Kinney, Roy Swearingen, Chris Peeples, Maureen Powers Lateefa Simon, Myrna de Vera  <b>No-</b> n/a  <b>Abstention-</b> n/a</p>
<p><b>Item #8</b>  <b>Adapting to Rising Tides: Contra Costa County Sea Level Rise Vulnerability Assessment.</b></p>	<p><b>Information Only</b>  Alan Fullerton of the San Francisco Bay Conservation and Development Commission (BCDC) gave a presentation regarding the challenges of rising sea levels in the County and the risks to transportation infrastructure.</p>

<p><b>Item #9</b>  <b>Safe Routes to School Program</b></p>	<p><b>Information Only</b>  Shannon Ladner-Beasley, of Contra Costa County staff, provided an update on West County’s Safe Routes to School Program and funding received from the 2017 OBAG Grant program that will allow for program expansion.</p>
<p><b>Item #10</b>  <b>Update on the Accessible Transportation Study.</b></p>	<p><b>Information Only</b>  Joanna Pallock, of WCCTAC staff, provided an update on the Accessible Transportation Study and efforts to improve mobility in West County for senior and those with disabilities.</p>

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**TO:** WCCTAC Board

**DATE:** September 29, 2017

**FR:** John Nemeth, Executive Director

**RE: Monthly Update on WCCTAC Activities**

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### **Regional Measure 3**

On September 14, 2017 the California State Legislature approved SB 595 which now awaits the governor's signature. It authorizes a vote in the nine-county Bay Area on Regional Measure 3 (RM3). If approved by voters in either June or November of 2018, by a simple majority, RM3 would raise tolls by up to \$3 on seven Caltrans-operated bridges and would use those funds for transportation projects in the region.



The CCTA estimated in July, 2017 that a fair share benefit for Contra Costa would be \$668M (based on population) and \$819M (based on toll revenue contributed by County residents). The original RM3 expenditure plan offered roughly \$402M to Contra Costa, according to the CCTA's methodology. At its July, 2017 meeting, the WCCTAC Board authorized staff to send two letters. The first was directed to key state legislators and echoed concerns made by both CCTA and ACTC about regional fairness. The second letter requested that CCTA keep in mind sub-regional equity in their advocacy, given the very limited benefits for West County.

The final expenditure plan is fairer to Contra Costa and includes \$693M of benefit, according to CCTA. There are some specific benefits for West Contra Costa, including: \$75M for improvements on I-580 near the Richmond toll plaza, \$25M for high capacity transit improvements on I-80, funding for AC Transit bus improvements on San Pablo Avenue, and enough funding for ferries to operate the Richmond ferry indefinitely. Still, the funding for Contra Costa County has a Central County emphasis, with the I-680/S.R. Interchange and I-680 Express lanes slated to receive a total of \$270M. The full expenditure plan can be found at the following link: [http://mtc.ca.gov/sites/default/files/Final\\_RM3\\_Expenditure\\_Plan.pdf](http://mtc.ca.gov/sites/default/files/Final_RM3_Expenditure_Plan.pdf)

State legislators representing Contra Costa County were split on SB 595 with Catharine Baker (R), Tim Grayson (D) and Jim Frazier (D) voting "no" on the measure, and Tony Thurmond (D), Nancy Skinner (D) and Steve Glazier (D) voting "yes".

## **BART Modernization at Del Norte**

In August 2017, BART initiated the Station Modernization project at El Cerrito del Norte Station. Over the next two years, this project will upgrade and expand the station with an aim to relieve crowding, improve accessibility, reduce fare evasion, and enhance the customer experience.



BART is planning a short media event for the project on September 27, 2017 at 10:00 a.m. at the El Cerrito del Norte BART Station. BART has invited any and all members of WCCTAC's staff and Board to attend. Planned improvements include: expansion of the paid area of the station, new station agent booth and new fare gates, two new elevators and stairwells within the paid area providing access to the platform, new restrooms, new public art installations, and improvements to the Ohlone Greenway. You can learn more about the project at [bart.gov](http://bart.gov) in [the Projects section](#).

As a result of preparations for construction, some areas have been barricaded off. Bus stops have also been relocated, and new travel paths have been established. In late August, WCCTAC staff and Board Chair Abelson visited the site and noted some accessibility deficiencies regarding ramps, paths of travel, and signage. Staff passed along these concerns to BART staff in late August and BART's staff have been responding to these issue. Staff will continue to monitor access at the station during the construction phase.



### **I-80 Smart Corridor TAC Meeting**

Caltrans held its fall TAC meeting for the I-80 Smart Corridor (ICM) project. David Mann reported that Caltrans is still addressing queue jumping at some ramps, synching traffic signal timing, and implementing transit signal priority. He said that most signals are working properly but that Caltrans is working with local jurisdictions to implement improvements.

Caltrans will soon extend the ramp metering operating hours by 30 minutes from 8:00 to 8:30 p.m. and it will display the travel time information on the freeway signs until 9:00 p.m. Caltrans is also planning to show travel times for BART on the freeway signs, as a means of encouraging mode shift. Later this year, Caltrans will begin an after-study to evaluate the project's overall impact and effectiveness.

### **Upcoming Senior Transportation Fair**

The Senior Mobility Action Council (SMAC) is a countywide group of agencies that address senior transportation issues. They host a bi-annual conference to educate elected officials, staff, and members of the public on senior transportation topics. See the information below for details on the event scheduled for September 29, 2017 (same day as the Board meeting, but you can join the conference after the Board adjourns).

————— **SAVE THE DATE** —————

**Senior Transportation Forum 2017**  
*IT'S MORE THAN JUST A RIDE!*



Welcoming Remarks by  
**Congressman Mark DeSaulnier**

<b>Friday, September 29</b>	<b>9:00 AM to 3:00 PM</b>	<b>John Muir Medical Center Walnut Creek</b>
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**ATTEND** this forum and encourage others to attend, especially: seniors, public transit users, social workers, discharge planners, elected officials, transportation officials, advocates, and caregivers.

**LISTEN** to elected officials, transportation advocates, and transportation providers.

**LEARN** about accessible transportation in Contra Costa County, the barriers to person-centered trips, and how we as a community can work together to provide solutions to transportation for our aging community members.

Sponsored by the **Senior Mobility Action Council**, a work group of the **Contra Costa Advisory Council on Aging**  
Lunch Provided. Seats Limited.

**RSVP to Meals on Wheels and Senior Outreach Services: 925-937-8311 or [nsalgado@mowsos.org](mailto:nsalgado@mowsos.org)**

## **WestCAT Free Student Travel Training**

WestCAT is offering free student travel training for the new school year. This program is a direct outcome of the Center for Independent Living (CIL) grant that West County received to conduct travel training locally. The WestCAT Student Travel Training Program promotes greater independence and the confidence to travel through their service area. Students can learn to read maps and schedules, and identify and board the bus. They are also taught how to pay, request a stop, and receive information about other special programs such as 511 Contra Costa's Pass Class Student Transit Ticket Program. For more information on the Student Travel Training Program contact Mica McFadden at (510) 724-3331.

## **CCTA releases RFP for 511 Contra Costa Strategic Plan**

The Contra Costa Transportation Authority (CCTA) released a Request for Proposals (RFP) to interested consultant firms to prepare a Strategic Plan for the 511 Contra Costa Transportation Demand Management Program. The consultant's objective will be to assist the Authority by developing a strategic plan for the 511 Contra Costa Program. The Plan will evaluate existing programs and services, the service delivery model, industry best practices, and emerging projects and programs from around the world. Proposals must be received by the Authority no later than 3:00 p.m. on October 3, 2017. To learn more about this RFP, visit the CCTA website at [http://www.ccta.net/whatsnew/RFPs\\_RFQs](http://www.ccta.net/whatsnew/RFPs_RFQs).



**CARPOOLING**  **CONTRA COSTA COLLEGE**

**IT ONLY TAKES 2,**  
and "Reserved Parking"  
is Free!

**Yes, the Carpool Permit is Free!**  
Yes, that's two or more student riders, including the driver, and the permit is free, but please note that applications must be renewed each semester. It's reserved parking!

**Sign Up Now**  
Only 11 carpool parking permits will be issued each semester. Parking is first come, first serve, so sign up now by filling out an application obtained at Student Life Office or on the school's website at [www.contracosta.edu](http://www.contracosta.edu).

An application requires students to provide verification of current semester registration, valid photo ID, vehicle registration, and license plate information. Special carpool stickers will be issued by Police Services once the application is completed, and only one sticker will be issued for each application.

**Reserved Parking in Lot 4**  
The enclosed area of Lot 4 (currently 11 regular parking spaces) will be designated as carpool parking only. Signs will be posted. Carpool parking is good up to 4:00 PM each school day. Parking Lot 4 will be available to all stickered vehicles after 4:00 PM.

**NEW! Carpool and 511 Contra Costa will reward you!**  
Contra Costa College has partnered with 511 Contra Costa to offer students the opportunity to earn \$50.00 in gas rewards for participating in the Contra Costa College Carpool Parking Lot Program.  
Visit the Student Life Office in the Student Administration Building (SAB 109) to sign up for this one time offer today!

**BAY AREA AIR QUALITY**  **CONTRA COSTA transportation authority**

**TRANSPORTATION FUND FOR CLEAN AIR** 

The Contra Costa Community College District is committed to equal opportunity in educational programs, employment, and campus life. The District does not discriminate on the basis of age, ancestry, color, disability, gender, marital status, national origin, parental status, race, religion, sexual orientation, or veteran status in any access to and treatment in College programs, activities, and application for employment.

## **Contra Costa College Carpool Parking Lot**

Contra Costa College has partnered with the WCCTAC TDM Program "511 Contra Costa" to offer students the opportunity to earn gas rewards for participating in the Contra Costa College Carpool Parking Lot Program. The College designated 11 spaces for carpool parking permits. Vehicles with two or more student riders, including the driver, will receive a free permit issued by Campus Police Services. The Student Life Office has taken the lead to administer the carpool incentive provided by 511 Contra Costa's TDM Program.



### **Contra Costa College Students Pledge to Try Transit**

On August 15, 2017, Contra Costa College held a Back to School Resource Fair for their students. TDM staff attended the event to promote the Try Transit Program. This program encourages the use of public transportation as an alternative to driving alone to campus. The objective is to assist in the reduction of parking demand and traffic congestion on campus. Students who pledge to Try Transit receive a free pre-loaded clipper card providing up to three rides on public transit. The program received 40 pledges to participate during this particular effort. Additional student outreach was conducted along with WestCAT on August 23<sup>rd</sup> at the Financial Aid Awareness Event, which reached approximately 200 students.

### **Richmond's National Drive Electric Event**

On September 13, 2017, the City of Richmond held an Electric Car Test Drive event offering a variety of plug-in hybrid and all-battery electric cars to test drive. On display, they had an EV ARC, solar powered charging station, and the Autonomous Easy Mile shuttle.

WCCTAC's TDM Program staffed a table at the event to promote available funding to businesses and local organizations interested in EV Charging Station equipment. If you missed the event and are interested in more information about clean vehicle rebates, visit [cleanvehiclerebate.org/info](http://cleanvehiclerebate.org/info).



## **Bay Trail and Shoreline Clean-Up Day**



WCCTAC staff joined Supervisor Gioia for the annual September Shoreline Clean-up held at Shimada Park in Richmond on Saturday, September 16, 2017. Volunteers (Hercules High School students shown in the picture) joined together with the rest of the Bay Area to pick up over 200,000 pounds of debris that washed up on local shoreline beaches and marshes. The event, sponsored by Supervisor Gioia's office, included a healthy lunch that followed the diligent efforts of the volunteers to enhance the Bay Trail.

## **New Pinole Businesses and WCCTAC TDM**

*Famiglia Italian Restaurant*, located at 812 San Pablo Avenue and *Cookie Dough Parlor*, located at 1418 Pinole Valley Road in Pinole are open for business. Both businesses reached out to the WCCTAC TDM Program as required by the City of Pinole's new business check list. TDM staff conducted site visits and provided relevant transportation information for employees and visitors of the new store.

## **Text-your-Commute Challenge + Share your Ride Week**

511 Contra Costa will be kicking off the second year of the Text-your-Commute Challenge. This is a fun and exciting opportunity to explore alternative modes of transportation to get to/from work. Commuters who currently drive alone can try out a different commute, respond to daily text about their commute, and be rewarded in the process. With registration open from September 25, 2017 to October 16, 2017 commuters have the chance to rack up their clean trips through November 6, 2017.



# General Ledger Monthly Budget Report

User: KellyS  
Printed: 09/12/17 17:25:10  
Period 01 - 01  
Fiscal Year 2018



## CITY OF SAN PABLO City of New Directions

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
<b>7700</b>	<b>WCCTAC Operations</b>							
770-7700-41000	Salary	0.00	409,948.00	409,948.00	12,841.40	397,106.60	397,106.60	96.87
770-7700-41200	PERS Retirement	0.00	0.00	0.00	17,110.05	-17,110.05	-17,110.05	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	160.79	-160.79	-160.79	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	185.19	-185.19	-185.19	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	3,658.62	-3,658.62	-3,658.62	0.00
770-7700-41911	Liability Insurance	0.00	4,388.00	4,388.00	3,641.38	746.62	746.62	17.02
	<b>Salary and Benefits</b>	<b>0.00</b>	<b>414,336.00</b>	<b>414,336.00</b>	<b>37,597.43</b>	<b>376,738.57</b>	<b>376,738.57</b>	<b>90.93</b>
770-7700-43500	Office Supplies	0.00	4,000.00	4,000.00	82.96	3,917.04	3,917.04	97.93
770-7700-43501	Postage	0.00	2,200.00	2,200.00	50.87	2,149.13	2,149.13	97.69
770-7700-43520	Copies/Printing/Shipping/Xerox	0.00	3,800.00	3,800.00	109.51	3,690.49	3,690.49	97.12
770-7700-43530	Office Furn & Equipmt (\$5000)	0.00	1,250.00	1,250.00	0.00	1,250.00	1,250.00	100.00
770-7700-43600	Professional Services	0.00	54,300.00	54,300.00	4,436.05	49,863.95	49,863.95	91.83
770-7700-43900	Rent/Building	0.00	18,000.00	18,000.00	2,893.08	15,106.92	15,106.92	83.93
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	-57.69	10,057.69	10,057.69	100.58
770-7700-44320	Travel/Training Staff	0.00	5,200.00	5,200.00	497.80	4,702.20	4,702.20	90.43
	<b>Service and Supplies</b>	<b>0.00</b>	<b>98,750.00</b>	<b>98,750.00</b>	<b>8,012.58</b>	<b>90,737.42</b>	<b>90,737.42</b>	<b>91.89</b>
<b>7700</b>	<b>Expense</b>	<b>0.00</b>	<b>513,086.00</b>	<b>513,086.00</b>	<b>45,610.01</b>	<b>467,475.99</b>	<b>467,475.99</b>	<b>91.11</b>
	<b>WCCTAC Operations</b>	<b>0.00</b>	<b>513,086.00</b>	<b>513,086.00</b>	<b>45,610.01</b>	<b>467,475.99</b>	<b>467,475.99</b>	<b>91.11</b>
<b>7720</b>	<b>WCCTAC TDM</b>							
772-7720-41000	Salary	0.00	345,175.00	345,175.00	9,688.18	335,486.82	335,486.82	97.19
772-7720-41200	PERS Retirement	0.00	0.00	0.00	19,036.46	-19,036.46	-19,036.46	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	130.75	-130.75	-130.75	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	3,658.61	-3,658.61	-3,658.61	0.00
772-7720-41911	Liability Insurance	0.00	4,338.00	4,338.00	3,641.38	696.62	696.62	16.06
	<b>Salary and Benefits</b>	<b>0.00</b>	<b>349,513.00</b>	<b>349,513.00</b>	<b>36,155.38</b>	<b>313,357.62</b>	<b>313,357.62</b>	<b>89.66</b>
772-7720-43500	Office Supplies	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	100.00
772-7720-43501	TDM Postage	0.00	0.00	0.00	50.87	-50.87	-50.87	0.00
772-7720-43502	TDM Postage	0.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	100.00
772-7720-43520	Copies/Printing/Shipping/Xerox	0.00	12,642.00	12,642.00	109.51	12,532.49	12,532.49	99.13

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
772-7720-43600	Professional Services	0.00	45,384.00	45,384.00	1,826.20	43,557.80	0.00	43,557.80	95.98
772-7720-43900	Rent/Building	0.00	24,200.00	24,200.00	2,893.08	21,306.92	0.00	21,306.92	88.05
772-7720-44000	Special Department Expenses	0.00	72,876.00	72,876.00	464.28	72,411.72	0.00	72,411.72	99.36
772-7720-44320	Travel/Training Staff	0.00	1,500.00	1,500.00	862.50	637.50	0.00	637.50	42.50
	<i>Service and Supplies</i>	<b>0.00</b>	<b>159,102.00</b>	<b>159,102.00</b>	<b>6,206.44</b>	<b>152,895.56</b>	<b>0.00</b>	<b>152,895.56</b>	<b>96.10</b>
<b>7720</b>	<b>Expense</b>	<b>0.00</b>	<b>508,615.00</b>	<b>508,615.00</b>	<b>42,361.82</b>	<b>466,253.18</b>	<b>0.00</b>	<b>466,253.18</b>	<b>91.67</b>
	<b>WCCTAC TDM</b>	<b>0.00</b>	<b>508,615.00</b>	<b>508,615.00</b>	<b>42,361.82</b>	<b>466,253.18</b>	<b>0.00</b>	<b>466,253.18</b>	<b>91.67</b>
<b>7730</b>	<b>STMP</b>	0.00	50,000.00	50,000.00	0.00	50,000.00	0.00	50,000.00	100.00
773-7730-41000	Salary	0.00	50,000.00	50,000.00	0.00	50,000.00	0.00	50,000.00	100.00
	<i>Salary and Benefits</i>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>100.00</b>
773-7730-43600	Professional Services	0.00	225,000.00	225,000.00	0.00	225,000.00	0.00	225,000.00	100.00
773-7730-44000	Special Department Expense	0.00	2,600,000.00	2,600,000.00	0.00	2,600,000.00	0.00	2,600,000.00	100.00
	<i>Service and Supplies</i>	<b>0.00</b>	<b>2,825,000.00</b>	<b>2,825,000.00</b>	<b>0.00</b>	<b>2,825,000.00</b>	<b>0.00</b>	<b>2,825,000.00</b>	<b>100.00</b>
<b>7730</b>	<b>Expense</b>	<b>0.00</b>	<b>2,875,000.00</b>	<b>2,875,000.00</b>	<b>0.00</b>	<b>2,875,000.00</b>	<b>0.00</b>	<b>2,875,000.00</b>	<b>100.00</b>
	<b>STMP</b>	<b>0.00</b>	<b>2,875,000.00</b>	<b>2,875,000.00</b>	<b>0.00</b>	<b>2,875,000.00</b>	<b>0.00</b>	<b>2,875,000.00</b>	<b>100.00</b>
<b>7740</b>	<b>WCCTAC Special Projects</b>	0.00	68,000.00	68,000.00	0.00	68,000.00	0.00	68,000.00	100.00
774-7740-44000	Special Department Expense	0.00	68,000.00	68,000.00	0.00	68,000.00	0.00	68,000.00	100.00
	<i>Service and Supplies</i>	<b>0.00</b>	<b>68,000.00</b>	<b>68,000.00</b>	<b>0.00</b>	<b>68,000.00</b>	<b>0.00</b>	<b>68,000.00</b>	<b>100.00</b>
<b>7740</b>	<b>Expense</b>	<b>0.00</b>	<b>68,000.00</b>	<b>68,000.00</b>	<b>0.00</b>	<b>68,000.00</b>	<b>0.00</b>	<b>68,000.00</b>	<b>100.00</b>
	<b>WCCTAC Special Projects</b>	<b>0.00</b>	<b>68,000.00</b>	<b>68,000.00</b>	<b>0.00</b>	<b>68,000.00</b>	<b>0.00</b>	<b>68,000.00</b>	<b>100.00</b>
Expense Total		0.00	0.00	3,964,701.00	87,971.83	3,876,729.17	0.00	3,876,729.17	0.9778

# General Ledger Monthly Budget Report

User: KellyS  
Printed: 09/11/17 18:33:08  
Period 01 - 02  
Fiscal Year 2018



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

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
<b>7700</b>	<b>WCCTAC Operations</b>							
770-7700-41000	Salary	0.00	409,948.00	409,948.00	51,365.65	358,582.35	358,582.35	87.47
770-7700-41200	PERS Retirement	0.00	0.00	0.00	21,834.67	-21,834.67	-21,834.67	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	10,334.96	-10,334.96	-10,334.96	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	319.59	-319.59	-319.59	0.00
770-7700-41400	Dental	0.00	0.00	0.00	764.06	-764.06	-764.06	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	484.18	-484.18	-484.18	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	740.82	-740.82	-740.82	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	3,658.62	-3,658.62	-3,658.62	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	136.39	-136.39	-136.39	0.00
770-7700-41911	Liability Insurance	0.00	4,388.00	4,388.00	3,641.38	746.62	746.62	17.02
	<b>Salary and Benefits</b>	<b>0.00</b>	<b>414,336.00</b>	<b>414,336.00</b>	<b>93,280.32</b>	<b>321,055.68</b>	<b>321,055.68</b>	<b>77.49</b>
770-7700-43500	Office Supplies	0.00	4,000.00	4,000.00	82.96	3,917.04	3,917.04	97.93
770-7700-43501	Postage	0.00	2,200.00	2,200.00	50.87	2,149.13	2,149.13	97.69
770-7700-43520	Copies/Printing/Shipping/Xerox	0.00	3,800.00	3,800.00	412.51	3,387.49	3,387.49	89.14
770-7700-43550	Office Furn & Equipmt (\$5000)	0.00	1,250.00	1,250.00	0.00	1,250.00	1,250.00	100.00
770-7700-43600	Professional Services	0.00	54,300.00	54,300.00	6,977.95	47,322.05	47,322.05	87.15
770-7700-43900	Rent/Building	0.00	18,000.00	18,000.00	4,667.08	13,332.92	13,332.92	74.07
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	-57.69	10,057.69	10,057.69	100.58
770-7700-44320	Travel/Training Staff	0.00	5,200.00	5,200.00	497.80	4,702.20	4,702.20	90.43
	<b>Service and Supplies</b>	<b>0.00</b>	<b>98,750.00</b>	<b>98,750.00</b>	<b>12,631.48</b>	<b>86,118.52</b>	<b>86,118.52</b>	<b>87.21</b>
<b>7700</b>	<b>Expense</b>	<b>0.00</b>	<b>513,086.00</b>	<b>513,086.00</b>	<b>105,911.80</b>	<b>407,174.20</b>	<b>407,174.20</b>	<b>79.36</b>
<b>7700</b>	<b>WCCTAC Operations</b>	<b>0.00</b>	<b>513,086.00</b>	<b>513,086.00</b>	<b>105,911.80</b>	<b>407,174.20</b>	<b>407,174.20</b>	<b>79.36</b>
<b>7720</b>	<b>WCCTAC TDM</b>							
772-7720-41000	Salary	0.00	345,175.00	345,175.00	36,702.56	308,472.44	308,472.44	89.37
772-7720-41200	PERS Retirement	0.00	0.00	0.00	23,401.02	-23,401.02	-23,401.02	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	8,936.70	-8,936.70	-8,936.70	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	755.22	-755.22	-755.22	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	238.00	-238.00	-238.00	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	529.46	-529.46	-529.46	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	3,658.61	-3,658.61	-3,658.61	0.00

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
772-7720-41904	Life Insurance	0.00	0.00	0.00	63.13	-63.13	-63.13	0.00
772-7720-41911	Liability Insurance	0.00	4,338.00	4,338.00	3,641.38	696.62	696.62	16.06
	<b>Salary and Benefits</b>	<b>0.00</b>	<b>349,513.00</b>	<b>349,513.00</b>	<b>77,926.08</b>	<b>271,586.92</b>	<b>271,586.92</b>	<b>77.70</b>
772-7720-43500	Office Supplies	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00	100.00
772-7720-43501	TDM Postage	0.00	0.00	0.00	50.87	-50.87	-50.87	0.00
772-7720-43502	TDM Postage	0.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	100.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	12,642.00	12,642.00	2,285.27	10,356.73	10,356.73	81.92
772-7720-43600	Professional Services	0.00	45,384.00	45,384.00	3,605.92	41,778.08	41,778.08	92.05
772-7720-43900	RentBuilding	0.00	24,200.00	24,200.00	4,667.09	19,532.91	19,532.91	80.71
772-7720-44000	Special Department Expenses	0.00	72,876.00	72,876.00	10,964.28	61,911.72	61,911.72	84.95
772-7720-44320	TravelTraining Staff	0.00	1,500.00	1,500.00	1,062.50	437.50	437.50	29.17
	<b>Service and Supplies</b>	<b>0.00</b>	<b>159,102.00</b>	<b>159,102.00</b>	<b>22,635.93</b>	<b>136,466.07</b>	<b>136,466.07</b>	<b>85.77</b>
<b>7720</b>	<b>Expense</b>	<b>0.00</b>	<b>508,615.00</b>	<b>508,615.00</b>	<b>100,562.01</b>	<b>408,052.99</b>	<b>408,052.99</b>	<b>80.23</b>
	<b>WCCTAC TDM</b>	<b>0.00</b>	<b>508,615.00</b>	<b>508,615.00</b>	<b>100,562.01</b>	<b>408,052.99</b>	<b>408,052.99</b>	<b>80.23</b>
<b>7730</b>	<b>STMP</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>100.00</b>
773-7730-41000	Salary	0.00	50,000.00	50,000.00	0.00	50,000.00	50,000.00	100.00
	<b>Salary and Benefits</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>100.00</b>
773-7730-43600	Professional Services	0.00	225,000.00	225,000.00	0.00	225,000.00	225,000.00	100.00
773-7730-44000	Special Department Expense	0.00	2,600,000.00	2,600,000.00	13,706.25	2,586,293.75	2,586,293.75	99.47
	<b>Service and Supplies</b>	<b>0.00</b>	<b>2,825,000.00</b>	<b>2,825,000.00</b>	<b>13,706.25</b>	<b>2,811,293.75</b>	<b>2,811,293.75</b>	<b>99.51</b>
<b>7730</b>	<b>Expense</b>	<b>0.00</b>	<b>2,875,000.00</b>	<b>2,875,000.00</b>	<b>13,706.25</b>	<b>2,861,293.75</b>	<b>2,861,293.75</b>	<b>99.52</b>
	<b>STMP</b>	<b>0.00</b>	<b>2,875,000.00</b>	<b>2,875,000.00</b>	<b>13,706.25</b>	<b>2,861,293.75</b>	<b>2,861,293.75</b>	<b>99.52</b>
<b>7740</b>	<b>WCCTAC Special Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,874.12</b>	<b>-13,874.12</b>	<b>-13,874.12</b>	<b>0.00</b>
774-7740-43600	Professional Services	0.00	0.00	0.00	0.00	68,000.00	68,000.00	100.00
774-7740-44000	Special Department Expense	0.00	68,000.00	68,000.00	0.00	68,000.00	68,000.00	100.00
	<b>Service and Supplies</b>	<b>0.00</b>	<b>68,000.00</b>	<b>68,000.00</b>	<b>13,874.12</b>	<b>54,125.88</b>	<b>54,125.88</b>	<b>79.60</b>
<b>7740</b>	<b>Expense</b>	<b>0.00</b>	<b>68,000.00</b>	<b>68,000.00</b>	<b>13,874.12</b>	<b>54,125.88</b>	<b>54,125.88</b>	<b>79.60</b>
	<b>WCCTAC Special Projects</b>	<b>0.00</b>	<b>68,000.00</b>	<b>68,000.00</b>	<b>13,874.12</b>	<b>54,125.88</b>	<b>54,125.88</b>	<b>79.60</b>
Expense Total		0.00	0.00	3,964,701.00	234,054.18	3,730,646.82	3,730,646.82	0.9410

**TO:** WCCTAC Board

**DATE:** September 29, 2017

**FR:** Danelle Carey, TDM Program Manager

**RE: TDM Program Assistant**

---

### **REQUESTED ACTION**

Authorize staff to work with Bay Area Community Resources (Climate Corps AmeriCorps) to recruit a TDM Program Assistant.

### **BACKGROUND**

During Fiscal Year 2015-16, the WCCTAC TDM Program funded a part-time Program Assistant to help with the implementation of the West County TDM Program. The Assistant was involved in projects such as the Bicycle Locker and Rack Program, Try Transit Clipper Promotion, Guaranteed Ride Home, Employer and Community Outreach, Employee Transportation Study and variety of other local and Countywide Incentive Programs/Promotions. Since the Program Assistant was a great asset to the TDM Program, WCCTAC would like to hire a TDM Program Assistant for FY 2017/2018.

The TDM Program previously budgeted \$35,000 in 2015-16 to fund the part-time (18 hour per week), non-benefited, Program Assistant.

### **DISCUSSION**

Staff has identified a cost-effective program, Climate Corps AmeriCorps, which can assist with the recruitment of a TDM Program Assistant. Climate Corps is a bridge-to-career fellowship program that handles the hiring, training, supervision and project scoping of their fellows. The fellowship program recruits and places recent college graduates and young professionals for a 10-month, full-time commitment. The cost to host a Fellow is \$20,000.

The current TDM Budget has sufficient funds budgeted to cover the cost of this partnership. The payment schedule for the \$20,000 fellow would be split into three payments; 1) \$10,000 in November 2017, 2) \$5,000 in January 2018 and 3) \$5,000 in March 2018.

### **Next Steps**

Subject to Board approval, WCCTAC and the Bay Area Community Resources (Climate Corps AmeriCorps) will establish an agreement and proceed with recruitment using their candidacy pool. Staff will bring the final agreement and a Resolution to the Board at the October 27, 2017 meeting.

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**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE  
RESOLUTION NO. 17-07**

**ADOPTING A RECORDS RETENTION SCHEDULE  
FOR ALL WEST CONTRA COSTA TRANSPORTATION  
ADVISORY COMMITTEE RECORDS**

**WHEREAS**, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the Western Contra Costa Transportation Advisory Committee (“WCCTAC”); and

**WHEREAS**, the adoption of a records retention schedule will assist WCCTAC in complying with its obligations under the California Public Records Act and other applicable laws; and

**WHEREAS**, the Secretary of State has issued guidelines regarding the retention period of various government records; and

**WHEREAS**, the Board of Directors desires to adopt a records retention schedule establishing requirements for the period of time various types of documents must be retained;

**WHEREAS**, documents must be maintained, in either paper or electronic format, for the period of time required by the Records Retention Schedule, but thereafter may be destroyed; and

**WHEREAS**, the proposed Records Retention Schedule is consistent with the guidelines established by the Secretary of State; and

**WHEREAS**, adoption of the Records Retention Schedule will allow for the systematic, timely and effective disposal or removal of obsolete or inactive records.

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

1. Does hereby adopt the Records Retention Schedule attached hereto and incorporated herein by reference as Exhibit A; and
2. The Executive Director, or his or her designee, is authorized to destroy any record that is not required to be retained by the Records Retention Schedule without further action by the Board of Directors of the West Contra Costa Transportation Advisory Committee; and
3. The Executive Director is authorized to make all approvals and take all actions necessary or appropriate to carry out and implement the terms of this Resolution.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on \_\_\_\_\_, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: \_\_\_\_\_  
Janet Abelson, Chair

Attest:

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

Approved as to Form:

\_\_\_\_\_  
Kristopher J. Kokotaylo, General Counsel

2863846.1

## WCCTAC Records Retention Schedule

Adopted by Board Resolution 17-07  
September 29, 2017

Document Type	Length of Time	Notes & Examples
<b>MEETINGS &amp; ORGANIZATION</b>		
Meeting Agendas	Permanent	2 years for paper if digitized
Meeting Minutes	Permanent	
Staff Reports	2 years	
Agenda Packets	Permanent	2 years for paper if digitized
Audio Recordings of Meetings	2 years	
Resolutions	Permanent	
Bylaws	Until Amended	
<b>FINANCIAL</b>		
Annual Audit Reports	Permanent	
State Reporting	Permanent	State Controller Reports
Annual Budget	2 years after end of fiscal year	
Deposits/Receipts	4 years after end of fiscal year	
Accounts Payable	4 years after end of fiscal year	Invoices, check copies, support documents
<b>PERSONNEL</b>		
WCCTAC Personnel Rules	5 years after revised	
Annual salary schedule	7 years	
Recruitment	3 years	applications and interview information
Key CalPERS Personnel info	Permanent	
Workers Comp & Disability Claims	Permanent	
Personnel Records	5 years after Employee Departure	
Form 700s	7 years	certificates, etc.
Training Records	7 years	
Payroll Records	5 years after Employee Departure	
Salary Study	5 years after superseded	
MOUs and Employment Contracts	5 years after expiration / termination	
Workers Comp/Risk Management Info	2 years	
Benefit Plan Info	2 years after termination of plan	

<b>PROJECTS &amp; PROGRAMS</b>		
Unsuccessful Bids, RFQs and RFPs	2 years after award	Consultant proposals
CEQA Docs	Permanent	When WCCTAC is lead agency
Final Plans or Studies	Permanent	
Drafts / Technical Memos General info / Notes	2 years then review for relevance	
STMP agreements, revenue reports, disbursement records, Nexus Studies	Permanent	
STMP funding requests and general info	2 years then review for relevance	
<b>LEGAL</b>		
Written Legal Opinions	Permanent	
Litigation	5 years after end of litigation	
Miscellaneous Contracts	5 years	
Public Notices/Legal Publications	4 years	
Deeds	Permanent	
Leases	Permanent	
<b>CORRESPONDENCE</b>		
Comment letters from Board or staff	5 years	
Emails (sent and received)	2 years	
<b>OTHER</b>		
Website	Consistent with category of information	
Ceremonial Documents	2 years	Press Releases, Proclamations
Documents may be kept in either paper or electronic format, unless a document is required to be kept in a paper format for a specified period of time.		

**TO:** WCCTAC Board

**DATE:** September 29, 2017

**FR:** John Nemeth, Executive Director

**RE: STMP Funding: El Cerrito Del Norte BART Modernization Project**

---

### **REQUESTED ACTION**

Approve an allocation of \$1M in Subregional Transportation Mitigation Program (STMP) funds to BART for the El Cerrito Del Norte Modernization Project.

### **BACKGROUND AND DISCUSSION**

At WCCTAC's March, 2016 meeting, the Board allocated STMP funds to three projects including: \$527,000 for the City of Richmond's East Side Improvements Project at the Richmond BART Intermodal Station; \$1,000,000 for the City of Hercules' Path to Transit Phase of the Regional Intermodal Transit Center; and \$300,000 for the City of El Cerrito's Ohlone Greenway BART Station Area Access, Safety, and Placemaking Improvements Project.

The Board also determined that two STMP requests that did not receive funding would get "priority consideration" at a later date. These included a request from BART for the El Cerrito del Norte Station Modernization Project, and a request from the City of San Pablo & CCTA to cover construction contingencies on the I-80/San Pablo Dam Road interchange project.

In January, 2017, the WCCTAC Board approved \$700,000 in STMP funding for the I-80/San Pablo Dam Road project as requested by CCTA. The Board also reiterated its "priority consideration" status for BART's request for STMP funding for the El Cerrito del Norte Station Modernization Project.

### **Current Request**

BART is now requesting \$1M in STMP funds for the El Cerrito Del Norte Modernization Project. The overall project is a \$38M effort to upgrade and expand the El Cerrito del Norte BART Station to relieve crowding, improve accessibility, reduce fare evasion, and enhance the customer experience. According to BART, these funds are needed to complete improvements to the Ohlone Greenway, a \$4.1M project option that will expand and enhance a segment of the Greenway on the east side of the station into a pedestrian promenade, featuring seating, additional trees, a raised crosswalk, and improvements to the bus drop-off lane.

**Funds Available**

At the moment, there are \$1,205,791 available in the STMP account, after funds required for this year's general administration and the STMP Nexus Study and Strategic Plan are set aside. If the funding request is approved, it will leave a balance of \$205,791 in the STMP account.

**Recommendation**

Staff recommends that the Board approve the BART funding request. Staff brought this issue to the WCCTAC TAC on September 14, 2017. The TAC supported the staff recommendation.

**Next Steps**

Subject to the Board's approval of the funding request, WCCTAC and BART will develop a cooperative agreement. Staff will bring this document to the WCCTAC Board for final approval.

**Attachments**

A: August 25, 2017 Letter from BART re: STMP Request



**SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT**

300 Lakeside Drive, P.O. Box 12688  
Oakland, CA 94604-2688  
(510) 464-6000

2017

August 25, 2017

Rebecca Saltzman  
PRESIDENT

Robert Raburn  
VICE PRESIDENT

Grace Crunican  
GENERAL MANAGER

Mr. John Nemeth  
Executive Director

West Contra Costa Transportation Advisory Committee  
6333 Potrero Avenue, Suite 100  
El Cerrito, CA 94530

Dear Mr. Nemeth,

**DIRECTORS**

Debora Allen  
1ST DISTRICT

Joel Keller  
2ND DISTRICT

Rebecca Saltzman  
3RD DISTRICT

Robert Raburn, Ph.D.  
4TH DISTRICT

John McPartland  
5TH DISTRICT

Thomas M. Blalock, P.E.  
6TH DISTRICT

Lateefah Simon  
7TH DISTRICT

Nicholas Josefowitz  
8TH DISTRICT

Bevan Dufty  
9TH DISTRICT

The San Francisco Bay Area Rapid Transit (BART) District requests \$1.0 million in Sub-regional Transportation Mitigation Program (STMP) funds for the El Cerrito del Norte Station Modernization project. The project would improve access to the station for those arriving by all modes of transportation, including car, bus, walking and cycling. Enhancements to the Ohlone Greenway would also help to reduce vehicle-miles traveled, and would foster a healthy, active and more connected community.

BART is in the initial phase of implementing this transformational project, which has been planned in coordination with WCCTAC, the City of El Cerrito and the surrounding community. The goal of the El Cerrito del Norte Modernization project is to upgrade and modernize the station's function, safety, capacity, sustainability, and appearance, and improve the customer and employee experience. The long-term vision is to transform the station into a setting for community interaction and a place that accommodates a variety of activities. An important component of the project is the enhancement of a segment of the Ohlone Greenway on the east side of the station into a pedestrian promenade, featuring seating, additional trees, a raised crosswalk, and improvements to the bus drop-off lane.

At its Board Meeting on January 27, 2017, the WCCTAC Board allocated STMP funding to the I-80/San Pablo Dam Road Interchange Project, and prioritized BART for the next round of STMP funding. Now is a critical time for BART to receive funding for this valuable project.

We appreciate your consideration in awarding STMP funds for this valuable, community enhancing project.

Sincerely,

Nicole Foletta, AICP  
Principal Planner  
San Francisco Bay Area Rapid Transit District

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# WCCTAC

West Contra Costa Transportation Advisory Committee

El Cerrito

August 2, 2017

Hercules

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

Pinole

RE: July WCCTAC Board Meeting Summary

Dear Randy:

Richmond

The WCCTAC Board, at its meeting on July 28, 2017 took the following actions that may be of interest to CCTA:

San Pablo

1. Received presentation regarding from the San Francisco Bay Conservation and Development Commission (BSDC) regarding the adaptation to sea level rise in Contra Costa County
2. Received an update regarding the Safe Routes to School Program in West County and the \$571,000 that was awarded to extend the program.
3. Received an update regarding the Accessible Transportation Study to improve mobility in West County.
4. Authorized staff to send letters regarding recommendations for the Regional Measure 3 draft funding proposal.

Contra Costa  
County

AC Transit

Please let me know if you have any follow-up questions.

BART

Sincerely,



WestCAT

John Nemeth  
Executive Director

cc: Tarien Grover, CCTA; John Cunningham, TRANSPAC; Jamar Stamps, TRANSPLAN; Lisa Bobadilla, SWAT

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

**ABAG:** Association of Bay Area Governments  
**ACTC:** Alameda County Transportation Commission  
**ADA:** Americans with Disabilities Act  
**APC:** Administration and Projects Committee (CCTA)  
**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 RITC:** Hercules Intermodal Transit Center  
**ITS:** Intelligent Transportations System  
**LOS:** Level of Service (traffic)  
**MOU:** Memorandum of Understanding  
**MPO:** Metropolitan Planning Organization  
**MTC:** Metropolitan Transportation Commission  
**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  
**PBTF:** Pedestrian, Bicycle and Trail Facilities  
**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  
**TEP:** Transportation Expenditure Plan  
**TLC:** Transportation for Livable Communities  
**TOD:** Transit Oriented Development  
**TRANSPAC:** Regional Transportation Planning Committee for Central County  
**TRANSPLAN:** Regional Transportation Planning Committee for East County  
**TSP:** Transit Signal Priority (traffic signals and buses)  
**VMT:** Vehicle Miles Traveled  
**WCCTAC:** West County Costa Transportation Advisory Committee