

El Cerrito

MEETING NOTICE AND AGENDA

Hercules

DATE & TIME: Friday, December 8, 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)

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 September 29, 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 September and October 2017. *(Attachment; Information Only).*

6. **Payment of Invoices over \$10,000.** WCCTAC paid invoices in the amounts of \$29,492.78 to Fehr and Peers as part of the STMP Nexus Study Update. *(No Attachment; Information Only).*

AC Transit

7. **Proposed 2018 TAC and Board Meeting Calendar.** The Board meetings are proposed for the usual fourth Friday of the month from 8-10 am, and the TAC meetings for the second Thursday of the month from 9-11 am. Exceptions to this general rule are shown in the attachment. *(Attachment, Recommended Action: Approve)*

BART

WestCAT

8. **Appointment of Representatives to the Technical Coordinating Committee (TCC) of CCTA.** WCCTAC is allotted three representatives on the TCC, which can include RTPC staff members. To update its representation, the TAC nominated Yvetteh Ortiz (El Cerrito), Lori Reese-Brown (Richmond), and Leah Greenblat (WCCTAC staff), with Denee Evans (Richmond) serving as their alternate. *(Attachment, Recommended Action: Approve)*

9. **Funding Agreement with BART for the El Cerrito Del Norte Station Modernization Project.** In September, the WCCTAC Board approved an allocation of \$1M in STMP funds to BART for the El Cerrito Del Norte Modernization Project. BART and WCCTAC staff have developed a funding agreement that will allow BART to receive its reimbursement payments. *(Attachments; Recommended Action: Adopt Resolution 17-08 and authorize the Executive Director to execute the Funding Agreement with BART)*
10. **Adoption of Updated Salary Schedule.** WCCTAC is in the process of replacing its TDM Program Manager. Staff proposes to modify the salary range for the position to be slightly lower as a cost saving measure. As a result, staff is asking the Board to approve an update to the agency's salary schedule. *(Attachment; Approve the updated salary schedule).*
11. **Fiscal Audit and Memorandum of Internal Control for Fiscal Year 2016.** The accounting firm of Maze and Associates prepared the fiscal audit for WCCTAC for fiscal year 2016. *(Attachments provided separately to the Board: 1) Basic Financial Statement for the Year Ended June 30, 2016, 2) Memorandum on Internal Controls and Required Communications for Year Ended June 30, 2016; Recommended Action: Approve)*
12. **I-80 Ad-Hoc Advisory Subcommittee.** Following a presentation from Caltrans about degradation of the I-80 HOV lanes at the September WCCTAC Board meeting, the Board expressed a desire to form an ad-hoc advisory subcommittee of the Board. The purpose of the subcommittee is to discuss and recommended actions for improving the performance of the I-80 HOV lanes and to address unresolved matters concerning the I-80 Smart Corridors project. Per the Board's direction, attached is a resolution that formalizes the subcommittee. *(Attachment; Recommended Action: Adopt Resolution 17-10 to establish the ad-hoc advisory subcommittee)*

REGULAR AGENDA ITEMS

13. **Subregional Traffic Mitigation Program (STMP) Nexus Study Update: Existing Planning Conditions, Growth Potential and New Project List Guidance.** The study's consultant, Fehr and Peers, has prepared three technical memos to share with the Board: Existing Planning Conditions, Growth Potential and Criteria for Developing a New Project List. Additionally, they seek the Board's initial guidance on developing a preliminary draft project list. *(Leah Greenblat, WCCTAC Program Manager, Julie Morgan and Francisco Martin, Fehr and Peers; Attachments; Recommended Action: Provide feedback to staff and consultants)*

- 14. Caltrans Sustainable Transportation Planning Grant Program.** Caltrans recently accepted applications for Sustainable Transportation planning grants. In West Contra Costa, the following entities all submitted applications: WCCTAC, Richmond, San Pablo, and CCTA. WCCTAC partnered with WestCAT and AC Transit to advance planning work to develop new and expanded Express Bus service, as recommended by the West County High Capacity Transit Study. (If Regional Measure 3 [RM3] passes, it contains potential funding to implement these express bus services.) Statewide, Caltrans received 127 applications requesting a total of \$34.1 million, with \$12 million available to award. Staff may have a status update for the Board at the meeting. *(Leah Greenblat, WCCTAC Program Manager; No Attachment; Recommended Action: Information only.)*

STANDING ITEMS

- 15. Board and Staff Comments.**
- Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
 - Report from CCTA Representatives (*Directors Abelson & Butt*)
 - Executive Director's Report
- 16. General Information Items.**
- Letters to CCTA Executive Director with September 29, 2017 Summary of Board Actions
 - Acronym List
- 17. Adjourn.** Next meeting is: January 26, 2018 @ 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: September 29, 2017**

MEMBERS PRESENT: Janet Abelson, Chair (El Cerrito); Tom Butt, (Richmond); Ada Recinos (Richmond); Eduardo Martinez (Richmond); Roy Swearingen (Pinole); Maureen Powers (WestCat); Lateefa Simon (BART); Chris Kelly (Hercules); Joe Wallace (AC Transit); Rich Kinney (San Pablo)

STAFF PRESENT: John Nemeth, Joanna Pollack, Leah Greenblat, Kris Kokotaylo (Legal Counsel)

ACTIONS LISTED BY: Leah Greenblat

Meeting Called to Order: 8:02am

Meeting Adjourned: 9:30am

Public Comment: Sherry McCoy, Hercules resident, shared her concerns of the need for more CHP presence and her concerns with the metering lights timing.

Consent Calendar: Motion by *Director Swearingen*, seconded by *Director Kelly*; Items #5 and 7 pulled; motion passed.

3. Minutes of the July 28, 2017 Board Meeting

4. Monthly Update on WCCTAC Activities.

5. Financial Reports for July and August 2017.

6. Payment of Invoices over \$10,000. WCCTAC paid invoices in the amount of \$13,706.25 (August) to Fehr and Peers as part of the STMP Nexus Study and Strategic Plan Update.

7. TDM Program Assistant - WCCTAC partnered with Bay Area Community Resources AmeriCorps Program to recruit a TDM Program Assistant.

8. WCCTAC Document Retention Policy,

ITEM/DISCUSSION	ACTION
Item #5 Financial Reports for July and August 2017	Motion to approve financial reports from July and August 2017 by <i>Director Swearingen</i> ; seconded by <i>Director Kelly</i> ; motion passed unanimously. Yes- J. Abelson, T. Butt, R. Swearingen, M. Powers, L. Simon, A. Recinos, E. Martinez and C. Kelly No- n/a Abstention- n/a

<p>Item #7 TDM Program Assistant</p>	<p>Motion to approved delay of recruiting a TDM Program Assistant by <i>Director Swearingen</i>; seconded by <i>Director Martinez</i> Motion passed unanimously. Yes- J. Abelson, T. Butt, R. Swearingen, M. Powers, L. Simon, A. Recinos, E. Martinez and C. Kelly No- n/a Abstention- n/a</p>
<p>Item #9 Interstate 80 HOV Lanes</p>	<p><i>Information Only</i> Sean Nozzari-Deputy District Director from CalTrans District 4 provided an update regarding the HOV Lanes as well as current trends with performance and took suggestions for possible improvements. Sean proposed establishing a subcommittee of local staff. Participants will consist of <i>Directors, Kelly, Powers, Recinos, Wallace</i> and <i>Chair Abelson</i> to focus on suggestions for improvements regarding Interstate 80 HOV lanes.</p>
<p>Item # 10 STMP Funding Requests: El Cerrito Del Norte BART Modernization Project.</p>	<p>Motion to approve allocation of \$1M in STMP funding of the El Cerrito Del Norte Modernization Project by <i>Director Swearingen</i>; seconded by <i>Director Powers</i> Motion Passed Yes- J. Abelson, C. Kelly, T. Butt, A. Recinos No- n/a Abstention- J. Wallace, R. Kinney Absent- L. Simon</p>

TO: WCCTAC Board

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

DATE: December 8, 2017

Richmond Ferry Terminal Groundbreaking



The skies cleared just in time to welcome the festivities for the groundbreaking of the Richmond Ferry Terminal Project on November 1, 2017. The project creates a new passenger shelter, gangway, and dock with pedestrian and bicycle facilities, as well as an improved and expanded 362-space paved parking lot.

The groundbreaking event included remarks made by WCCTAC Directors, including Richmond's Mayor Tom Butt, and Contra Costa County Supervisors John Gioia and Federal Glover. Once completed, new commuter service will begin service in 2018 between the City of Richmond and the downtown San Francisco Ferry Terminal. The service will be partly funded by Measure J 22b dollars (Ferry Service in West County).



Alhambra Road Re-Opening



In January, 2017, creek flooding washed out a culvert on Alhambra Valley Road, near Pinole Valley Road and Castro Ranch Road, closing Alhambra Valley Road for months. An emergency repair effort was led the Contra Costa County Public Works Department, and resulted in the rebuilding of the bridge over Pinole Creek.

The new bridge is wide enough to accommodate bicycles and pedestrians. It also has a much large opening than the 9 ft. diameter culvert that it replaced. The new structure will allow for anadromous fish (like steelhead trout) to reach spawning areas in the upper portions of Pinole Creek and has been praised by environmentalists.

WCCTAC Directors John Gioia (County) and Roy Swearingen (Pinole) were both in attendance for the ribbon-cutting.



I-80 Ad Hoc Subcommittee Meeting

On November 8, 2017 the I-80 Ad Hoc Advisory Subcommittee had its first meeting. The Subcommittee confirmed that its purpose and scope was to seek improvement to the increasingly degraded HOV lane on I-80, and to help address any unresolved issues with the I-80 Smart Corridor (ICM) project. At this meeting, the group mostly discussed the HOV lane, including the prospects for improved enforcement and the options for policy changes that could improve the lane. Also discussed was the possibility of a study, in partnership with other agencies and Caltrans, to examine the effects of these potential policy changes. The Subcommittee is preparing to hold its next meeting in January. There is a Resolution in the December WCCTAC Board packet that formalizes the establishment of the Subcommittee and clarifies its purpose.

Keeping Our Fingers Crossed

Several West County jurisdictions submitted grant applications to Caltrans for its Sustainable Transportation Planning Grants Program. The State has approximately \$12.38 million available. The City of Richmond, City of San Pablo, the Contra Costa Transportation Authority (CCTA) and WCCTAC all submitted applications. WCCTAC partnered with WestCAT and AC Transit to propose planning work needed to implement new and expanded Express Bus Service, as recommended in the West County High Capacity Transit Study. The planning work would also examine WestCAT's bus storage needs. Regional Measure 3 (RM3), which will go before voters in 2018, contains potential funding to implement this additional express bus service. Statewide, Caltrans received 127 applications requesting a total of \$34.1 million. We hope to have good news to share about the status of these West County applications at the December 8 WCCTAC Board meeting.

Richmond First Mile / Last Mile

On September 28, 2017 the City of Richmond hosted the first public workshop for its First Mile / Last Mile Transportation Strategic Plan. This workshop focused on existing conditions and the development of potential strategies for improving local transportation.

The multi-modal Study is being led by Nelson Nygaard and is focused on improving access to major transportation hubs and key destinations within the City of Richmond.



EBRPD Bike Bridge in Pinole

The Pinole Shores to Bayfront Park project, will close a key gap in the San Francisco Bay Trail, within the City of Pinole. The ½ mile segment, being implemented by the East Bay Regional Park District, will begin at the existing terminus of the Pinole Shores segment and travel along hillside bluffs until it sweeps north to cross over Union Pacific (UPRR) Railroad tracks. This bridge structure will land in Bayfront Park.



Construction began on this segment in June 21, 2017 and is now in its 23rd week. The bridge piers have been drilled and filled with concrete. The columns above ground were constructed and the false work for the bridge decking and structure is now being constructed around these columns. Grading for the trail on the bluff leading to the bridge structure is also now underway. The project is slightly ahead of schedule and is estimated to be complete by June of 2018.

The project is funded by a variety of sources, including the state's Active Transportation Program (ATP), a federal TIGER II grant, and local Measure J funds.

Lastly, the District has installed a time-lapse camera to document the progress of this project. You can view the photos at the following link:

<https://api.ibeamsystems.com/?session=R05CcHNidDpwaW5vbGU=>

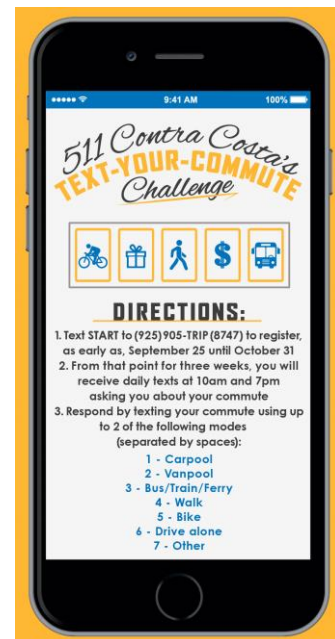
CCTA selects AECOM for 511 Contra Costa TDM Strategic Plan

A few months ago, the Contra Costa Transportation Authority (CCTA) released a Request for Proposals (RFP) to interested consulting firms to prepare a Strategic Plan for the 511 Contra Costa Transportation Demand Management (TDM) Program. The Strategic Plan will evaluate existing programs and services, the service delivery model, industry best practices, and programs from around the world. AECOM was recently selected from among the competing firms to lead the planning effort.

Text-your-Commute Challenge

Managed by WCCTAC's TDM staff and available countywide, the 511 Contra Costa program recently wrapped up its second year of the Text-your-Commute Challenge. This event provides a fun way for people to explore alternative modes of transportation, text about their commutes, and to be rewarded in the process for making clean trips.

Altogether, this year's challenge in September and October included 411 participants, who collectively reported 7,892 clean trips for a total of 154,281 miles of clean trips.



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General Ledger Monthly Budget Report September

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Period 01 - 03
Fiscal Year 2018



CITY OF SAN PABLO
City of New Directions

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
7700	WCCTAC Operations								
7700-7700-41000	Salary	0.00	409,948.00	409,948.00	64,207.06	345,740.94	0.00	345,740.94	84.34
7700-7700-41200	PERS Retirement	0.00	0.00	0.00	23,345.43	-23,345.43	0.00	-23,345.43	0.00
7700-7700-41310	Medical Insurance	0.00	0.00	0.00	10,334.96	-10,334.96	0.00	-10,334.96	0.00
7700-7700-41311	Retiree Healthcare	0.00	0.00	0.00	321.58	-321.58	0.00	-321.58	0.00
7700-7700-41400	Dental	0.00	0.00	0.00	764.06	-764.06	0.00	-764.06	0.00
7700-7700-41800	LTD Insurance	0.00	0.00	0.00	484.18	-484.18	0.00	-484.18	0.00
7700-7700-41900	Medicare	0.00	0.00	0.00	926.01	-926.01	0.00	-926.01	0.00
7700-7700-41901	Other Insurances	0.00	0.00	0.00	3,658.62	-3,658.62	0.00	-3,658.62	0.00
7700-7700-41904	Life Insurance	0.00	0.00	0.00	136.39	-136.39	0.00	-136.39	0.00
7700-7700-41911	Liability Insurance	0.00	4,388.00	4,388.00	3,641.38	746.62	0.00	746.62	17.02
	Salary and Benefits	0.00	414,336.00	414,336.00	107,819.67	306,516.33	0.00	306,516.33	73.98
7700-7700-43500	Office Supplies	0.00	4,000.00	4,000.00	641.32	3,358.68	0.00	3,358.68	83.97
7700-7700-43501	Postage	0.00	2,200.00	2,200.00	261.74	1,938.26	0.00	1,938.26	88.10
7700-7700-43520	CopiesPrintingShippingXerox	0.00	3,800.00	3,800.00	759.23	3,040.77	0.00	3,040.77	80.02
7700-7700-43530	Office Furn & Equipmt (\$5000	0.00	1,250.00	1,250.00	0.00	1,250.00	0.00	1,250.00	100.00
7700-7700-43600	Professional Services	0.00	54,300.00	54,300.00	8,744.15	45,555.85	0.00	45,555.85	83.90
7700-7700-43900	RentBuilding	0.00	18,000.00	18,000.00	6,413.90	11,586.10	0.00	11,586.10	64.37
7700-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	-39.93	10,039.93	0.00	10,039.93	100.40
7700-7700-44320	TravelTraining Staff	0.00	5,200.00	5,200.00	592.38	4,607.62	0.00	4,607.62	88.61
	Service and Supplies	0.00	98,750.00	98,750.00	17,372.79	81,377.21	0.00	81,377.21	82.41
Expense		0.00	513,086.00	513,086.00	125,192.46	387,893.54	0.00	387,893.54	75.60
7700	WCCTAC Operations	0.00	513,086.00	513,086.00	125,192.46	387,893.54	0.00	387,893.54	75.60
7720	WCCTAC TDM								
7720-7720-41000	Salary	0.00	345,175.00	345,175.00	46,615.67	298,559.33	0.00	298,559.33	86.50
7720-7720-41200	PERS Retirement	0.00	0.00	0.00	24,795.08	-24,795.08	0.00	-24,795.08	0.00
7720-7720-41310	Medical Insurance	0.00	0.00	0.00	8,936.70	-8,936.70	0.00	-8,936.70	0.00
7720-7720-41400	Dental Insurance	0.00	0.00	0.00	755.22	-755.22	0.00	-755.22	0.00
7720-7720-41800	LTD Insurance	0.00	0.00	0.00	238.00	-238.00	0.00	-238.00	0.00
7720-7720-41900	Medicare	0.00	0.00	0.00	663.47	-663.47	0.00	-663.47	0.00
7720-7720-41901	Other Insurances	0.00	0.00	0.00	3,658.61	-3,658.61	0.00	-3,658.61	0.00

September

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	0.00	-63.13	0.00
772-7720-41911	Liability Insurance	0.00	4,338.00	4,338.00	3,641.38	696.62	0.00	696.62	16.06
	Salary and Benefits	0.00	349,513.00	349,513.00	89,367.26	260,145.74	0.00	260,145.74	74.43
772-7720-43500	Office Supplies	0.00	1,000.00	1,000.00	651.67	348.33	0.00	348.33	34.83
772-7720-43501	TDM Postage	0.00	0.00	0.00	101.74	-101.74	0.00	-101.74	0.00
772-7720-43502	TDM Postage	0.00	1,500.00	1,500.00	0.00	1,500.00	0.00	1,500.00	100.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	12,642.00	12,642.00	3,220.26	9,421.74	0.00	9,421.74	74.53
772-7720-43600	Professional Services	0.00	45,384.00	45,384.00	5,372.11	40,011.89	0.00	40,011.89	88.16
772-7720-43900	RentBuilding	0.00	24,200.00	24,200.00	6,413.92	17,786.08	0.00	17,786.08	73.50
772-7720-44000	Special Department Expenses	0.00	72,876.00	72,876.00	39,299.62	33,576.38	0.00	33,576.38	46.07
772-7720-44320	TravelTraining Staff	0.00	1,500.00	1,500.00	2,412.83	-912.83	0.00	-912.83	-60.86
	Service and Supplies	0.00	159,102.00	159,102.00	57,472.15	101,629.85	0.00	101,629.85	63.88
7720	Expense	0.00	508,615.00	508,615.00	146,839.41	361,775.59	0.00	361,775.59	71.13
	WCCTAC TDM	0.00	508,615.00	508,615.00	146,839.41	361,775.59	0.00	361,775.59	71.13
7730	STMP	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
	Salary and Benefits	0.00	50,000.00	50,000.00	0.00	50,000.00	0.00	50,000.00	100.00
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	22,611.78	2,577,388.22	0.00	2,577,388.22	99.13
	Service and Supplies	0.00	2,825,000.00	2,825,000.00	22,611.78	2,802,388.22	0.00	2,802,388.22	99.20
7730	Expense	0.00	2,875,000.00	2,875,000.00	22,611.78	2,852,388.22	0.00	2,852,388.22	99.21
	STMP	0.00	2,875,000.00	2,875,000.00	22,611.78	2,852,388.22	0.00	2,852,388.22	99.21
7740	WCCTAC Special Projects	0.00	0.00	0.00	13,874.12	-13,874.12	0.00	-13,874.12	0.00
774-7740-43600	Professional Services	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	13,874.12	54,125.88	0.00	54,125.88	79.60
	Service and Supplies	0.00	68,000.00	68,000.00	13,874.12	54,125.88	0.00	54,125.88	79.60
7740	Expense	0.00	68,000.00	68,000.00	13,874.12	54,125.88	0.00	54,125.88	79.60
	WCCTAC Special Projects	0.00	68,000.00	68,000.00	13,874.12	54,125.88	0.00	54,125.88	79.60
Expense Total		0.00	0.00	3,964,701.00	308,517.77	3,656,183.23	0.00	3,656,183.23	0.9222

General Ledger Monthly Budget Report

October

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Period 01 - 04
Fiscal Year 2018



CITY OF SAN PABLO
City of New Directions

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
7700	WCCTAC Operations								
7700-7700-41000	Salary	0.00	409,948.00	409,948.00	89,889.86	320,058.14	0.00	320,058.14	78.07
7700-7700-41200	PERS Retirement	0.00	0.00	0.00	26,369.76	-26,369.76	0.00	-26,369.76	0.00
7700-7700-41310	Medical Insurance	0.00	0.00	0.00	15,502.42	-15,502.42	0.00	-15,502.42	0.00
7700-7700-41311	Retiree Healthcare	0.00	0.00	0.00	643.16	-643.16	0.00	-643.16	0.00
7700-7700-41400	Dental	0.00	0.00	0.00	1,146.09	-1,146.09	0.00	-1,146.09	0.00
7700-7700-41500	Vision	0.00	0.00	0.00	270.00	-270.00	0.00	-270.00	0.00
7700-7700-41800	LTD Insurance	0.00	0.00	0.00	726.30	-726.30	0.00	-726.30	0.00
7700-7700-41900	Medicare	0.00	0.00	0.00	1,296.44	-1,296.44	0.00	-1,296.44	0.00
7700-7700-41901	Other Insurances	0.00	0.00	0.00	4,168.50	-4,168.50	0.00	-4,168.50	0.00
7700-7700-41904	Life Insurance	0.00	0.00	0.00	204.61	-204.61	0.00	-204.61	0.00
7700-7700-41911	Liability Insurance	0.00	4,388.00	4,388.00	3,641.38	746.62	0.00	746.62	17.02
	Salary and Benefits	0.00	414,336.00	414,336.00	143,858.52	270,477.48	0.00	270,477.48	65.28
7700-7700-43500	Office Supplies	0.00	4,000.00	4,000.00	1,307.44	2,692.56	0.00	2,692.56	67.31
7700-7700-43501	Postage	0.00	2,200.00	2,200.00	646.14	1,553.86	0.00	1,553.86	70.63
7700-7700-43520	CopiesPrintingShippingXerox	0.00	3,800.00	3,800.00	933.74	2,866.26	0.00	2,866.26	75.43
7700-7700-43530	Office Furn & Equipmt (\$5000	0.00	1,250.00	1,250.00	0.00	1,250.00	0.00	1,250.00	100.00
7700-7700-43600	Professional Services	0.00	54,300.00	54,300.00	16,202.84	38,097.16	0.00	38,097.16	70.16
7700-7700-43900	RentBuilding	0.00	18,000.00	18,000.00	8,058.52	9,941.48	0.00	9,941.48	55.23
7700-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	42.56	9,957.44	0.00	9,957.44	99.57
7700-7700-44320	TravelTraining Staff	0.00	5,200.00	5,200.00	1,192.28	4,007.72	0.00	4,007.72	77.07
	Service and Supplies	0.00	98,750.00	98,750.00	28,383.52	70,366.48	0.00	70,366.48	71.26
7700	Expense	0.00	513,086.00	513,086.00	172,242.04	340,843.96	0.00	340,843.96	66.43
	WCCTAC Operations	0.00	513,086.00	513,086.00	172,242.04	340,843.96	0.00	340,843.96	66.43
7720	WCCTAC TDM								
7720-7720-41000	Salary	0.00	345,175.00	345,175.00	74,562.13	270,612.87	0.00	270,612.87	78.40
7720-7720-41200	PERS Retirement	0.00	0.00	0.00	28,070.90	-28,070.90	0.00	-28,070.90	0.00
7720-7720-41310	Medical Insurance	0.00	0.00	0.00	15,311.88	-15,311.88	0.00	-15,311.88	0.00
7720-7720-41400	Dental Insurance	0.00	0.00	0.00	1,132.83	-1,132.83	0.00	-1,132.83	0.00
7720-7720-41800	LTD Insurance	0.00	0.00	0.00	401.70	-401.70	0.00	-401.70	0.00
7720-7720-41900	Medicare	0.00	0.00	0.00	1,062.17	-1,062.17	0.00	-1,062.17	0.00

October

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
772-7720-41901	Other Insurances	0.00	0.00	0.00	4,168.49	-4,168.49	0.00	-4,168.49	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	103.25	-103.25	0.00	-103.25	0.00
772-7720-41911	Liability Insurance	0.00	4,338.00	4,338.00	3,641.38	696.62	0.00	696.62	16.06
	Salary and Benefits	0.00	349,513.00	349,513.00	128,454.73	221,058.27	0.00	221,058.27	63.25
772-7720-43500	Office Supplies	0.00	1,000.00	1,000.00	618.76	381.24	0.00	381.24	38.12
772-7720-43501	TDM Postage	0.00	0.00	0.00	101.74	-101.74	0.00	-101.74	0.00
772-7720-43502	TDM Postage	0.00	1,500.00	1,500.00	0.00	1,500.00	0.00	1,500.00	100.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	12,642.00	12,642.00	3,394.76	9,247.24	0.00	9,247.24	73.15
772-7720-43600	Professional Services	0.00	45,384.00	45,384.00	11,155.44	34,228.56	0.00	34,228.56	75.42
772-7720-43900	RentBuilding	0.00	24,200.00	24,200.00	8,058.55	16,141.45	0.00	16,141.45	66.70
772-7720-44000	Special Department Expenses	0.00	72,876.00	72,876.00	52,127.38	20,748.62	0.00	20,748.62	28.47
772-7720-44320	TravelTraining Staff	0.00	1,500.00	1,500.00	2,175.87	-675.87	0.00	-675.87	-45.06
	Service and Supplies	0.00	159,102.00	159,102.00	77,632.50	81,469.50	0.00	81,469.50	51.21
7720	Expense	0.00	508,615.00	508,615.00	206,087.23	302,527.77	0.00	302,527.77	59.48
	WCCTAC TDM	0.00	508,615.00	508,615.00	206,087.23	302,527.77	0.00	302,527.77	59.48
7730	STMP	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
	Salary and Benefits	0.00	50,000.00	50,000.00	0.00	50,000.00	0.00	50,000.00	100.00
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	22,611.78	2,577,388.22	0.00	2,577,388.22	99.13
	Service and Supplies	0.00	2,825,000.00	2,825,000.00	22,611.78	2,802,388.22	0.00	2,802,388.22	99.20
7730	Expense	0.00	2,875,000.00	2,875,000.00	22,611.78	2,852,388.22	0.00	2,852,388.22	99.21
	STMP	0.00	2,875,000.00	2,875,000.00	22,611.78	2,852,388.22	0.00	2,852,388.22	99.21
7740	WCCTAC Special Projects	0.00	0.00	0.00	10,867.50	-10,867.50	0.00	-10,867.50	0.00
774-7740-43600	Professional Services	0.00	0.00	0.00	10,867.50	-10,867.50	0.00	-10,867.50	0.00
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
	Service and Supplies	0.00	68,000.00	68,000.00	10,867.50	57,132.50	0.00	57,132.50	84.02
7740	Expense	0.00	68,000.00	68,000.00	10,867.50	57,132.50	0.00	57,132.50	84.02
	WCCTAC Special Projects	0.00	68,000.00	68,000.00	10,867.50	57,132.50	0.00	57,132.50	84.02
Expense Total		0.00	0.00	3,964,701.00	411,808.55	3,552,892.45	0.00	3,552,892.45	0.8961

TO: WCCTAC Board

DATE: December 8, 2017

FR: John Nemeth, Executive Director

RE: Proposed 2018 TAC and Board Meeting Calendar

REQUESTED ACTION

Approve the proposed 2018 TAC and Board meeting calendar as presented.

BACKGROUND AND DISCUSSION

Annually, the WCCTAC TAC reviews and recommends to the Board a WCCTAC meeting calendar for the upcoming year. At its November meeting, the TAC reviewed and recommended the proposed 2018 meeting calendar (attached).

Board meetings are typically held on the fourth Friday of each month, with the exception of December. The one deviation from the typical schedule proposed for calendar year 2018 is the proposed Board meeting date of June 15, 2017. This meeting would be held on the third Friday of the month to avoid staff conflicts.

TAC meetings are held on the second Thursday of the month at 9:00 am, although the TAC is currently giving some consideration to changing the day of the week and/or the start time.

ATTACHMENTS:

- A. Draft 2018 WCCTAC TAC and Board Meeting Calendar

DRAFT WCCTAC 2018 BOARD AND TAC MEETINGS



WCCTAC Board Meeting - 8 A.M.



WCCTAC TAC Meeting - 9 A.M.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
January		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
February	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
March	25	26	27	28	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
April	25	26	27	28	29	30	31
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
May	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
June	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
July	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
August	29	30	31	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
September	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
October	23	24	25	26	27	28	29
	30	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
November	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
December	18	19	20	21	22	23	24
	25	26	27	28	29	30	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

TO: WCCTAC Board

DATE: December 8, 2017

FR: John Nemeth, Executive Director

RE: **Appointment of Representatives to the Technical Coordinating Committee (TCC) of CCTA. Board Meeting Calendar**

REQUESTED ACTION

Appoint the following WCCTAC TAC members to the CCTA's Technical Coordinating Committee (TCC) for the current TCC term ending March 31, 2019:

- Yvetteh Ortiz (El Cerrito), Primary
- Lori Reese-Brown (Richmond), Primary
- Leah Greenblat (WCCTAC), Primary
- Denee Evens (Richmond), Alternate

BACKGROUND AND DISCUSSION

The TCC's bylaws allow the WCCTAC Board to appoint three staff-level representatives and up to three alternates to serve two-year terms. The last appointed WCCTAC TCC representatives were:

- Yvetteh Ortiz (El Cerrito), Primary
- Barbara Hawkins (San Pablo), Primary
- Leah Greenblat (WCCTAC), Primary
- Lori Reese-Brown (Richmond), Alternate

The upcoming retirement of Barbara Hawkins requires WCCTAC to appoint a new TCC representative and formalize the current representatives. On November 9, 2017, the WCCTAC TAC met and voted unanimously to recommend the following new appointees:

- Lori Reese-Brown (Richmond),
- Denee Evens (Richmond) Alternate

Ms. Ortiz and Ms. Greenblat indicated their interest in continuing to serve on the TCC.

If approved by the WCCTAC Board, the two-year terms for these four TCC appointees would expire on March 31, 2019.

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TO: WCCTAC Board

DATE: December 8, 2017

FR: Leah Greenblat, Project Manager

RE: **Funding Agreement with BART for the El Cerrito Del Norte Station Modernization Project**

REQUESTED ACTION

Adopt Resolution No. 17-08 authorizing the allocation of \$1,000,000 of STMP funds to BART for its El Cerrito del Norte Station Modernization Project and authorizing WCCTAC's Executive Director to execute the funding agreement.

BACKGROUND AND DISCUSSION

At the September 29, 2017 WCCTAC meeting, the Board approved a request from BART for \$1,000,000 of STMP funds for BART's El Cerrito del Norte Station Modernization Project. At that time, the Board directed staff to develop a formal funding agreement. WCCTAC staff, in consultation with its legal counsel, worked with BART staff to develop the attached draft funding agreement for the Board's consideration.

ATTACHMENT:

- A. WCCTAC Resolution No. 17-08
- B. Draft Funding Agreement between WCCTAC and BART
- C. August 25, 2017 letter from Nicole Foletta, BART

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**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 17-08**

**AUTHORIZING AN ALLOCATION OF SUBREGIONAL TRANSPORTATION
MITIGATION PROGRAM (STMP) FUNDS FROM WCCTAC TO THE SAN
FRANCISCO BAY AREA TRANSIT DISTRICT (BART) AND AUTHORIZING THE
WCCTAC EXECUTIVE DIRECTOR TO EXECUTE A COOPERATIVE FUNDING
AGREEMENT IN A FORM APPROVED BY GENERAL COUNSEL**

WHEREAS, the Board of Directors of West Contra Costa Transportation Advisory Committee (WCCTAC) is authorized to allocate STMP funds; and

WHEREAS, BART has provided information to the WCCTAC staff, WCCTAC Technical Advisory Committee (TAC), and WCCTAC Board about the need for these funds as outlined below; and

WHEREAS, the Subregional Transportation Mitigation Program explicitly allows, under its funding category BART Access and/or Parking Improvements, funding for the El Cerrito del Norte Modernization Project (Project); and

WHEREAS, on September 29, 2017, the Board of Directors of WCCTAC provided direction to WCCTAC staff to allocate \$1,000,000 in STMP funds to BART to partially fund the Project; and

WHEREAS, WCCTAC staff and BART staff have prepared a Cooperative Funding Agreement (Agreement) that provides the terms and conditions for the allocation of STMP funds to BART to partially fund the Project; and

WHEREAS, the Board of Directors of WCCTAC desires to approve the Agreement.

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

1. Does hereby authorize the allocation of STMP funds to BART in the amount of \$1,000,000 to partially fund the Project pursuant to the terms of the Agreement attached hereto and incorporated herein by reference as Exhibit A; and

2. The Executive Director is hereby authorized and directed, on behalf of the Board of Directors of the West Contra Costa Transportation Advisory Committee, to execute the Agreement on behalf of the West Contra Costa Transportation Advisory Committee, in a form approved by the General Counsel; 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 the Agreement and to administer the West Contra Costa Transportation Advisory Committee's obligations, responsibilities and duties to be performed under the Agreement.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on December 8, 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

2783373.1

**COOPERATIVE FUNDING AGREEMENT BETWEEN
WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
AND
SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT
FOR THE
EL CERRITO DEL NORTE MODERNIZATION PROJECT**

This AGREEMENT is made and entered into as of _____ (the “Effective Date”) by and between the West Contra Costa Transportation Advisory Committee (“WCCTAC”), a Joint Exercise of Powers Agency organized pursuant to California Government Code Section 6500, *et. seq.*, among the cities of El Cerrito, Hercules, Pinole, Richmond, and San Pablo, the County of Contra Costa, and the transit agencies AC Transit, San Francisco Bay Area Rapid Transit District (“BART”), and Western Contra Costa Transit Authority, with offices located at 6333 Potrero Avenue, Suite 100, El Cerrito, CA 94530, and BART, a rapid transit district established pursuant to California Public Utilities Code Section 28500 *et seq.*

WCCTAC and BART shall sometimes be referred to collectively herein as the “Parties” and individually as a “Party.”

RECITALS

WHEREAS, the members of WCCTAC signed a Master Cooperative Agreement pertaining to the 2006 Subregional Transportation Mitigation Fee Program (“2006 STMP”) in West Contra Costa County, including a list of eleven specific project categories and the STMP funding commitments to those project categories; and

WHEREAS, BART’s El Cerrito Del Norte Modernization Project ("Project") , as further described in the Scope of Work, attached as Exhibit A, which is incorporated herein, is within one of the eleven project categories identified in the 2006 STMP; and

WHEREAS, plans, studies, and cost estimates for BART’s Project are eligible uses for the STMP funds under 2006 STMP project category BART Access and/or Parking Improvements; and

WHEREAS, at its September 29, 2017 meeting, the WCCTAC Board of Directors approved an appropriation of One Million Dollars (\$1,000,000) in STMP funds to BART towards the Project.

Now, therefore, the Parties hereby agree as follows:

**SECTION 1
SCOPE OF WORK**

- 1.1 Scope of Work.** Subject to the terms and conditions set forth in this Agreement, BART shall perform or cause to perform the work described in the Scope of Work attached as Exhibit A, and incorporated herein, at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.2 Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on the three-year anniversary of the Effective Date, and BART shall complete the work described in Exhibit A on or before that date, unless the term of the Agreement is otherwise terminated or extended. The time provided to BART to complete the services required by this Agreement shall not affect WCCTAC's right to terminate the Agreement.
- 1.3 Standard of Performance.** BART shall perform or cause to be performed all services required in Exhibit A according to the standards observed by a competent practitioner of the profession in which BART's consultants or contractors are engaged.
- 1.4 Assignment of Personnel.** BART shall retain only competent personnel to perform work on the Project.
- 1.5 Time is of the Essence.** Time is of the essence. BART shall devote such time to the performance of the Project pursuant to this Agreement as may be reasonably necessary to timely finish the Scope of Work, Exhibit A.
- 1.6 Public Works and Department of Industrial Relations Requirements.** Because the Project and Scope of Services described in Exhibit A may include "work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work," the Project may constitute a public works within the definition of Section 1720(a)(1) of the California Labor Code. In accordance with California Labor Code Section 1773.2, WCCTAC notifies BART that this Project may be subject to the general prevailing wages in the locality in which the services described in Exhibit A are to be performed. BART shall, as applicable, cause to be paid prevailing wages for each craft or type of work needed to be as published by the State of California Department of Industrial Relations, Division of Labor Statistics and Research, a copy of which BART shall make available on request by contractors and consultants. BART, its consultant and contractors engaged in the performance of the Scope of Services described in Exhibit A shall pay, as applicable and if required by law, no less than these rates to persons engaged in performance of the services described in Exhibit A. BART will, as applicable, comply with all relevant provisions of the Labor Code applicable to public works, including enforcement of the contractor registration requirements of the California State Department of Industrial Relations.

SECTION 2 FUNDING OBLIGATIONS

- 2.1 Funding.** In accordance with the WCCTAC Master Cooperative Agreement pertaining to the 2006 STMP, , WCCTAC hereby agrees to fund BART's Project in a sum not to exceed One Million Dollars, (\$1,000,000.00) notwithstanding any contrary indications that may be contained in BART or any third-party proposal for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and BART's Scope of Service, attached as Exhibit A, regarding the amount of compensation, the Agreement shall prevail.

The payments specified herein shall be the only payments from WCCTAC to BART pursuant to this Agreement. BART shall submit all invoices to WCCTAC in the manner specified herein. BART shall not bill WCCTAC for duplicate services performed by more than one person.

WCCTAC and BART acknowledge and agree that funding paid by WCCTAC to BART under this Agreement is based upon BART's estimated costs of funding BART's Project, including salaries and benefits of employees, consultants and contractors of BART. WCCTAC has no responsibility for such contributions beyond the amount set forth under this Agreement.

- 2.2 Invoices.** BART shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost it incurs for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:
- a. Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
 - b. The beginning and ending dates of the billing period;
 - c. A task summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion.
- 2.3 Monthly Payment.** WCCTAC shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. WCCTAC shall have 60 days from the receipt of an invoice that complies with all of the requirements above to pay BART.
- 2.4 Total Payment.** In no event shall BART submit any invoice for an amount in excess of the maximum amount of compensation provided in Section 2.1, above, either for a task or for the entire Agreement, unless the Agreement is modified in writing prior to the submission of such an invoice by a properly executed change order or amendment.
- 2.5 Reimbursable Expenses.** Reimbursable expenses shall not include a mark-up and are billed as a direct costs. In no event shall expenses be advanced by WCCTAC to BART. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.
- 2.6 Payment of Taxes.** BART and its contractors and consultants are solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.7 Payment upon Termination.** In the event that WCCTAC or BART terminates this Agreement pursuant to Section 3.4, WCCTAC shall compensate BART for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. BART shall maintain adequate logs and timesheets to verify costs incurred to that date.

- 2.8 Authorization to Perform Services.** BART is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from WCCTAC's Executive Director or his designee.
- 2.9 Funding Request.** BART shall submit the request for funds for specific components of the Project, detailing project scope, schedule and proposed funding plan, at least four (4) months in advance of the initial anticipated cash flow need or reimbursement; to submit subsequent requests at least two (2) months in advance of anticipated need; and to apply any funds received under this Agreement to the Project consistent with the terms and conditions of an approved funding appropriation.
- 2.10 Progress Reports.** Progress reports shall be submitted along with the funding request in Section 2.9. BART shall submit progress reports in a form satisfactory to WCCTAC based on the cost for services performed.
- 2.11 Records Keeping.** All reports, studies, plans, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that BART prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be made available to WCCTAC at WCCTAC's request. .
- 2.12 Agency Financial Records.** BART shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to WCCTAC under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the BART to this Agreement.
- 2.13 Inspection and Audit of Records.** Any records or documents that Sections 2.11 and 2.12 of this Agreement requires BART to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request by WCCTAC. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of WCCTAC or as part of any audit of WCCTAC, for a period of 3 years after final payment under the Agreement.

SECTION 3 GENERAL PROVISIONS

- 3.1 Funding Limitations and Contingencies.** Funding is contingent upon WCCTAC receiving a fully executed Agreement from BART. .
- 3.2 Acceptance.** Upon completion of the Project, BART shall submit a report documenting that the Project is substantially complete. BART shall be responsible for filing the appropriate notice of completion for the Project and shall provide a copy to WCCTAC for its records.

- 3.3 Alternative Dispute Resolution.** All disputes that arise in connection with interpretation or performance of the Agreement shall first attempted to be resolved informally by the Parties. If not resolved, prior to instituting legal action, the Parties agree to participate in mediation with a mediator jointly selected by the Parties. If the dispute is not resolved by mediation, then the Parties will retain any and all remedies that they otherwise would have at law or equity.
- 3.4 Termination.** This Agreement shall be subject to termination as follows:
- a. Either Party may terminate this Agreement at any time for cause pursuant to a power created by the Agreement or by law, other than for breach, by giving written notice of termination to either Party, which notice shall specify both the cause and the effective date of termination. Notice of termination under this provision shall be given at least ninety (90) days before the effective date of such termination. All obligations that are still executory will be discharged but any right based upon prior breach or performance shall survive.
 - b. This Agreement may be terminated by a Party for breach of any obligation, covenant, or condition by the other Party, upon notice to the breaching Party. With respect to any breach that is reasonably capable of being cured, the breaching Party shall have thirty (30) days from the date of the notice to initiate steps to cure. If the breaching Party diligently pursues cure, such Party shall be allowed a reasonable time to cure, not to exceed sixty (60) days from the date of the initial notice, unless a further extension is granted by the non-breaching Party. On termination, the non-breaching Party retains the same rights as a Party exercising its right to terminate under the provisions of Section 3.4, except that the non-breaching Party also retains any remedy for breach of the whole contract or any unperformed balance.
 - c. By mutual consent of both Parties, this Agreement may be terminated at any time.
 - d. This Agreement may be terminated by WCCTAC if funding for BART's Project is no longer available by operation of law.
 - e. In no event shall the Parties terminate this Agreement if such termination would conflict with, cause a default under, or otherwise violate the terms or conditions of any revenue bonds.
- 3.5 Waiver of Claims Against WCCTAC.** BART waives all claims by BART, its directors, supervisors, officers, employees, or agents against WCCTAC, its commissioners, officers, and/or employees for damages, loss, injury and/or liability, direct or indirect, resulting from BART's participation in the Project. BART's waiver shall not apply to liability arising from and caused by the sole negligence or willful misconduct of WCCTAC, its commissioners, officers, and/or employees.
- 3.6 Indemnity.** BART shall defend, indemnify and hold harmless WCCTAC, its governing board, member agencies, officers, and employees from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees

and costs and fees of litigation) (collectively, “Liability”) of every nature arising out of or in connection with BART’s performance of any work under this Agreement, except such Liability caused by the sole negligence or willful misconduct of WCCTAC. With respect to third party claims against BART, waives any and all rights of any type to express or implied indemnity against WCCTAC.

3.7 Notices. All notices (including requests, demands, approvals or other communications) under this Agreement shall be in writing. Notice shall be sufficiently given for all purposes as follows:

- a. When delivered by first class mail, postage prepaid, notice shall be deemed delivered three (3) business days after deposit in the United States Mail.
- b. When mailed by certified mail with return receipt requested, notice is effective upon receipt if delivery is confirmed by a return receipt.
- c. When delivered by overnight delivery by a nationally recognized overnight courier, notice shall be deemed delivered one (1) business day after deposit with that courier.
- d. When personally delivered to the recipient, notice shall be deemed delivered on the date personally delivered.
- e. The place for delivery of all notices under this Agreement shall be as follows:

If to WCCTAC:

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

with a Copy to:

Kristopher J. Kokotaylo, Legal Counsel
Meyers Nave Riback Silver & Wilson
555 12th Street, Suite 1500
Oakland, CA 94607

If to BART:

Nikki Foletta, Principal Planner
San Francisco Bay Area Rapid Transit District
PO Box 12688
Oakland, CA 94604-2688

With a Copy to:

Wahid Amiri, Project Manager
San Francisco Bay Area Rapid Transit District

PO Box 12688
Oakland, CA 94604-2688

- 3.8 Additional Acts and Documents.** Each Party agrees to do all such things and take all such actions, and to make, execute, and deliver such other documents and instruments, as shall be reasonably requested to carry out the provisions, intent, and purpose of this Agreement.
- 3.9 Integration.** This Agreement represents the entire agreement of the Parties with respect to the subject matter. No representations, warranties, inducement, or oral agreements have been made by any of the Parties except as expressly set forth in this Agreement.
- 3.10 Governing Law.** The laws of the State of California shall govern this Agreement. BART and any consultants and contractors shall comply with all laws, including, but not limited, all statutes, regulations, local ordinances, and decisional authority, applicable to the Scope of Work hereunder. .
- 3.11 Amendment.** This Agreement may not be changed, modified, or rescinded except by the written approval of the legislative bodies of each Party, and any attempt of oral modification of this Agreement shall be void and of no effect.
- 3.12 Independent Contractor.** BART and WCCTAC render their services under this Agreement as independent contractors. None of the agents or employees of either shall be agents or employees of the other.
- 3.13 Assignment.** This Agreement may not be assigned, transferred, hypothecated, or pledged by any Party without the express written consent of the other Party.
- 3.14 Successors and Assigns.** This Agreement shall be binding upon the successors, assignees, or transferees of WCCTAC or BART as the case may be. This provision shall not be constructed as an authorization to assign, transfer, hypothecate, or pledge this Agreement other than as provided above.
- 3.15 Severability.** Should any part of this Agreement be determined to be unenforceable, invalid, or beyond the authority of either Party to enter into or carry out, such determination shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, so long as the remainder, absent the excised portion, can be reasonably interpreted to give effect to the intentions of the parties.
- 3.16 Jurisdiction and Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.
- 3.17 Attorney's Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to

which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

3.18 No Implied Waiver of Breach. The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

3.19 Counterparts. This Agreement may be executed in counterparts.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed and attested by their respective officers, duly authorized so to act, as of the date set forth in the first paragraph of this Agreement.

**San Francisco Bay Area Transit
District**

**West Contra Costa Transportation
Advisory Committee**

Grace Crunican, General Manager

John Nemeth, Executive Director

Approved as to Form:

Approved as to Form:

BART Counsel

Kristopher Kokotaylo, Legal Counsel

EXHIBIT A

SCOPE OF SERVICES

The San Francisco Bay Area Rapid Transit District (BART)'s El Cerrito del Norte Modernization Project ("Project") will make various improvements at the El Cerrito Del Norte BART Station to, among other things, improve access to the station. BART agrees to use the funds that are the subject of this Agreement towards the following Project activities:

1. To act as the lead agency and take responsibility for evaluating prospective consultants and contractors retained by BART and subsequent award of work consistent with this Agreement.
2. To act as the lead agency and retain, as appropriate, consulting services consistent with this Agreement.
3. To be responsible for providing management of consultant and contractor activities, including responsibility for scheduling, budgeting, and oversight of the services, consistent with the scope of the Project.
4. To advance or complete all or a portion of the following STMP project funding category: BART Access and/or Parking Improvements
5. To use the STMP funds for improving access to the El Cerrito del Norte Station for those arriving by all modes of transportation, including car, bus, walking and cycling with enhancements also to the Ohlone Greenway.
6. To produce or complete expansion of the station southward, including an expanded fare paid area, two new sets of stairs, two new elevators, new fare gates, a new station agent booth, and new customer restrooms; an improved passenger drop off area to the west side of the station with safer pedestrian crosswalks across the bus zone; expansion and enhancement of the Ohlone Greenway on the east side of the station.
7. To complete the over-all Project based on the following initial schedule for the Project:

Advertise Construction	Winter 2016
Award Contract	Spring 2017
Construction Begin	Summer 2017
Construction Complete	December 2019
Project Close-Out	December 2019

8. To complete the STMP-funded portion of the project based on the estimated completion date of December 30, 2019.



SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT

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

Attachment C

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

TO: WCCTAC Board

DATE: December 8, 2017

FR: John Nemeth, Executive Director

RE: Adoption of Updated Salary Schedule

REQUESTED ACTION

Staff recommends approval of Resolution 17-09, which adopts an updated, publically available salary schedule.

DISCUSSION

WCCTAC is in the process of replacing its TDM Program Manager, Danelle Carey. Staff proposes to slightly reduce the salary range of the TDM position in order to reduce TDM related overhead. This also would make the salary more consistent with its range prior to 2013. Staff believes that an effective staff person can be obtained with this new salary range.

ATTACHMENTS:

- A. Monthly Salary Schedules for Fiscal Year 2018
- B. Resolution No. 17-09

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION 17-09**

RESOLUTION ADOPTING A REVISED SALARY SCHEDULE

WHEREAS, the West Contra Costa Transportation Advisory Committee ("WCCTAC") is a joint exercise of powers authority formed pursuant to Government Code Section 6500, et. seq. by and between the City of El Cerrito, the City of Hercules, the City of Pinole, the City of Richmond, the City of San Pablo, Contra Costa County, Alameda-Contra Costa Transit District ("AC Transit"), San Francisco Bay Area Rapid Transit ("BART"), and West Contra Costa Transit Authority ("WestCAT"); and

WHEREAS, WCCTAC desires to modify the salary range for the TDM Program Manager position;

WHEREAS, WCCTAC contracts with the California Public Employee Retirement System (CalPERS) for retirement benefits; and

WHEREAS, one of the requirements of the CalPERS system is that WCCTAC must have a publicly adopted and publically available pay schedule.

NOW THEREFORE, BE IT HEREBY RESOLVED, the Board of Directors of WCCTAC hereby approves the Revised Publicly Available Pay Schedule as shown in the attached Exhibit A which is incorporated herein by reference.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on December 8, 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

2898178.1

Exhibit A

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

Monthly Salary Schedule

Fiscal Year 2017-2018 (Effective December 8, 2017)

JOB CLASS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Executive Director	11,443	12,015	12,615	13,247	13,908	14,604	15,335
Project Manager	7,775	8,163	8,570	8,999	9,499		
Project Manager	7,775	8,163	8,570	8,999	9,499		
TDM Program Manager	6,220	6,531	6,858	7,200	7,560		
Administrative Assistant (Valerie Jenkins)	4,666	4,918	5,169	5,421	5,672		

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TO: WCCTAC Board

DATE: December 8, 2017

FR: John Nemeth, Executive Director

RE: **Fiscal Audit and Memorandum of Internal Control for Fiscal Year 2016**

REQUESTED ACTION

Approve the audited Financial Statements and Memorandum of Internal Control for Fiscal Year 2016.

DISCUSSION

WCCTAC staff recently completed the draft fiscal audit for Fiscal Year 2016 which is now being presented to the Board for approval. The previous audit, for Fiscal Year 2015, was approved by the Board in May of this year. Since January 2014, staff has completed audits for Fiscal Years 2011, 2012, 2013, 2014, 2015 and 2016 in an effort to catch-up the agency's audit cycle to the present. The next audit, for Fiscal Year 2017, is expected to be completed by May, 2018.

ATTACHMENTS:

- A. Basic Financial Statement for the Year Ended June 30, 2016
- B. Memorandum on Internal Controls and Required Communications for Year Ended June 30, 2016

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**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 17-10**

RESOLUTION APPOINTING AN I-80 *AD HOC* ADVISORY SUBCOMMITTEE

WHEREAS, the Board of Directors of the West Contra Costa Transportation Advisory Committee (“WCCTAC”) considered a regularly scheduled item regarding Interstate 80 (“I-80”) HOV lanes at its regular meeting on September 29, 2017; and

WHEREAS, the Board of Directors of WCCTAC considered a presentation from Sean Nozzari, Caltrans District 4 Deputy Director for Traffic Operations, where Mr. Nozzari: reviewed the status of the HOV lane, explained recent trends in its performance, and reviewed opportunities for improvement; and

WHEREAS, the Board of Directors of WCCTAC sought to form an *ad hoc* advisory subcommittee and seeks to formalize the *ad hoc* advisory subcommittee’s scope and purpose; and

WHEREAS, the following Directors of WCCTAC indicated a desire to serve on the *ad hoc* advisory subcommittee: Janet Abelson, Chris Kelly, Maureen Powers, Ada Recinos, and Joe Wallace; and

WHEREAS, the Board of Directors desires to confirm the scope and purpose of the *ad hoc* advisory subcommittee and appoint Directors to the *ad hoc* advisory subcommittee.

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

1. Hereby appoints Directors, Janet Abelson, Chris Kelly, Maureen Powers, Ada Recinos, and Joe Wallace, to serve as an *ad hoc* advisory subcommittee to meet as often as they deem necessary to provide guidance and support to staff and return with recommendations for the Board of Directors of WCCTAC; and

2. That the *ad hoc* advisory subcommittee will specifically consider the following: improvements to the performance of the I-80 HOV lane and resolution of any outstanding issues with the I-80 Smart Corridor project; and

3. That the *ad hoc* advisory subcommittee and staff return to the Board of Directors of WCCTAC to provide recommendations and for further consideration by the Board of Directors of WCCTAC; and

4. That the *ad hoc* advisory subcommittee shall conclude its analysis and provide recommendations to the Board of Directors of WCCTAC by no later than December 31, 2018.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on December 8, 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
2891354.1

TO: WCCTAC Board

DATE: December 8, 2017

FR: Leah Greenblat, Project Manager

RE: **Subregional Traffic Mitigation Program (STMP) Nexus Study Update: Existing Planning Conditions, Growth Potential and New Project List Guidance.**

REQUESTED ACTION

Provide feedback to staff and consultants.

BACKGROUND AND DISCUSSION

Earlier this year, WCCTAC engaged the services of the transportation-consulting firm Fehr and Peers to update its existing STMP Nexus Study. The Consultant team is led by Julie Morgan and is assisted by Francisco Martin.

At the WCCTAC meeting on June 23, 2017, the Board received a presentation and discussed the study's first technical memo, which evaluated the existing STMP and discussed best practices and funding strategies. Subsequently, the Consultants have developed additional technical memos in conjunction with the WCCTAC staff and TAC, which the Consultants will present at the December Board meeting. There are three new memos that will be discussed.

The second technical memo contains an evaluation of existing planning conditions. The consultant reviewed multiple existing plans and studies from West County jurisdictions, then reviewed BART's ridership and overall mode-share in the area. Lastly, the consultants summarized the existing transportation deficiencies in the sub-regional (see page 16 of the memo). These existing deficiencies will need to be accounted for at a future stage in this study when the Consultants begin to calculate the fiscal impact of new development.

The third technical memo covers growth projections for jobs and housing within West County. Responding to the Board's previous comments regarding the lower than expected revenue generated by the current STMP, the Consultants looked at historical development patterns and future growth projections. After consultation with the WCCTAC TAC, the TAC advised the Consultants on appropriate growth rates.

The fourth technical memo covers possible criteria for developing a draft STMP project list. As you may recall from the previous presentation, the Consultants pointed out that the existing nexus study does not include background information on why those projects were selected for inclusion. This technical memo rectifies that for this nexus study update. The memo sets out potential criteria, which the TAC reviewed and agreed to its reasonableness.

ATTACHMENT:

- A. Technical Memo 2: September 6, 2017, Review of Existing Conditions
- B. Technical Memo 3: November 29, 2017, Review of Growth Projections
- C. Technical Memo 4: September 5, 2017, Potential New Project List Criteria

DRAFT TECHNICAL MEMORANDUM

Date: September 6, 2017
To: Leah Greenblat and John Nemeth, WCCTAC
From: Francisco Martin and Julie Morgan, Fehr & Peers
Subject: **West County STMP Update: Review of Existing Conditions**

OK17-0177

The West Contra Costa Subregional Transportation Mitigation Program (STMP) is a development impact fee program that generates funds for regional and subregional transportation improvement projects. The STMP was first adopted in 1997, and an updated nexus study was prepared in 2006. The current effort is to update the program by completing a new nexus study.

Understanding existing transportation conditions is an important element of a nexus study. The purpose of an impact fee is to alleviate future impacts caused by new development; per the requirements of the Mitigation Fee Act, it is not appropriate to use impact fees to correct existing deficiencies, so the nexus study should identify the location of such deficiencies. The fee can be used to fund improvements at those locations, as long as the nexus study evaluates the portion of the improvement that addresses the existing deficiency and excludes that portion from the fee calculations. This Existing Conditions summary was based on a review of recent studies that contain information pertaining to the current operations along Routes of Regional Significance, existing transit services, and existing pedestrian and bicycle infrastructure.

DATA SOURCES

Fehr & Peers reviewed recent planning and environmental clearance documents addressing West County's existing and future transportation needs. Documents reviewed include:

- *2015 Update of the Contra Costa Congestion Management Program* (CCTA, December 2015)
- *2017 Countywide Comprehensive Transportation Plan Public Review Draft* (CCTA, May 2017)



- *2014 Comprehensive Transportation Project List* (CCTA, March 2015)
- *West County Action Plan for Routes of Regional Significance* (CCTA, January 2014)
- *West Contra Costa High-Capacity Transit Study* (WCCTAC, May 2017)
- *West Contra Costa Transit Enhancement Strategic Plan* (WCCTAC, October 2011)
- *2009 Contra Costa Countywide Bicycle and Pedestrian Plan* (CCTA, October 2009), as well as available documents from the ongoing plan update
- Various planning and environmental documents completed in the past several years and available on agency websites, including the following:
 - *San Pablo Avenue Complete Streets Study* (Contra Costa County Public Works, April 2017)
 - *Final Report for the San Pablo Avenue Complete Streets Study* (Cities of Richmond and San Pablo, September 2013)
 - *Final Environmental Impact Report San Pablo Avenue Specific Plan* (City of El Cerrito, August 2014)
 - *Bay Walk Mixed-Use Project Final Initial Study and Mitigated Negative Declaration* (City of Richmond, July 2015)
 - *Draft Environmental Impact Report Bottoms Property Residential Project* (City of Richmond, March 2014)
 - *Draft CEQA Initial Study/Mitigated Negative Declaration Goodrick Avenue Bay Trail Gap Closure Project* (City of Richmond, January 2017)
 - *CVS/Pharmacy & Wireless Communication Facility Relocation Initial Study* (City of Pinole, October 2015)
 - *Pinole Gateway Shopping Center Initial Study* (City of Pinole, January 2015)
 - *Richmond Central Project Initial Study Checklist Public Review Draft* (City of Richmond, April 2014)
 - *Draft Hercules Safeway Project Transportation Impact Assessment* (City of Hercules, July 2017)
 - *Final Sycamore Crossing Transportation Assessment* (City of Hercules, November 2014)
 - *Administrative Draft West County Health Center – Transportation Impact Analysis* (Contra Costa County, April 2017)
 - *Administrative Draft San Pablo City Hall Site Reuse Project Transportation Impact Assessment* (City of San Pablo, June 2017)

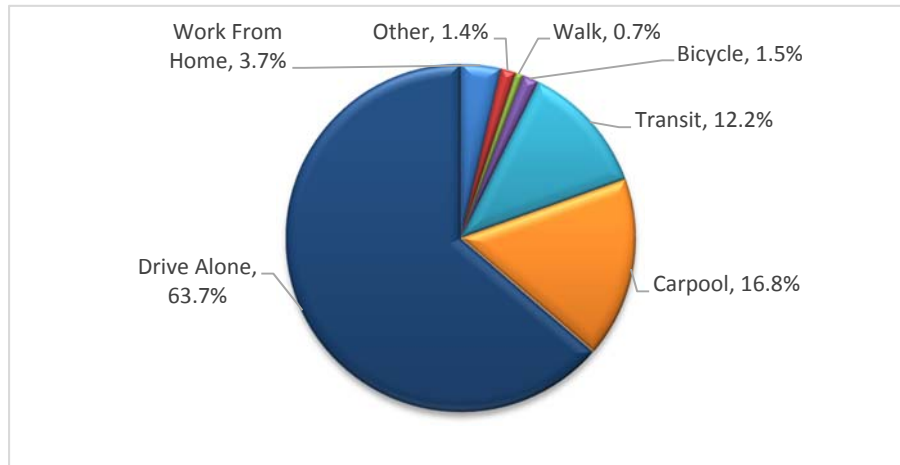


The documents listed above provide the basis for the summary of Existing Conditions presented here.

WEST COUNTY MODE SHARE

For informational purposes, Fehr & Peers reviewed American Community Survey data collected by the United States Census Bureau to understand existing commute patterns in West Contra Costa County. **Figure 1** provides a breakdown of the mode split for commute trips from survey respondents in West County. About two-thirds of commuters drive alone, while 17 percent carpool. About 12 percent of commute trips are made via transit, which is higher than the countywide transit mode share of nine percent. Although only 1.5 percent of West County residents commute via bicycling, that is more than double the countywide average. Walking was the lowest observed commute mode in West County, with a 0.7 percent mode share.

FIGURE 1 – WEST COUNTY COMMUTE MODE SHARE (2013)



Source: U.S. Census Bureau, American Community Survey, 5-Year Estimates, 2013.

ROUTES OF REGIONAL SIGNIFICANCE

Each of the four Regional Transportation Planning Committees (RTPCs) in Contra Costa County, including WCCTAC, work cooperatively to establish overall goals and set performance measures for designated Routes of Regional Significance. Routes of Regional Significance are roadways that connect two or more subareas of Contra Costa, cross County boundaries, carry significant through



traffic, and/or provide access to a regional highway or transit facility. The regional function of these routes coincides with the regional purpose of the STMP. The Routes of Regional Significance in West County are shown on **Figure 2**, and are described as follows:

1. **Appian Way** – From San Pablo Avenue to San Pablo Dam Road.
2. **Carlson Boulevard** – From 23rd Street to San Pablo Avenue.
3. **Central Avenue** – From San Pablo Avenue to I-580.
4. **Cummings Skyway** – From San Pablo Avenue to SR 4.
5. **Interstate 80** – From the Alameda County line to the Solano County line. I-80 is the primary inter-regional commute corridor through West County, and has major regional significance to the Bay Area.
6. **Interstate 580** – From I-80 to the Marin County line. I-580 carries inter-regional traffic between the East Bay and the North Bay.
7. **Richmond Parkway** – From I-80 to I-580 (including Castro Street and Garrard Boulevard segments). Richmond Parkway is an important connector for traffic traveling between I-80 and I-580.
8. **San Pablo Avenue** – From the Alameda County line to I-80/Pomona Street in Crockett. San Pablo Avenue is the most important corridor for inter-city travel in West County: it is the primary transit spine of the region, it travels through all of the West County cities (in many cases, functioning as “Main Street”), and it is the primary reliever route to I-80 during periods of severe freeway congestion.
9. **San Pablo Dam Road** – From San Pablo Avenue to the boundary with the Lamorinda region. San Pablo Dam Road is an important intra-County route, connecting travelers from I-80 in West County to SR 24 in Orinda, and it also serves as the primary commercial corridor for the unincorporated community of El Sobrante.
10. **State Route 4** – From I-80 to Cummings Skyway. SR 4 carries intra-County traffic between West County, Central County and East County.
11. **23rd Street** – From San Pablo Avenue to I-580.

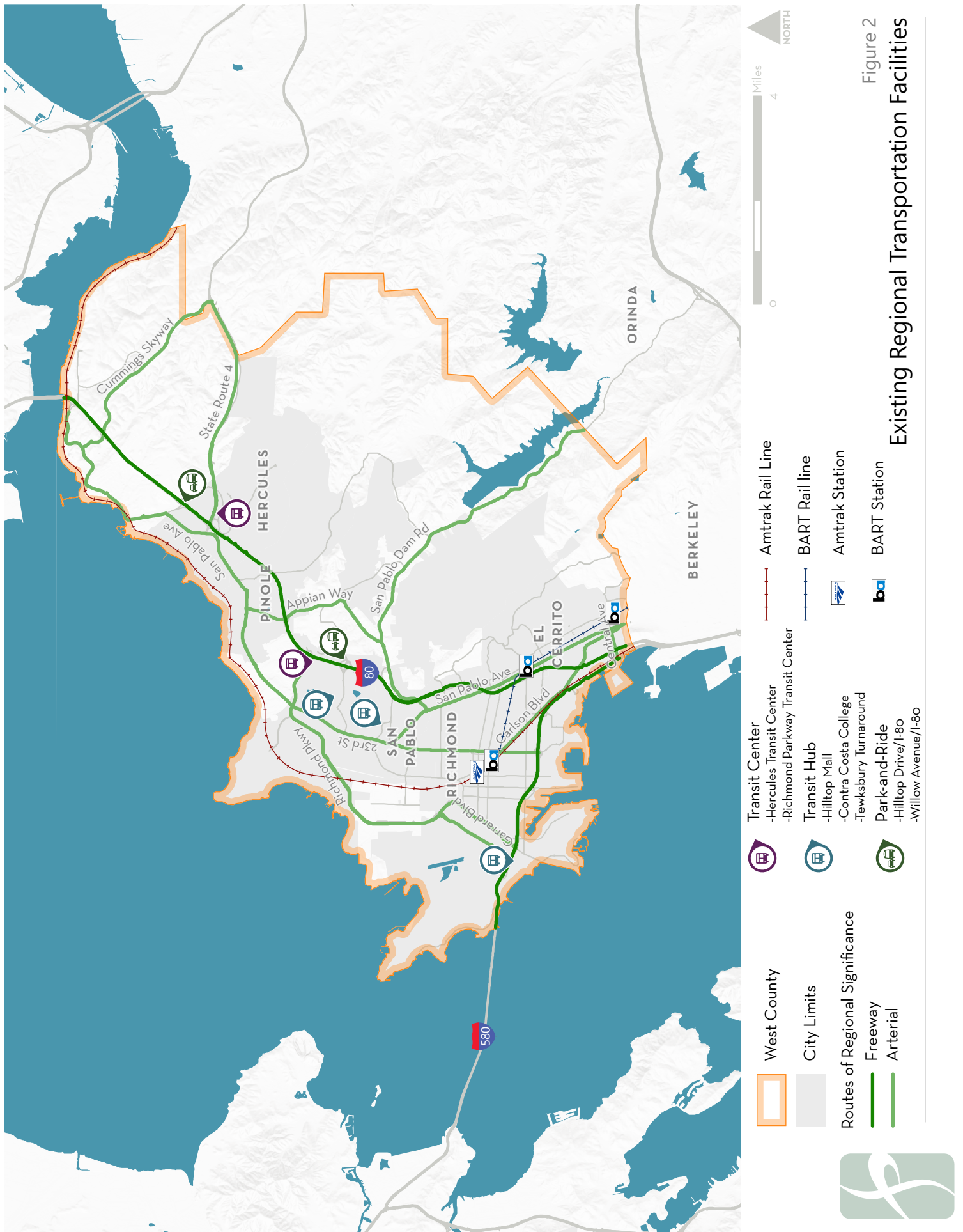


Figure 2
Existing Regional Transportation Facilities



CONGESTION MANAGEMENT PROGRAM

CCTA is responsible for preparing and adopting a Congestion Management Program (CMP) and updating it regularly; the CMP was last updated in 2015. The CMP defines traffic level-of-service (LOS) standards that apply to designated CMP routes that include Routes of Regional Significance. CCTA must monitor whether these LOS standards are being met on the designated CMP network. The purpose of the CMP is to monitor performance of the CMP network, identify deficiencies and needs of the network, and ultimately develop a capital improvement program (CIP) that maintains or improves the multimodal performance of the network.

Existing Intersection Operations

The CMP evaluates traffic operations using procedures outlined in the Transportation Research Board's 2010 Highway Capacity Manual (HCM). LOS is a measure of traffic operating conditions, which varies from LOS A (indicating free-flow traffic conditions with little or no delay) to LOS F (representing over-saturated conditions where traffic flows exceed design capacity resulting in long queues and delays). These grades represent the perspective of drivers and are an indication of the comfort and convenience associated with driving.

CCTA monitors CMP network performance via a series of CMP Monitoring Intersections. **Table A-1** in **Appendix A** lists all 25 CMP Monitoring Intersections in West County, including their respective LOS Standard and existing peak hour LOS results. As shown in Table A-1, all of the CMP Monitoring Intersections currently achieve the relevant LOS standard. In some cases, the standard is set at LOS F; drivers using intersections that operate at LOS F will experience significant delays, but the CMP defines that level of delay as being acceptable for certain locations.

Table A-1 also includes a few non-CMP Monitoring Intersections that were identified as operating at deficient levels in one or more of the planning and environmental documents we reviewed for this study (the list of documents reviewed is on pages 1-2 of this memo). For example, the *West County Action Plan for Routes of Regional Significance* defines a set of multimodal transportation service objectives (MTSOs) for all of the regional routes. The most recent Action Plan, prepared in 2014, presents the results of a monitoring program that analyzed the then-current MTSOs, based on data collected in 2013. As presented in that report, there were three intersections along Routes of Regional Significance that did not achieve the prescribed MTSO: these were three intersections along the Richmond Parkway corridor, at Hensley Street (via Castro Street), Pittsburg Avenue, and Parr Boulevard, where the peak hour Level of Service was lower than the relevant standard.



Additionally, in the *Richmond Central Project Initial Study Checklist Public Review Draft*, the Central Avenue/Westbound I-80 Ramps/Jacuzzi Street/San Joaquin Street intersection was identified to exceed the relevant LOS standard under existing conditions.

Existing Freeway Operations

The CMP monitors 14 freeway segments within West County, using freeway LOS procedures outlined in the 2010 HCM. The monitored freeway segments are listed in **Table A-2** in Appendix A, along with their relevant LOS standard and the monitoring results. None of the freeway segments monitored were found to exceed the relevant standard. The following freeway segments have standards set at LOS F:

- Eastbound I-80 between the Carquinez Bridge and SR 4
- Eastbound and Westbound I-80 between SR 4 and the Alameda County Line
- Eastbound and Westbound SR 4 between I-80 and Cummings Skyway

The LOS F standard indicates that these freeway segments already experience significant levels of congestion, but the CMP defines that as being acceptable for those locations. All other freeway segments in West County have a LOS E standard.

EXISTING TRANSIT FACILITIES

Approximately 12 percent of West County residents commute via transit according to the 2013 American Community Survey results. A variety of bus and passenger rail services operate within West County; the primary transit service operators include the Alameda-Contra Costa Transit District (AC Transit), Western Contra Costa Transit Authority (WestCAT), Bay Area Rapid Transit (BART) and Amtrak/Capitol Corridor. A few other transit operators, such as Fairfield-Suisun Transit, Golden Gate Transit, Solano County Transit (SolTrans) and VINE also operate regional bus routes, typically providing service from other counties to one of the West County BART stations. The *West Contra Costa High-Capacity Transit Study* (WCCTAC, May 2017) provides a comprehensive summary of existing transit services in West County. A brief summary of primary transit operators and key transit facilities are described below.



BUS TRANSIT SERVICE

AC Transit

The Alameda-Contra Costa Transit District (AC Transit) is the primary bus service provider in 13 cities and adjacent unincorporated areas in western Alameda and Contra Costa counties, with Transbay service (including six routes in West County) to destinations in San Francisco, San Mateo, and Santa Clara Counties. Major West County transfer centers used by AC Transit buses include the three BART stations and the Richmond Parkway Transit Center. In addition, AC Transit hubs are located at Contra Costa College, Hilltop Mall (including a park-n-ride lot), and the Tewksbury Turnaround located at the Tewksbury Avenue/Castro Street intersection in Point Richmond. As defined in the High Capacity Transit Study, “transit centers” typically provide off-street parking and access to multiple transit routes that may be operated by multiple transit agencies; “transit hubs” provide similar facilities but without off-street parking. All three BART stations and the Richmond Amtrak station in West County are also considered transit centers.

AC Transit routes 72, 72M and 72R have the highest bus ridership in West County, with average daily ridership in 2014 for all three routes combined of about 15,000 passengers. The average daily ridership in 2014 for all AC Transit routes that operate in West County was about 25,500 passengers¹.

WestCAT

WestCAT provides local bus services to the northern areas of West County, including Crockett, Hercules, Pinole, and El Sobrante. WestCAT operates eight local routes, four regional express routes, and one transbay route. The average daily WestCAT ridership was about 5,000 passengers in 2014¹. Major West County transfer centers used by WestCAT buses include the El Cerrito del Norte BART Station, Richmond Parkway Transit Center, and Hercules Transit Center.

PASSENGER RAIL TRANSIT SERVICE

BART

BART provides regional rail transit service to Contra Costa, Alameda, San Francisco and San Mateo counties. There are three BART stations in West County: El Cerrito Plaza, El Cerrito del Norte, and

¹ *West Contra Costa High-Capacity Transit Study* (WCCTAC, May 2017).



Richmond. Two BART lines operate in West County: Fremont-Richmond and Richmond-Daly City/Millbrae. Trains have a typical headway of 15 minutes on weekdays and 20 minutes on Saturdays and Sundays.

The 2016 average weekday BART ridership is summarized in **Table 3** for all three stations. On average, about 37,000 BART trips occurred each weekday in West County in 2016; the El Cerrito del Norte station has the highest usage. The El Cerrito del Norte station platform operates near capacity during the morning and evening peak commute periods and the existing station capacity may not adequately accommodate future forecasted growth in BART ridership.

TABLE 3
BART 2016 AVERAGE WEEKDAY RIDERSHIP

	El Cerrito Plaza	El Cerrito del Norte	Richmond	West County Total
Entry	5,055	8,771	4,511	18,337
Exit	5,134	9,162	4,356	18,652
<i>Total</i>	<i>10,189</i>	<i>17,933</i>	<i>8,867</i>	36,989

Source: BART, 2016, www.bart.gov/about/reports/ridership.

Amtrak

Amtrak provides inter-city rail service throughout California and the country. The Richmond Amtrak station, located adjacent to the Richmond BART Station, is the only Amtrak station in West County. Amtrak operates two long-distance routes through West County, the Coast Starlight (Los Angeles to Seattle) and the California Zephyr (Emeryville to Chicago), but neither of these routes stop in West County. Amtrak also operates the following state-supported routes that stop at the Richmond station:

- **Capital Corridor Route** – this route extends 169 rail miles between San Jose and Auburn. The Capitol Corridor Joint Powers Authority (CCJPA) contracts with Amtrak to operate 15 daily round trips. The Capitol Corridor is Amtrak’s third-busiest corridor; the Richmond station had 53,877 annual boardings and 57,014 annual alightings in fiscal year 2013-14¹.



- **San Joaquin Route** – this route extends 316 rail miles between Oakland and Bakersfield. The San Joaquin Joint Powers Authority (SJJPA) contracts with Amtrak to operate four daily round trips. San Joaquin Route ridership data for the Richmond station was not readily available.

FREIGHT RAIL SERVICES

Two rail corridors operate between Richmond and Martinez: the Union Pacific Railroad (UPRR) Martinez Subdivision and the Burlington Northern Santa Fe (BNSF) Stockton Subdivision. Amtrak trains, including the Capitol Corridor and San Joaquin Routes, currently operate on the UPRR Martinez Subdivision. The UPRR Martinez Subdivision extends between Oakland and Roseville, and provides freight service to the Ports of Oakland and Richmond. The BNSF Stockton Subdivision extends between Richmond and Fresno, and is currently only used for freight services, including service to the Port of Richmond. Freight rail improvements are not part of the STMP; however, improvements to rail crossings that benefit regional vehicle, transit, bicycle and/or pedestrian travel may be eligible for STMP funding.

TRANSIT MARKET ASSESSMENT

A transit market assessment was completed as part of the *West Contra Costa High-Capacity Transit Study* (WCCTAC, May 2017) to identify the most competitive transit markets in West County. The evaluation included an origin-destination (O-D) analysis using the CCTA countywide travel demand model and cell phone data, in addition to a Transit Suitability Index (TSI) analysis to assess the competitiveness of transit for the major travel markets that affect the I-80 corridor. Some of the key findings were:

- About 72 percent of total daily person trips stay within West County.
- The top three destinations for travel from West County are Albany/Berkeley/Emeryville, San Francisco, and Alameda/Oakland. Northern Alameda County and San Francisco accounted for 62 percent of all trips that begin in West County and end outside of West County.
- The top three origins for travel to West County are Albany/Berkeley/Emeryville, Solano County, and Alameda/Oakland. About 42 percent of trips to West County originated from northern Alameda County.

The TSI analysis conducted as part of the transit study indicated that the cities of El Cerrito, Richmond, and San Pablo have the greatest current potential for transit ridership growth; the



potential for transit is expected to increase in Pinole and Hercules as anticipated growth occurs. For travel within West County, the transit market assessment indicated a need to increase service for trips originating in central and northwest areas of West County (e.g., San Pablo, Pinole, Hercules) to destinations in the western areas, such as El Cerrito, Richmond, and San Pablo. A need was also identified for better transit service between West County and northern Alameda County. The I-80, San Pablo Avenue, and 23rd Street corridors have the greatest potential for future transit investments in West County.

EXISTING PEDESTRIAN AND BICYCLE FACILITIES

CCTA adopted the first Contra Costa Countywide Bicycle and Pedestrian Plan (CBPP) in 2003. CCTA prepared an Update to the 2003 CBPP in 2009 and is currently underway with another CBPP update. The upcoming 2018 CBPP Update for Contra Costa County will serve as an implementation mechanism for the Action Plans for Routes of Regional Significance, identify a low stress bicycling backbone network, and support Countywide efforts with policy, program, and design guidance and technical assistance. This update process will build upon existing local efforts and identify ways that local agencies can work together to bridge gaps in the regional network.

PEDESTRIAN FACILITIES

West Contra Costa County's diverse natural landscape both accommodates and presents obstacles to walking. On one hand, West County enjoys several trail segments along the coast and pedestrian facilities in urbanized areas, such as the Ohlone Greenway along the BART tracks. On the other, the East Bay hills and lack of pedestrian infrastructure (e.g. sidewalk gaps) can present challenges for walking in various areas of West County. Pedestrian facilities include sidewalks, off-street pathways, crosswalks (midblock and at intersections), curb ramps, median refuges, and pedestrian signals. Sidewalks, crosswalks, curb ramps and pedestrian signals are generally provided in the urban areas of West County, including the areas surrounding each of the three BART stations. Pedestrian facilities can be limited in suburban and rural areas of West County.

All transit users are pedestrians at some point in their trip and improving pedestrian access to BART stations, transit centers and major bus stops can encourage use of transit instead of driving. Capital improvements that enhance pedestrian access to transit facilities will be considered in the nexus



study update in an effort to increase transit mode share and reduce vehicle congestion along the Routes of Regional Significance.

BICYCLE FACILITIES

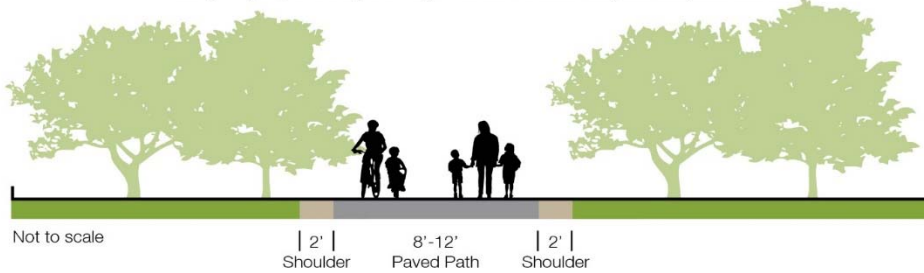
The California Department of Transportation (Caltrans) classifies four primary bicycle facility types in the *Highway Design Manual* (Chapter 1000: Bikeway Planning and Design). Each bikeway class is intended to provide bicyclists with enhanced riding conditions. Bikeways offer various levels of separation from traffic based on traffic volume and speed, among other factors. The four bikeway types in California and appropriate contexts for each are shown on **Figure 3** and detailed below.

- **Class I Bikeway (Bike Path)** – Bike paths provide a completely separate right-of-way and are designated for the exclusive use of people riding bicycles and walking with minimal cross-flow traffic. Such paths can be well-situated along creeks, canals, and rail lines. Class I Bikeways can also offer opportunities not provided by the road system by serving as both recreational areas and/or desirable commuter routes.
- **Class II Bikeway (Bike Lane)** – Bike lanes provide designated street space for bicyclists, typically adjacent to the outer vehicle travel lanes. Bike lanes include special lane markings, pavement legends, and signage. Bike lanes may be enhanced with painted buffers between vehicle lanes and/or parking, and green paint at conflict zones (such as driveways or intersections). At a minimum, buffer striping should be provided between the bicycle lane and the vehicle travel lanes.
- **Class III Bikeway (Bike Route)** Bike routes provide enhanced mixed-traffic conditions for bicyclists through signage, striping, and/or traffic calming treatments, and provide continuity to a bikeway network. Bike routes are typically designated along gaps between bike trails or bike lanes, or along low-volume, low-speed streets. Bicycle boulevards provide further enhancements to bike routes to encourage slow speeds and discourage non-local vehicle traffic via traffic diverters, chicanes, traffic circles, and/or speed tables. Bicycle boulevards can also feature special wayfinding signage to nearby destinations or other bikeways.
- **Class IV Bikeway (Separated Bikeway)** Separated Bikeways, also referred to as cycle tracks or protected bikeways, are bikeways for the exclusive use of bicycles which are physically separated from vehicle traffic. Separated Bikeways were recently adopted by Caltrans in 2015. Types of separation may include, but are not limited to, grade separation, flexible posts, physical barriers such as curbs, planters, and delineators, or on-street parking.



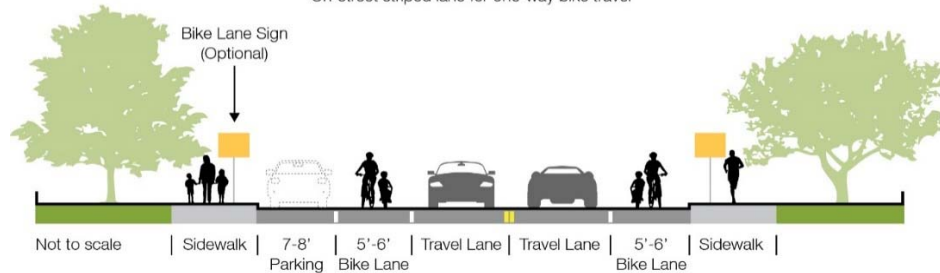
SHARED-USE PATH (CLASS I)

Completely separated right-of-way for exclusive use of bicycles and pedestrians



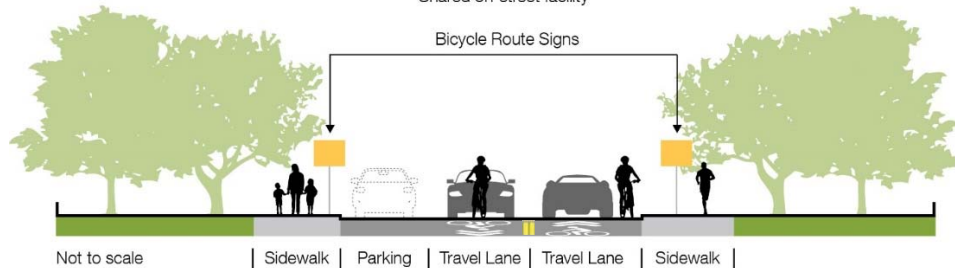
BICYCLE LANE (CLASS II)

On-street striped lane for one-way bike travel



BICYCLE ROUTE (CLASS III)

Shared on-street facility



CYCLE TRACK/SEPARATED BIKEWAY (CLASS IV)

Physically separated bike lane

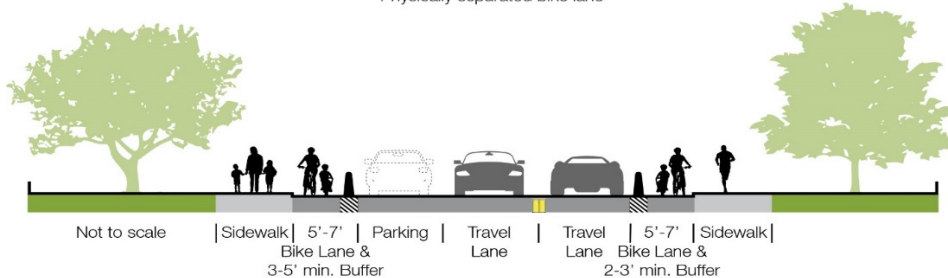


FIGURE 3 – BIKEWAY TYPES



The upcoming 2018 CBPP Update will include an updated bicycle network map for Contra Costa County; the preliminary West County bicycle network map is shown on **Figure 4**, the final map will be available by end of 2017.

Bicycling as a means of transportation is disconnected in West County. As shown on Figure 4, there are several network gaps that hinder bicycle access and circulation in West County. Recent bicycle transportation planning and research has focused on bicycle comfort to help understand bicycle facilities' potential for bicycle ridership and mode shift. The development of low-stress bicycle networks that eliminate high-stress barriers is critical to broadening the appeal of bicycling in West County. One strategy for expanding low-stress bikeways is to develop a continuous and connected "Backbone Network" in West County. Backbone networks are citywide or region-wide bicycle facilities with low-stress ratings and seek to address barriers to access associated with the high-stress arterial and collector roadways. Depending on roadway characteristics, low-stress facilities can range from Class III bicycle routes on low auto volume and low speed residential streets with traffic calming, to off-street Class I trails and on-street Class IV separated bikeways. In addition, ensuring that intersection treatments are low-stress and comfortable is another critical component of low-stress backbone networks. Capital improvements that provide low-stress bicycling facilities along routes that connect to major regional destinations and transit facilities will be considered in the nexus study update in an effort to increase bicycle mode share and reduce vehicle congestion along the Routes of Regional Significance.

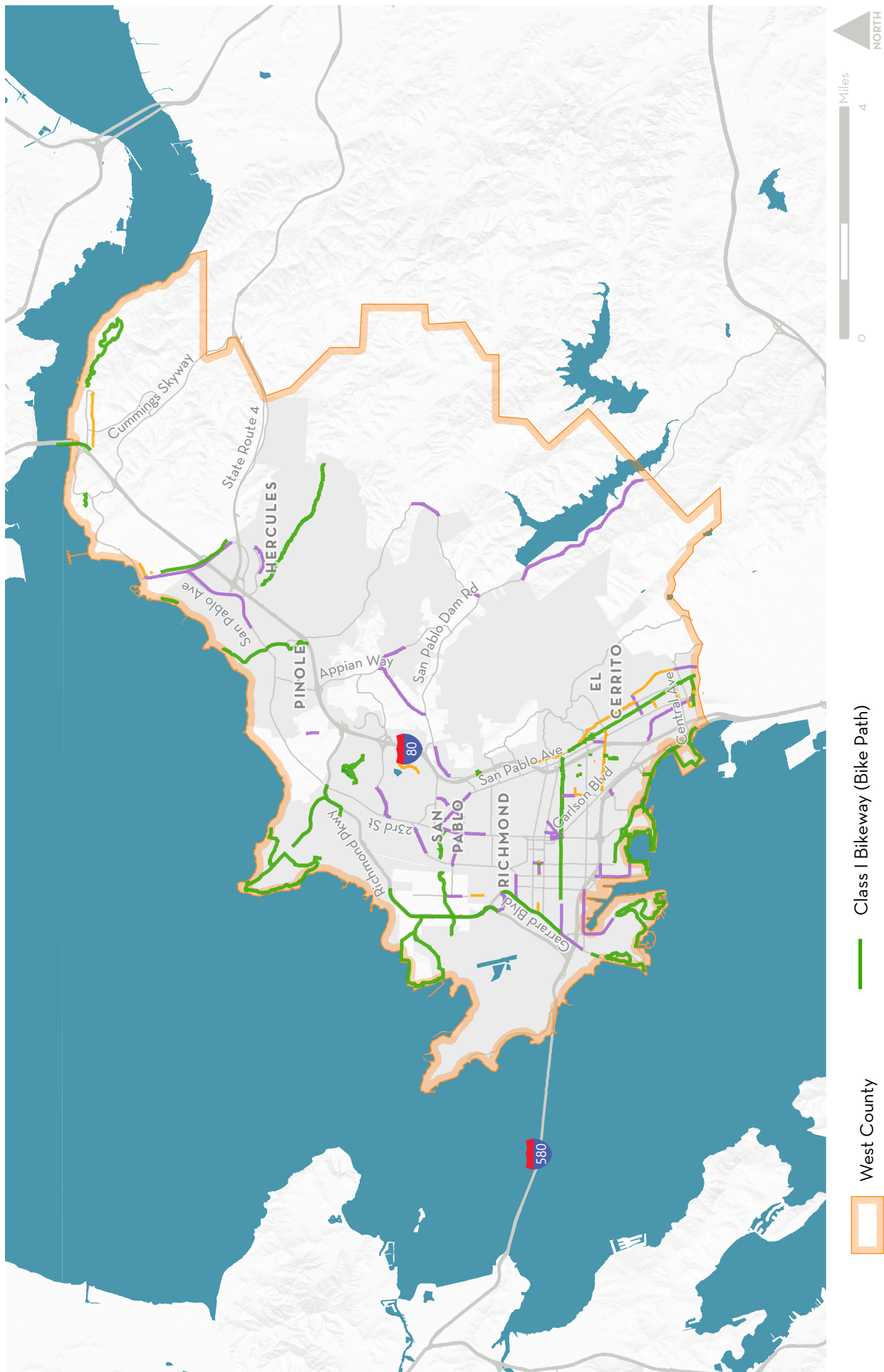


Figure 4
Existing West County Bicycle Network (Preliminary)

Source: Upcoming 2018 Contra Costa Countywide Bicycle and Pedestrian Plan (Map is Preliminary)



SUMMARY OF EXISTING DEFICIENCIES

Based on the documents reviewed for this study, the following intersections along Routes of Regional Significance are considered to have existing deficiencies:

- Castro Street/Hensley Street (City of Richmond)
- Richmond Parkway/Pittsburg Avenue (City of Richmond)
- Richmond Parkway/Parr Boulevard (City of Richmond)
- Central Avenue/Jacuzzi Street/San Joaquin Street/Westbound I-80 Ramps (City of Richmond)

If any of the capital improvement projects included in the STMP address these intersections, the STMP will account for these deficiencies by calculating the proportion of the improvement cost that is attributable to correcting the deficiency and removing that proportion from the fee calculations.

The STMP may include capital improvements that address transit, bicycle, and/or pedestrian facilities. In lieu of identifying specific locations of existing deficiencies in those networks, the STMP will establish a nexus for transit, bicycle, or pedestrian projects based on the proportional growth anticipated in West County.

NEXT STEPS

To guide the STMP update process, this memo provides a summary of Existing Conditions for West County based on a review of available studies. The information provides the basis for identifying existing deficiencies, which will be accounted for in the future STMP fee calculations. The information in this memo will be presented at the September 14th TAC meeting.

Please contact Francisco Martin or Julie Morgan if you have any questions or comments.

Attachments

Appendix A – Existing Conditions Intersection and Freeway Traffic Operations Summary

Appendix A

Existing Conditions Intersection and Freeway Traffic Operations Summary



**TABLE A-1
EXISTING INTERSECTION LEVEL OF SERVICE**

ID	Facility	Cross Street	Jurisdiction	Intersection Type	Peak hour	Delay	LOS	LOS Standard	Source
1	San Pablo Avenue	John Muir Parkway	Hercules	Signal	AM PM	43.9 53.4	D D	E	CMP 2015 ¹
2	San Pablo Avenue	Pinole Valley Road	Pinole	Signal	AM PM	6 12.4	A B	E	CMP 2015 ¹
3	San Pablo Avenue	Appian Way	Pinole	Signal	AM PM	25.1 28.6	C C	E	CMP 2015 ¹
4	San Pablo Avenue	Hilltop Drive	Richmond	Signal	AM PM	46 62	D E	E	CMP 2015 ¹
5	San Pablo Avenue	Rumrill Boulevard	San Pablo	Signal	AM PM	31.6 57.9	C E	F	CMP 2015 ¹
6	San Pablo Avenue	El Portal Drive	San Pablo	Signal	AM PM	39.6 37.1	D D	E	CMP 2015 ¹
7	San Pablo Avenue	Road 20	San Pablo	Signal	AM PM	66.5 40.8	E D	E	CMP 2015 ¹
8	San Pablo Avenue	San Pablo Dam Road	San Pablo	Signal	AM PM	29.1 36.2	C D	E	CMP 2015 ¹
9	San Pablo Avenue	McBryde Avenue	Richmond	Signal	AM PM	25.6 34.7	C C	E	CMP 2015 ¹
10	San Pablo Avenue/ Barrett Avenue	WB I-80 Ramps	Richmond	Signal	AM PM	30.8 28.5	C C	E	CMP 2015 ¹
11	San Pablo Avenue	EB I-80 Ramps/ Roosevelt Ave	Richmond	Signal	AM PM	17.4 22.4	B C	E	CMP 2015 ¹
12	San Pablo Avenue	Barrett Avenue	Richmond	Signal	AM PM	61.5 56.4	E E	F	CMP 2015 ¹
13	San Pablo Avenue	Cutting Boulevard	El Cerrito	Signal	AM PM	31 40	C D	E	CMP 2015 ¹
14	San Pablo Avenue	Central Avenue	El Cerrito	Signal	AM PM	35.4 45.4	D D	E	CMP 2015 ¹
15	San Pablo Dam Road	WB I-80 Ramps	San Pablo	Signal	AM PM	26.4 51.1	C D	F	CMP 2015 ¹
16	San Pablo Dam Road	EB I-80 Ramps/ Amador St	San Pablo	Signal	AM PM	59.4 59.1	E E	F	CMP 2015 ¹
17	San Pablo Dam Road	El Portal Drive	Richmond, County	Signal	AM PM	33.7 40.8	C D	E	CMP 2015 ¹

**TABLE A-1
EXISTING INTERSECTION LEVEL OF SERVICE**

ID	Facility	Cross Street	Jurisdiction	Intersection Type	Peak hour	Delay	LOS	LOS Standard	Source
18	San Pablo Dam Road	Appian Way	County	Signal	AM PM	67.1 42.9	E D	E	CMP 2015 ¹
19	San Pablo Dam Road	Castro Ranch Road	Richmond, County	Signal	AM PM	25.5 25.6	C C	E	CMP 2015 ¹
20	El Portal Drive	Road 20	San Pablo	Signal	AM PM	14.1 16.6	B B	E	CMP 2015 ¹
21	El Portal Drive	WB I-80 Ramps	County	Signal	AM PM	26.4 25.6	C C	F	CMP 2015 ¹
22	El Portal Drive	EB I-80 Ramps	Richmond, County	Signal	AM PM	441.9 43.3	F D	F	CMP 2015 ¹
23	Cutting Boulevard	Canal Boulevard	Richmond	Signal	AM PM	11.5 12.3	B A	E	CMP 2015 ¹
24	Cutting Boulevard	Harbour Way	Richmond	Signal	AM PM	38.6 43.8	D D	E	CMP 2015 ¹
25	Cutting Boulevard	Carlson Boulevard	Richmond	Signal	AM PM	23.9 23.4	C C	E	CMP 2015 ¹
26	Castro Street	Hensley Street	Richmond	Signal	AM PM	-- --	C E	D	WCAP 2014 ²
27	Richmond Parkway	Pittsburg Avenue	Richmond	Signal	AM PM	-- --	F F	D	WCAP 2014 ²
28	Richmond Parkway	Parr Boulevard	Richmond	Signal	AM PM	-- --	F C	D	WCAP 2014 ²
29	Central Avenue	Jacuzzi Street/San Joaquin Street/WB I-80 Ramps	Richmond	Signal	AM PM	57.7 56.9	E E	D	RCPIS 2014 ³

Notes: **Bold** indicates locations that exceed the LOS standard.

1. Intersection results are based on the *2015 Update of the Contra Costa Congestion Management Program* (CCTA, December 2015).
2. Intersection results are based on the *West County Action Plan for Routes of Regional Significance* (CCTA, January 2014).
3. Intersection results are based on the *Richmond Central Project Initial Study Checklist Public Review Draft* (City of Richmond, April 2014).

Source: Highway Capacity Manual, Chapter 19 (Signalized Intersections), Chapter 20 and 21 (Unsignalized Intersections), Transportation Research Board, 2010.

**TABLE A-2
EXISTING FREEWAY LEVEL OF SERVICE**

ID	Route	Limits	Direction	Peak hour	Speed	LOS	LOS Standard	Source
F80-1	I-80	Carquinez Bridge to Cummings Skyway	EB	AM PM	63.3 61.6	A A	F	CMP 2015 ¹
F80-1	I-80	Carquinez Bridge to Cummings Skyway	WB	AM PM	64.4 65	A A	E	CMP 2015 ¹
F80-2	I-80	Cummings Skyway to State Route 4	EB	AM PM	65.4 66.7	A A	F	CMP 2015 ¹
F80-2	I-80	Cummings Skyway to State Route 4	WB	AM PM	61.4 67.5	A A	E	CMP 2015 ¹
F80-3	I-80	State Route 4 to San Pablo Dam Road	EB	AM PM	63.6 28	A F	F	CMP 2015 ¹
F80-3	I-80	State Route 4 to San Pablo Dam Road	WB	AM PM	24.8 63	F A	F	CMP 2015 ¹
F80-4	I-80	San Pablo Dam Road to Cutting Blvd.	EB	AM PM	62.6 25	A F	F	CMP 2015 ¹
F80-4	I-80	San Pablo Dam Road to Cutting Blvd.	WB	AM PM	25.8 49.9	F D	F	CMP 2015 ¹
F80-5	I-80	Cutting Blvd. to Alameda County	EB	AM PM	63.7 23	A F	F	CMP 2015 ¹
F80-5	I-80	Cutting Blvd. to Alameda County	WB	AM PM	18.6 64.7	F A	F	CMP 2015 ¹
F580-1	I-580	Richmond Bridge to Alameda County Line	EB	AM PM	41.5 58.7	E B	E	CMP 2015 ¹
F580-1	I-580	Richmond Bridge to Alameda County Line	WB	AM PM	31.1 62.2	E A	E	CMP 2015 ¹
F4-1	SR-4	I-80 to Cummings Skyway	EB	AM PM	57.2 59.5	B B	F	CMP 2015 ¹
F4-1	SR-4	I-80 to Cummings Skyway	WB	AM PM	61.6 61.8	A A	F	CMP 2015 ¹

Notes:

1. Intersection results are based on the *2015 Update of the Contra Costa Congestion Management Program* (CCTA, December 2015).

Source: Highway Capacity Manual, Chapter 11 (Basic Freeway Segments), Transportation Research Board, 2010.

TECHNICAL MEMORANDUM

Date: November 29, 2017
To: Leah Greenblat and John Nemeth, WCCTAC
From: Francisco Martin and Julie Morgan, Fehr & Peers
Subject: **West County STMP Update: Review of Growth Projections**

OK17-0177

The West Contra Costa Subregional Transportation Mitigation Program (STMP) is a development impact fee program that generates funds for regional and subregional transportation improvement projects. The STMP was first adopted in 1997, and an updated nexus study was prepared in 2006. A recent review of the 2006 nexus study indicates that the pace of housing and job growth in West County has been substantially slower than was projected. As a result, the STMP has generated less fee revenue between 2006 and 2015 than had been projected in the 2006 study. The current effort is to update the program by completing a new nexus study, which provides the opportunity to revisit the housing and job growth projections.

Determining the development potential in West County is a key task in the nexus study update process. Development potential determines the amount of anticipated traffic growth in the region, which ultimately informs the maximum fee levels that can be considered in the STMP update. The primary resource for population and land use projections in the Bay Area is the Association of Bay Area Governments (ABAG); ABAG has developed land use forecasts for the Bay Area region the past four decades. ABAG continues to update their *Projections* report every few years; the latest report forecasts land use growth to year 2040. Given the importance of projected land use growth in West County, Fehr & Peers conducted a review of ABAG data for years 2000, 2005, 2010, 2015, and 2040 to inform the growth assumptions to be incorporated into the new nexus study. The historical and projected growth figures for West County are summarized below.



HISTORICAL GROWTH TRENDS

Understanding growth trends in West County over the past 15 years can help evaluate the reasonableness of land use projections estimated for the next 25 years. Fehr & Peers evaluated historical growth over the following five-year increments:

- **2000 – 2005:** corresponds to an economic boom experienced in most of the Bay Area region.
- **2005 – 2010:** the years leading up to and entering the economic recession of 2008.
- **2010 – 2015:** the time period when the region began to recover from recession.

Table 1 presents the household and job totals for West County; **Table 2** presents the corresponding annual growth rates. The *ABAG Projections 2009* report is the basis for year 2000 and 2005 data; the *ABAG Projections 2013* report is the basis for year 2010 and 2015 data. (Note that the 2015 household and job estimates in *ABAG Projections 2013* are technically considered forecasts since the data set was developed prior to 2015; however, the 2015 figures are a very near-term forecast and they are the most consistent source of information to use for comparison with the prior years.)

Key highlights of the housing and job data over the past 15 years are summarized below.

- **2000 – 2005:** On average, housing in West County increased by 0.9 percent per year and jobs increased by 0.7 percent per year.
- **2005 – 2010:** During this period of recession, growth in West County slowed substantially. As an overall average, West County housing held fairly steady over this 5-year period while jobs decreased at about 2 percent per year. (It should be noted that the 2010 data comes from a different *Projections* report than the 2005 data, and it is possible that the assumptions applied in these two different reports were changed, which may explain some of the differences in the data.)
- **2010 – 2015:** During this period, housing growth rebounded to its pre-recession average of 0.9 percent per year, while job growth was robust at about 1.7 percent per year. It is interesting to note that the total number of jobs in West County in 2015 is shown as being very similar to the total jobs in the year 2000, indicating very modest net job growth during the overall 15-year time period.



TABLE 1
WEST CONTRA COSTA COUNTY HOUSEHOLDS AND JOBS (2000 – 2015)

Area	2000 ¹		2005 ¹		2010 ²		2015 ²	
	HH ³	Jobs	HH ³	Jobs	HH ³	Jobs	HH ³	Jobs
West Contra Costa County	76,828	62,086	80,312	64,390	80,100	57,646	83,610	62,407

Notes:

1. Year 2000 and 2005 household and job estimates are based on ABAG *Projections 2009*.
2. Year 2010 and 2015 household and job estimates are based on ABAG *Projections 2013*. The 2015 household and job totals are forecasts since they were prepared prior to 2015.
3. HH = households.

Source: Association of Bay Area Governments.

TABLE 2
WEST CONTRA COSTA COUNTY ANNUAL HOUSEHOLD AND JOB GROWTH RATES (2000 – 2015)

Area	2000 – 2005 Annual Growth Rate ¹		2005 – 2010 Annual Growth Rate ¹		2010 – 2015 Annual Growth Rate ¹	
	HH ²	Jobs	HH ²	Jobs	HH ²	Jobs
West Contra Costa County	0.9%	0.7%	-0.1%	-2.1%	0.9%	1.7%

Notes:

1. Year 2000 and 2005 household and job estimates are based on ABAG *Projections 2009*. Year 2010 and 2015 household and job estimates are based on ABAG *Projections 2013*. The 2015 household and job totals are forecasts since they were prepared prior to 2015.
2. HH = households.

Source: Association of Bay Area Governments.

GROWTH PROJECTIONS

As part of the nexus study update, it will be important to estimate the amount of future development in West County that will be subject to the fee. Two sources of year 2040 land use projections are available: ABAG *Projections 2013* and the preliminary ABAG *Projections 2017*. The land use data utilized by the current version of the Contra Costa Transportation Authority's (CCTA) travel demand model is based on *Projections 2013*. The preliminary *Projections 2017* was recently used to develop the Metropolitan Transportation Commission's *Plan Bay Area 2040*, which was adopted in July 2017. However, *Projections 2017* is still considered preliminary because ABAG is



expected to make refinements to the data and publish an official *Projections 2017* report in the next several months. **Table 3** summarizes the growth projections between 2015 and 2040 based on *Projections 2013* and compares it to the data from the preliminary *Projections 2017*.

As shown in Table 3, for the West County area as a whole, *Projections 2017* contains slightly lower housing growth rates and slightly higher job growth rates than *Projections 2013*. Also of note is that the housing growth in *Projections 2017* is much more heavily weighted toward multi-family units; the *Projections 2013* figures indicated that multi-family units would make up about 43% of the total new housing in West County, whereas in *Projections 2017* that proportion rises to about 75%. This is of interest for the STMP update, because fees on multi-family housing units are typically lower than on single-family units.

TABLE 3
WEST CONTRA COSTA COUNTY PROJECTED GROWTH RATES (2015 – 2040)

ABAG Projections	2015 – 2040 Net Growth				2015 – 2040 Annual Growth Rates			
	Households ¹			Jobs	Households ¹			Jobs
	SF	MF	Total		SF	MF	Total	
Projections 2013	14,350	10,730	25,080	18,736	1.0%	1.7%	1.2%	1.2%
Projections 2017	5,809	17,798	23,607	25,904	0.3%	2.2%	1.0%	1.4%

Notes:

- SF = single-family units; MF = multi-family units.

Source: Association of Bay Area Governments.

GROWTH RATE COMPARISON AND NEXT STEPS

A summary of all the historical and projected growth rates for the West County region that have been presented in this memo is shown in **Table 4**. Development potential in the West County region will be a key element of calculating the maximum fee levels in the STMP update.



TABLE 4
WEST CONTRA COSTA COUNTY ANNUAL GROWTH RATE COMPARISON

Year Range	Annual Housing Growth Rate	Annual Job Growth Rate
2000 – 2005 (Historical)	0.9%	0.7%
2005 – 2010 (Historical)	-0.1%	-2.1%
2010 – 2015 (Historical)	0.9%	1.7%
2015 – 2040 (Forecast, based on ABAG <i>Projections 2013</i>)	1.2%	1.2%
2015 – 2040 (Forecast, based on ABAG <i>Projections 2017</i>)	1.0%	1.4%

Source: Association of Bay Area Governments.

TAC REVIEW AND INPUT

The historical and projected growth rates shown in Table 4 were presented and discussed during the September 14th TAC meeting. TAC members reviewed the housing and job growth projections and directed Fehr & Peers to use the following growth rates in the STMP study:

- 0.9% annual housing growth rate, which is lower than *Projections 2013* and *Projections 2017*, but consistent with the pace of housing growth historically observed in West County during non-recessionary periods.
- 1.2% annual job growth rate, which is consistent with *Projections 2013*, but lower than *Projections 2017* and the historical post-recession growth rate.

Please contact Francisco Martin or Julie Morgan if you have any questions or comments.

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DRAFT TECHNICAL MEMORANDUM

Date: September 5, 2017
To: Leah Greenblat and John Nemeth, WCCTAC
From: Francisco Martin and Julie Morgan, Fehr & Peers
Subject: **West County STMP Update: Potential New Project List Criteria**

OK17-0177

A list of projects to be included in the updated STMP will be identified during the next phase of the nexus study update. The existing conditions summary and the status of improvements in the current STMP that are not yet completed will inform the development of the project list. The project list will likely include a variety of project types, such as modifying street widths and lane configurations, improving streetscape elements, adding or enhancing pedestrian and bicycle facilities, installing or upgrading traffic signals, and/or implementing improvements related to high-capacity transit services. Emphasis will be placed on defining a set of projects that achieve the regional goals of the STMP program.

There are many transportation needs in West County, and many projects have been considered or are in various phases of planning. In order to create a list of capital improvement projects that are suitable for inclusion in the STMP, it will be important to develop a set of filtering criteria that can be applied to the many possible transportation projects in West County to define STMP-eligible projects. The following presents a suggested set of criteria that could be used to define eligible projects; we want to get input on these criteria from the TAC at the September 14th meeting.

As a first step, all STMP-eligible projects must meet the following criterion:

- Does the project have a reasonable expectation of implementation during the timeframe of the fee program?

Once a project meets the criterion above, then it should be determined that it meets at least one of the following criteria to be eligible for STMP funding.



- Does the project address the impacts of congestion on regional travel?
- Is the project located on a Route of Regional Significance?
- Does the project improve access to BART stations, transit centers or major transit hubs?
- Does the project increase transit ridership?
- Does the project improve bicycle or pedestrian access to transit?

Although the focus of the STMP project list is to identify improvements that serve regional travel needs by reducing congestion or increasing accessibility along Routes of Regional Significance, it is important to note that projects that are not directly located on such routes may also be considered. Specifically, multimodal improvements along other roadways that could indirectly improve the operations of Routes of Regional Significance may also be STMP-eligible. For example, implementing a low-stress bicycle facility that is parallel to a Route of Regional Significance could increase the demand for bicycling and reduce vehicle volumes on the regional route, which could thereby serve regional travel needs.

As a secondary consideration, it is worth noting that the filtering criteria listed above could also be used in the future for project prioritization. If desired, a process could be developed whereby projects that satisfy more than one of the above criteria be considered higher priority. We would appreciate feedback on this concept from the TAC as well.

NEXT STEPS

Fehr & Peers will coordinate with WCCTAC staff and TAC members to discuss the potential criteria and reach consensus on a final set. The proposed filtering criteria will be presented at the September 14th TAC meeting. A preliminary list of projects will be presented to TAC members in November 2017, and the final project list is scheduled to be defined by March 2018 after incorporating stakeholder review and input.

Please contact Francisco Martin or Julie Morgan if you have any questions or comments.

October 9, 2017

El Cerrito

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

Hercules

RE: September WCCTAC Board Meeting Summary

Pinole

Dear Randy:

The WCCTAC Board, at its meeting on September 29, 2017 took the following actions that may be of interest to CCTA:

Richmond

1. Received a presentation from Sean Nozzari-Deputy District Director for Caltrans District 4, regarding the performance of the I-80 HOV lanes. An Ad-hoc Subcommittee was formed consisting of WCCTAC Board members, to focus on providing improvement suggestions for the I-80 HOV lanes.

San Pablo

2. Approved allocation of \$1M in STMP funds to BART for the El Cerrito Del Norte Modernization Project.

Contra Costa
County

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

AC Transit

Sincerely,



BART

John Nemeth
Executive Director

WestCAT

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
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
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 Office
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