

El Cerrito

MEETING NOTICE AND AGENDA

Hercules

DATE & TIME: Friday, January 26, 2018, 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 and #72R)

Pinole

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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.*
 3. **Election of Officers:**
 - a. **CCTA Representative (even-year term),**
 - b. **WCCTAC Chair,**
 - c. **WCCTAC Vice-Chair.***(Attachment; Recommended Action: Elect Board members to positions)*

Richmond

San Pablo

CONSENT CALENDAR

Contra Costa
County

4. **Minutes of December 8, 2017 Board Meeting.** *(Attachment; Recommended Action: Approve)*

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

AC Transit

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

7. **Payment of Invoices over \$10,000.** None

BART

8. **Charter for San Pablo Avenue Corridor Project** As the lead for this study, the Alameda County Transportation Commission is requesting that all participating agencies adopt a charter outlining an agreed upon cooperative working arrangement. *(Attachments; Recommended Action: Authorize the WCCTAC Executive Director to sign the attached charter agreement with the Alameda County Transportation Commission for the San Pablo Avenue Corridor Project)*

WestCAT

9. **Resolution of Support for Caltrans Sustainable Transportation Planning Grant for West Contra Costa County Express Bus Implementation Plan.** Caltrans selected WCCTAC's grant application, which requested approximately \$640,000 to develop an implementation plan for express bus service between West County and Alameda and San Francisco Counties. A requirement for receipt of the funds is adoption of a resolution designating the agency's Executive Director to act on WCCTAC's behalf. *(Attachments; Recommended Action: Adopt Resolution 18-01)*

10. **Appoint an Ad Hoc Subcommittee to Facilitate a Performance Evaluation of the Executive Director and to Serve as the Board's Labor Negotiators.** The Executive Director requests that the Board of Directors appoint an Ad Hoc Subcommittee, consisting of the Chair and Vice-Chair, to facilitate a performance evaluation and to serve as the Board's Labor Negotiator. The Ad Hoc Subcommittee will meet with the Executive Director to conduct a performance evaluation and negotiate any salary adjustments. A closed session of the full Board will be scheduled at a future meeting. *(No Attachments; Recommended Action: Appoint an Ad Hoc Subcommittee of the Chair and Vice Chair to Facilitate a Performance Evaluation of the Executive Director and to serve as the Board's Labor Negotiators)*

REGULAR AGENDA ITEMS

11. **Richmond-San Rafael Bridge Project Update.** A representative from the Metropolitan Transportation Commission (MTC) will provide an update on the current project which includes: the conversion of a shoulder to a new vehicular lane on the eastbound lower deck, and the conversion of a shoulder to a bicycle and pedestrian path on the westbound upper deck *(Andrew Fremier – MTC Staff; Recommended Action: Information Only)*

12. **Clean Bus Technology and Local Transit Fleets.** As offered by Director Peebles at the December meeting and welcomed by the WCCTAC Board, representatives of AC Transit and WestCAT will provide information about the inclusion of fuel cell and other low/zero emission vehicles into their fleets. *(AC Transit and WestCAT representatives; Recommended Action: Information Only)*

STANDING ITEMS

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

14. General Information Items.

- a. Letters to CCTA Executive Director with December 8, 2017 Summary of Board Actions
- b. Acronym List

15. Adjourn. Next meeting is: February 23, 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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TO: WCCTAC Board

DATE: January 26, 2018

FR: John Nemeth, Executive Director

RE: Election of Officers

REQUESTED ACTION

Elect members to the following positions: a. CCTA Representative (even-year term), b. WCCTAC Chair, and c. WCCTAC Vice-Chair.

BACKGROUND AND DISCUSSION

CCTA Even-Year Representative

Janet Abelson was elected as WCCTAC's "even-year" CCTA representative in 2016. Her two-year term expires on January 31, 2018. The "even-year" representative sits on the full CCTA Board and on CCTA's Planning Committee. The "odd-year" and "even-year" representatives are each other's alternates for the Committees on which they sit. Tom Butt is the "odd-year" representative and sits on the Administration & Projects Committee. His term expires on January 31, 2019.

According to the WCCTAC Joint Exercise of Powers Agreement (JPA) Section 9 (A) (3) (c), only the Cities and the County may vote for CCTA Representatives – six votes total (one each – El Cerrito, Hercules, Pinole, Richmond, San Pablo, Contra Costa County);

WCCTAC Chair

Janet Abelson is the current Chair and was elected in January, 2017. The term for the Chair is for one year and there are no term limits. All members may vote for the Board Chair and any member can serve as Chair. The term for the newly elected Chair will begin on February 1, 2018.

WCCTAC Vice-Chair

Cecilia Valdez is the current Vice-Chair and was elected in January, 2017. The term for the Vice-Chair is for one year and there are no term limits. All members may vote for the Vice-Chair and any member can serve as Vice-Chair. The term for the newly elected Vice-Chair will begin on February 1, 2018.

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**West Contra Costa Transportation Advisory Committee
Board of Directors Meeting
Meeting Minutes: December 8, 2017**

MEMBERS PRESENT: Janet Abelson, Chair (El Cerrito); Cecilia Valdez, Vice-Chair (San Pablo); Tom Butt, (Richmond); Ada Recinos (Richmond); Roy Swearingen (Pinole); Chris Peeples (AC Transit); Maureen Powers (WestCat); Eduardo Martinez (Richmond); Chris Kelly (Hercules)

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

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:06am

Meeting Adjourned: 9:40am; Meeting adjourned in the memory of Cecile Grant (mother of Joanna Pallock)

Public Comment: n/a

Consent Calendar: Motion by *Director Swearingen*, seconded by *Director Butt*; motion passed.

3. Minutes of the September 29, 2017 Board Meeting
4. Monthly Update on WCCTAC Activities.
5. Financial Reports for September and October 2017
6. Payment of Invoices over \$10,000. WCCTAC paid invoices in the amount of \$29,492.78 to Fehr and Peers as part of the STMP Nexus Study update
7. Approved 2018 TAC and Board Meeting Calendar
8. Approved appointment of Representatives to the Technical Coordinating Committees (TCC) of CCTA. Yvette Ortiz (El Cerrito) Lori Reese-Brown (Richmond) and Leah Greenblat (WCCTAC Staff)
9. Adopted Resolution 17-08 Funding Agreement with BART for the El Cerrito Del Norte Station.
10. Approved Updated Salary Schedule Resolution 17-09
11. Approved Fiscal Audit and Memorandum of Internal Control for Fiscal Year 2016
12. Adopted Resolution 17-10 to establish an I-80 Advisory Ad-hoc Subcommittee.

ITEM/DISCUSSION	ACTION
<p><i>Item #13</i> Sub-regional Traffic Mitigation Program (STMP) Nexus Study Update: Existing Planning Conditions, Growth Potential and New Project List Guidance</p>	<p><i>Information Only</i> Julie Morgan of Fehr and Peers gave an update on the STMP Nexus Study and received feedback from the Board regarding criteria for the STMP Project List.</p>

<p>Item #14 Caltrans Sustainable Transportation Planning Grant Program</p>	<p>Information Only Leah Greenblat (WCCTAC Staff) provided information on the status of the Sustainable Transportation Planning Grant. The \$12 million grant, was awarded to WCCTAC, WestCAT and AC Transit, who partnered to advance planning work to developed new and expanded express bus service.</p>
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TO: WCCTAC Board

DATE: January 26, 2018

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

Update on Caltrans' Community Transportation Planning Grant

Staff representatives from WestCAT, AC Transit, WCCTAC and Caltrans met to review the requirements for a \$640,000 grant to develop a West Contra Costa Express Bus Implementation Plan. The group also discussed details related to the proposed scope of work. It will likely be May of 2018 before Caltrans provides authorization to begin working on the project and issue a request for proposals (RFP) for consultant services. In the meantime, Caltrans is asking grant recipients to approve a resolution designating staff to execute grant related documents and to serve as a primary resource. This resolution is on the WCCTAC Board's January Consent Calendar.

TDM Program Manager

WCCTAC is pleased to announce the arrival of Coire Reilly who is now serving as WCCTAC's new TDM Project Manager. Coire, who started on January 9, 2018, previously worked for Contra Costa County in the Health Services Department's Community Wellness and Prevention Program. In that capacity, he served as a member of the WCCTAC TAC and is familiar to many local jurisdictional staff in West County. Coire will be at the January 26, 2018 meeting for his official introduction to the WCCTAC Board.

TDM Strategic Plan Update

The Strategic Plan for the 511 Contra Costa Transportation Demand Management (TDM) Program officially kicked off in early January. The consultant, AECOM, held an informational meeting with CCTA and TDM representatives from the RTPCs. The Strategic Plan will evaluate existing programs, the service delivery model, and industry best practices and will make recommendations for improvements in about 1 year.



STMP Nexus Study Update

WCCTAC staff is continuing to work with study consultants, Fehr and Peers, to gather information from TAC members on projects to consider including in an updated STMP. The current plan is to bring a draft list of these potential projects to the WCCTAC Board for review at the February 23, 2018 Board meeting.

I-80 Smart Corridor (ICM) Project

In early January of 2018, WCCTAC TAC members met with David Man, Caltrans' Corridor Manager for the I-80 Smart Corridor project. Man provided updated information about the project while TAC members asked questions and shared outstanding concerns. The group talked about resolving current issues and planning for on-going maintenance in the future. One possible next step is for a joint effort, potentially led by WCCTAC, to secure funding from MTC for signal synchronization work on San Pablo Avenue.

Richmond Ferry Promotion

WCCTAC is joining an effort with CCTA, the City of Richmond, and the Water Emergency Transportation Authority (WETA) to develop a strategy for promoting future Richmond Ferry service. Ferry operations are expected to begin in September, 2018.



West Commute Alternatives

Thanks to the Bay Area Air Quality Management District's Transportation for Clean Air (BAAQMD TFCA) grants, the WCCTAC-TDM program is able to implement a *Bike Lockers and Racks Program* for employers and cities to encourage bicycle use. Recently, WCCTAC was able to facilitate the installation two circular bicycle racks in front of the entrance of La Plazuela in San Pablo for employee and customer use.

Funding is still available to employers and West County jurisdictions for bicycle infrastructure. For inquiries contact WCCTAC TDM Program Manager Coire Reilly at (510) 210-5932 or creilly@wcctac.org. More information can be found at the following website: http://www.wcctac.org/app_pages/view/194

General Ledger Monthly Budget Report

User: KellyS
Printed: 01/09/18 14:46:44
Period 01 - 06
Fiscal Year 2018



CITY OF SAN PABLO
City of New Directions

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
0000	Non Departmental							
772-0000-49999	Transfers Out	0.00	0.00	0.00	1,242.91	-1,242.91	-1,242.91	0.00
	<i>Transfers Out</i>	0.00	0.00	0.00	1,242.91	-1,242.91	-1,242.91	0.00
0000	Expense							
Non Departmental		0.00	0.00	0.00	1,242.91	-1,242.91	-1,242.91	0.00
7700	WCCTAC Operations							
770-7700-41000	Salary	0.00	409,948.00	409,948.00	141,255.47	268,692.53	268,692.53	65.54
770-7700-41200	PERS Retirement	0.00	0.00	0.00	32,418.43	-32,418.43	-32,418.43	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	25,837.36	-25,837.36	-25,837.36	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	797.66	-797.66	-797.66	0.00
770-7700-41400	Dental	0.00	0.00	0.00	1,910.14	-1,910.14	-1,910.14	0.00
770-7700-41500	Vision	0.00	0.00	0.00	540.00	-540.00	-540.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	1,210.54	-1,210.54	-1,210.54	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	2,037.25	-2,037.25	-2,037.25	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	4,168.50	-4,168.50	-4,168.50	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	341.00	-341.00	-341.00	0.00
770-7700-41911	Liability Insurance	0.00	4,388.00	4,388.00	3,641.38	746.62	746.62	17.02
	Salary and Benefits	0.00	414,336.00	414,336.00	214,157.73	200,178.27	200,178.27	48.31
770-7700-43500	Office Supplies	0.00	4,000.00	4,000.00	1,459.62	2,540.38	2,540.38	63.51
770-7700-43501	Postage	0.00	2,200.00	2,200.00	646.14	1,553.86	1,553.86	70.63
770-7700-43520	Copies/Printing/Shipping/Xerox	0.00	3,800.00	3,800.00	1,539.66	2,260.34	2,260.34	59.48
770-7700-43530	Office Furn & Equipmt	0.00	1,250.00	1,250.00	0.00	1,250.00	1,250.00	100.00
	(\$5000)							
770-7700-43600	Professional Services	0.00	54,300.00	54,300.00	24,881.42	29,418.58	29,418.58	54.18
770-7700-43900	Rent/Building	0.00	18,000.00	18,000.00	11,361.04	6,638.96	6,638.96	36.88
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	42.56	9,957.44	9,957.44	99.57
770-7700-44320	Travel/Training Staff	0.00	5,200.00	5,200.00	1,515.81	3,684.19	3,684.19	70.85
	Service and Supplies	0.00	98,750.00	98,750.00	41,446.25	57,303.75	57,303.75	58.03
Expense		0.00	513,086.00	513,086.00	255,603.98	257,482.02	257,482.02	50.18
WCCTAC Operations		0.00	513,086.00	513,086.00	255,603.98	257,482.02	257,482.02	50.18

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
7720	WCCTAC TDM							
772-7720-41000	Salary	0.00	345,175.00	345,175.00	93,315.91	251,859.09	251,859.09	72.97
772-7720-41200	PERS Retirement	0.00	0.00	0.00	30,850.63	-30,850.63	-30,850.63	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	20,434.98	-20,434.98	-20,434.98	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	1,536.78	-1,536.78	-1,536.78	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	550.18	-550.18	-550.18	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	1,330.16	-1,330.16	-1,330.16	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	4,168.49	-4,168.49	-4,168.49	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	149.22	-149.22	-149.22	0.00
772-7720-41911	Liability Insurance	0.00	4,338.00	4,338.00	3,641.38	696.62	696.62	16.06
	Salary and Benefits	0.00	349,513.00	349,513.00	155,977.73	193,535.27	193,535.27	55.37
772-7720-43500	Office Supplies	0.00	1,000.00	1,000.00	618.76	381.24	381.24	38.12
772-7720-43501	TDM Postage	0.00	0.00	0.00	101.74	-101.74	-101.74	0.00
772-7720-43502	TDM Postage	0.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	100.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	12,642.00	12,642.00	4,092.07	8,549.93	8,549.93	67.63
772-7720-43600	Professional Services	0.00	45,384.00	45,384.00	21,400.89	23,983.11	23,983.11	52.84
772-7720-43900	RentBuilding	0.00	24,200.00	24,200.00	11,276.08	12,923.92	12,923.92	53.40
772-7720-44000	Special Department Expenses	0.00	72,876.00	72,876.00	65,285.83	7,590.17	7,590.17	10.42
772-7720-44320	TravelTraining Staff	0.00	1,500.00	1,500.00	2,175.87	-675.87	-675.87	-45.06
	Service and Supplies	0.00	159,102.00	159,102.00	104,951.24	54,150.76	54,150.76	34.04
Expense		0.00	508,615.00	508,615.00	260,928.97	247,686.03	247,686.03	48.70
7720	WCCTAC TDM	0.00	508,615.00	508,615.00	260,928.97	247,686.03	247,686.03	48.70
7730	STMP							
773-7730-41000	Salary	0.00	50,000.00	50,000.00	0.00	50,000.00	50,000.00	100.00
	Salary and Benefits	0.00	50,000.00	50,000.00	0.00	50,000.00	50,000.00	100.00
773-7730-43600	Professional Services	0.00	225,000.00	225,000.00	0.00	225,000.00	225,000.00	100.00
773-7730-44000	Special Department Expense	0.00	2,600,000.00	2,600,000.00	152,404.46	2,447,595.54	2,447,595.54	94.14
	Service and Supplies	0.00	2,825,000.00	2,825,000.00	152,404.46	2,672,595.54	2,672,595.54	94.61
Expense		0.00	2,875,000.00	2,875,000.00	152,404.46	2,722,595.54	2,722,595.54	94.70
7730	STMP	0.00	2,875,000.00	2,875,000.00	152,404.46	2,722,595.54	2,722,595.54	94.70
7740	WCCTAC Special Projects							
774-7740-43500	Office Supplies	0.00	0.00	0.00	99.60	-99.60	-99.60	0.00
774-7740-43600	Professional Services	0.00	0.00	0.00	2,910.00	-2,910.00	-2,910.00	0.00
774-7740-44000	Special Department Expense	0.00	68,000.00	68,000.00	0.00	68,000.00	68,000.00	100.00
	Service and Supplies	0.00	68,000.00	68,000.00	3,009.60	64,990.40	64,990.40	95.57
Expense		0.00	68,000.00	68,000.00	3,009.60	64,990.40	64,990.40	95.57
7740	WCCTAC Special Projects	0.00	68,000.00	68,000.00	3,009.60	64,990.40	64,990.40	95.57
Expense Total		0.00	0.00	3,964,701.00	673,189.92	3,291,511.08	3,291,511.08	0.8302

TO: WCCTAC Board

DATE: January 26, 2018

FR: Leah Greenblat, Project Manager

RE: Charter for San Pablo Avenue Corridor Project

REQUESTED ACTION

Authorize the WCCTAC Executive Director to sign the attached charter agreement with the Alameda County Transportation Commission (ACTC) for the San Pablo Avenue Corridor Project

BACKGROUND AND DISCUSSION

The Alameda County Transportation Commission is serving as the lead agency for a multi-modal corridor study along San Pablo Avenue. The study area begins in downtown Oakland and extends to the Hilltop Mall/Richmond Parkway in Richmond. Because no one agency spans this area, ACTC is asking each participating agency to approve the attached charter, which outlines a cooperative working arrangement. The CCTA Commission recently approved the charter. This charter does not commit any agency to funding. (ACTC, WCCTAC and the Contra Costa Transportation Authority have separately entered into a funding agreement for the study that the WCCTAC Board has previously adopted.)

ATTACHMENT:

- A. San Pablo Avenue Corridor Project Charter

PROJECT CHARTER: SAN PABLO AVENUE CORRIDOR PROJECT

Between

Alameda County Transportation Commission (“Alameda CTC”) (the **“Sponsoring Agency”**)

And

California Department of Transportation (“Caltrans”), Contra Costa Transportation Authority (“CCTA”) West Contra Costa Transportation Advisory Committee (“WCCTAC”), Alameda-Contra Costa Transit District (“AC Transit”), Bay Area Rapid Transit District (“BART”), and the cities of Richmond, San Pablo, El Cerrito, Albany, Berkeley, Emeryville, and Oakland, (collectively the **“Partnering Agencies”**)

Project Background

The San Pablo Avenue Corridor Project (“Project”) will identify a set of implementable near- and long-term multimodal improvements to increase the corridor’s ability to move people and goods, improve access to businesses, and serve residents with a focus on benefits to the safety, reliability, comfort, and connectivity of the corridor’s transit, bicycle, and pedestrian facilities. The Project will build upon past planning efforts to identify those improvements that are locally supported and regionally impactful.

The Project Corridor encompasses San Pablo Avenue from Hilltop Mall/Richmond Parkway in Richmond to downtown Oakland and includes parallel routes and perpendicular connections that provide multimodal connectivity. To ensure that the Project can identify, develop and implement near, medium, and long term projects, the Project Corridor will generally be limited to streets and pathways within ¼ to ½ mile on either side of San Pablo Avenue.

Phase 1 of the Project includes existing conditions review, concept identification, concept evaluation, and concept refinement. Phase 2 of the Project will include design development, which may include Caltrans Project Initiation Documents, supporting environmental analysis/review, and more detailed design. Both phases will include outreach activities to ensure stakeholders in the corridor have input into the development of concepts. During Phase 1, the Partnering Agencies, public agencies that have direct ownership, operations and maintenance obligations and liabilities within the corridor, will play a key role in assisting with the selection of the near-term and long-term concept alternatives that will be carried forward to Phase 2 of the Project.

Project Charter Purpose

This Project Charter establishes a mutual understanding between Alameda CTC (the “Sponsoring Agency”) and California Department of Transportation (“Caltrans”), Contra Costa Transportation Authority (“CCTA”), West Contra Costa Transportation Advisory Committee (“WCCTAC”), Alameda-Contra Costa Transit District (“AC Transit”), Bay Area Rapid Transit District (“BART”), and the cities of Richmond, San Pablo, El Cerrito, Albany, Berkeley, Emeryville, and Oakland (collectively the “Partnering Agencies”). The intent of this Project Charter is to memorialize the Sponsoring Agency and Partnering Agencies commitments to working cooperatively. Nothing in this agreement commits any agency to payment of agency funds or to enter into any contract. This agreement also creates no entitlement to damages or injunctive relief. WCCTAC, Alameda CTC, and the CCTA have entered into a separate agreement detailing the funding commitment and project management roles and responsibilities for Phase 1 of the Project.

Primary Project Sponsor

Alameda CTC

Sponsoring Agency Responsibilities

Alameda CTC will manage the Project (including management of the consultant contract, scope, budget, and schedule), will provide oversight and strategic guidance to the Project, and will review and approve Project deliverables.

Partnering Agency Expectations

- The Partnering Agencies are partners in the delivery of the Project and agree to work together to develop and select Project concepts.
- Each Partnering Agency will assign a staff contact person who will serve on a Technical Advisory Committee (TAC) and will be responsible for attending Project meetings. Five to six TAC meetings are anticipated for the duration of Phase 1. If a TAC member is unable to attend a scheduled TAC meeting, the member will notify the Alameda CTC project management team in a timely manner and find a substitute who is available on the meeting date.
- TAC members will work within their respective agencies (including all appropriate departments responsible for different development phases of the Project) to aid in the development of the Project. This includes, as necessary, facilitating inter-jurisdiction issue resolution about the Project and circulating documents and deliverables within their agencies for review and comment in a timely manner and per the Project schedule. TAC members will serve as the primary point of contact from their respective agency to the Project team and will provide a single, consolidated set of comments on documents and deliverables from their agency.
- TAC members will ensure provision of requested data and review of relevant documents by their agencies in a timely manner in order to maintain the Project schedule. Review timelines for particular documents and deliverables will be agreed on at TAC meetings. If Partnering Agencies do not provide comments on particular documents and deliverables within the timeframe agreed to at the TAC meeting, Alameda CTC may consider the document as deemed approved and proceed accordingly.
- TAC members are to keep their respective management and/or decision making bodies informed, as needed, about key Project issues that may require their future attention with the goal of aiding in the timely completion and implementation of the Project.
- Each Partnering Agency will designate an appropriate executive-level staff representative who may be called on to participate in an Executive Leadership Team (ELT) if necessary. Meetings of this body, or a subset of the ELT, will only be called as necessary to ensure high level buy-in and/or resolve conflicts if they arise.
- Each Partnering Agency will designate an appropriate elected official who can represent the agency and participate in a Policy Advisory Committee (PAC) if necessary. If an agency has a designated representative on the Alameda CTC Commission, that person will serve as the PAC representative for that agency for this Project. Meetings of this body will only be called as necessary to ensure high level buy-in and/or resolve conflicts if they arise.
- Each Partnering Agency will be committed to collaborating in Phase 1 to identify a long-term vision for the corridor, and a set of implementable, near-term improvements, and in Phase 2 to

facilitate advancing those near-term improvements through the project initiation process and through implementation.

- Alameda CTC will not fund Partnering Agency staff time spent reviewing documents or deliverables.
- Each Partnering Agency will use good faith and reasonable efforts to execute a Memorandum of Understanding (MOU) once a near-term concept is selected, defining responsibilities for project delivery, cost-sharing, asset ownership, and system operations and maintenance.

Project Decision-Making and Issue Resolution

Alameda CTC and Partnering Agencies will make many decisions that shape outcomes and determine the direction of the Project, ultimately leading to a set of final recommendations to present to Project stakeholders and for Partnering Agency adoption. Some decisions will be relatively simple and within the authority of assigned project management and technical staff. Other decisions may be more complex, requiring consensus among multiple internal or external stakeholders, and/or policy changes/ commitments of resources by Alameda CTC or Partner agencies.

The role of the TAC is to provide input to Alameda CTC to assist in the advancement of the Project. TAC input will be incorporated into key documents and Project concepts. The intent of the TAC is to provide input and resolve issues to advance project delivery. The preferred method for resolving any issues is within the normal structure of the TAC. If an issue cannot be resolved within the normal TAC meeting format due to an inability to reach agreement, additional meetings including TAC representatives may be arranged outside of the normal recurring TAC meeting time.

If an issue cannot be resolved within the TAC or among TAC members due to insufficient authority or inability to come to agreement, the issue will be elevated to the Executive Leadership Team (ELT), then the Policy Advisory Committee (PAC), and the full Alameda CTC Commission and/or Contra Costa Transportation Authority Board as appropriate, if necessary.

Baseline Milestone Schedule

The following is the baseline Project schedule. The schedule may be adjusted due to changing Project conditions and the TAC will be updated with any changes affecting deliverables and review times:

Milestone	Timeframe
Project Initiation	Summer 2017
Existing Conditions Review	Fall - Winter 2017
Establish Purpose and Need, Goals	Winter 2017/2018
Identify Corridor Concepts	Winter-Spring 2018
Concepts Evaluation and Selection	Spring - Summer 2018
Concept Refinement and Operating Strategies	Fall - Winter 2018
Final Report and Scoping of Design Development Phase	Winter 2018/2019

IN WITNESS THEREOF, the parties hereto have executed this Partnership Agreement as of _____.

ALAMEDA COUNTY TRANSPORTATION COMMISSION (“ALAMEDA CTC”)

By: _____
Name, Title Date

CALIFORNIA DEPARTMENT OF TRANSPORTATION (“CALTRANS”)

By: _____
Name, Title Date

CONTRA COSTA TRANSPORTATION AUTHORITY (“CCTA”)

By: _____
Name, Title Date

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE (“WCCTAC”)

By: _____
Name, Title Date

CITY OF RICHMOND

By: _____
Name, Title Date

CITY OF SAN PABLO

By: _____
Name, Title Date

CITY OF EL CERRITO

By: _____
Name, Title Date

CITY OF ALBANY

By: _____
Name, Title Date

CITY OF BERKELEY

By: _____
Name, Title Date

CITY OF EMERYVILLE

By: _____
Name, Title Date

CITY OF OAKLAND

By: _____
Name, Title Date

ALAMEADA-CONTRA COSTA TRANSIT DISTRICT ("AC TRANSIT")

By: _____
Name, Title Date

BAY AREA RAPID TRANSIT DISTRICT ("BART")

By: _____
Name, Title Date

TO: WCCTAC Board

DATE: January 26, 2018

FR: Leah Greenblat, Project Manager

RE: Resolution of Support for Caltrans Sustainable Transportation Planning Grant for West Contra Costa County Express Bus Implementation Plan

REQUESTED ACTION

Adopt Resolution 18-01 authorizing the Executive Director, or designee, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation.

BACKGROUND AND DISCUSSION

At the Board's December 8, 2017 meeting, WCCTAC staff informed the Board of its selection by Caltrans to receive approximately \$640,000 in grant funds to develop an implementation plan for new express bus service between West County and Alameda County and expanded service to San Francisco. As part of the grant's requirements, Caltrans requires the adoption of a resolution authorizing staff to act on behalf of the agency. The attached Resolution 18-01 is consistent with Caltrans requirements.

The grant award also requires an 11.47% (approximately \$83,650) match. As staff noted in December, a substantial portion of that match can be met by in-kind WCCTAC staff time. Any remaining match required could be funded from Measure J 28b (Sub-regional needs) funds. If those funds are needed, staff will return to the Board seeking its authorization.

ATTACHMENT:

- A. Resolution 18-01

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 18-01**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST CONTRA
COSTA TRANSPORTATION ADVISORY COMMITTEE
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS
WITH THE
CALIFORNIA DEPARTMENT OF TRANSPORTATION
FOR THE WEST CONTRA COSTA COUNTY EXPRESS BUS
IMPLEMENTATION PLAN**

WHEREAS, the Board of Directors of the West Contra Costa Transportation Advisory Committee is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation; and

WHEREAS, a Restricted Grant Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs; and

WHEREAS, the West Contra Costa Transportation Advisory Committee wishes to delegate authorization to execute these agreements and any amendments thereto;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the West Contra Costa Transportation Advisory Committee, authorize the Executive Director, or designee, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on January 26, 2018 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

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El Cerrito

December 10, 2017

Hercules

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

Pinole

RE: December WCCTAC Board Meeting Summary

Dear Randy:

Richmond

The WCCTAC Board, at its meeting on December 8, 2017 took the following actions that may be of interest to CCTA:

San Pablo

1. Received an update from Fehr and Peers regarding the Subregional Transportation Mitigation Program (STMP) Nexus Study.
2. Provided information about the Caltrans Sustainable Transportation Planning Grant. A \$12 million grant was awarded to WCCTAC, WestCAT and AC Transit, who partnered together to advance planning work to develop new and expanded Express Bus service.

Contra Costa
County

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

AC Transit

Sincerely,



BART

John Nemeth
Executive Director

WestCAT

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

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

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

OBAG: One Bay Area Grant
PAC: Policy Advisory Committee
PBTF: Pedestrian, Bicycle and Trail Facilities
PC: Planning Committee (CCTA)
PDA: Priority Development Areas
PSR: Project Study Report (Caltrans)
RHNA: Regional Housing Needs Allocation (ABAG)
RPTC: Richmond Parkway Transit Center
RTIP: Regional Transportation Improvement Program
RTP: Regional Transportation Plan
RTPC: Regional Transportation Planning Committee
SCS: Sustainable Communities Strategy
SHPO: State Historic and Preservation Officer
SOV: Single Occupant Vehicle
STA: State Transit Assistance
STARS: Sustainable Transportation Analysis & Rating System
STIP: State Transportation Improvement Program
SWAT: Regional Transportation Planning Committee for Southwest County
TAC: Technical Advisory Committee
TCC: Technical Coordinating Committee (CCTA)
TDA: Transit Development Act funds
TDM: Transportation Demand Management
TFCA: Transportation Fund for Clean Air
TEP: Transportation Expenditure Plan
TLC: Transportation for Livable Communities
TOD: Transit Oriented Development
TRANSPAC: Regional Transportation Planning Committee for Central County
TRANSPLAN: Regional Transportation Planning Committee for East County
TSP: Transit Signal Priority (traffic signals and buses)
VMT: Vehicle Miles Traveled
WCCTAC: West County Costa Transportation Advisory Committee