

El Cerrito

MEETING NOTICE AND AGENDA

Hercules

DATE & TIME: Friday, March 23, 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 & #72R)

Pinole

1. **Call to Order and Self-Introductions.** (Cecilia Valdez - 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 February 23, 2018 Board Meeting.** (Attachment; Recommended Action: Approve)
4. **Monthly Update on WCCTAC Activities.** (Attachment; Information Only)
5. **Financial Reports.** The reports show the Agency's revenues and expenses for February 2018. (Attachment; Information Only).
6. **Payment of Invoices over \$10,000.** In the last month, WCCTAC paid \$21,411 to Nelson Nygaard for its work on the Needs Assessment Study for Seniors and People with Disabilities.

Contra Costa
County

REGULAR AGENDA ITEMS

AC Transit

7. **Resolution of Support to Continue the Implementation of a Fully Dedicated Bicycle and Pedestrian Path on the Upper Deck of the Richmond-San Rafael Bridge.** The Richmond San-Rafael Bridge project is proposed to include the establishment of a third vehicular travel lane on the lower deck, as well as a bi-directional bicycle and pedestrian path on the upper deck as a pilot project. Recently, at least one Bay Area Toll Authority (BATA) Commissioner has proposed that the proposed bicycle and pedestrian path be used as a vehicular lane at least some of the time. The Board will have the opportunity to approve a resolution that supports the project as it was originally proposed and defined in environmental documents. (John Nemeth-WCCTAC Staff; Attachment; Recommended Action: Consider approval of Resolution 18-03).

BART

WestCAT

8. Proposed Supplement to the Center for Independent Living (CIL's) Grant-Funded Program for Phase II Travel Training in West Contra Costa. Last month, the WCCTAC Board accepted the Study that examined West County's Measure J-funded programs for seniors and people with disabilities. One of the short-term strategies recommended by the Study was enhancing outreach and travel training to West County residents. CIL recently received a grant for a three-year program to educate senior and disabled residents about mobility options and train them on how to use those options. Unfortunately, the CIL grant proposal was not fully funded. As recommended by the West County Mobility Management Group, staff recommends using \$100,000 in Measure J 28b (Sub-regional needs) funds to supplement the effort. *(Joanna Pallock-WCCTAC Staff; Attachment; Recommended Action: Authorize the use of Measure J, 28b funds and direct staff to develop a funding agreement with CIL)*

9. Request for Proposals (RFP) for West Contra Costa County Express Bus Implementation Plan and Use of Measure J, 28b Funds for Local Cash Match. WCCTAC, in partnership with WestCAT and AC Transit, was awarded a \$639,456 Caltrans Sustainable Communities planning grant under Senate Bill 1 (SB1), to develop an express bus implementation plan. The parties cooperatively developed a scope of work. The next step in this process is to issue an RFP seeking consultant services to assist in the plan's development. Staff is also seeking the Board's authorization to use approximately \$46,800 in Measure J, 28b funds for a required local match. *(Leah Greenblat-WCCTAC Staff; Attachment; Recommended Action: Authorize release of RFP using attached scope of work, and authorize use of Measure J, 28b funds).*

STANDING ITEMS

10. 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

11. General Information Items.

- a. Letters to CCTA Executive Director with February 23, 2018 Summary of Board Actions
- b. Acronym List

CLOSED SESSION

12. Public Employee Performance Evaluation

(Pursuant to Gov. Code § 54957)

Title: Executive Director

13. Conference with Labor Negotiators

(Pursuant to Gov. Code § 54957.6)

Agency representative(s): Chair Valdez, Vice-Chair Kelly, and Director Abelson.

Unrepresented employee: Executive Director, John Nemeth

RETURN TO OPEN SESSION

14. Report out from Closed Session

15. Adjourn. Next meeting is: April 27, 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: February 23, 2018**

MEMBERS PRESENT: Cecilia Valdez-Chair (San Pablo); Tom Butt, (Richmond); Roy Swearingen (Pinole); Chris Peeples (AC Transit); Aleida Chavez (WestCat); Chris Kelley (Hercules); Ada Recinos (Richmond); Eduardo Martinez (Richmond)

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

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:05am

Public Comment: Dave Campbell (Bike Eastbay) expressed support the planned bicycle lane on the westbound upper deck of the Richmond-San Rafael Bridge and suggested that WCCTAC may want to take a formal position on the matter. He advocated for adding the bicycle connections from Castro Street to the Richmond Greenway, and to the Richmond Ferry, to the STMP project list.

CONSENT CALENDAR

Motion by *Director Swearingen*; seconded by *Director Peeples*; motion passed.

Item #3. Minutes of the January 26, 2018 Board Meeting

Item #4. Monthly Update on WCCTAC Activities

Item #5. Financial Reports for January 2018

Item #6. Payment of Invoices over \$10,000. None

Item #7. Revised the Membership of the I-80 Ad Hoc Subcommittee. Resolution 18-02 to revise the membership to remove Director Powers and add Chair Valdez.

REGULAR AGENDA ITEMS

ITEM/DISCUSSION	ACTION
<p>Item #8 Draft Final West County Needs Assessment Study for Measure-J Funded Services for Senior and People with Disabilities</p>	<p>Naomi Armenta (of the consulting firm - Nelson Nygaard) and Joanna Pallock (WCCTAC staff) presented the Draft Final Study and highlighted key findings and possible short term and longer term improvement strategies.</p> <p>Motion by <i>Director Peeples</i>; seconded by <i>Director Swearingen</i>; to accept the Final Draft of the West County Needs Assessment Study Motion passed unanimously.</p>

	<p>Yes- C. Valdez, C. Kelley, T. Butt, R. Swearingen, A. Recinos, E. Martinez, C. Peeples, A. Chavez No- None Abstention-None</p>
<p>Item #9 Subregional Transportation Mitigation Program (STMP) Nexus Study Update: Draft Project List.</p>	<p>Julie Morgan (Fehr and Peers) and Leah Greenblat (WCCTAC Staff) provided an update on the STMP Nexus Study. The Board discussion focused on reviewing the draft project list that was developed by the TAC.</p> <p>Motion by Director Peeples; seconded by Director Chavez, to accept the TAC recommended STMP project list, and to modify the BART extension project by focusing any funding on a Segment 1 extension to Contra Costa College; as well as adding an access project in the area between the Richmond-San Rafael Bridge and the Richmond Parkway.</p> <p>Motion passed unanimously.</p> <p>Yes- C. Valdez, C. Kelley, T. Butt, R. Swearingen, A. Recinos, E. Martinez, C. Peeples, A. Chavez No- None Abstention-None</p>

Meeting Adjourned: 10:12am

TO: WCCTAC Board

DATE: March 23, 2018

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

3 Revolutions Conference at UC Davis

Directors Abelson, Peeples and Recinos and three WCCTAC staff members attended the 3 Revolutions Conference at U.C. Davis on February 26 and 27. The event, which attracted an international audience, focused on the arrival of autonomous vehicles and the impact this new technology will have on society. The three “revolutions” the conference touted as being paradigm shifts in transportation in the very near future included:

1. the deployment of autonomous vehicles
2. a much greater percentage of electric-powered vehicles on the road
3. more shared vehicles (as opposed to today’s high numbers of single occupant cars)



The conference break-out sessions focused on various scenarios that could occur with the roll out of these new technologies. According to the framework of the conference, the future could be “heaven” – where transportation becomes easier and more affordable with lower

auto ownership and single occupant vehicle use. This could free up land in our cities that is currently used for parking and allow it to be repurposed for housing, retail, park space, or other uses. The conference also juxtaposed a “hell” scenario. In this future, cars aren’t shared much more than they are now, many zero occupant vehicles roam the streets, congestion and VMT get worse, public transit declines, and transportation is increasingly inequitable with large segments of the population being left out. Other presenters highlighted policies and guidelines that could be adopted to help move us toward the “heaven” scenario. The full agenda is available at: <https://3rev.ucdavis.edu/agenda/>

City of Richmond Proposal for new R-Transit Service Model

At the February 27th Richmond City Council meeting, the Council received an update from City Manager, Bill Lindsay, regarding the challenges of the City's Measure J funded R-Transit paratransit service. This issue was also identified in the recent *WCCTAC Needs Assessment Study for Measure J Funded Programs for Senior and People with Disabilities*, brought to the WCCTAC Board last month. The City Council decided that Richmond would develop a program that offers City-operated R-Transit service for non-ambulatory residents and provides contract service with Lyft for ambulatory residents. The City is still developing the details on how this new version of R-Transit will be designed. The Council asked staff to develop and implement this adjusted program model and bring back the results for review in six months.

Bicycle-share Programs in the Bay Area and Beyond

Staff attended a meeting of MTC's Active Transportation Working Group subcommittee which focused on the quickly evolving arena of bicycle shares and rentals. Staff from MTC, the Transportation Authority of Marin, the San Francisco Municipal Transportation Agency, Ford (producers of the GoBike, a docked bike rental program), and the cities of Alameda, Richmond, Fremont, Seattle, and San Jose all gave presentations on their various experiences with bicycle rental programs. As some cities opt for docked stations, such as the planned program in Richmond, others are experimenting with dockless bicycles, such as the introduction of LimeBike to El Cerrito. Each system has its own benefits and drawbacks. For example, dockless bicycles can provide door-to-door service but can also obstruct sidewalks or entrances to businesses; whereas docking stations can reduce misplaced bicycles, but limit the places bikes can be returned to. Another noteworthy trend is that electric bicycles, those that provide powered peddling assistance or even replace the need for peddling, are gaining popularity.



The level of collaboration with private firms looking to operate within cities can vary greatly. The more local jurisdictions can do to learn from the experience of others and prepare for bicycle rental programs, though planning and policy, the smoother the roll out and operations of these programs will be. The San Francisco County Transportation Authority recently adopted ten principles to guide the direction of the growth of bike rental, as well as other emerging mobility programs: <http://www.sfcta.org/emerging-mobility/principles>

Bike to Work Day 2018

Bike to Work Day 2018 is quickly approaching. The annual, regional event promotes bicycling as a viable and fun alternative to driving alone in a car to commute. Participants are welcomed and encouraged by energizer stations, usually staffed between the hours of 7am-9am, that are located all over the Bay Area. At these volunteer-run stations, they receive tote bags, giveaways, snacks, and more.

Do you know someone who exemplifies what it means to be a bicycle commuter? Nominate your favorite intrepid, committed cyclist to be Bicycle Commuter of the Year.

<https://youcanbikethere.com/bike-commuter-of-the-year/>

More information can be found here: <https://511contracosta.org/btwd2018/>

Proposal for Enhancing Outreach and Travel Training in West County

The recent WCCTAC Needs Assessment Study for Measure J funded programs for Senior and People with Disabilities highlighted the need for more outreach and information to the senior and disabled community about their mobility options.



At the same time, the Center for Independent Living (CIL) recently received a grant from Caltrans to provide a three-year program in West County to train and educate senior and people with disabilities on using mobility services, with an emphasis on public transportation. This effort is being coordinated with existing mobility programs in West County.

CIL received \$200,000 for this program but their application was not fully funded. As a result, the effort over a three year period will be limited to a part-time CIL staff person, instead of the intended full-time program staff person outlined in the grant.

WCCTAC staff and members of the West County Mobility Management Group met on March 7th to discuss the conclusions of the Study and the opportunities that exist to move some of the recommendations forward. The Group unanimously agreed to propose boosting the existing CIL grant by requesting that the WCCTAC Board add \$100,000 from Measure J, 28b funds to the activity. These additional funds would ensure that a broader outreach approach to senior and disabled residents could be conducted in West County over the next three years. The Board will consider this proposal at its March 23, 2018 meeting.

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General Ledger Monthly Budget Report

User: KellyS
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Period 01 - 08
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	192,721.67	217,226.33	217,226.33	52.99
770-7700-41200	PERS Retirement	0.00	0.00	0.00	38,482.05	-38,482.05	-38,482.05	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	35,695.05	-35,695.05	-35,695.05	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	1,114.66	-1,114.66	-1,114.66	0.00
770-7700-41400	Dental	0.00	0.00	0.00	2,656.05	-2,656.05	-2,656.05	0.00
770-7700-41500	Vision	0.00	0.00	0.00	2,800.00	-2,800.00	-2,800.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	1,694.79	-1,694.79	-1,694.79	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	2,859.08	-2,859.08	-2,859.08	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	477.43	-477.43	-477.43	0.00
770-7700-41911	Liability Insurance	0.00	4,388.00	4,388.00	3,641.38	746.62	746.62	17.02
	<i>Salary and Benefits</i>	0.00	414,336.00	414,336.00	286,310.66	128,025.34	128,025.34	30.90
770-7700-43500	Office Supplies	0.00	4,000.00	4,000.00	1,878.71	2,121.29	2,121.29	53.03
770-7700-43501	Postage	0.00	2,200.00	2,200.00	1,097.01	1,102.99	1,102.99	50.14
770-7700-43520	CopiesPrintingShippingXerox	0.00	3,800.00	3,800.00	2,125.03	1,674.97	1,674.97	44.08
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	32,327.33	21,972.67	21,972.67	40.47
770-7700-43900	RentBuilding	0.00	18,000.00	18,000.00	14,688.13	3,311.87	3,311.87	18.40
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	-60.15	10,060.15	10,060.15	100.60
770-7700-44320	TravelTraining Staff	0.00	5,200.00	5,200.00	1,731.64	3,468.36	3,468.36	66.70
	<i>Service and Supplies</i>	0.00	98,750.00	98,750.00	53,787.70	44,962.30	44,962.30	45.53
Expense		0.00	513,086.00	513,086.00	340,098.36	172,987.64	172,987.64	33.72
WCCTAC Operations		0.00	513,086.00	513,086.00	340,098.36	172,987.64	172,987.64	33.72

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	121,682.71	223,492.29	0.00	223,492.29	64.75
772-7720-41200	PERS Retirement	0.00	0.00	0.00	35,055.01	-35,055.01	0.00	-35,055.01	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	25,403.93	-25,403.93	0.00	-25,403.93	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	2,032.55	-2,032.55	0.00	-2,032.55	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	698.65	-698.65	0.00	-698.65	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	1,814.78	-1,814.78	0.00	-1,814.78	0.00
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	195.15	-195.15	0.00	-195.15	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	194,692.65	154,820.35	0.00	154,820.35	44.30
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	152.61	-152.61	0.00	-152.61	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	4,677.47	7,964.53	0.00	7,964.53	63.00
772-7720-43600	Professional Services	0.00	45,384.00	45,384.00	30,877.74	14,506.26	0.00	14,506.26	31.96
772-7720-43900	RentBuilding	0.00	24,200.00	24,200.00	14,603.17	9,596.83	0.00	9,596.83	39.66
772-7720-44000	Special Department Expenses	0.00	72,876.00	72,876.00	77,625.13	-4,749.13	0.00	-4,749.13	-6.52
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	130,730.75	28,371.25	0.00	28,371.25	17.83
7720	Expense	0.00	508,615.00	508,615.00	325,423.40	183,191.60	0.00	183,191.60	36.02
	WCCTAC TDM	0.00	508,615.00	508,615.00	325,423.40	183,191.60	0.00	183,191.60	36.02
7730	STMP								
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	165,423.17	2,434,576.83	0.00	2,434,576.83	93.64
	Service and Supplies	0.00	2,825,000.00	2,825,000.00	165,423.17	2,659,576.83	0.00	2,659,576.83	94.14
7730	Expense	0.00	2,875,000.00	2,875,000.00	165,423.17	2,709,576.83	0.00	2,709,576.83	94.25
	STMP	0.00	2,875,000.00	2,875,000.00	165,423.17	2,709,576.83	0.00	2,709,576.83	94.25
7740	WCCTAC Special Projects								
774-7740-43500	Office Supplies	0.00	0.00	0.00	99.60	-99.60	0.00	-99.60	0.00
774-7740-43600	Professional Services	0.00	0.00	0.00	19,425.00	-19,425.00	0.00	-19,425.00	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	19,524.60	48,475.40	0.00	48,475.40	71.29
7740	Expense	0.00	68,000.00	68,000.00	19,524.60	48,475.40	0.00	48,475.40	71.29
	WCCTAC Special Projects	0.00	68,000.00	68,000.00	19,524.60	48,475.40	0.00	48,475.40	71.29
	Expense Total	0.00	0.00	3,964,701.00	851,712.44	3,112,988.56	0.00	3,112,988.56	0.7852

TO: WCCTAC Board **MEETING DATE:** March 23, 2018

FR: John Nemeth, Executive Director

RE: **Resolution of Support to Continue the Implementation of a Fully Dedicated Bicycle and Pedestrian Path on the Upper Deck of the Richmond-San Rafael Bridge**

REQUESTED ACTION

Staff is requesting that the Board consider approval of Resolution 18-03.

BACKGROUND AND DISCUSSION

The Richmond-San Rafael Bridge project, which is currently under construction, includes the establishment of a new vehicular lane on the lower deck of the bridge (eastbound direction), making use of the existing shoulder. The project also includes the establishment of a bicycle and pedestrian path on the upper deck of the bridge (westbound direction), also using an existing shoulder. This two-way path will accommodate bicyclists and pedestrians traveling in both directions and will be separated from the general purpose travel lanes by a moveable barrier.

The new vehicular lane on the lower deck is nearing completion and is expected to be open to traffic within the next two months. The bicycle and pedestrian path is expected to open near the end of this year. Both the new vehicle lane and the path are officially pilot projects, and will be reviewed sometime within the next four years.

Recently, the Bay Area Toll Authority (BATA) discussed a possible change to the project. This change would involve replacing the currently planned bicycle and pedestrian lane on the upper deck with an additional general purpose (vehicle only) lane. One scenario involves making the lane available to vehicles westbound during weekdays, while still allowing bicycles and pedestrians to use it bi-directionally on weekends. Another scenario would make the lane available to vehicles westbound during the morning peak period on weekdays, while allowing bicycles and pedestrians to use the lane during other parts of the day and on weekends.

BATA has noted that this change to the project would likely require additional environmental review under both CEQA and NEPA. It may also require additional capital improvement projects on the approaches to the bridge as well, which would necessitate additional funding. Frequent movements of the movable barrier back and forth to convert the bike/pedestrian lane to a vehicular lane could also result in higher ongoing operating expenses. As currently

planned, the barrier would be moved only once per month for maintenance. Lastly, the change to the project could potentially delay the opening of the westbound bridge improvements.

To better assess the impacts of a possible project change, BATA approved a \$100,000 feasibility study at its March 7, 2018 meeting. The study purpose is to review the feasibility of these changes, estimate the benefits that they may or may not produce for traffic flow, and estimate the impact to the project's capital and operating budgets and delivery schedule.

At the January 26, 2018 WCCTAC Board meeting, Andrew Fremier, MTC's Deputy Executive Director for Operations, provided the Board with an overview of the project. At the time, he noted that while the project was planned to include both a new eastbound vehicular lane and a bicycle and pedestrian path on the upper deck, that there was some discussions beginning to occur about the possibility of the bicycle and pedestrian path be used as a vehicle lane at least part of the time.

At that meeting, Director Gioia expressed concern about a possible project change and suggested that WCCTAC take a position on the issue by bringing a resolution to the WCCTAC Board. Director Butt has echoed Director Gioia's concerns and has also recommended that WCCTAC take a position on the issue to support the continued implementation of the original project concept. Chair Valdez supported placing a resolution on the WCCTAC Board's agenda for the Board's consideration.

Attachment:

A. Draft Resolution No. 18-03

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 18-03**

**RESOLUTION OF SUPPORT TO CONTINUE THE IMPLEMENTATION OF A
FULLY DEDICATED BICYCLE AND PEDESTRIAN PATH
ON THE UPPER DECK OF THE RICHMOND-SAN RAFAEL BRIDGE**

WHEREAS, the Bay Area Toll Authority (BATA) in cooperation with Caltrans is implementing multi-modal improvements to the Richmond-San Rafael Bridge; and

WHEREAS, the project utilizes a shoulder on the lower deck (eastbound direction) of the bridge to establish a new, third vehicular travel lane during certain prescribed hours; and

WHEREAS, the project creates a bi-directional bicycle and pedestrian path on the upper deck (westbound direction) of the bridge to be separated by a movable barrier; and

WHEREAS, the bicycle and pedestrian path is being established as a pilot project to be evaluated within four years of opening; and

WHEREAS, the Richmond-San Rafael Bridge Project has already been defined in environmental documents pertaining to both CEQA and NEPA; and

WHEREAS, the project is already under construction with the vehicular lane to be completed in the spring of 2018 and the bicycle improvements to be completed within a year; and

WHEREAS, the Bay Area Toll Authority Oversight Committee, at its March 7, 2018 meeting, approved a contract amendment with its contractor to develop a scope, schedule and budget for the establishment of a potential vehicular lane on the upper deck (westbound); and

WHEREAS, a change in the project scope could eliminate the opportunity for a pilot project involving a continuously available bicycle and pedestrian path on the upper deck (westbound) of the bridge, and

WHEREAS, a change in project scope could require additional capital expenditures, additional for additional environmental work, and could result possible delays in the delivery of the project;

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

1. Supports the completion of the Richmond-San Rafael Bridge project as originally defined in project and environmental documents, to include a fully dedicated bi-directional bicycle and pedestrian path on the upper deck of the bridge.

2. Supports efforts to encourage the use of the pilot bicycle and pedestrian facility once it is completed and open the public; and

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on _____, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Cecilia Valdez, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher J. Kokotaylo, General Counsel
2927920.1

TO: WCCTAC Board **MEETING DATE:** March 23, 2018

FR: Joanna Pallock, Project Manager

RE: **Proposed Supplement to the Center for Independent Living (CIL's) Grant-Funded Program for Phase II Travel Training in West Contra Costa**

REQUESTED ACTION

Staff is seeking authorization to use \$100,000 in Measure J 28b Subregional Transportation Needs funds to supplement an existing Center for Independent Living (CIL) Caltrans grant that provides Travel Training and outreach to West County seniors and people with disabilities.

BACKGROUND AND DISCUSSION

At the February WCCTAC Board meeting, staff provided an overview of the recently completed Needs Assessment Study that examined West County Measure J programs for senior and people with disabilities. One of the short-term strategies suggested by the Study was enhancing outreach and travel training to local residents.

The Center for Independent Living (CIL) does this kind of work and recently received a grant for a three-year program to educate senior and disabled residents about mobility options and train them on how to use those options. The grant funds are part of the second phase of their ongoing efforts in West County to support independence for senior and disabled residents.

Phase I was funded by a Caltrans 5310 grant and provided \$105,000 for CIL to develop a curriculum and create a "Train the Trainers" program for local paratransit providers. WestCAT, Richmond, San Pablo, and El Cerrito all participated in this Phase I effort. The WCCTAC Board received a presentation in 2016 from CIL on this effort.

Phase II is being funded by a \$200,000 Caltrans 5310 grant and is also focused on West County. This phase builds on the first phase by creating a three-year program to directly train and educate seniors and people with disabilities on using mobility services, especially public transportation. It will involve extensive coordination with existing mobility programs and providers in West County. Unfortunately, the CIL grant proposal for Phase II was not fully funded.

At its March 7, 2018 meeting, the West County Mobility Management Group discussed opportunities for advancing the recommendations of the Study. This group consists of the transit operators (AC Transit and WestCAT), the paratransit provider (East Bay Paratransit

Consortium), the cities of El Cerrito, Richmond, and San Pablo, the Metropolitan Transportation Commission (MTC), and interested non-profit organizations.

The group discussed its priorities and what it would recommend doing in the near term if there were funds available. The group unanimously agreed that providing mobility related outreach to seniors would be a relatively simple way of advancing the Study's goals of improving mobility for seniors and the disabled. The group was aware of CIL's grant-funded effort and suggested that supplementing their grant could be beneficial and straight-forward.

Staff noted that there was a growing balance of funds available in the Measure J 28b Subregional needs category. These are flexible funds available for any Measure J related activity desired by the WCCTAC Board. As of the end of the current fiscal year, June 30, 2018, there will be \$288,000 available in Measure J, 28b funds. Staff suggested that the Board may be willing to use a portion of these funds to enhance the CIL effort. (It should be noted that the Express Bus Implementation Plan will require \$46,800 in 28b funds for a local match for a Caltrans grant, which the Board will considered at the March 23, 2017 WCCTAC Board meeting.)

After hearing feedback from the WCCTAC Board on the Study at the February meeting, consulting with the West County Mobility Management Group, and discussing the issue with CIL, staff recommends using \$100,000 to enhance CIL's existing grant-funded effort.

Boosting the CIL grant by 50% will significantly expand the number of hours that its dedicated staff person can devote to this work. This should yield several key benefits:

- It will increase the number of West County residents that can be offered programs including: Travel Training, Travel Orientation, Workshops on Transportation Network Companies (TNC) such as Lyft and Smartphone apps, and applying for the discounted Clipper card.
- A WCCTAC financial contribution to the effort demonstrates multi-agency coordination and collaboration, which appeals to grant funding agencies and may increase future opportunities for WCCTAC and its partners to leverage more funding.
- This action implements a key short-range recommendation from the recently completed Study.

Next Steps

If the Board approves the allocation of Measure J, 28b funds as proposed, WCCTAC would prepare a funding agreement with CIL which would be brought back to the WCCTAC Board for final approval. This agreement would spell out CIL's responsibilities which may include providing WCCTAC with metrics about the number of seniors and disabled people being served in each West County community or other relevant information.

TO: WCCTAC Board **MEETING DATE:** March 23, 2018

FR: Leah Greenblat, Project Manager

RE: **Request for Proposals (RFP) for West Contra Costa County Express Bus Implementation Plan and Use of Measure J, 28b funds for Local Cash Match**

REQUESTED ACTIONS

- 1.) Authorize WCCTAC staff to release a Request for Proposals (RFP) using the scope of work, as substantively presented, to develop the West Contra Costa County Express Bus Implementation Plan
- 2.) Authorize the WCCTAC staff to use approximately \$46,800 in Measure J, 28b funds for the required cash match to the Caltrans' Sustainable Communities grant.

BACKGROUND AND DISCUSSION

WCCTAC staff shared with the Board, at its December 2017 meeting, that the WCCTAC grant application was selected by the Caltrans' Sustainable Communities Grant Program for funding. WCCTAC received approximately \$640,000 to develop a West Contra Costa County Express Bus Implementation Plan based on the recommendations from the recently completed West County High Capacity Transit Study. At the Board's January meeting, it adopted Resolution 18-01 authorizing WCCTAC staff to work with Caltrans to develop a grant agreement.

If approved in June 2018, Regional Measure 3 (RM3) contains funding for the implementation of more express bus service along the I-80 corridor. This Implementation Plan would develop the details for how those funds could be used in close coordination with local bus operators, AC Transit and WestCAT

WCCTAC staff has been working with Caltrans to complete the grant award process. The grant requires a local match of \$83,654 which may be a combination of cash and in-kind services. WCCTAC staff requests the Board's authorization to use approximately \$46,800 from Measure J, 28b funds for the cash requirement. The remainder will be contributed in kind with staff time. As of June 30, 2018, the Measure J, 28b fund balance will be \$288,000. Another item on the Board's March meeting agenda is requesting \$100,000 of these funds. If the Board agrees to both funding requests, the remaining balance will be approximately \$141,000.

All work on this Caltrans grant for the Implementation Plan must be completed by February 2020. In order to maximize the allotted time available, WCCTAC staff seeks authorization to issue an RFP based on the attached draft scope of work at the earliest allowable date, which currently we anticipate to be the first week in April. Non-substantive changes to the document

may be required prior to release. Once a consultant is selected, WCCTAC staff will return seeking the Board's approval of the consulting agreement, likely at the May or June Board meeting.

ATTACHMENT:

A. Draft Scope of Work for West Contra Costa County Express Bus Implementation Plan.

SCOPE OF WORK: West Contra Costa Express Bus Implementation Plan

INTRODUCTION:

Express Bus service from the East Bay to San Francisco has long been a popular and effective mode of transit that complements BART's service. The recently completed West County High Capacity Transit Study (funded by WCCTAC, BART, CCTA, and MTC) determined that in addition to unmet demand to San Francisco, there is also a strong market and unmet need for Express Bus service *within* the East Bay, namely from West Contra Costa County to Alameda County job centers in Berkeley, Emeryville and Oakland. In fact, the Study concluded that expanded Express Bus service was one of the few transportation tools available to policy-makers to improve capacity in the short term in the heavily congested I-80 corridor.

The West Contra Costa Express Bus Implementation Plan will develop additional service to San Francisco from West Contra Costa County and lay the foundation for new and expanded express bus service within the East Bay. The timing of this Plan is critical. If approved by voters in 2018, Regional Measure 3 (RM3) will include \$25M for potential new bus services in the I-80 corridor. This Plan will define one of the services that will be eligible for that RM3 funding.

The planning area covers West Contra Costa (aka West County) and northern Alameda County. West County extends north to the Carquinez Bridge, west to the Bay, east to the foothills, and south to the Contra Costa-Alameda County lines. It includes the cities of El Cerrito, Richmond, San Pablo, Pinole and Hercules as well as significant portions of unincorporated Contra Costa County. In Alameda County, the planning area covers general employment areas in Berkeley, Emeryville and Oakland.

This new express bus service would expand transportation options for a diverse and disadvantaged part of the Bay Area and State. For example, many residents earn less than the State and County annual median income:

Average Median Income Comparison	
State of California	\$61,320
Contra Costa County	\$80,185
Unincorporated North Richmond	\$31,490
San Pablo	\$43,868
Richmond	\$54,857
Unincorporated Rodeo	\$64,089
Pinole	\$74,379

Educational attainment rates are lower than the State average for many West County communities.

High School or Higher Educational Attainment Comparison	
State of California	81.8%
San Pablo	63.7%
Unincorporated North Richmond	69.4%
Richmond	77.1%

Many residents in West County also have less access to vehicles in their household than the State and the County averages:

Household with No Access to Vehicles Comparison	
State of California	7.7%
Contra Costa County	5.9%
Unincorporated North Richmond	12.2%
San Pablo	11.3%
Richmond	10.5%
El Cerrito	7.3%
Pinole	7.2%

West Contra Costa County has a number of environmental justice issues. It has two interstate freeways, two busy freight rail lines, ports, refineries and a number of other industrial facilities. While all of this transportation and commercial infrastructure benefits the Bay Area it creates impacts for this sub-region. Impacts range from air quality, noise, and a lack of residential amenities. Unfortunately, West Contra Costa County hosts two of Contra Costa County's three highest-ranking census tracts (91-95 percentile) in CalEnviroScreen.

Key stakeholders include the WCCTAC member agencies, WestCAT, AC Transit, major employers primarily in Alameda County (U.C. Berkeley, Bayer Healthcare, Pixar, Oaks Card Club, etc.), local non-profit agencies that support equal employment opportunities for disadvantaged communities (various merchants associations, local workforce development boards, East Bay Economic Development Alliance, RichmondWorks, San Pablo Removing Barriers Job Readiness) and west Contra Costa community groups (neighborhood groups, religious organizations, etc.)

The scope of work shown below reflects the anticipated process and deliverables for the West Contra Costa Express Bus Implementation Plan. Much of the work will be conducted using specialized transportation and public outreach consultants. If, through the consultant proposal and selection process, there are efficiencies, creative outreach techniques, or modest scope changes proposed, the scope may be adjusted in consultation with Caltrans staff. WCCTAC and its partners do not anticipate any change in the requested grant funding amount.

RESPONSIBLE PARTIES:

The West Contra Costa Transportation Advisory Committee (WCCTAC) is a joint powers authority consisting of elected representatives from AC Transit, WestCAT, BART, El Cerrito, Richmond, San Pablo, Pinole, Hercules, and Contra Costa County. WCCTAC works on behalf of its member agencies to plan, advance, promote, and implement transportation improvements in or beneficial to West Contra Costa County. WCCTAC also serves as one of four regional transportation planning committees authorized by the Contra Costa Transportation Authority's Measure J half-cent sales tax measure.

While WCCTAC is listed as a sub-applicant, it will lead the project on behalf of and in close association with its grant study partners WestCAT and AC Transit. Additionally, WCCTAC will also coordinate with other West County jurisdictions as well as representatives from the cities of Berkeley, Emeryville and Oakland. WCCTAC recently served as the study-lead working with its member agencies on the West County High Capacity Transit Study. That study identified the proposed express bus service concept which is the focus of this grant application. The proposed plan would be completed with the assistance of a consulting team, still to be selected through a competitive RFP process. WCCTAC anticipates the information and figures in this scope of work will not differ substantially and will not exceed the grant request amount.

OVERALL PROJECT OBJECTIVES:

- Develop a detailed plan for the implementation of additional express bus service to San Francisco and new intra-East Bay express bus service as identified in the recently approved West County High Capacity Transit Study.
- Seek meaningful community input to guide development of future express bus service in west Contra Costa County and northern Alameda County.
- Refine and/or develop express bus routes, bus stop locations, hours of operation and schedules for service between West Contra Costa, and San Francisco, Berkeley, Emeryville and Oakland/Jack London Square.
- Determine a branding scheme for the service and develop a marketing approach.
- Develop a memorandum of understanding for operating the new express bus service between West County and northern Alameda County.
- Identify all capital needs and estimate capital costs for the proposed service.
- Identify the operating and maintenance costs of the proposed service.
- Identify potential funding sources for capital, operating and maintenance costs
- Identify next steps needed to implement service.

1. Project Initiation

Task 1.1: Administrative Kick-off Meeting with Caltrans

- WCCTAC will hold a kick-off meeting with Caltrans staff, WestCAT staff, and AC Transit staff. The meeting purpose is review the scope, schedule and budget and to discuss administrative procedures and expectations including invoicing, quarterly reporting, and all other relevant project information. Meeting summary will be documented.
- Responsible Party: WCCTAC

Task 1.2: Plan Management Coordination

- Coordination between WCCTAC staff and the consultant will be conducted no less than monthly, or as needed, and will be conducted either face-to-face or via telephone. Caltrans, WestCAT and AC Transit staff will be invited to scheduled meetings and conference calls. These meetings and calls are to ensure good communication on upcoming tasks and to make sure the plan remains on time and within budget.
- Responsible Party: WCCTAC

Task 1.3: RFP for Consultant Services

- Develop and complete an RFP process in coordination with Caltrans, WestCAT and AC Transit staff for the selection of a consultant using the proper procurement procedures.
- Responsible Party: WCCTAC

Task 1.4: Technical Advisory Committee

- Establish a staff-level Technical Advisory Committee (TAC) to discuss, review, and provide feedback on technical aspects of the plan's development. The TAC will meet regularly to provide its guidance. It will include staff representatives from the following jurisdictions and agencies: Hercules, Pinole, San Pablo, Richmond, El Cerrito, Contra Costa County, Berkeley, Emeryville, Oakland, AC Transit, WestCAT, BART, CCTA, ACTC and Caltrans.
- Responsible Party: Consultant and WCCTAC

Task 1.5: Executive Leadership Team

- Each agency participating on the TAC will designate an appropriate executive-level staff representative who may be called on to participate in an Executive Leadership Team, if necessary. Meetings of this body, or a subset of it, will only be called as necessary to ensure high-level buy-in and/or resolve conflicts if they arise.

- Responsible Party: Consultant and WCCTAC

Task 1.6: Policy Advisory Coordination

- Establish a policy advisory committee consisting of the WCCTAC Board of Directors, a Caltrans representative, and elected or appointed representatives from Emeryville, Berkeley, Oakland and San Francisco. Given that the study area does not correspond to just one jurisdictional boundary, meetings of this body will only be called as necessary to ensure high level buy-in and/or resolve conflicts if they arise.
- Responsible Party: Consultant and WCCTAC

Task	Deliverable
1.1	<i>Meeting Notes</i>
1.2	<i>Project Team Meeting Notes</i>
1.3	<i>Copy of RFP and Executed Consultant Contract</i>
1.4	<i>TAC Meeting Notes</i>
1.5	<i>Executive Leadership Team Meeting Notes, as needed.</i>
1.6	<i>Policy Advisory Committee Meeting Notes, as needed</i>

2. Public Outreach

A major public outreach challenge is finding the potential transit riders to provide input on the express bus service. Aside from a small number of BART stations, there is currently no point-to-point transit service between West County and northern Alameda County in this underserved travel corridor. A significant amount of the outreach effort involves finding these potential transit riders at their places of employment and/or home neighborhoods to solicit their input. A key group we are seeking input from are those living in a disadvantaged community who may have fewer transportation options, lower-income, and more environmental, and health challenges. Based on WCCTAC’s experience with the West County community, we understand that traditional meetings and workshops are not typically the best way of reaching residents including disadvantaged communities. WCCTAC had the most success using online formats and meeting residents at existing forums. This plan’s outreach efforts are focused on bringing outreach tools to where people already are –whether it is online or in-person. The outreach efforts are particularly designed to reach members of disadvantaged communities where they may live, work, travel, and socialize. To reach a broad audience, all public outreach information materials will be made available in both English and Spanish. In-person outreach efforts will utilize bilingual (Spanish) personnel or translation services. (From previous experience, WCCTAC has found a very, low utilization rate of outreach material in languages other than English and Spanish.)

The outreach will be conducted in three rounds. The first round will focus on soliciting ideas for the development of service details, while the second round will focus on the refinement and prioritization of proposed services. A third round provides an opportunity to close the loop and check back with the community.

Task 2.1: Review Proposed Public Outreach Efforts and Adjust Plans as Needed

- Review proposed outreach plans (see tasks below) with study team members and consultant. Adjust outreach efforts if changes can improve access or can result in higher quality input from members of the public, particularly from disadvantaged communities.

- Responsible Party: Consultant and WCCTAC staff

Task 2.2: Development of Outreach Tools for Round 1

- Develop a webpage on the WCCTAC website for all information related to this planning effort, including information about the planning process, summaries, links to key documents, listing of input opportunities, the plan schedule, etc. Share the travel market analysis and recommendations from recently completed West County High Capacity Transit Study.
- Develop engaging, online, interactive outreach content (such as online survey and interactive maps) to solicit input and feedback on proposed new service, possible stop locations, operating schedules, branding, marketing and fares. Also collect input on desired stop and transit service amenities, including parking needs and gaps in pedestrian and bicycle connections (relates to Tasks 3.2 thru 3.8).
- Develop paper equivalents to the online survey and interactive maps for residents without online access.
- Develop a bi-lingual postcard to announce upcoming community events and provide links to online forums.
- Purchase mailing list covering the West County residences in the vicinity of proposed service origin points and engage a mailing service.
- Develop social media messages to direct residents to online survey and interactive maps.
- Develop a press release to direct readers to online survey and interactive maps.
- Translate all outreach material into Spanish.
- Evaluate the media market for effectiveness in reaching community members via local neighborhood billboards, radio station announcements, articles in community papers and advertisements, and government agency's local access television stations.
- Develop outreach materials for selected media market(s).
- Facilitate placement of outreach materials by arranging placement of ads and announcements in selected media markets.
- Summarize input gathered so information may be utilized in developing a draft plan (relates to Task 3.9) shared with elected officials.
- Responsible Party: Consultant and WCCTAC staff

Task 2.3: Collect Community Input Round 1

- Present outreach plans to the WCCTAC Board.
- Seek input via online survey and online, interactive maps from potential transit riders to guide development of routing and stop locations (relates to Task 3.2); obtain input on operating hours and schedules (relates to Task 3.6); and solicit opinions on branding, marketing and fare structure (relates to Task 3.8)
- Provide and/or post links, press releases and announcements of online survey and online, interactive maps to community groups, religious organizations, neighborhood associations, etc.
- Distribute and/or post links, press releases and announcements of online survey and online, interactive maps via social media and existing outreach methods used by study partners', and TAC members' agencies.
- Contact employers, employees, transportation management associations, business improvement districts in Berkeley, Emeryville and Oakland near proposed new express bus service to encourage input via survey and maps.
- Conduct onboard or transit station/stop passenger surveys to solicit input and feedback. This outreach may also occur at park and ride lots and casual carpool pick-up locations.
- Utilize neighborhood councils (such as the City of Richmond's) and religious organizations to solicit community input. Depending upon the group's preference, these outreach efforts could be via social media/online or in person distribution of survey and maps.

- Conduct focus group(s) with representatives from West County community groups such as neighborhood organizations, community groups, etc. to solicit detailed input on routes, stops and schedules to ensure residential access to these routes.
- Conduct focus group(s) with representatives from local organizations, agencies and employers which focus on increasing equal employment opportunity access to employment for disadvantaged communities, e.g. participants could come from U.C. Berkeley's Human Resources Department; East Bay Economic Development Alliance; City of Oakland Economic and Workforce Development Office; and Workforce Development Boards in Alameda County, Contra Costa County, Oakland and Richmond.
- Collect contact information from all outreach efforts so interested parties can continue to be engaged with planning process.
- Responsible Party: Consultant, WCCTAC staff and local agency staff.

Task 2.4: Development of Outreach Tools for Round 2

- Update webpage to share results from various public outreach efforts (i.e. summary in Task 2.2) and present draft West Contra Costa Express Bus Implementation Plan
- Develop online survey and interactive maps for soliciting feedback on draft plan and its recommendations including proposed routing, stop locations, schedules, amenities, branding and marketing concepts, and fare structure.
- Prepare information for community members on the remaining process for plan development and potential next steps towards implementation.
- Develop online outreach material to gather feedback on draft plan and its recommendations (relates to Tasks 3.2 thru 3.8).
- Develop paper equivalents to the online survey and interactive maps for residents without online access.
- Develop social media messages to direct residents to online survey and interactive maps.
- Develop press releases to direct readers to online survey and interactive maps.
- Translate all outreach materials into Spanish.
- Evaluate the media market for effectiveness in reaching community members via local neighborhood billboards, radio station announcements, articles in community papers and advertisements, and government agency's local access television stations
- Develop outreach materials for selected media market.
- Facilitate placement of outreach materials by arranging placement of ads and announcements in selected media markets.
- Responsible Party: Consultant and WCCTAC staff

Task 2.5: Collect Community Input, Round 2

- Share draft West Contra Costa Express Bus Implementation Plan and its recommendations to seek input on draft final document (relates to Task 3.12) via online survey and interactive maps.
- Notify interested parties from prior outreach efforts to invite feedback on draft plan and its recommendations.
- Provide and/or post links, press releases and announcements to survey and announcements to community groups, religious organizations, neighborhood associations, etc.
- Distribute and/or post links, press releases and announcements via social media and existing outreach methods used by study partners and TAC members.
- Contact employers, employees, transportation management associations, business improvement districts in West Berkeley, Emeryville and Oakland near proposed new express bus service to garner input on the draft plan and its recommendations.

- Conduct onboard or transit station/stop passenger surveys to solicit feedback on draft plan and its recommendations. This outreach may also occur at park and ride lots and casual carpool pick-up locations.
- Continue to utilize neighborhood councils (such as the City of Richmond’s) and religious organizations to solicit community input. Depending upon the group’s preference, these outreach efforts could be via social media/online or in person distribution of surveys.
- Collect contact information from all outreach efforts so interested parties can continue to be engaged with study.
- Summarize feedback so information may be used to develop the draft final plan (relates to Task 3.12) and to share with elected officials.
- Responsible Party: Consultant, WCCTAC staff and local agency staff

Task 2.6: Community Check Back, Round 3

- Update study website page with the draft, final plan.
- Announce to outreach participants and stakeholders the availability online of the draft final plan and process for finalizing the document.
- Responsible Party: Consultant, WCCTAC staff and local agency staff

Task	Deliverable
2.1	<i>Meeting notes and updated outreach plan, if needed. Develop a component of the study schedule that fully integrates public outreach into the study process with sufficient time to prepare, review, print, distribute outreach materials and meaningfully incorporate input into the plan.</i>
2.2	<i>Webpage, online and paper equivalent of survey and interactive maps, bi-lingual postcard, West County mailing list, social media messages, press release, evaluation of media markets with list of targeted markets, and summary of outreach input collected.</i>
2.3	<i>Copy of outreach materials distributed, list of groups and employers contacted, summary notes from focus group(s) discussions and contact information for interested parties</i>
2.4	<i>Updated webpage, second survey and interactive maps with paper equivalents, online outreach material, press release, and if applicable outreach materials for various media markets and PowerPoint presentation.</i>
2.5	<i>Summary of public comments received from all rounds of public outreach efforts with information on how comments were addressed in the development of the final draft Express Bus Implementation Plan. Updated contact information list, and if applicable PowerPoint presentation.</i>
2.6	<i>Online notification to stakeholders of the final draft plan.</i>

3. Express Bus Implementation Plan

For all subtasks, an overarching component is on-going consultation with the project team and TAC, as well as utilization of the community input received from Tasks 2.3, 2.5 and 2.6 to guide the plan's development.

Task 3.1: Review Existing Travel Market Data and Recent Studies

- Gather existing conditions and background data from the recently completed West Contra Costa High Capacity Transit Study, CCTA Countywide Express Bus Study, AC Transit and WestCAT studies and data, existing and planned land uses, population characteristics, travel projections.
- Responsible Party: Consultant and WCCTAC staff

Task 3.2: Draft and Final Markets, Routes and Stop Locations

- Identify transit markets (e.g. Pinole to Emeryville).
- Develop draft routes if possible to serve more than one market while maintaining a reasonable amount of travel time.
- Identify stop locations.
- Based on input received, revise and prepare final draft routes and stop locations.
- Responsible Party: Consultant and WCCTAC staff

Task 3.3: Pedestrian and Bicycle Connectivity and Gaps

- Review local bicycle and pedestrian plans.
- Identify and map gaps in pedestrian and bicycle connectivity that impact express bus utilization.
- Responsible Party: Consultant and WCCTAC staff

Task 3.4: Identify Transit Preferential/Priority Treatments

- Evaluate the street and freeway network to determine which and where transit preferential or priority treatments such as queue jumps, transit priority lanes and signals are needed.
- Responsible Party: Consultant and WCCTAC staff

Task 3.5: Identify Capital Investments Needed to Support Service, Cost Estimates and Funding Sources

- Determine the type, quantity, specifications and/or conceptual design of capital infrastructure required including buses, shelters, signage, passenger information notification systems, bus yard expansion, park and ride lot modification and/or expansion, and modifications to freeway interchanges and on/off ramps
- Develop cost estimates and timing of funds for identified capital investments
- Identify funding sources
- Responsible Party: Consultant and WCCTAC staff

Task 3.6 Draft and Final Operating Hours, Schedules and Fares

- With the input from stakeholders and the project team propose draft and draft final operating hours, schedules and fares for service.
- Responsible Party: Consultant and WCCTAC staff

Task 3.7: Operating and Maintenance Costs and Potential Funding Sources

- Review operating costs and maintenance schedules of transit operators.
- Determine a fare structure.
- Prepare estimates for operating costs and maintenance.

- Identify potential funding sources.
- Responsible Party: Consultant and WCCTAC staff

Task 3.8: Marketing and Branding

- Determine a branding strategy for the new and expanded service.
- Develop a marketing plan for the new and expanded transit service.
- Responsible Party: Consultant and WCCTAC staff

Task 3.9: Conceptual Review Meeting with Caltrans

- Meet with key Caltrans staff; present conceptual plans for elements within the state Right of Way and seek feedback.
- Responsible Party: Consultant and WCCTAC staff

Task 3.10: Draft Plan with Implementation Steps

- Based on input gathered during Tasks 2 and 3, prepare a draft West Contra Costa Express Bus Implementation Plan that specifies the proposed route and stop locations, service and stop characteristics, pedestrian and bicycle gaps in accessing transit stops, needed infrastructure improvements and costs, operating and maintenance costs, branding strategy and marketing plan, potential funding sources and identification of next steps to advance implementation of express bus service.
- As needed, identify phases for implementation, e.g. a route begins operation, establishes and grows the market, then requires additional vehicles and/or roadway improvements that speed up service.
- Responsible Party: Consultant and WCCTAC staff

Task 3.11: Operational and Management Agreements

- Work with study partners to determine operation and management parameters of future and existing service.
- Prepare a draft Memorandum of Understanding for consideration by study partners.
- Responsible Party: Consultant, WCCTAC, WestCAT, AC Transit

Task 3.12: Presentation of Draft Plan to Review Bodies

- Present administrative draft plan to study group for feedback.
- Present draft plan for feedback to WCCTAC, WestCAT and AC Transit and other bodies as requested such as potential funders, local city commissions and/or councils.
- Responsible Party: Consultant and WCCTAC staff

Task 3.13: Prepare Draft Final West Contra Costa Express Bus Implementation Plan

- Incorporate feedback received in prior task to develop a draft final plan.
- Present administrative draft Final plan to study group.
- Responsible Party: Consultant and WCCTAC staff

Task 3.14: Presentation of Draft Final Plan

- Review draft presentation with TAC.
- Present to and seek final acceptance of plan from WCCTAC, WestCAT, AC Transit, and other public agencies as requested.
- Responsible Party: Consultant and WCCTAC staff

Task	Deliverable
3.1	<i>Technical Memo</i>
3.2	<i>Technical Memo</i>
3.3	<i>Technical Memo</i>
3.4	<i>Technical Memo</i>
3.5	<i>Technical Memo</i>
3.6	<i>Technical Memo</i>
3.7	<i>Technical Memo</i>
3.8	<i>Branding Strategy and Marketing Plan</i>
3.9	<i>Meeting notes</i>
3.10	<i>Administrative Draft and Draft Plan and Implementation Steps</i>
3.11	<i>Memorandum of Understanding</i>
3.12	<i>PowerPoint Presentation; Meeting Summaries</i>
3.13	<i>Administrative Draft Final and Draft Final Plan</i>
3.14	<i>PowerPoint Presentation; Meeting Summaries</i>

4. Fiscal Management

Task 4.1: Invoicing

- Prepare complete invoice packages consistent with Caltrans' requirements for WCCTAC review.
- Submit complete invoice packages to Caltrans district staff based on milestone completion-at least quarterly, but no more frequently than monthly.
- Responsible Party: Consultant and WCCTAC staff

Task 4.2: Quarterly Reports

- Prepare quarterly reports consistent with Caltrans' requirements for WCCTAC's review and to provide Caltrans district staff with a summary of project progress and grant/local match expenditures.
- Submit quarterly reports to Caltrans district staff.
- Responsible Party: Consultant and WCCTAC staff

Task	Deliverable
4.1	<i>Invoice Packages</i>
4.2	<i>Quarterly Reports</i>

El Cerrito

March 6, 2018

Hercules

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

Pinole

RE: February WCCTAC Board Meeting Summary

Dear Randy:

Richmond

The WCCTAC Board, at its meeting on February 23, 2018, took the following actions that may be of interest to CCTA:

San Pablo

1. Approved the Final Draft of the West County Needs Assessment Study for Measure -J Funded Services for Seniors and People with Disabilities.
2. Approved a Draft Project list for the Sub Regional Transportation Mitigation Program's (STMP) Nexus Study Update.

Contra Costa
County

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

Sincerely,

AC Transit



John Nemeth
Executive Director

BART

WestCAT

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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