

El Cerrito

## MEETING NOTICE AND AGENDA

Hercules

**DATE & TIME:** Friday, June 15, 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)

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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 May 25, 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 May 2018. (Attachment; Information Only).
- 6. Payment of Invoices over \$10,000.** In the last month, WCCTAC paid Fehr and Peers \$16,679 for work related to the STMP Nexus Study Update.
- 7. SDRMA Workers' Compensation Insurance Resolution.** WCCTAC contracts with the Special District Risk Management Association (SDRMA) for liability and workers' compensation insurance. This insurance covers Board members for activities related to WCCTAC. SDRMA is asking its insured organizations to approve the attached Resolution if they wish to continue having Board members covered. (Attachment, Recommendation: Approve Resolution 18-05)
- 8. Draft Final Fiscal Year 2019 Work Program, Budget and Dues Resolution.** At its April 2018 meeting, the WCCTAC Board approved the release to member agencies of the draft work program, budget, and dues for Fiscal Year 2019. Staff received no comments on these documents and is now bringing them back to the Board for final approval. (Attachments; Recommended Action: Adopt Resolution 18-06).

Contra Costa  
County

AC Transit

BART

WestCAT

9. **West Contra Costa County Express Bus Implementation Plan: Contract Authorization.** At its May 2018 meeting, the WCCTAC Board authorized staff to negotiate with Kimley-Horn, the highest ranked team that responded to WCCTAC's RFP for planning and engineering services for the Express Bus Implementation Plan. Staff is now requesting that the Board adopt a Resolution authorizing the Executive Director to execute a consulting services agreement for the proposed scope of work with a not to exceed dollar amount. *(Attachment; Recommendation: Adopt Resolution 18-07 authorizing the Executive Director or his designee to execute a contract with Kimley-Horn.)*
  
10. **Request for Proposals (RFP) for Audit Services.** WCCTAC has used Maze and Associates as its fiscal auditor since 1993. In order to adhere to best practices and at the suggestion of the WCCTAC Board, staff is seeking other qualified auditors to provide this service, beginning with the fiscal year 2018 audit. Maze and Associates will not be prohibited from submitting a proposal. *(Attachment; Recommendation: Authorize Executive Director to issue the attached RFP).*

#### **REGULAR AGENDA ITEMS**

11. **Richmond Ferry - Service Details.** The Richmond Ferry is expected to begin running in late October, 2018. To prepare, WETA is developing a service schedule, fares, and a marketing plan. The agreement between WETA and CCTA provides for Measure J funds to be used for ferry service and also requires WETA to work with WCCTAC and CCTA on service details prior to start-up. The Board will receive a status report on the ferry and is also being asked to concur with certain proposed service details. *(WETA Staff; Attachment; Recommendation: Receive Presentation, Consider Proposed Service Details, and Forward a Letter to CCTA)*
  
12. **Proposed Central Avenue Underpass Pedestrian and Bicycle Improvements.** Caltrans plans to submit an Active Transportation Program grant application to construct enhanced pedestrian and bicycle improvements on Central Avenue under the I-80 overpass. The proposed project is closely coordinated with the roadway projects currently managed by CCTA. Caltrans staff will provide an overview the proposed project. *(Caltrans Staff; Attachment none; Recommended Action: Receive presentation and consider authorizing the Executive Director to send a letter of support to accompany Caltrans' grant application.)*
  
13. **San Pablo Ave Complete Street Plan.** The Contra Costa Board of Supervisors recently voted to approve a plan for a complete streets project from Lone Tree Point in Rodeo to the Carquinez Bridge in Crockett. The project will include a combination of on-street bicycle lanes, separated Class 1 bicycle and pedestrian paths, lane reductions, middle turn lanes, and other improvements. WCCTAC provided \$60,000 in a Community Based Transportation Plan (CBTP) grant in 2014 to support the plan and staff served on the project's TAC. Contra Costa County staff will present the details of the project and plans for future implementation. *(County Staff; No Attachment; Recommended Action: Information only)*

## **STANDING ITEMS**

**14. 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

**15. General Information Items.**

- a. Letter to CCTA Executive Director with May 25, 2018 Summary of Board Actions
- b. Acronym List

**16. Adjourn.** Next meeting is: July 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: May 25, 2018**

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

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

**ACTIONS LISTED BY:** Valerie Jenkins

**Meeting Called to Order: 8:00am**

**Meeting Adjourned: 9:31am**

**Public Comment: N/A**

**Consent Calendar:** Motion by *Director Peeples* seconded by *Director Abelson* (items #3-7 & #9-10);

**Item #3. Minutes of April 27, 2018 Board Meeting**

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

**Item #5. Financial Reports of expenses from April 2018**

**Item #6. Payment of Invoices over \$10,000. WCCTAC paid Fehr and Peers \$10,334.63 for work related to the STMP Nexus Study Update**

**Item #7. Approved FY 19 Claims for Measure J Program 20b, Additional Transportation for Seniors and People with Disabilities**

**Item #9. Approved WCCTAC Concurrence for an Amendment to the 2016 Measure J Strategic Plan regarding expansion of a WestCAT bus facility**

**Item #10. Authorized Express Bus Implementation Plan: Consultant Selection**

**Item #8** was pulled by *Director Swearingen*. *Director Swearingen* asked why there was a request for this funding swap. Hisham Naomi from CCTA staff explained that the shortfall on the I-80/San Pablo Dam Road project was due to cost over-runs and that there was an immediate need for additional funds. He noted that the I-80/Central Project, from which the Measure J funds would be borrowed, is on a delivery schedule that will allow it to wait until CCTA allocates 2020 STIP funds.

Motion by *Director Martinez* to accept Item #8; seconded by *Director Butt*. Motion passed.

ITEM/DISCUSSION	ACTION
<p><b>Item #11</b>  <b>Revised Terms of Compensation for Executive Director</b></p>	<p>Motion by <b>Director Peoples</b> seconded by <b>Director Abelson</b> to accept revised terms of compensation for WCCTAC Executive Director  Motion passed  Yes-Abelson, Valdez, Kelly, Recinos, Butt, Peoples, Martinez, Chavez, Swearingen  No- N/A  Abstention-N/A</p>
<p><b>Item #12</b>  <b>Rumrill Blvd Complete Streets Project</b></p>	<p><b>Information Only</b>  Update given by <i>Amanda Booth - City of San Pablo Staff</i> regarding the Rumrill Blvd Complete Streets Project.</p>
<p><b>Item #12</b>  <b>Transit Agency Bus Fleets and Zero Emission Vehicles</b></p>	<p><b>Information Only</b>  Presentation given by AC Transit regarding their zero-emission bus fleet and changes to the fleet that will reduce pollutants and greenhouse emissions. WestCat (Charley Anderson) also provided information about the status of WestCat bus fleet.</p>
<p><b>Item #13</b>  <b>Bike to Work Day Report</b></p>	<p><b>Information Only</b>  Coire Reily (WCCTAC TDM Manager) gave presentation regarding Bike to Work Day 2018</p>

**TO:** WCCTAC Board

**DATE:** June 15, 2018

**FR:** John Nemeth, Executive Director

**RE:** Monthly Update on WCCTAC Activities

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### **WCCTAC Receives APA Planning Award**

On the evening of June 1, 2018, WCCTAC Board Chair, Cecilia Valdez, and Executive Director, John Nemeth, attended an awards gala at the San Francisco War Memorial Veteran's Building, hosted by the American Planning Association's (APA) Northern California Chapter.

WCCTAC received an award for excellence in transportation planning for its West Contra Costa High Capacity Transit Study. The event included brief videos that provided an overview of each awardee's activity. The video for WCCTAC praised our agency for following up on our Study with a grant for additional express bus service, a partnership with ACTC for improving bus service on San Pablo Avenue, and successful advocacy for bus funding for West Contra Costa in Regional Measure 3 (RM3).

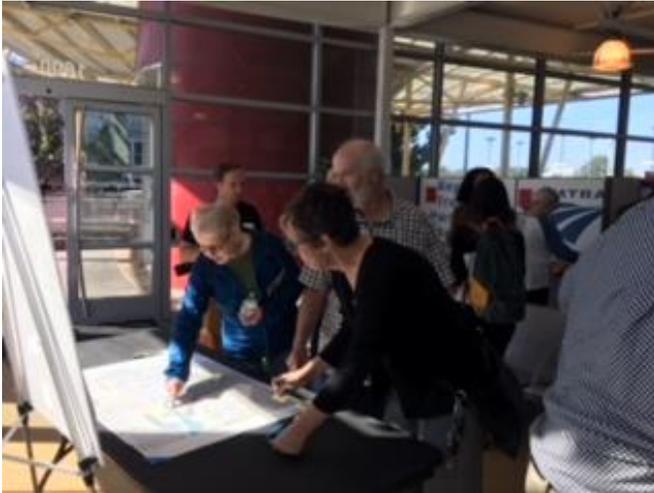


### **Workshop for Bicycle and Pedestrian Improvements along Central Avenue at I-80**



Members of the public and representatives of interested agencies gathered in El Cerrito on June 8, 2018 for a Caltrans-sponsored workshop on potential bicycle and pedestrian improvements on Central Avenue in the vicinity of Interstate 80. Caltrans is gathering public feedback and is planning to apply for an Active Transportation Program grant in the upcoming cycle to fund the improvements. Caltrans staff will make a presentation on the current concepts at the upcoming WCCTAC Board meeting.

### **Richmond's First Mile-Last Mile Study Workshop**



Richmond staff and the city's consultant, Nelson Nygaard, held an open House on June 7, 2018, at the Richmond R-Transit Center as part of the City's First Mile/Last Mile planning process. The access to a transit stop ("first mile") and the access from a transit stop to a final destination ("last mile") are often critical determinants of a person's ability to use transit or an alternative to driving. Members of the public were encouraged to learn about the Study and to consider those areas in Richmond that may need more attention.

Getting to and from the new ferry terminal at Ford Point was highlighted as an important objectives, especially as it relates to improving bicycle and pedestrian access. Getting to the Richmond BART Station from home or getting from the Richmond BART Station to a workplace was also a key Study focus. The Study is expected to be completed by the end of the year and Richmond staff plan to bring it to the WCCTAC Board for input.

### **Richmond Ferry Marketing Plan**

The San Francisco Water Emergency Transportation Authority (WETA) has developed a comprehensive marketing plan for the opening of the new Richmond Ferry Service. The marketing plan was developed over the course of two months through a collaboration between WETA, CCTA, WCCTAC/511 Contra Costa, City of Richmond, Rosie the Riveter WWII Home Front National Historical Park, and the National Park Service. The plan aims to promote the October 2018 start of the new ferry service between the Ford Peninsula in the city of Richmond and the San Francisco Ferry Building through print, online, and broadcast media and at community events. WCCTAC/511 Contra Costa will be promoting our Guaranteed Ride Home and Try Transit (\$15 preloaded Clipper cards to incentivize commuters to try transit, such as the ferry) programs to potential ferry customers.



### **Shared Mobility in West County**

The arena of shared modes of personal transportation, such as bicycles (traditional and electric) and scooters, is rapidly evolving. LimeBike is currently operating a dockless bicycle share program in El Cerrito, and Richmond is on the verge of implementing a docked bicycle share program. In May, 2018, the BART Board of Directors accepted a staff memo which provides guidelines on developing agreements with shared mobility operators at local BART stations. WCCTAC staff is monitoring these developments and facilitated a discussion with the WCCTAC TAC on June 7, 2018, to help enhance regional coordination, information sharing, and guideline development with our member agencies as bike share programs grow.



### **County Approval of Complete Street on San Pablo Avenue in Crockett and Rodeo**

On June 5, 2018, the County Board of Supervisors approved the Feasibility Report for the San Pablo Avenue Complete Streets Study from Lone Tree Point in Rodeo to the Carquinez Bridge in Crockett. The project includes a combination of on-street bicycle lanes, separated Class 1 bicycle and pedestrian paths, lane reductions, middle turn lanes, and other improvements. The planning study was funded largely with a PDA planning grant (\$300,000), but also included \$60,000 from a Community Based Transportation Planning (CBTP) grant that was provided by WCCTAC. At the June 15, 2018, WCCTAC Board meeting, Contra Costa County staff will present the details of the project and plans for future implementation.

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# General Ledger Monthly Budget Report

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 Period 01 - 11  
 Fiscal Year 2018



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
<b>0000</b>	<b>Non Departmental</b>							
772-0000-49999	Transfers Out	0.00	0.00	0.00	1,242.91	0.00	-1,242.91	0.00
	<i>Transfers Out</i>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,242.91</b>	<b>0.00</b>	<b>-1,242.91</b>	<b>0.00</b>
<b>0000</b>	<b>Expense</b>							
<b>Non Departmental</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,242.91</b>	<b>0.00</b>	<b>-1,242.91</b>	<b>0.00</b>
<b>7700</b>	<b>WCCTAC Operations</b>							
770-7700-41000	Salary	0.00	409,948.00	409,948.00	270,071.86	0.00	139,876.14	34.12
770-7700-41200	PERS Retirement	0.00	0.00	0.00	47,599.82	0.00	-47,599.82	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	50,481.63	0.00	-50,481.63	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	1,610.76	0.00	-1,610.76	0.00
770-7700-41400	Dental	0.00	0.00	0.00	3,747.72	0.00	-3,747.72	0.00
770-7700-41500	Vision	0.00	0.00	0.00	3,610.00	0.00	-3,610.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	2,511.72	0.00	-2,511.72	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	3,894.03	0.00	-3,894.03	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	4,168.50	0.00	-4,168.50	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	713.22	0.00	-713.22	0.00
770-7700-41911	Liability Insurance	0.00	4,388.00	4,388.00	3,641.38	0.00	746.62	17.02
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	1,190.00	0.00	-1,190.00	0.00
	<i>Salary and Benefits</i>	<b>0.00</b>	<b>414,336.00</b>	<b>414,336.00</b>	<b>393,240.64</b>	<b>0.00</b>	<b>21,095.36</b>	<b>5.09</b>
770-7700-43500	Office Supplies	0.00	4,000.00	4,000.00	3,847.59	0.00	152.41	3.81
770-7700-43501	Postage	0.00	2,200.00	2,200.00	1,347.88	0.00	852.12	38.73
770-7700-43520	Copies/Printing/Shipping/Xerox	0.00	3,800.00	3,800.00	3,280.14	0.00	519.86	13.68
770-7700-43530	Office Furn & Equipmt (\$5000)	0.00	1,250.00	1,250.00	0.00	0.00	1,250.00	100.00
770-7700-43600	Professional Services	0.00	54,300.00	54,300.00	48,395.80	0.00	5,904.20	10.87
770-7700-43900	Rent/Building	0.00	18,000.00	18,000.00	19,761.27	0.00	-1,761.27	-9.78
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	-22.86	0.00	10,022.86	100.23
770-7700-44320	Travel/Training Staff	0.00	5,200.00	5,200.00	3,573.88	0.00	1,626.12	31.27
	<i>Service and Supplies</i>	<b>0.00</b>	<b>98,750.00</b>	<b>98,750.00</b>	<b>80,183.70</b>	<b>0.00</b>	<b>18,566.30</b>	<b>18.80</b>
<b>7700</b>	<b>Expense</b>	<b>0.00</b>	<b>513,086.00</b>	<b>513,086.00</b>	<b>473,424.34</b>	<b>0.00</b>	<b>39,661.66</b>	<b>7.73</b>
	<i>WCCTAC Operations</i>	<b>0.00</b>	<b>513,086.00</b>	<b>513,086.00</b>	<b>473,424.34</b>	<b>0.00</b>	<b>39,661.66</b>	<b>7.73</b>

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
<b>7720</b>	<b>WCCTAC TDM</b>								
772-7720-41000	Salary	0.00	345,175.00	345,175.00	173,329.96	171,845.04	0.00	171,845.04	49.78
772-7720-41200	PERS Retirement	0.00	0.00	0.00	42,710.36	-42,710.36	0.00	-42,710.36	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	39,096.19	-39,096.19	0.00	-39,096.19	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	2,913.92	-2,913.92	0.00	-2,913.92	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	1,159.95	-1,159.95	0.00	-1,159.95	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	2,473.65	-2,473.65	0.00	-2,473.65	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	317.52	-317.52	0.00	-317.52	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
	<b>Salary and Benefits</b>	<b>0.00</b>	<b>349,513.00</b>	<b>349,513.00</b>	<b>269,811.42</b>	<b>79,701.58</b>	<b>0.00</b>	<b>79,701.58</b>	<b>22.80</b>
772-7720-43500	Office Supplies	0.00	1,000.00	1,000.00	840.66	159.34	0.00	159.34	15.93
772-7720-43501	TDM Postage	0.00	0.00	0.00	219.93	-219.93	0.00	-219.93	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	5,788.63	6,853.37	0.00	6,853.37	54.21
772-7720-43600	Professional Services	0.00	45,384.00	45,384.00	37,952.16	7,431.84	0.00	7,431.84	16.38
772-7720-43900	RentBuilding	0.00	24,200.00	24,200.00	19,502.31	4,697.69	0.00	4,697.69	19.41
772-7720-44000	Special Department Expenses	0.00	72,876.00	72,876.00	94,535.88	-21,659.88	0.00	-21,659.88	-29.72
772-7720-44320	TravelTraining Staff	0.00	1,500.00	1,500.00	2,375.87	-875.87	0.00	-875.87	-58.39
	<b>Service and Supplies</b>	<b>0.00</b>	<b>159,102.00</b>	<b>159,102.00</b>	<b>161,215.44</b>	<b>-2,113.44</b>	<b>0.00</b>	<b>-2,113.44</b>	<b>-1.33</b>
	<b>Expense</b>	<b>0.00</b>	<b>508,615.00</b>	<b>508,615.00</b>	<b>431,026.86</b>	<b>77,588.14</b>	<b>0.00</b>	<b>77,588.14</b>	<b>15.25</b>
<b>7720</b>	<b>WCCTAC TDM</b>	<b>0.00</b>	<b>508,615.00</b>	<b>508,615.00</b>	<b>431,026.86</b>	<b>77,588.14</b>	<b>0.00</b>	<b>77,588.14</b>	<b>15.25</b>
<b>7730</b>	<b>STMP</b>								
773-7730-41000	Salary	0.00	50,000.00	50,000.00	0.00	50,000.00	0.00	50,000.00	100.00
	<b>Salary and Benefits</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>100.00</b>
773-7730-43600	Professional Services	0.00	225,000.00	225,000.00	0.00	225,000.00	0.00	225,000.00	100.00
773-7730-44000	Special Department Expense	0.00	2,600,000.00	2,600,000.00	193,030.88	2,406,969.12	0.00	2,406,969.12	92.58
	<b>Service and Supplies</b>	<b>0.00</b>	<b>2,825,000.00</b>	<b>2,825,000.00</b>	<b>193,030.88</b>	<b>2,631,969.12</b>	<b>0.00</b>	<b>2,631,969.12</b>	<b>93.17</b>
<b>7730</b>	<b>Expense</b>	<b>0.00</b>	<b>2,875,000.00</b>	<b>2,875,000.00</b>	<b>193,030.88</b>	<b>2,681,969.12</b>	<b>0.00</b>	<b>2,681,969.12</b>	<b>93.29</b>
	<b>STMP</b>	<b>0.00</b>	<b>2,875,000.00</b>	<b>2,875,000.00</b>	<b>193,030.88</b>	<b>2,681,969.12</b>	<b>0.00</b>	<b>2,681,969.12</b>	<b>93.29</b>
<b>7740</b>	<b>WCCTAC Special Projects</b>								
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	40,845.88	-40,845.88	0.00	-40,845.88	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
	<b>Service and Supplies</b>	<b>0.00</b>	<b>68,000.00</b>	<b>68,000.00</b>	<b>40,945.48</b>	<b>27,054.52</b>	<b>0.00</b>	<b>27,054.52</b>	<b>39.79</b>
<b>7740</b>	<b>Expense</b>	<b>0.00</b>	<b>68,000.00</b>	<b>68,000.00</b>	<b>40,945.48</b>	<b>27,054.52</b>	<b>0.00</b>	<b>27,054.52</b>	<b>39.79</b>
	<b>WCCTAC Special Projects</b>	<b>0.00</b>	<b>68,000.00</b>	<b>68,000.00</b>	<b>40,945.48</b>	<b>27,054.52</b>	<b>0.00</b>	<b>27,054.52</b>	<b>39.79</b>
Expense Total		0.00	0.00	3,964,701.00	1,139,670.47	2,825,030.53	0.00	2,825,030.53	0.7125

**RESOLUTION NO. 18-05**

**RESOLUTION OF THE GOVERNING BODY OF  
THE WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE,  
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS  
SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE  
PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR  
SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES**

**WHEREAS**, the West Contra Costa Transportation Advisory Committee (“WCCTAC”) utilizes the services of Governing Body Members; and

**WHEREAS**, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

**WHEREAS**, the Governing Body of WCCTAC wishes to continue to extend Workers’ Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the West Contra Costa Transportation Advisory Committee as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- \_\_\_\_\_  
[designate]

**NOW, THEREFORE, BE IT RESOLVED**, that such Members of the Governing Body of WCCTAC, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of WCCTAC for the purpose of Workers’ Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of WCCTAC for any purpose other than for such Workers’ Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of WCCTAC.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 15, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: \_\_\_\_\_  
Cecilia Valdez, Chair

Attest:

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

Approved as to Form:

\_\_\_\_\_  
Kristopher Kokotaylo, General Counsel  
2973467.1

**TO:** WCCTAC Board

**DATE:** June 15, 2018

**FR:** John Nemeth, Executive Director

**RE:** **Draft Final Fiscal Year 2019 Work Program, Budget, and Dues Resolution**

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**REQUESTED ACTION**

Approve Resolution 18-06: FY 2019 Work Program, Budget, and Member Agency Dues.

**DISCUSSION**

On April 27, 2018, the WCCTAC Board approved the subject documents for circulation and review by member agencies. Staff did not receive any comments and the documents remain largely unchanged from the drafts, with the exception of some adjustments to the TDM budget.

**Attachments:**

A: Resolution 18-06

B: FY 2019 Work Program

C: FY 2019 Budget

D: FY 2019 Member Agency Dues Schedule

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**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**

**RESOLUTION 18-06**

**ADOPTION OF FY 2019 WORK PROGRAM, BUDGET, AND MEMBER DUES**

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

**WHEREAS**, the WCCTAC Joint Exercise of Powers Agreement (“Agreement”) authorizes WCCTAC to: annually adopt a work program along with a budget setting forth all operational expenses, together with an apportionment of expenses allocated to each member agency; make and enter into contracts; apply for and accept grants; develop and administer the Transportation Demand Management (“TDM”) Program; and act as fiscal agent for the Subregional Transportation Mitigation Fee Program (“STMP”); and

**WHEREAS**, the FY 2019 proposed work program, budget and member agency dues were circulated for review by the member agencies, and all comments received were duly noted and addressed.

**NOW THEREFORE, BE IT HEREBY RESOLVED**, that the Board of Directors of WCCTAC adopts the FY 2019 work program, budget, and member agency dues, and as shown in the attachments, which are incorporated herein by reference.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 15, 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

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**WCCTAC FISCAL YEAR 2019  
DRAFT FINAL  
WORK PROGRAM**

WCCTAC's activities may be grouped into the following five major areas: Planning and Programming (General Operations), Transportation Demand Management (TDM), Sub-regional Transportation Mitigation Fee Program (STMP), Other Reimbursable Projects, and Office Administration.

**Planning and Programming (General Operations)**

This program area relates to WCCTAC's function as the Regional Transportation Planning Committee (RTPC) for West Contra Costa County under Measure J. It also includes transportation planning efforts resulting from the agency's Joint Powers Agency function. Activities in this program area are mainly funded with annual member agency contributions and, to a lesser extent, Measure J dollars.

1. Program and administer West County's Measure J projects and programs, including:
  - a. Low Income Student Bus Pass Program (Measure J 21b)
  - b. Transportation for Seniors and People with Disabilities (Measure J 15b, 20b)
  - c. Sub-regional needs (Measure J 28b)
  
2. Participate in regional, countywide, sub-regional, and local planning efforts as appropriate. In the upcoming fiscal year, staff will be involved in:
  - a. Coordination of local senior and disabled transportation, including implementation of the West County Measure J Mobility Study.
  - b. The San Pablo Avenue Multimodal Corridor Study, in partnership with the Alameda County Transportation Commission (ACTC), CCTA, Caltrans and local jurisdictions.
  - c. I-80 Smart Corridor (Integrated Corridor Mobility) follow-up, evaluation, and TAC meetings.
  - d. I-80 Ad Hoc Subcommittee work on HOV lane performance and the Smart Corridor Project.
  - e. Safe Routes to School Program and Contra Costa County's Accountable Healthy Communities Coordination.
  - f. Development of AC Transit Multi-modal Corridor Guidelines.
  - g. Hercules Regional Intermodal Transit Center funding identification.
  - h. Richmond and Hercules ferry planning, implementation, promotion, and funding identification.
  - i. I-80 Interchange planning and implementation for San Pablo Dam Rd. and Central Ave.
  - j. City of Richmond's 23rd Street Streetscape Improvement Plan.
  - k. Complete Streets efforts, such as Rumrill Boulevard, San Pablo Avenue, and 13<sup>th</sup> Street in Richmond.
  - l. Bay Trail and other bike path/trail planning and development.
  - m. General Plan Updates and local specific plans.

3. Monitor grant opportunities, inform members about these opportunities, assist with grant applications, and facilitate prioritization of West County candidate projects for grants. Some examples of grant opportunities in the upcoming fiscal year include Active Transportation Program (ATP) grants for pedestrian and bicycle improvements, as well as federal 5310 grants for senior and disabled transportation.
4. Submit an application to MTC's Program for Arterial System Synchronization (PASS) grant for funds to develop corridor-wide signal timing coordination plans for San Pablo Avenue.
5. Monitor Action Plan compliance by reviewing General Plans or Amendments, and work to advance goals, objectives and actions within the Action Plan.
6. Manage or participate in meetings of the: WCCTAC Board, WCCTAC TAC, I-80 Smart Corridor TAC, CCTA Board, CCTA Countywide Bicycle and Pedestrian Advisory Committee (CBPAC), CCTA Administration and Projects Committee (APC), CCTA Paratransit Coordinating Committee (PCC), CCTA Technical Coordinating Committee (TCC), and the Caltrans District 4 Pedestrian Advisory Committee.

### **Transportation Demand Management (TDM)**

This program promotes transportation alternatives to the single occupant vehicle by encouraging walking, bicycling, transit, carpooling, and vanpooling, and is coordinated with the larger countywide 511 Contra Costa Program. It is funded on a reimbursement basis by Measure J and grants from the Air District. In the upcoming fiscal year, the TDM program will:

1. Manage the Commute Incentives Program, which includes: employer outreach and programs, tabling at community events, transit incentives, funding for bike racks and lockers, funding for EV charging stations, the "Pass 2 Class" student transit ticket program.
2. Manage the Countywide Guaranteed Ride Home and Try Transit Programs.
3. Co-lead Bike to Work Day with other regional partners
4. Coordinate with the Regional 511 Rideshare and 511 Contra Costa.
5. Support Local Agency Climate Action plans and other plans and efforts that aim to improve access to bicycling, pedestrian facilities, transit, and emerging mobility technology such as a shared bicycles, cars, scooters, and autonomous vehicles – particularly those that have regional significance.
6. Work with community groups and employers to explore the feasibility of providing bicycle repair education classes and bicycle safety awareness to increase bicycling as a viable mode of transportation.
7. Participate in the development of a Countywide TDM Strategic Plan.

### **Sub-regional Transportation Mitigation Fee Program (STMP)**

WCCTAC acts as the trustee for the developer impact fees collected by the West County cities and the unincorporated areas of the County. Under the current program, these funds are to be used for work on eleven pre-identified, regionally-benefitting capital projects. In the upcoming fiscal year, WCCTAC will:

1. Complete the STMP Nexus Study Update.
2. Collect, administer and track funds and reporting forms; oversee contractual agreements; and disburse funds to Board-approved programmed projects.
3. Bring an updated fee schedule to the WCCTAC Board for its consideration.
4. Issue a final call for projects for the current STMP program based on fund balance and Board direction.
5. Transition WCCTAC and its member agencies from the current STMP program to an updated STMP program.
6. Respond to inquiries from local agencies.

### **Other Reimbursable Projects**

As a Joint Powers Agency, WCCTAC is able to apply for and receive various grants that advance the transportation goals of West Contra Costa. WCCTAC can also serve as a lead for certain studies or projects using other agency contributions. In the upcoming fiscal year, WCCTAC will:

1. Initiate the West Contra Costa County Express Bus Implementation Plan, a Caltrans/SB1 funded endeavor with partners AC Transit and WestCAT.
2. Apply for and manage a Program for System Synchronization (PASS) grant to improve signal timing during weekends and off-peak times on San Pablo Avenue.

### **Office Administration**

WCCTAC's administration is funded through member dues, a portion of TDM funds, as well as other sources. In the upcoming fiscal year the priorities in this category include:

1. Completing Annual Work Program, Budget and Audit.
2. Providing staff development and training opportunities to keep employees skills high and to stay aware of industry trends.
3. Maintaining, updating, and expanding content on the WCCTAC website.
4. Developing a Procurement Policy for equipment and services purchased by WCCTAC. And formalizing WCCTAC's Conflict of Interest Code for staff and Directors.

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**FY 2018-19 DRAFT Final Budget : SUMMARY**

Activity	Actual FY 2016-17	Original FY 2017-18	Estimated FY 2017-18	Proposed FY 2018-19	Note
<b>REVENUES</b>					
33403 Grants (TDM)	551,186	508,615	513,664	555,203	
34111 Member Contributions	421,775	455,932	455,932	502,981	
343xx STMP Fees	812,188	2,040,000	925,444	2,531,000	(a)
36102 Interest	14,965	12,000	5,000	-	
39906 Other - Misc	625,991	293,783	317,531	586,509	(b)
<b>TOTAL REVENUES</b>	<b>2,426,105</b>	<b>3,310,330</b>	<b>2,217,571</b>	<b>4,175,693</b>	
<b>EXPENSES</b>					
<b>Salary, Benefits &amp; Insurance</b>					
41000s Salary & Benefits	763,617	805,123	763,716	815,068	
41911 Liability Insurance	7,888	8,776	7,282	8,088	
Total Salaries, Benefits & Insurance	<b>771,505</b>	<b>813,899</b>	<b>770,998</b>	<b>823,156</b>	
<b>Professional Services</b>					
43600 Professional Services					
<i>Financial Services</i>	32,756	31,000	33,792	34,900	
<i>IT / VOIP phone</i>	8,855	8,000	7,609	7,550	
<i>Audit</i>	6,330	7,500	5,800	7,500	
<i>Attorney Services</i>	19,473	19,500	15,800	19,000	
<i>Accounting Services</i>	15,086	15,600	7,550	10,500	
<i>STMP Nexus Study and Strategic Plan</i>	4,430	225,000	130,112	115,458	
<i>Misc</i>	6,822	-	2,850	-	
Total Professional Services	<b>136,751</b>	<b>237,094</b>	<b>91,811</b>	<b>338,260</b>	
<b>Special Expenses (Project / Program Funding)</b>					
44000 Special Dept. Expense					
<i>TDM - Incentives / Marketing</i>	115,352	72,876	95,000	130,903	
<i>Misc. STMP Project Funding</i>	2,127,749	2,600,000	196,803	4,311,226	(c)
<i>San Pablo Ave. Corridor Study</i>	-	50,000	-	50,000	
<i>Student Bus Pass Program</i>	101,589	128,000	125,000	130,682	
<i>Needs Assessment Study (senior/disabled)</i>		75,000	75,000		
<i>Express Bus Implementation Plan</i>				361,827	
<i>High Capacity Transit Study</i>	464,992	-	101,516	-	
<i>Ops Contingency</i>	4,976	10,000	-	10,000	
Total Special Expenses	<b>2,814,658</b>	<b>2,935,876</b>	<b>593,319</b>	<b>4,994,638</b>	
<b>Travel &amp; Training</b>					
44320 Travel/Training/Mileage/Mbrshp	8,852	6,700	7,564	8,000	
Total Travel/Training	<b>8,852</b>	<b>6,700</b>	<b>7,564</b>	<b>8,000</b>	
<b>Office Expenses &amp; Supplies</b>					
43500 Office Supplies	4,651	5,000	4,926	5,000	
43501 Postage	1,871	2,200	2,097	2,000	
43502 TDM Postage	893	1,500	250	1,100	
43520 Printing, Copier Lease	9,887	16,442	10,202	26,300	(d)
43530 Furniture, Equipment	822	1,250	-	-	
43900 Rent/Building	40,696	42,200	41,345	44,250	
Total Office Exp & Supplies	<b>58,820</b>	<b>68,592</b>	<b>58,820</b>	<b>78,650</b>	
<b>TOTAL EXPENSES</b>	<b>3,790,586</b>	<b>4,062,161</b>	<b>1,522,512</b>	<b>6,242,704</b>	
<b>REVENUES - EXPENSES</b>	<b>(1,364,481)</b>	<b>(751,831)</b>	<b>695,059</b>	<b>(2,067,011)</b>	
		<b>Beginning Fund Balance</b>		<b>2,483,930</b>	
		<b>Ending Fund Balance</b>		<b>416,919</b>	

Notes:

- (a) STMP revenues are projected to be strong in FY19 and represent a large share of total revenue
- (b) These revenues for FY19 include a Caltrans SB1-funded grant and Measure J 20b, 21b, and 28b funds.
- (c) Staff anticipates that WCCTAC will be able to disburse a large amount of STMP funds in FY19
- (d) Higher printing costs are related to the TDM program and expectations of program-related printing work

See also the notes in the attached detail sheets by account.

**DETAIL: WCCTAC Operations  
FY 2018-19 DRAFT Final Budget**

Activity	Actual FY 2016-2017	Original FY 2017-2018	Estimated 2017-2018	Proposed 2018-2019	Notes
<b>REVENUES</b>					
34111 Member Contributions	421,775	455,932	455,932	502,979	(a)
36102 Interest - LAIF	207	-	-	-	
39906 Other - Measure J (20b & 21b) SB1 Grant - staff time	31,494	40,783	29,000	29,000 15,000	(b)
<b>TOTAL REVENUES</b>	<b>453,476</b>	<b>496,715</b>	<b>484,932</b>	<b>546,979</b>	
<b>EXPENSES</b>					
<b>Salary, Benefits &amp; Insurance</b>					
41000s Salary & Benefits	370,140	409,948	418,085	443,068	(c)
41911 Liability Insurance	3,944	4,388	3,641	4,000	
Total Salaries, Benefits & Insurance	<b>374,084</b>	<b>414,336</b>	<b>421,726</b>	<b>447,068</b>	
<b>Professional Services</b>					
43600 Professional Services					
<i>Financial Services</i>	16,378	16,500	16,896	17,450	
<i>IT / VOIP phone</i>	4,684	4,000	3,950	4,000	
<i>Audit</i>	6,330	7,500	5,800	7,500	
<i>Attorney Services</i>	19,473	18,500	15,200	18,000	
<i>Accounting Sevices</i>	7,477	7,800	3,050	4,500	
<i>Misc</i>	2,889		1,850		
Total Professional Services	<b>57,231</b>	<b>54,300</b>	<b>46,746</b>	<b>51,450</b>	
<b>Special Department Expenses</b>					
44000 Special Dept. Expense					
<i>Contingency</i>	4,976	10,000	-	10,000	(d)
Total Special Department Expenses	<b>4,976</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	
<b>Travel &amp; Training</b>					
44320 Travel/Training/Mileage	5,387	5,200	5,064	5,800	
Total Travel/Training/Mileage	<b>5,387</b>	<b>5,200</b>	<b>5,064</b>	<b>5,800</b>	
<b>Office Expenses &amp; Supplies</b>					
43500 Office Supplies	3,644	4,000	3,998	4,000	
43501 Postage	1,871	2,200	2,097	2,000	
43520 Printing, Copier	4,537	3,800	3,187	3,800	
43530 Furniture & Equipment	822	1,250	-	-	
43900 Rent/Building	18,664	18,000	19,954	22,250	
Total Office Expense & Supplies	<b>29,538</b>	<b>29,250</b>	<b>29,236</b>	<b>32,050</b>	
<b>TOTAL EXPENSES</b>	<b>471,216</b>	<b>513,086</b>	<b>502,772</b>	<b>546,368</b>	
<b>REVENUES - EXPENSES</b>	<b>(17,740)</b>	<b>(16,371)</b>	<b>(17,840)</b>	<b>611</b>	

**Beginning Fund Balance      \$166,868**

**Ending Fund Balance      \$167,479**

Reserve - Undesignated      \$120,000

Reserve - Accumulated Vacation      \$20,000

**Available Balance above Reserve      \$27,479**

Notes:

- (a) FY 19 dues are proposed to increase.
- (b) A portion of Measure J program funds can be used to cover administrative expenses.
- (c) Includes PERS Unfunded Liability, 3.0% COLA, and potential merit increases  
Also includes a shift in total work hours from TDM to WCCTAC ops
- (d) Contingency per Board Reserve Policy.

**DETAIL: TDM**  
**FY 2018-19 DRAFT Final Budget**

Activity	Actual 2016-2017	Original 2017-2018	Estimated 2017-2018	Proposed 2018-2019	Note
<b>REVENUES</b>					
33403 Grants	551,186	508,615	513,664	555,203	(a)
36102 Interest - LAIF	-	-	-	-	
<b>TOTAL REVENUES</b>	<b>551,186</b>	<b>508,615</b>	<b>513,664</b>	<b>555,203</b>	
<b>EXPENSES</b>					
<b>Salary, Benefits &amp; Insurance</b>					
41000s Salary & Benefits	353,477	345,175	295,631	322,000	(b)
41911 Liability Insurance	3,994	4,388	3,641	4,000	
Total Salaries, Benefits, and Insurance	<b>357,471</b>	<b>349,563</b>	<b>299,272</b>	<b>326,000</b>	
<b>Professional Services</b>					
43600 Professional Services					
<i>Financial and IT Services</i>	20,549	20,500	20,600	21,000	
<i>Attorney Services</i>	-	1,000	600	1,000	
<i>Accounting Services</i>	7,609	7,800	4,500	6,000	
<i>Program-related services</i>	6,474	-	10,000	21,500	(c)
<i>Other</i>	3,933	-	1,000	-	
Total Professional Services	<b>28,158</b>	<b>29,300</b>	<b>36,700</b>	<b>49,500</b>	
<b>TDM Program Work</b>					
44000 Program Expenses					
<i>Commute Incentives / Marketing</i>	115,352	72,876	95,000	130,903	(c)
Total TDM Program Work	<b>115,352</b>	<b>72,876</b>	<b>95,000</b>	<b>130,903</b>	
<b>Travel &amp; Training</b>					
44320 Travel/Training/Mileage/Membershp	3,465	1,500	2,500	2,200	
Total Travel/Training	<b>3,465</b>	<b>1,500</b>	<b>2,500</b>	<b>2,200</b>	
<b>Office Expenses &amp; Supplies</b>					
43500 Office Supplies	1,007	1,000	928	1,000	
43502 TDM Postage	893	1,500	250	1,100	
43520 Printing, Copier Lease	5,350	12,642	7,015	22,500	
43900 Rent / Building	22,032	24,200	21,400	22,000	
Total Office Exp & Supplies	<b>29,282</b>	<b>39,342</b>	<b>29,593</b>	<b>46,600</b>	
<b>TOTAL EXPENSES</b>	<b>533,728</b>	<b>492,581</b>	<b>463,065</b>	<b>555,203</b>	
<b>REVENUES - EXPENSES</b>	<b>17,458</b>	<b>16,034</b>	<b>50,599</b>	-	

Beginning Fund Balance                   0

Ending Fund Balance                       0

Notes:

- (a) More TDM grants funds (TFCA and Measure J) available in the next FY based on CCTA projections
- (b) Lower expenditures in the current FY reflect staff turnover in the TDM Program Manager position  
Lower budgeted salary & benefits reflect a small shift in the allocation of staff time from TDM to WCCTAC Ops
- (c) More TDM program funds will be available in the upcoming FY, given larger grant revenues and lower expenses

**DETAIL: STMP**  
**FY 2018-19 DRAFT Final Budget**

Activity	Actual FY 2016-2017	Original FY 2017-2018	Estimated 2017-2018	Proposed FY2018-19	Note
<b>REVENUES</b>					
34310 County STMP Fees	34,102	40,000	404,856	43,500	
34315 El Cerrito STMP Fees	320,600	1,200,000	75,462	1,185,000	
34320 Hercules STMP Fees	143,949	50,000	172,074	1,000,000	
34325 Pinole STMP Fees	101,531	25,000	35,748	12,500	
34330	184,663	700,000	192,813	250,000	
34335 San Pablo STMP Fees	27,344	25,000	44,490	40,000	
36102 Interest - LAIF	14,758	12,000	5,000	-	
<b>TOTAL REVENUES</b>	<b>826,946</b>	<b>2,052,000</b>	<b>930,444</b>	<b>2,531,000</b>	(a)
<b>EXPENSES</b>					
<b>Salary &amp; Benefits</b>					
41000s Salary & Benefits (STMP Admin)	40,000	50,000	50,000	50,000	(b)
Total Salaries and Benefits	<b>40,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	
<b>Funding of STMP Projects</b>					
43600 Prof. Services					
<i>Nexus Study and Strategic Plan</i>	4,430	225,000	130,112	115,458	(c)
<i>Other</i>	-	-	-	-	
Total Prof. Services		<b>225,000</b>	<b>130,112</b>	<b>115,458</b>	
44000 Project Funding	-	-	-	-	
<i>BART - Richmond Intermodal</i>	4,235	-	57	-	
<i>Richmond - BART East Side</i>	527,000	-	-	-	
<i>Hercules - Path to Transit</i>	896,514	-	196,746	11,226	
<i>Del Norte BART TOD</i>	-	-	-	1,000,000	
<i>El Cerrito - Ohlone Greenway</i>	-	-	-	300,000	
<i>I-80 San Pablo Dam Road Interchange</i>	700,000	-	-	-	
<i>Other Miscellaneous Projects</i>	-	2,600,000	-	3,000,000	(d)
Total Project Funding	<b>2,127,749</b>	<b>2,600,000</b>	<b>196,803</b>	<b>4,311,226</b>	
<b>TOTAL EXPENSES</b>	<b>2,167,749</b>	<b>2,875,000</b>	<b>376,915</b>	<b>4,476,684</b>	
<b>REVENUES - EXPENSES</b>	<b>(1,340,803)</b>	<b>(823,000)</b>	<b>553,529</b>	<b>(1,945,684)</b>	

Beginning Fund Balance    **3,253,697**  
Ending Fund Balance        **1,308,013**

Notes:

- (a) STMP receipts are forecasted to be strong based on local jurisdiction estimates
- (b) Expenses are for costs to administer the program up to 2% of project expenses.
- (c) Expenses are for a new Nexus Study and Strategic Plan.
- (d) Specific projects to be funded in the upcoming Fiscal Year can be determined by the Board

**DETAIL: OTHER REIMBURSABLE  
FY 2018-19 DRAFT Final Budget**

Activity	Actual FY 2016-17	Original FY 2017-18	Estimated FY 2017-2018	Proposed FY 2018-19	Note
<b>REVENUES</b>					
33403 Grants					
36102 Interest - LAIF					
39906 Other Revenue					
<i>Student Bus Pass Program Admin, WCCUSD</i>	47,719	68,000	65,000	70,682	(a)
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	(a)
<i>Needs Assement Study (senior/disabled)</i>	-	75,000	75,000		
<i>SB1 Express Bus Grant</i>	-	-	-	315,000	(b)
<i>SB1 Express Bus Cash Match</i>	-	-	-	46,827	(c)
<i>San Pablo Ave. Corridor Study</i>	-	50,000	-	50,000	(e)
<i>High Capacity Transit Study (28b)</i>	153,415	-	72,551	-	(f)
<i>High Capacity Transit Study (BART)</i>	180,000	-	-	-	
<i>High Capacity Transit Study (CCTA)</i>	115,022	-	11,985	-	
<i>High Capacity Transit Study (MTC)</i>	38,341	-	3,995	-	
<b>TOTAL REVENUES</b>	<b>594,497</b>	<b>253,000</b>	<b>288,531</b>	<b>542,509</b>	
<b>EXPENSES</b>					
<b>Special Project Expenses</b>					
43600 Professional Services	-	-	-	-	
<i>Regional Studies/Projects</i>	-	-	-	-	
<i>Other</i>	-	-	-	-	
Total Professional Services	-	-	-	-	
44000 Projects					
<i>Student Bus Pass Program Admin, WCCUSD</i>	41,589	68,000	65,000	70,682	(a)
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	(a)
<i>Needs Assement Study (senior/disabled)</i>	-	75,000	75,000		
<i>SB1 Grant - Express Bus Implemtation Plan</i>	-	-	-	361,827	(d)
<i>San Pablo Ave. Corridor Study</i>	-	50,000	-	50,000	(e)
<i>High Capacity Transit Study</i>	464,992	-	101,516	-	(f)
<b>TOTAL EXPENSES</b>	<b>566,581</b>	<b>253,000</b>	<b>301,516</b>	<b>542,509</b>	
<b>REVENUES - EXPENSES</b>	<b>27,916</b>	<b>-</b>	<b>(12,985)</b>	<b>-</b>	

Beginning Fund Balance -  
Ending Fund Balance -

Notes:

- (a) Revenues and expenses are for those anticipated under the Student Bus Pass Program (Measure J 21b).
- (b) Revenues are from the SB1 funded Caltrans grant for an Express Bus Implementation Plan.
- (c) Revenues are Measure J 28b funds and are a match for the SB1 grant.
- (d) Expenditures are for the Express Bus Implementation Plan.
- (e) Revenues are from Measure J 28b and expenses are for the San Pablo Ave. Corridor Plan led by ACTC.
- (f) Revenues and expenses are for the now-completed High Capacity Transit Study.

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DRAFT FINAL  
FY2019 DUES STRUCTURE

WCCTAC Member Agency	Percent Share	Proposed FY 18 Dues
City of El Cerrito	9.1%	\$47,049
City of Hercules	9.1%	\$47,049
City of Pinole	9.1%	\$47,049
City of Richmond	27.2%	\$141,147
City of San Pablo	9.1%	\$47,049
Contra Costa County	9.1%	\$47,049
AC Transit	9.1%	\$47,049
BART	9.1%	\$47,049
WestCAT	9.1%	\$47,049
<i>discount</i>		( <i>\$14,560</i> )
WestCAT Subtotal		\$32,489
Total	100.0%	\$455,932

Recent Dues History

For a Regular 9.1% Share Member:

Fiscal Year	Dues Amount
FY 09-10	\$42,772
FY 10-11	\$42,772
FY 11-12	\$42,722
FY 12-13	\$36,675
FY 13-14	\$25,482
FY 14-15	\$36,675
FY 15-16	\$36,675
FY 16-17	\$39,975
FY 17-18	\$42,772
FY 18-19	\$47,049

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**TO:** WCCTAC Board **MEETING DATE:** June 15, 2018  
**FR:** Leah Greenblat, Project Manager  
**RE:** **West Contra Costa County Express Bus Implementation Plan: Contract Authorization**

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**REQUESTED ACTION**

Adopt Resolution 2018-07 authorizing the Executive Director or his designee to execute a contract with Kimley-Horn for planning and engineering services to develop the West Contra Costa Express Bus Implementation Plan in a form approved by WCCTAC General Counsel.

**BACKGROUND AND DISCUSSION**

WCCTAC received \$639,456 in Caltrans Sustainable Transportation Planning Program funds to develop an express bus implementation plan building off of the work completed in the West County High Capacity Transit Study. The Board previously approved a local match which is comprised of a cash match of \$46,827 in Measure J, 28b funds and in-kind staff time.

Following a review of responses to WCCTAC’s Request for Proposals and interviews with two consulting teams, the WCCTAC Board authorized staff to negotiate with Kimley-Horn, the highest ranked team at its May 25, 2018 Meeting. Staff is now requesting that the Board adopt Resolution 2018-07 authorizing the Executive Director or designee to execute a consulting services agreement for the proposed scope of work with a not to exceed dollar amount and in a form approved by WCCTAC General Counsel. The resolution, revised draft scope of work and WCCTAC’s standard consulting contract will be provided separately.

**Attachments:**

- A. Resolution 2018-07 *(to be provided separately)*
- B. Revised Scope of Work *(to be provided separately)*
- C. WCCTAC Standard Consulting Contract *(to be provided separately)*

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## **REQUEST FOR PROPOSAL**

### **AUDITING SERVICES**

**RFP No. 18-02**

**Response due by  
Noon, July 27, 2018**

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE (WCCTAC)**

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## WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE (WCCTAC)

### I. INTRODUCTION

#### A. General Information

The West Contra Costa Transportation Advisory Committee (hereinafter "WCCTAC") is issuing this Request for Proposals (RFP) from qualified firms of certified public accountants to audit its basic financial statements for the fiscal year ending June 30, 2018, with the option of extending the contract for each of the four subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards, and U.S. Office of Management, Budget (OMB) Circular A-133, Audits of State and Local Governments.

Any inquiries concerning the request for proposal should be addressed to the WCCTAC's Executive Director, John Nemeth at (510) 210-5933 or [jnemeth@wcctac.org](mailto:jnemeth@wcctac.org). Any responses to inquiries during the proposal process will be shared with all interested firms.

To be considered, an original and four copies of the proposal must be received by WCCTAC by noon on July 27, 2018 at its offices at 6333 Potrero Avenue, Suite 100, El Cerrito, California. Proposals arriving after the deadline will not be accepted. The Authority reserves the right to reject any proposals submitted which are deemed non-responsive to the proposal requirements as outlined in Section VI of this RFP.

Proposals will be evaluated by a review committee chaired by the WCCTAC Executive Director. Oral interviews with the committee for finalists, if needed, are scheduled for August 8, 2018. The process is described in more detail in Section VII of this RFP.

#### B. Term of Engagement

A five-year engagement is contemplated, subject to annual renewal based on the review and recommendation of the WCCTAC Executive Director and approval of the WCCTAC Board.

## **II. NATURE OF SERVICES REQUIRED**

### **A. General**

WCCTAC is soliciting the services of qualified firms of certified public accountants to audit its financial statements, perform an audit for the fiscal year ending June 30, 2018, with the option of extending the contract for each of the four subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this RFP.

### **B. Scope of Work to be Performed**

WCCTAC desires the auditor to express an opinion on the fair presentation of its basic financial statements and combining financial statements in conformity with generally accepted accounting principles.

### **C. Auditing Standards to be Followed**

To meet the requirements of this RFP, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments.

### **D. Reports to be Issued**

Following the completion of the audit of the financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
3. A management report with recommendations for improving operations.

### **E. Special Considerations**

1. All documents related to the audit must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by WCCTAC of the need to extend the retention period. The auditor will be required to make documents available.

2. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

### III. DESCRIPTION OF WCCTAC

WCCTAC is one of four Regional Transportation Planning Committees (RTPCs) in Contra Costa County. The Regional Transportation Planning Committees were created to manage the 1988 Measure C 1/2 cent transportation sales tax projects and programs, and its Extension, Measure J, approved by Contra Costa voters in 2004.

In addition to managing revenues from Measures J, WCCTAC also administers the sub-regional transportation mitigation fee program (STMP), and participates in defining and implementing policies, programs and projects to improve local and regional transportation and air quality.

WCCTAC is governed by a Joint Exercise of Powers Agreement between the following member agencies: the cities of El Cerrito, Hercules, Pinole, Richmond, San Pablo; Contra Costa County; and the transit providers, AC Transit, BART, and WestCAT.

### IV. SCHEDULE

#### A. Proposal Calendar

The following is a list of key dates up to and including the date contract is to be finalized.

Request for Proposals Issued	June 15, 2018
Due Date for Proposals	July 27, 2018 (noon)
Oral interviews (if necessary)	August 8, 2018
Contract negotiations	August, Sept. 2018
WCCTAC Board contract approval	September 28, 2018
Notice to Proceed	September 28, 2018

#### B. Proposed Schedule for the Fiscal Year Audit

The Authority is seeking the auditor to complete the following milestones in Year One by the dates indicated on the following page:

Milestone	Due Date
Initial Fieldwork Completed (Expect 2-3 weeks in Year 1)	By October 31, 2018
Schedules: The auditor shall provide WCCTAC with a list of all schedules and confirmations to be prepared by WCCTAC.	By October 31, 2018
Final Fieldwork: WCCTAC expects the same audit staff that performed the initial fieldwork to perform the final audit work, whenever possible.	Should begin in November, 2018
Draft Fiscal Audit and Management Letter: To be reviewed by WCCTAC staff	Should be submitted no later than December 14, 2018
Submitted Final Draft of Financial Statements and Management Report following WCCTAC Review	December 14, 2018
WCCTAC completed review and approval of draft Fiscal Audit and Management Letter	January 5, 2019
Provision of printed reports (22 bound Audit Reports)	February 13, 2019
WCCTAC Board review and approval of audit	February 22, 2019

**C. Report Preparation**

The auditor will describe and prepare the initial draft of the fiscal audit. Final report preparation, editing, and printing shall be the responsibility of the auditor.

**V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR**

WCCTAC staff, and its consultants as necessary, will be available during the audit to assist the firm by providing information, documentation and explanations.

A conference room can be made available for audit work, if desired, except on certain occasions when the room is used for meetings. This space has access to the agencies wireless internet service and a photocopying / scanning machine.

## VI. PROPOSAL REQUIREMENTS

All inquiries concerning the request for proposals should be made to John Nemeth Executive Director, West Contra Costa Transportation Advisory Committee. He can be reached at (510) 299-3084. When he is unavailable, firms can contact Paula Troy (contract accountant) at 925-969-0841 x216 or Valerie Jenkins (Administrative Assistant) at 510-210-5931.

### A. General Requirements

Receipt of the following material is required by noon, July 27, 2018 for a proposing firm to be considered:

1. An original proposal (so marked) and four copies.
2. The proposal should include:
  - a. Title page showing "RFP No. 11-02 for Auditing Services, Proposed by (firm name, address, and telephone number)."
  - b. Table of contents
  - c. Transmittal letter (signed) stating an understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.
  - d. Technical proposal which follows the order set forth in Section VI.B below of this RFP.

### B. Technical Proposal Outline

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of WCCTAC in conformity with the requirements of this RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the RFP requirements. The Technical Proposal should be no longer than 10 pages in 12 point font. Please follow the outline below. Additional information can be included in an appendix to your proposal.

#### 1. Independence

The firm should provide an affirmative statement that it is independent of the Authority as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards.

2. License to Practice in California

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in the State of California.

3. Firm Qualifications and Experience

This includes the breadth and depth of the firm's experience in reviewing the financial activities of local government entities. Specific description of experiences with local transportation authorities, Joint Powers Agencies, or similar agencies in California are desirable.

4. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and staff, who would be assigned to the engagement. Provide information on the government auditing experience of each person..

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

5. Specific Audit Approach

The proposal should set forth a detailed work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. Proposers will be required to provide the following information about their approach:

- a. Level of staff and number of hours to be assigned to each proposed segment of the engagement;
- b. Extent of use of computer assisted auditing techniques in the engagement;
- c. Approach to be taken to gain and document an understanding of WCCTAC's internal control structure;
- d. Approach to be taken in determining laws and regulations that will be subject to audit test work;
- e. Approach to be taken in drawing audit samples for purposes of tests of

compliance;

- f. Type and extent of analytical procedures to be used in the engagement;
  - g. Approach to be taken while working with the WCCGTAC Board.
6. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving them and any special assistance that will be requested. Specifically summarize future GASB rules that are required to be implemented and the impact to the Authority, if any.

7. Disclosure of Lawsuits

- a. The proposal should state any potential, current or past lawsuits filed against them, including the outcome, over the past 5 years.
- b. The proposal should state federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the proposal shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

8. References

- a. Please provide a list of three current clients that we may contact.
- b. Please provide a list of three prior clients over the last two years that we may contact.

**C. Fee Information**

Evaluation is to be based on professional qualifications. Fees are a secondary consideration. Cost will only become a factor in the selection process if the Review Committee determines that there is a relatively close ranking between two or more firms.

The fee information should include the following information:

- the cost to prepare the audit of WCCTAC's basic financial statements and the management letter relating to WCCTAC's internal controls;
- the cost of travel or out-of-pocket expenses that will be sought as reimbursable expenses.

## **VII. EVALUATION PROCESS**

### **A. Review Committee**

WCCTAC will establish a review committee to evaluate proposals and interview three final candidates. The committee will make a recommendation of one firm to the Authority for their consideration and approval. The committee will be chaired by the WCCTAC Executive Director.

### **B. Process**

All proposals must be submitted to WCCTAC by July 27, 2018 at noon. Late proposals will not be considered under any circumstances. The review committee will evaluate the proposals, and either recommend the most qualified firm or selected up to three firms as finalists.

On August 8, 2018 interviews will be conducted by the review committee of the finalists if necessary. We would anticipate the WCCTAC Board's approval of the contract on September 28, 2018.

**C. Evaluation Criteria**

All proposals will be evaluated in the following order:

1. Meeting minimum proposal requirements
2. Technical Qualifications
3. Fee Information

**VIII. MANNER OF PAYMENT**

Progress payments will be made on a time and materials basis during the course of the engagement in accordance with the firm's fee information and out-of-pocket expenses incurred.

**IX. APPENDICES**

Please see our website [www.wcctac.org](http://www.wcctac.org) for a copy of this RFP and the following appendices:

- A. FY 2017/18 Budget

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**TO:** WCCTAC Board

**MEETING DATE:** June 15, 2018

**FR:** John Nemeth, Executive Director

**RE:** **Richmond Ferry Service Details**

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### **REQUESTED ACTION**

Staff recommends that the WCCTAC Board consider the proposed service details presented by WETA and described in this staff report and forward its recommendation to the CCTA Board.

### **BACKGROUND**

The Richmond Ferry is scheduled to open for service at the end of October, 2018. It will be operated by the Water Emergency Transportation Authority (WETA) and funded with Measure J 22b dollars. A 2015 Cooperative Agreement between WETA and CCTA formally established Measure J as a funding source and also spelled out the roles and responsibilities of the two parties. This agreement is included for reference as Attachment D.

One of WETA's obligations is to work cooperatively with WCCTAC and CCTA to establish services levels, a schedule, fares, and a marketing plan for the new service. In recent weeks, WCCTAC, CCTA and Richmond City staff have been discussing these service details with WETA. At a staff level, these organizations have reached a general consensus about these proposed service details, which are described below.

Staff from WETA will give a presentation that provides an update on the status of the ferry project and discusses the proposed services details.

### **SERVICE DETAILS**

#### Service Level & Schedule

The Cooperative Agreement obligates WETA to provide at least three departures from Richmond to San Francisco in the morning and two reverse peak departures from San Francisco to Richmond in the morning. It also requires four departures from San Francisco to Richmond in the evening and three reverse peak departures from Richmond to San Francisco in the evening. The schedule proposed by WETA is similar to this requirement but includes four (rather than three) trips from Richmond to San Francisco in the morning. The departure times for these 13 total runs are acceptable to the staff of the agencies that reviewed them. Moreover, WETA has very little operational flexibility to make changes. The proposed schedule is included as Attachment A.

It is not currently possible for WETA to provide greater service levels on weekdays given a lack of vessels. More boats have been purchased but will not begin to be delivered until 2021. After 2021, the Richmond Ferry may be considered for additional weekday service depending on how it performs and how its capacity needs compare with other WETA services.

There may be an opportunity for WETA to provide weekend ferry service prior to the acquisition of new vessels. WCCTAC, CCTA and Richmond staff are all very supportive of this prospect. It is WCCTAC and CCTA staff's view that Regional Measure 3 funds (rather than Measure J funds) should be used for weekend service or any added weekday service.

### Fares

Approximately 80% of the cost of the ferry service will be covered by Measure J 22bs funds. The remainder will be covered by fares. Among the staff of the agencies discussing ferry service, there are varying perspectives about the appropriate start-up fare level. The staff of the agencies involved ultimately settled on a proposed one-way adult fare of \$6.75 if a Clipper card is used. Discounts for youth, seniors, and school groups are proposed, with fare levels scaled off of the adult base fare. A chart showing the proposed fares at start-up is included as Attachment B.

At the ferry terminal there will be approximately 350 parking spaces, shared with the adjacent Craneway Pavilion, available to ferry riders. The current proposal is for these parking spaces to be free at the start of service. The lot will be monitored and if it approaches capacity, parking charges will be considered.

### Marketing Plan

The development of the ferry's Marketing Plan involved participants from WETA, the City of Richmond, WCCTAC, CCTA, Rosie the Riveter Trust, and the National Park Service. WCCTAC, CCTA and City of Richmond staff do not have any concerns with this plan. It is included as Attachment C. Note the fares proposed in the Marketing Plan have been replaced with the fares proposed in Attachment B.

### **NEXT STEPS**

If the service details described in this staff report are acceptable to the WCCTAC Board, WCCTAC staff will notify the CCTA Board via a letter. CCTA staff are preparing to ask the CCTA Board for its concurrence at an upcoming meeting. WETA is expected make a final determination about service details in the late summer.

### **Attachments**

- A: Proposed Schedule
- B: Proposed Fares
- C: Marketing Plan
- D: Cooperative Agreement

Schedule Effective Fall 2018



## Weekdays to San Francisco

Depart Richmond	Arrive SF Ferry Building
6:10 AM	6:45 AM
7:10	7:45
8:15	8:45
8:40	9:15
<b>5:25 PM</b>	<b>6:00 PM</b>
<b>6:05</b>	<b>6:40</b>
<b>6:55</b>	<b>7:30</b>

## Weekdays from San Francisco

Depart SF Ferry Building	Arrive Richmond
6:25 AM	7:00 AM
7:55	8:30
<b>4:40 PM</b>	<b>5:15 PM</b>
<b>5:20</b>	<b>5:55</b>
<b>6:10</b>	<b>6:45</b>
<b>6:50</b>	<b>7:25</b>

**⚠** These departures are more likely to be at capacity.  
All arrival times are estimates.

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**For complete schedule info call (415) 705-8291,  
Monday-Friday, from 8:00 AM to 5:00 PM**  
*[www.SanFranciscoBayFerry.com](http://www.SanFranciscoBayFerry.com)*

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Service suggestions are welcome; submit comments to [customerservice@sanfranciscobayferry.com](mailto:customerservice@sanfranciscobayferry.com),  
or by mail to Transportation Manager, Pier 9, Suite 111, The Embarcadero, San Francisco, CA 94111.



**PROPOSED RICHMOND FERRY FARES**

<b>STANDARD FARES - 6/8/18</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	
Adult	\$9.00	\$9.30	\$9.60	\$9.90	\$10.20	\$10.50
Adult (Clipper Only)	\$6.75	\$7.00	\$7.20	\$7.40	\$7.70	\$7.90
Youth (5-18)	\$4.50	\$4.60	\$4.80	\$4.90	\$5.10	\$5.20
Senior (65+), Disabled	\$4.50	\$4.60	\$4.80	\$4.90	\$5.10	\$5.20
School Groups	\$2.90	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40
Children (under 5)	FREE	FREE	FREE	FREE	FREE	FREE

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May 25, 2018

## Richmond Ferry Marketing Plan July 2018 through June 2019

### Introduction

In October/November 2018, the San Francisco Bay Area Water Emergency Transportation Authority (WETA) will launch a new weekday ferry service between the San Francisco Ferry Building and a new ferry terminal on the Ford Peninsula in the City of Richmond. This new operation will be the first public transit ferry to service Contra Costa County and is a major part of WETA's 20-year Strategic Plan, which outlines a vision for an expanded regional ferry system.

In April, WETA assembled a marketing group to develop a Richmond Ferry Marketing Plan. The marketing group consists of representatives from the City of Richmond, WCCTAC, CCTA, Rosie the Riveter Trust, and the National Parks Service. WETA thanks the group for their insights and suggestions, and enthusiastic support of Richmond ferry service.

The present plan, which covers the period of July 2018 through June 2019, is based in part upon the following information:

- Access Trips Catchment Areas: Developed by WETA, this map shows East Bay areas where potential riders are most likely to reside. (Appendix A)
- 2017 WETA Passenger Survey Final Report: Provides detailed profiles of SF Bay Ferry riders (Appendix B).
- Richmond Expense and Revenue Projection (Dated March 2015)(Appendix C)
- Review of major transbay commute corridor advertising opportunities along 580, 880, as well as City of Richmond and surrounding area outdoor poster avails.

This Marketing Plan provides a detailed description of the Richmond terminal, service profile (ferry schedule, ticketing/fares, transit connections), and recommendations and timelines for public relations, community outreach/sponsorships, and paid advertising efforts. Marketing efforts targeting potential ferry customers (including "reverse" commuters) and stakeholders can be loosely grouped into three overlapping phases:

### **Phase 1, Pre-Launch: July- October 2018**

- Tasks:
  - Recruit sign-ups for Richmond Ferry Updates
  - Promote awareness of ferry in Richmond and surrounding area through event sponsorships
  - Inform San Francisco and Richmond businesses that the ferry is coming



## Phase 2, Launch: September 2018 through November

- Tasks:
  - Rider recruitment
  - Richmond Terminal ribbon-cutting ceremony

## Phase 3, Ridership Building: Launch through June 2019

- Tasks:
  - Rider recruitment
  - Ongoing promotion of ferry service in Richmond and surrounding area to increase awareness

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### Richmond Ferry Service Background

**Terminal:** In February 2018, WETA began construction of the Richmond ferry terminal located at the southwestern tip of the Ford Peninsula, adjacent to the Craneway Pavilion. The terminal will consist of an enclosed passenger shelter, an ADA-compliant gangway, and a vessel float capable of accommodating one vessel at a time. There will be no bathroom facilities at the terminal though there are nearby public restrooms and there are restrooms onboard the ferry. The terminal will be an unmanned facility, only open when a vessel is at the terminal, generally for a period of not more than 10 minutes. The terminal will be available to private operators provided private landings do not conflict with WETA operations and that the private operator has entered into WETA's standard Landing Rights Agreement. Drawings of the terminal are attached as Appendix D.

**Parking:** Free ferry customer parking will be available in an existing parking lot located at the foot of Harbor Way South, to the west of the Ford Building. WETA will repave, restripe and expand the existing lot to accommodate 364 vehicles including nine spots for disabled parking.

**Bikes:** There will be accommodations for 32 bikes consisting of 24 BikeLink lockers and four bike racks. WCCTAC may be able to provide preloaded BikeLink cards. The Bay Trail is adjacent to the terminal, providing easy access for bicyclists.

**Public Transit Connections:** AC Transit 74 line will provide coordinated morning and evening service to/from the Richmond terminal. In San Francisco, S.F. MUNI provides connecting service in front of the Ferry Building on the Embarcadero, and the BART Embarcadero station is approximately two blocks from the Ferry Building dock. SF Bay Ferry customers using a Clipper card receive S.F. MUNI transfer discount.



- SF MUNI - Transfer discounts are available only for Adult customers. Clipper provides: a \$0.50 discount on MUNI when transferring from ferry and a \$0.50 discount on ferry when transferring from MUNI.
- AC Transit - Transfer discounts are available to all customers using Clipper. Clipper transfer discounts are: \$2.25 for Adults, \$1.10 for Youth, and a \$1.10 discount for Senior/Disabled on AC Transit local buses when transferring from the Ferry; equivalent discounts are provided on ferry fares when transferring from AC Transit local buses.

**Terminal Signage:** An electronic NextBus display will provide real-time service information and service updates.

**Service Profile:** Initially the San Francisco Bay Ferry/Richmond route will be a commute-oriented operation with no weekend or holiday service. Morning service will be provided between the hours of 6:00 and 9:00 AM with three Richmond departures to the San Francisco Ferry Building, and two departures from the Ferry Building to Richmond. Evening service will be provided between 4:00 and 8:00 PM with four departures from the Ferry Building to Richmond and three departures from Richmond to the Ferry Building. Transit time between the Richmond terminal and San Francisco is approximately 35 minutes. The service schedule is attached as Appendix E.

**Ticketing/Fares:** The ferry accepts Clipper cards and paper tickets. Paper tickets may be purchased onboard and at the Bay Crossings store in the San Francisco Ferry Building. The onboard ticket desk accepts cash, checks, VISA, MasterCard, American Express, Discover and Commuter Checks. Richmond service fares are attached as Appendix F.

**Clipper Customer Service/Card Purchase:** The ferry Clipper Card system requires card holders to tag on as they board the vessel and tag off at their destination terminal. Clipper Card's cannot be purchased or have value added to them at SF Bay Ferry Terminals or onboard the vessels. There is a Clipper Customer Service Center at the Bay Crossings store in the San Francisco Ferry Building. Complete Clipper Card information is at <https://www.clippercard.com/ClipperWeb/index.do>.

**Vessels:** WETA will operate the Richmond service using vessels from its fleet of high-speed commuter boats. All WETA vessels provide full beverage service and snack bar, ADA-accessible restrooms, free Wi-Fi, and bike racks. Snack bar accepts cash and credit cards.

**Guaranteed Ride Home:** SF Bay Ferry customers may participate in a Guaranteed Ride Home (GRH) program that provides a way to get home when they have a personal or family emergency.

- Contra Costa County: Riders who work in Contra Costa County are eligible to enroll in 511 Contra Costa's Guaranteed Ride Home (GRH) program. GRH



reimburses commuters who need a ride home due to unexpected circumstances and cannot take public transit. Reimbursement is provided for trips using taxi, rental car, and rideshare technology apps (Uber, Lyft, etc.). Commuters can register for the program at <https://511contracosta.org/guaranteed-ride-home/>

- SF Commute Smart: Riders who work in San Francisco may participate in this program provided by the City and County of San Francisco. No registration required but commuters must use an approved taxi. Program details are at <https://sfenvironment.org/emergency-ride-home>.
- Try Transit Free: Try Transit: Potential ferry riders who live or work in Contra Costa may receive a \$15 preloaded Clipper card (roughly equal to a roundtrip on the ferry) if they would otherwise have driven alone to their destination and agree to take a survey on the program's effectiveness. Program administered by WCCTAC. More details here: <https://511contracosta.org/public-transit/transit-offer/>

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## Reaching Our Target Audiences

WETA will use a combination of purchased advertising coordinated with an extensive public relations and community outreach program to reach potential customers. The marketing group recommends that critical advertising placements and event sponsorships be secured well before the run up to the November general election.

**Media Strategy:** During each phase, WETA will use a mix of advertising vehicles to reach target audiences. These include:

- Digital Advertising:
  - Geofencing
  - Website retargeting
  - Geo-targeted email blast
- Outdoor
  - Bay Bridge toll plaza
  - AC Transit exterior bus advertising: queens and tails
  - Richmond outdoor posters: I-580; MacDonald, 23<sup>rd</sup> St., El Portal.
- Print/Online
  - East Bay Times
  - Richmond Standard
- Direct Mail
  - 13,000 households targeted by age, household income and zip code.



- Direct Mail
  - 13,000 households targeted by age, household income and zip code.
- Broadcast
  - Local cable/Comcast
  - Radio/traffic (+online ads)

The Recommended Advertising Program is attached as Appendix G.

**Public Relations & Community Outreach:** Public relations and community outreach activities will be used to create awareness of the service among potential riders and generate excitement in the community at large. Throughout all three phases, WETA will highlight the Richmond ferry through:

- WETA Media Events: Opportunities include the launch of the M.V. Argo (June) and M.V. Carina (Fall 2018), and ribbon cuttings for the Ron Cowan Central Bay Operations and Maintenance Facility (Summer 2018) and the Downtown San Francisco Ferry Terminal Expansion Project (Fall 2018).
- WETA quarterly newsletters, BayAlerts, San Francisco Bay Ferry (WETA) website, and 511.org postings. WETA will establish a “Partners Resources” page where agencies, businesses, and community groups can get materials for their newsletters and websites including ads (online and other), ferry logos, and short articles.
- Community sponsorships/partnerships. WETA has identified several community sponsorship opportunities in Richmond and plans to work with local Chambers of Commerce to raise awareness about Richmond ferry service in local communities.
- Public relations activities, including editorial opportunities, the Richmond ferry terminal ribbon-cutting ceremony and press event, and other opportunities with local media outlets.
- Community outreach to local businesses, neighbor associations, business groups, Chambers of Commerce, and other groups.

The Recommended Community Outreach Program is attached as Appendix H.  
The Recommended Community Outreach Timeline is attached as Appendix I..  
City of Richmond Business Contact list is attached as Appendix J.

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## Appendices

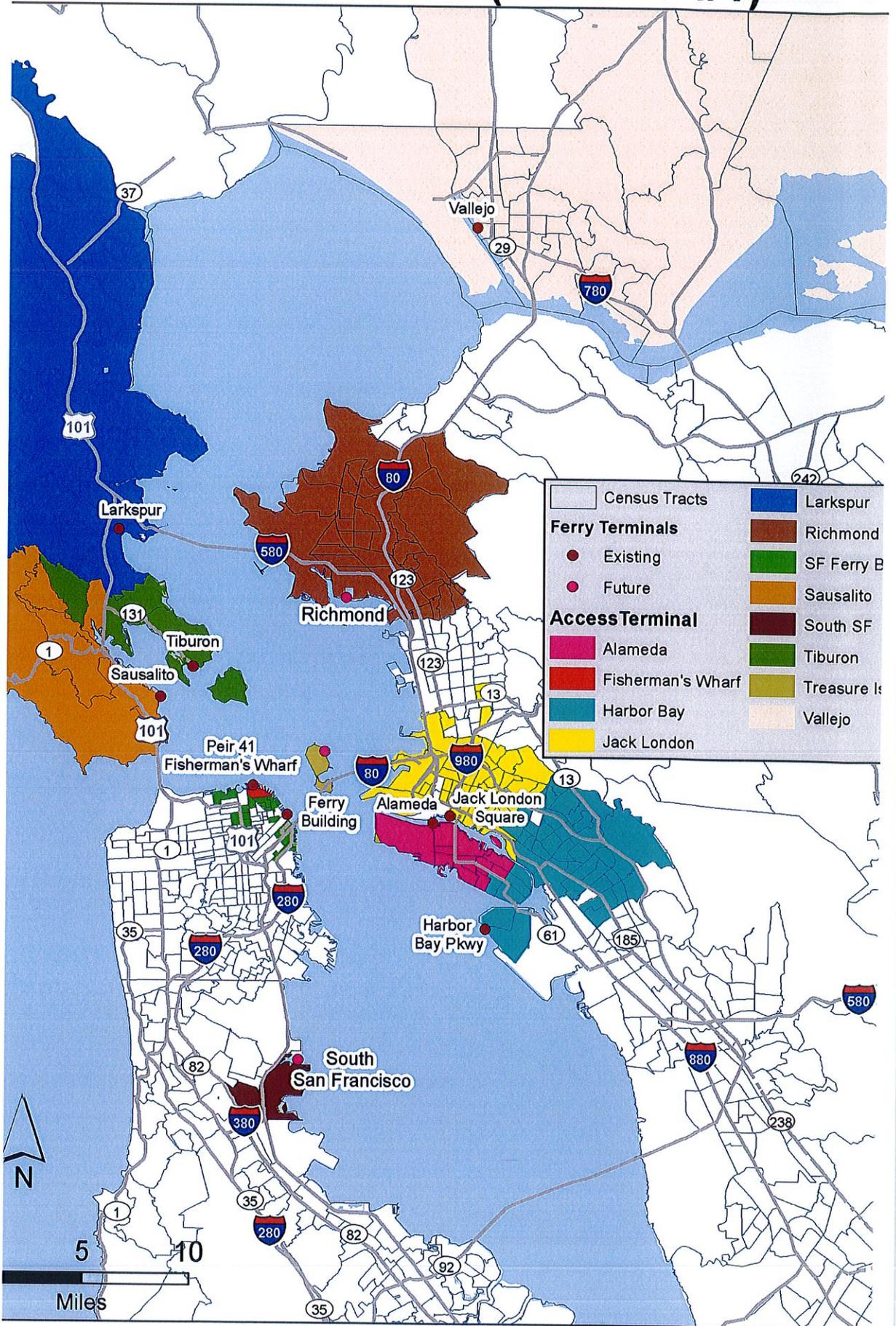
- Appendix A – Access Trips Catchment Areas
- Appendix B - 2017 WETA Passenger Survey Final Report
- Appendix C - Richmond Expenses and Revenue Projection
- Appendix D - Richmond Ferry Terminal Drawings



- Appendix E – Richmond Ferry Service Schedule
- Appendix F – Fares
- Appendix G – Recommended Advertising Program
- Appendix H – Recommended Public Relations and Community Outreach Program
- Appendix I – Recommended Community Outreach Timeline
- Appendix J - City of Richmond Business Contact List (provided by City of Richmond)

APPENDIX A  
Access Trips Catchment Areas

# Access Trips Catchment Areas (2015 Alt. #1)



Census Tracts	Larkspur
<b>Ferry Terminals</b>	Richmond
Existing	SF Ferry B
Future	Sausalito
<b>Access Terminal</b>	South SF
Alameda	Tiburon
Fisherman's Wharf	Treasure Is
Harbor Bay	Vallejo
Jack London	

APPENDIX B  
2017 WETA Passenger Survey Final Report

## APPENDIX C

Richmond Expense and Revenue Projection

Source: Cooperative Agreement Between

CCTA and WETA

Richmond Expense & Revenue Projection

	Year 1 2018	Year 2 2019	Year 3 2020	Year 4 2021	Year 5 2022	Year 6 2023	Year 7 2024	Year 8 2025	Year 9 2026	Year 10 2027
Avg. Weekday Boardings, (1) (2)	487	521	558	597	638	683	731	782	837	895

Expenses

Vessel Expenses (3)	\$ 3,033,812	\$ 3,155,165	\$ 3,281,371	\$ 3,412,626	\$ 3,549,131	\$ 3,691,096	\$ 3,838,740	\$ 3,992,290	\$ 4,151,981	\$ 4,318,061
Non-Vessel Expenses (4)	\$ 42,182	\$ 43,870	\$ 45,624	\$ 47,449	\$ 49,347	\$ 51,321	\$ 53,374	\$ 55,509	\$ 57,730	\$ 60,039
Fixed Contract Operator Fees (5)	\$ 354,063	\$ 368,226	\$ 382,955	\$ 398,273	\$ 414,204	\$ 430,772	\$ 448,003	\$ 465,923	\$ 484,560	\$ 503,943
WETA Direct Expenses (6)	\$ 534,262	\$ 544,947	\$ 555,846	\$ 566,963	\$ 578,302	\$ 589,868	\$ 601,666	\$ 613,699	\$ 625,973	\$ 638,493
Contingency @ 10%	\$ 383,366	\$ 411,221	\$ 426,580	\$ 442,531	\$ 459,098	\$ 476,306	\$ 494,178	\$ 512,742	\$ 532,024	\$ 552,053
Total Expenses	\$ 4,347,686	\$ 4,523,428	\$ 4,692,376	\$ 4,867,843	\$ 5,050,083	\$ 5,239,364	\$ 5,435,962	\$ 5,640,163	\$ 5,852,269	\$ 6,072,588

Revenues

Fare Revenue (7)	908,793	1,001,581	1,103,842	1,216,544	1,340,753	1,477,644	1,628,512	1,794,783	1,978,030	2,179,987
22b Program Subsidy Required (8)	3,438,893	3,521,848	3,588,534	3,651,299	3,709,330	3,761,720	3,807,450	3,845,380	3,874,238	3,892,601

Farebox Recovery (9)	21%	22%	24%	25%	27%	28%	30%	32%	34%	36%
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22b Program Reserve (10)	\$ 12,436,943	\$ 11,081,553	\$ 9,742,187	\$ 8,423,373	\$ 7,130,341	\$ 5,871,724	\$ 4,657,310	\$ 3,498,137	\$ 2,407,352	\$ 1,399,634
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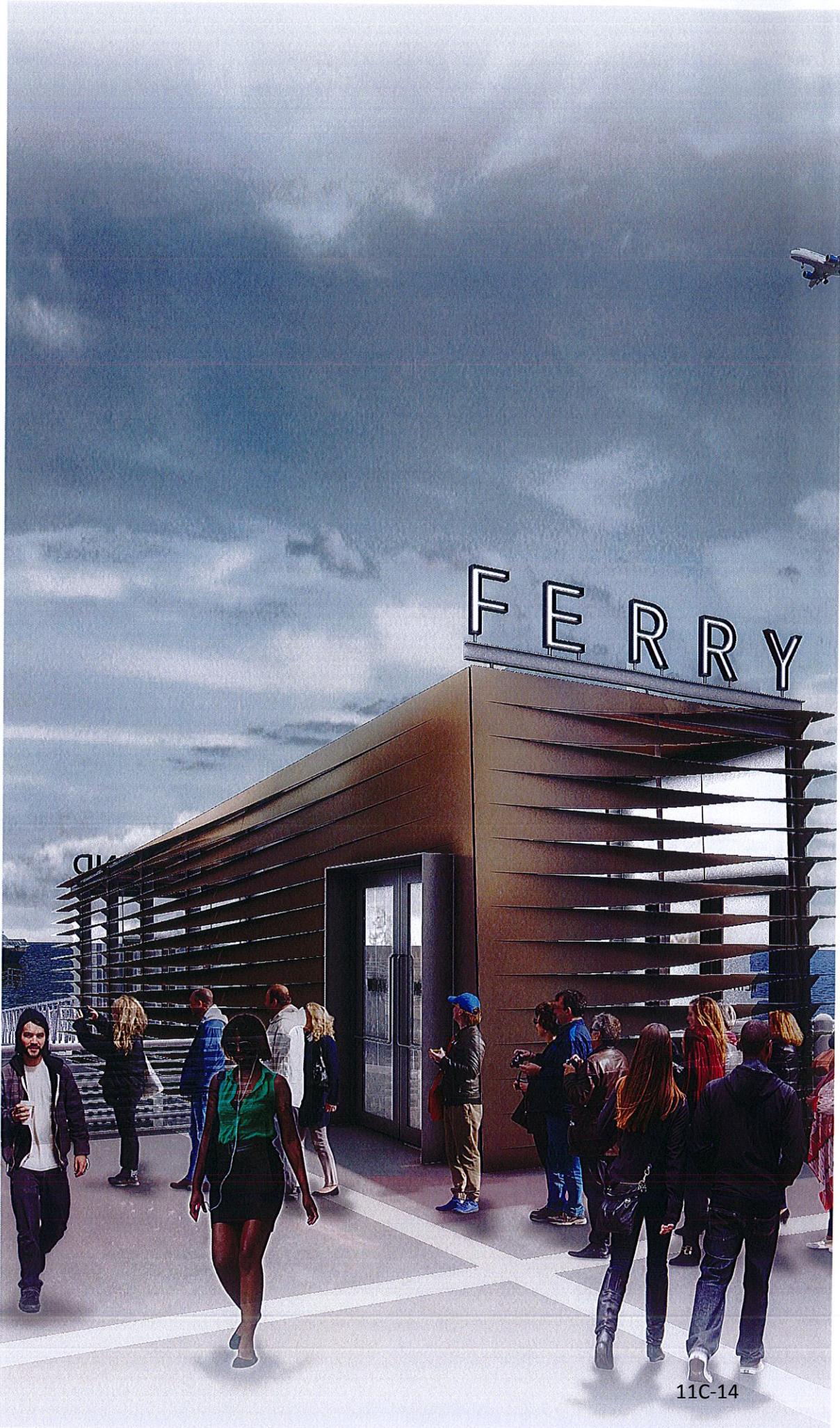
NOTES:

- 1) Year 1 ridership is estimated to be 50% of the forecast, based on South San Francisco experience (42%) with upward adjustment for higher level of service and stronger destination market
- 2) Ridership growth is 7.1% per year, based on experience in Harbor Bay years 1-10
- 3) Vessel Expenses include crew & maintenance labor, fuel and urea, vessel repair and materials, and vessel insurance. Vessel Expenses are escalated at 4% annually.
- 4) Non-vessel Expenses include non-vessel materials and supplies, and professional fees. Non-vessel Expenses are escalated at 4% annually.
- 5) Fixed Contract Operator Expenses include administration services, dispatch and supervision services, insurance deductibles, and profit. Fixed Contract Operator Expenses are escalated at 4% annually.
- 6) WETA Direct Expenses include administration, facility O&M, lease costs, facility insurance, docking fees, marketing, and other miscellaneous services. WETA Direct Expenses are escalated at 2% annually.
- 7) Fare revenues are calculated based on boardings and an average one-way fare of \$7.40 for Year 1 of service. Average daily boardings are multiplied by 253 weekdays operating days to get annual ridership. Average fare escalates at 3% annually per the FY 2015-2020 WETA Fare Program.
- 8) 22b Program Subsidy required is calculated by subtracting Fare Revenue from Total Expenses.
- 9) Farebox recovery ratio is the percentage of Total Expenses covered by fare revenues.
- 10) Measure J West Contra Costa Ferry Program revenues collected to date available for operating subsidy.

## APPENDIX D

### Richmond Ferry Terminal Drawings







## APPENDIX E

### Richmond Ferry Service Schedule

# RICHMOND / SAN FRANCISCO ROUTE

Schedule Effective Fall 2018



## Weekdays to San Francisco

Depart Richmond	Arrive SF Ferry Building
6:10 AM	6:45 AM
7:10	7:45
8:15	8:45
8:40	9:15
<b>5:25 PM</b>	<b>6:00 PM</b>
<b>6:05</b>	<b>6:40</b>
<b>6:55</b>	<b>7:30</b>

## Weekdays from San Francisco

Depart SF Ferry Building	Arrive Richmond
6:25 AM	7:00 AM
7:55	8:30
<b>4:40 PM</b>	<b>5:15 PM</b>
<b>5:20</b>	<b>5:55</b>
<b>6:10</b>	<b>6:45</b>
<b>6:50</b>	<b>7:25</b>

⚠️ These departures are more likely to be at capacity.  
All arrival times are estimates.

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For complete schedule info call (415) 705-8291,  
Monday-Friday, from 8:00 AM to 5:00 PM  
[www.SanFranciscoBayFerry.com](http://www.SanFranciscoBayFerry.com)

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Service suggestions are welcome; submit comments to [customerservice@sanfranciscobayferry.com](mailto:customerservice@sanfranciscobayferry.com),  
or by mail to Transportation Manager, Pier 9, Suite 111, The Embarcadero, San Francisco, CA 94111.



## APPENDIX F

### Fares

# RICHMOND / SAN FRANCISCO ROUTE

## Tentative Fares Fall 2018



## Tickets & Fares

<b>FARES</b>		
<b>Fares between Richmond and San Francisco*</b>		
	<b>One-way Regular</b>	<b>One-way Clipper</b>
<b>Adult</b>	<b>\$9.40</b>	<b>\$7.10</b>
<b>Youth (5-18 years)</b>	<b>\$4.70</b>	<b>\$4.70</b>
<b>Senior (65+ yrs), Disabled, Medicare<sup>1</sup></b>	<b>\$4.70</b>	<b>\$4.70</b>
<b>Children under 5<sup>2</sup></b>	<b>FREE</b>	<b>FREE</b>
<b>School Groups<sup>3</sup></b>	<b>\$3.10</b>	<b>\$3.10</b>

\* Tentative fares per cooperative Agreement between WETA and CCTA February 2015.

<sup>1</sup> Seniors, disabled persons, and Medicare cardholders must show a valid photo ID and a Youth, Senior, or RTC Clipper Card, a Regional Transit Connection Discount Card, Medicare card, Department of Motor Vehicles Disabled Parking Placard Registration, proof of Veterans Disability, or other Transit Agency or Visitor Card issued by another California transit agency.

<sup>2</sup> Children under 5 years of age may ride FREE with each fare paying adult.

<sup>3</sup> Fare applies to students, teachers, and chaperons. To qualify school groups must call (415) 705-8214 for advanced approval and reservations.

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**For complete schedule info call (415) 705-8291,  
Monday-Friday, from 8:00 AM to 5:00 PM**  
*[www.SanFranciscoBayFerry.com](http://www.SanFranciscoBayFerry.com)*

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Service suggestions are welcome; submit comments to [customerservice@sanfranciscobayferry.com](mailto:customerservice@sanfranciscobayferry.com), or by mail to Transportation Manager, Pier 9, Suite 111, The Embarcadero, San Francisco, CA 94111.



## APPENDIX G

### Recommended Advertising Program

## Appendix G

### Recommended Advertising Program

	PRE-LAUNCH			LAUNCH			RIDERSHIP BUILDING						
	Jul '18	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	Apr '19	May '19	Jun '19	
<b>Digital Advertising</b>													
Geo/Demo-Targeted Digital (geofencing) advertising -- 250k impressions/mo			X	X	X	X	X	X	X	X	X	X	X
Website Retargeting				X	X	X	X	X	X	X	X	X	X
Geo-Targeted Email Blast (735.00/send)		X	X	X	X	X	X	X	X	X	X	X	X
<b>Outdoor Advertising</b>													
Digital Bulletin -- Bay Bridge (1.80) SS 0.5mi W/O Toll Plaza; 4-week showing				X					X				
AC Transit Bus Advertising -- geo-targeted routes; exterior posters (queens, tails); 24 units/showing				X					X				
Richmond Outdoor Posters: I-580; MacDonald, 23rd St, El Portal; 4 week showing			X	X					X				
<b>Print Advertising</b>													
East Bay Times -- 1/4 page B&W, 2x/mo		X	X	X									
Richmond Standard -- TBD		X	X	X	X				X	X	X	X	X
<b>Direct Mail</b>													
13k households; 25-60; HHI \$60k+; 94801, 04, 05 zips			X						X				
<b>Broadcast Advertising</b>													
Local Cable / Comcast -- 150 spots/week			X	X	X				X	X	X	X	X
Telemundo			X	X	X				X	X	X	X	X
Radio/Traffic (+Online ads) / KCBS -- 100 :30 spots, web ads, 100 :30 streaming spots on KCBS.com				X					X				

APPENDIX H  
Recommended Public Relations and  
Community Outreach Program

## APPENDIX H: Public Relations & Community Outreach

Public relations and community outreach activities will be used to create awareness of the service among potential riders and generate excitement in the community at large. Throughout all three phases, WETA will highlight the Richmond ferry through:

- WETA Media Events: Opportunities include the launch of the M.V. Argo (May) and M.V. Carina (Fall 2018), and ribbon cuttings for the Ron Cowan Central Bay Operations and Maintenance Facility (Summer 2018) and the Downtown San Francisco Ferry Terminal Expansion Project (Fall 2018).
- WETA quarterly newsletters, BayAlerts and website postings. WETA will establish a “Partners Resources” page where agencies, businesses, and community groups can get materials for their newsletters and websites including ads (online and other), ferry logos, service schedules and fares, and short articles.
- Community sponsorships/partnerships. WETA has identified several community sponsorship opportunities in Richmond and plans to work with local Chambers of Commerce to raise awareness about Richmond ferry service in local communities.
- Public relations activities, including editorial opportunities, the Richmond ferry terminal ribbon-cutting ceremony and press event, and other opportunities with local media outlets.
- Community outreach to local businesses, neighbor associations, business groups, Chambers of Commerce, and other groups.

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### **Community Sponsorships/Partnerships** (May 2018-Oct. 2019)

*Community sponsorships are a cost-effective way to form relationships in local communities and introduce the SFBF service to new audiences. There are community events happening year-round, so ongoing sponsorships are an ideal way to promote the ferry service during its first year*

- Community sponsorships to consider:
  - Third of July Fireworks – July 3, 2018
  - Music on the Main – July 25 & Aug. 22
  - Rosie Rally Homefront Festival – Aug. 11, 2018
  - Spirit & Soul Festival – Sept. 15, 2018
  - Point Richmond Music Festival – June-Sept. 2018
  - North Richmond Shoreline Festival – Oct. 2018
  - Downtown Holiday Festival – TBD
  - Cinco de Mayo Community Festival – May 2019
  - Taste of Richmond – May 2019
- Chambers of Commerce sponsorships



- Work with Chambers to raise awareness about Richmond ferry service in local communities.
- Consider hosting chamber mixer on WETA vessel

### PR Opportunities (Sept.-Nov. 2018)

- City of Richmond
  - Pitch story about launch of Richmond service to KCRT's NewsBytes, a news program of the City of Richmond's public access television station.
- Submit joint editorial to East Bay Times prior to launch of Richmond service, written by Mayor Butt and Nina Rannells.
- Launch Day:
  - Host ribbon-cutting ceremony
  - Invite media (including Richmond Standard, East Bay Times) for inaugural ferry run.

### Community Outreach (Aug.-Nov. 2018)

- Provide ferry information to the following groups:
  - Chambers of Commerce in local communities:
    - Richmond
    - Bayfront Chamber of Commerce (Pinole, Hercules and Rodeo)
    - San Pablo
    - El Sobrante
  - Contra Costa Association of Realtors
  - Point Richmond Business Association
  - East Bay Economic Development Alliance
  - Richmond City Council
  - Neighbor Associations
  - East Bay Bicycle Coalition
  - Visit Richmond CA
  - WCCUSD – School District
  - *Request inclusion about Richmond ferry service in publications of the organizations listed above, as available.*
- Host information session/mixer for Marina Bay HOA.
- Provide Richmond Ferry information to City of Richmond employers to such as:
  - Blue Apron
  - Oakland Packaging & Supply
  - Lawrence Berkeley National Laboratory
  - Chevron
  - Kaiser Permanente
  - CA Department of public Health
  - Social Security Administration
  - Costco
  - Contra Costa County



The City of Richmond Business Contact List (provided by the City) is attached as Appendix J.

**Blog Outreach** (*Oct.-Dec. 2018*)

*Invite bloggers to ride the new Richmond ferry and document their experience.*

- Richmond Confidential
- Richmond Chamber of Commerce
- Richmond Standard
- Richmond Plus
- Richmond Post
- Patch
- The Point
- Mayor's Next Door

## APPENDIX I

### Recommended Community Outreach Timeline

Appendix I

Recommended Community Outreach Timeline

	PRE-LAUNCH			LAUNCH			RIDERSHIP BUILDING					
	Jul '18	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	Apr '19	May '19	Jun '19
<b>Press Opportunities</b>												
KCRT's NewsBytes (public access)				X								
East Bay Times Editorial (Butt/Rannells)				X								
Service Launch (WETA and City Media List)				X								
<b>Sponsorships</b>												
Third of July Fireworks	X											X
Music on the Main	X	X										X
Rosie Rally Homefront Festival		X										
Spirit & Soul Festival			X									
Point Richmond Music Festival			X									
North Richmond Shoreline Festival				X								
Downtown Holiday Festival						X						
Cinco de Mayo											X	
Taste of Richmond												X
<b>Business Outreach:</b>												
<b>East Bay: (Partial List)</b>												
Blue Apron				X								
Oakland Packaging & Supply				X								
Lawrence Berkeley National Laboratory				X								
Chevron				X								
<b>San Francisco:</b>												
TMA SF				X								
<b>Community Groups/Newsletter Inclusion</b>												
Richmond Chamber of Commerce				X								
Bayfront Chamber (Pinole, Hercules, Rodeo)			X									
Contra Cosa Association of Realtors			X									
Point Richmond Business Association			X									
East Bay Economic Development Alliance			X									
Richmond City Council				X								
Homeowners Associations (A) - Marina Bay			X						X			
HOA/host mixer												
Bike East Bay			X						X			
Supervisor John Gioia's e-newsletter			X	X					X	X		
511 contra Costa e-newsletter, twitter, facebook			X	X	X				X	X		
Mayor Tom Butt's E-Forum			X	X	X				X	X	X	
<b>Blog Outreach</b>												
Richmond Confidential				X								
Richmond Chamber of Commerce				X								
Richmond Standard				X								
Patch				X								
The Point				X								

**APPENDIX J**

**City of Richmond Business Contact List**

**Source: City of Richmond**

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ORIGINAL

COOPERATIVE AGREEMENT NO. 22W.01

**COOPERATIVE AGREEMENT**

**BETWEEN**

**THE CONTRA COSTA TRANSPORTATION AUTHORITY**

**AND**

**THE SAN FRANCISCO BAY AREA WATER EMERGENCY TRANSPORTATION  
AUTHORITY**

**FOR SERVICES FUNDED THROUGH MEASURE J PROGRAMS**

This COOPERATIVE AGREEMENT NO. 22W.01 ("AGREEMENT") is made and entered into as of this 6th day of March, 2015, by and between the SAN FRANCISCO BAY AREA WATER EMERGENCY TRANSPORTATION AUTHORITY, DBA San Francisco Bay Ferry, hereinafter referred to as "AGENCY" and the CONTRA COSTA TRANSPORTATION AUTHORITY, hereinafter referred to as "AUTHORITY".

**RECITALS**

1. Pursuant to the Measure C Sales Tax Renewal Ordinance (#88-01 as amended by #04-02, #06-01, and #06-02), hereinafter referred to as Measure J, the AUTHORITY is authorized to expend funds for various public transportation programs and operations, including ferry service in West Contra Costa County.

2. The AGENCY is eligible to receive funding under Measure J Expenditure Plan Program 22b – West County Ferry Service.

3. The AGENCY intends to provide services and programs in accordance with the requirements of the Measure J Expenditure Plan and as defined in Exhibit A – Richmond Ferry Service Operating Parameters, hereinafter referred to as PROGRAM.

4. The AGENCY seeks a commitment from the AUTHORITY for Measure J funds, no earlier than July 1, 2015, for the purpose of providing services and programs as described in the Measure J Expenditure Plan programs listed in paragraph 2 above.

**NOW, THEREFORE**, in consideration of the foregoing, the AUTHORITY and the AGENCY do hereby agree as follows:

## **SECTION I**

### **AGENCY AGREES:**

1. Subject to appropriation by the AUTHORITY, to apply funds received under this AGREEMENT to provide PROGRAM pursuant to the work components set forth in an adopted annual AUTHORITY resolution(s) as described in SECTION II, Paragraph 1 of this AGREEMENT.

2. To maintain sufficient records demonstrating AGENCY's compliance with the terms of the Measure J Expenditure Plan and PROGRAM, including amendments, and this AGREEMENT for a period of five (5) years from the date of the annual AUTHORITY Resolution as described in SECTION II, Paragraph 1 of this AGREEMENT, to allow the AUTHORITY and its duly authorized representatives, agents and consultants access such records and to be audited. AGENCY shall ensure that audit working papers are made available to the AUTHORITY or its designee upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the AUTHORITY.

3. To prepare and provide to the AUTHORITY documentation and reports, including but not limited to AGENCY's annual financial audit, as specified in the AUTHORITY Resolution as described in SECTION II, Paragraph 1 of this AGREEMENT.

4. To be responsible for the evaluation of consultants and contractors and the award of work consistent with this AGREEMENT.

5. Upon request, to provide copies to AUTHORITY and its agents and consultants of all executed contracts and other documents consistent with this AGREEMENT.

6. To comply with AUTHORITY adopted policies pertaining to the Measure J Program described in recitals, paragraph 2.

## **SECTION II**

### **AUTHORITY AGREES:**

1. To seek to pass a resolution each year consistent with available revenues to fund AGENCY for specific work components for the PROGRAM; setting forth the level of funding, purpose, payment schedule, methodology for determining actual AGENCY costs for PROGRAM, revenue-expense reconciliation

methodology, and service performance goals developed annually during the review meeting described in the "Adjustments to Fares, Schedule, Service Plan and Marketing Plan" paragraph in Exhibit A pursuant to this AGREEMENT. Such AUTHORITY Resolution shall be incorporated into Exhibit B and by this reference made a part hereof, provided notice of cancellation or termination of this AGREEMENT pursuant to Section III, paragraph 3 hereof has not been given.

2. To transfer funds to the AGENCY in accordance with the payment schedule for the purposes described in the relevant AUTHORITY Resolution, subject to AGENCY's compliance with Section I (4).

3. To provide timely notice if an audit is to be conducted.

### **SECTION III**

#### **IT IS MUTUALLY AGREED:**

1. Indemnity. It is understood and agreed that neither AUTHORITY, nor any officer, employee, agent or contractor thereof, shall be responsible for, and AGENCY shall indemnify and hold AUTHORITY and its officers, employees, agents and contractors harmless from, any damage or liability occurring by reason of anything done or omitted to be done by AGENCY, its officers, employees, consultants or contractors, under or in connection with the services, authority or jurisdiction of AGENCY or delegated to AGENCY under this AGREEMENT. Without limiting the generality of the foregoing, it is further specifically understood and agreed that, pursuant to California Government Code Section 895.4, AGENCY shall fully indemnify and hold AUTHORITY and its officers, employees, agents and contractors harmless from any liability or damages imposed for injury as defined by California Government Code Section 810.8 occurring by reason of anything done or omitted to be done by AGENCY, its officers, employees, agents or contractors under this AGREEMENT or in connection with any services, authority or jurisdiction of AGENCY or delegated to AGENCY under this AGREEMENT.

In addition, AGENCY shall indemnify and hold harmless the AUTHORITY, its employees, agents, representatives, and successors-in-interest against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of its performance of a project or operation or use of the equipment that is subject to the AGREEMENT.

2. Notices. Any notice which may be required under this AGREEMENT shall be in writing and shall be effective when received, and shall be given by personal service, or by certified or registered mail, return receipt requested, to the addresses set forth below, or to such addresses which may be specified in writing to the parties hereto:

To the AGENCY:

Nina Rannells  
Executive Director  
WETA  
Pier 9, Suite 111, The Embarcadero  
San Francisco, CA 94111  
[rannells@watertransit.org](mailto:rannells@watertransit.org)  
To the AUTHORITY:

Peter Engel  
CCTA  
2999 Oak Road, Suite 100  
Walnut Creek, CA 94597  
[pengel@ccta.net](mailto:pengel@ccta.net)

3. Term and Discharge of AGREEMENT.

a. This AGREEMENT is effective as of March 6, 2015 and will remain in effect until discharged as provided below.

b. This AGREEMENT shall be subject to discharge as follows:

(i) Except for breach of this Agreement which is discussed in subsection (ii) below, either party may terminate this AGREEMENT at any time for cause pursuant to a power created by the AGREEMENT or by law by giving written notice of termination to the other party which shall specify the basis for termination. Notice of termination under this provision shall be given at least ninety (90) days before the effective date of such termination. Except as provided in Section III, paragraph 14 below, on termination, all obligations which are still executory on both sides are discharged, but any right based on prior breach or performance survives.

(ii) This AGREEMENT may be canceled or terminated by either party for breach of any obligation, covenant or condition hereof by the other party upon notice to the breaching party. Except as provided in Paragraph 5 below, with respect to any breach which is reasonably capable of being cured, the breaching party shall have thirty (30) days from the date of the notice to initiate steps to cure. If the breaching party diligently pursues cure, such party shall be allowed a reasonable time to cure, not to exceed sixty (60) days from the date of the initial notice, unless a further extension is granted by the non-breaching party in the non-breaching party's sole discretion. On cancellation, the non-breaching party retains the same rights as a party exercising its right to terminate under the provisions of (i) above, except that the canceling or terminating party also retains any remedy for breach of the whole contract or any unperformed balance.

(iii) By mutual consent of the parties, this AGREEMENT may be terminated at any time.

(iv) Except as to any rights or obligations which survive discharge, as provided herein, this AGREEMENT shall be discharged, and the parties shall have no further obligation to each other upon the disbursement of the amount set forth in Section II, paragraph 2 above.

c. In the event that AGENCY ceases operation, upon termination of operation, any unexpended Measure J funding will be promptly reimbursed to the AUTHORITY.

4. Additional Acts and Documents. Each party agrees to do all such things and take all such actions, and to make, execute and deliver such other documents and instruments, as shall be reasonably requested to carry out the provisions, intent and purpose of this AGREEMENT.

5. Limitation. All obligations of AUTHORITY under the terms of this AGREEMENT are expressly subject to the AUTHORITY's continued authorization to collect and expend sales tax proceeds provided by Measure J. If for any reason, the AUTHORITY's right to collect or expend such sales tax proceeds is terminated or suspended in whole or part, the AUTHORITY shall promptly notify the AGENCY, and the parties shall consult on a course of action. If, after twenty five (25) business days, a course of action is not agreed upon, this AGREEMENT shall be deemed terminated by mutual or joint consent; provided that any obligation to fund shall be expressly limited by and subject to (i) the lawful ability of the AUTHORITY to expend sales proceeds for the purpose of the AGREEMENT; and (ii) the availability, taking into consideration all of the obligations of the AUTHORITY under all outstanding contracts, agreements and other obligations of the AUTHORITY, of funds for such purpose.

6. Integration. This AGREEMENT represents the entire agreement of the parties with respect to the subject matter hereof. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This is an integrated Agreement.

7. Amendment. This AGREEMENT may not be changed, modified or rescinded except in writing signed by all the parties hereto, and any attempt at oral modification of this AGREEMENT shall be void and of no effect.

8. Independent Agency. The AGENCY performs its obligations under this AGREEMENT as an independent agency. None of the AGENCY's agents or employees shall be agents or employees of the AUTHORITY.

10. Assignment. This AGREEMENT may not be assigned, transferred, hypothecated or pledged by any party without the express written consent of the other party.

11. Binding on Successors. This AGREEMENT shall be binding upon the successor(s), assignee(s) and transferee(s) of the parties as the case may be. This provision is not an authorization to assign, transfer, hypothecate or pledge this AGREEMENT other than as provided herein.

12. Severability. Should any part of this AGREEMENT be determined to be unenforceable, invalid or beyond the authority of either party to enter into or carry out, such determination shall not affect the validity of the remainder of this AGREEMENT which shall continue in full force and effect; provided that the remainder of this AGREEMENT can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.

13. Counterparts. This AGREEMENT may be executed in counterparts.

14. Survival. The following provisions of this AGREEMENT shall survive discharge:

(a) As to AGENCY, Section I, paragraphs 1 (duty to apply funds in accordance with AGREEMENT), 2 (duty to allow audits), 3 (duty to prepare report), 5 (duty to provide copies), 6 (duty to be comply with policies).

(b) As to AUTHORITY, Section II, paragraph 3 (duty to provide notice of audit).

(c) As to both parties, Section III, paragraphs 1 ( indemnity obligation), 6 (integration provision), 8 (independent agency provision), 11 (binding on successors provision), 12 (severability provision), 14 (survival provision).

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the effective date set forth above.

**"AGENCY"**

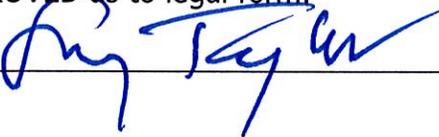
SAN FRANCISCO BAY AREA WATER  
EMERGENCY TRANSPORTATION  
AUTHORITY

By:   
Nina Rannells, Executive Director

ATTEST:

By: 

APPROVED as to legal form:

By: 

**"AUTHORITY"**

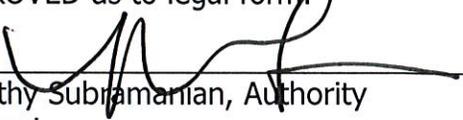
CONTRA COSTA TRANSPORTATION  
AUTHORITY

By:   
Julie Pierce, Chair

ATTEST:

By:   
Danice Rosenbohm, Executive  
Secretary

APPROVED as to legal form:

By:   
Malathy Subramanian, Authority  
Counsel

**COOPERATIVE AGREEMENT 22W.01**

**EXHIBIT A**

**Richmond Ferry Service Operating Parameters**

Term	This document covers the period necessary to establish the service, procure all capital improvements and capital and other equipment, and from the date of commencement of the service through the first 10 years of Richmond Ferry service operations. The agreement will commence on March 6, 2015.
Responsibilities	<p>WETA provides ferry service linking origin terminals with its hub terminal at the San Francisco Ferry Building. WETA will provide peak period commute service between the Richmond Terminal and San Francisco. Midday or weekend service may be considered, depending on demand and available operating resources.</p> <p>The Contra Costa Transportation Authority (CCTA) is a public agency formed by Contra Costa voters in 1988 to manage the county's transportation sales tax program and to do countywide transportation planning. CCTA is responsible for maintaining and improving the county's transportation system by planning, funding, and delivering critical transportation infrastructure projects and programs.</p> <p>Measure J is the transportation sales tax measure passed by Contra Costa County voters in 2004 and administered by CCTA. The 2011 Measure J Sales Tax Expenditure Plan identifies ferry service funding eligible to be used for capital or operations that shall be determined by "West Contra Costa Transportation Advisory Committee (WCCTAC) and the Water Transit Authority (WTA)".</p> <p>WCCTAC is the regional organization established by CCTA to provide policy guidance and administer county transportation funding in west Contra Costa, including Measure J county transportation sales tax funds. WCCTAC will provide input to CCTA for the use of Measure J program 22B funds for operation of the Richmond ferry service.</p>

**Richmond Ferry Service Plan**

Service Plan	<p>WETA will provide commute-oriented ferry service from Richmond to San Francisco in the AM peak period and San Francisco to Richmond service in the PM peak period. A minimum level of reverse-commute service will also be offered, primarily to reposition the vessel to make the maximum and optimal number of peak trips. Service will operate approximately 253 days per year. Weekend or holiday service is not anticipated at this time.</p> <p>Given the significant capital investment required, the service should be structured as an investment that will be in place for a minimum of 25 years to maximize the useful life of the capital assets. WETA recommends an initial operational commitment of ten years to build ridership for a commute</p>
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	<p>ferry service.</p> <p>Midday departures are proposed for consideration provided there is sufficient ridership demand and interest on the part of WCCTAC and the City of Richmond, and that there are sufficient funds to support this additional level of service. It is possible to offer Midday departures at the times detailed below on a trial basis to determine the level of demand. If the demand is not sufficient to cover fuel and landing fee costs, midday services would be discontinued after the trial.</p> <p>WETA will investigate the feasibility of linking Richmond service to other terminals in the WETA network in an effort to find cost efficiencies through interlining, vessel sharing and crew sharing. Interlining or other resource sharing will not negatively impact the service plan and schedule presented in this agreement.</p> <p>Special event service may be considered on a case-by-case basis and subject to WETA's board policy for special event service cost recovery. Due to dock capacity constraints at AT&amp;T Park, the service plan does not envision AT&amp;T ballgame service from the Richmond Ferry Terminal.</p> <p>Consistent with WETA policies and practices, private vessel operators will be able to use the Richmond Ferry Terminal facilities provided they do not interfere with regularly scheduled WETA service and sign WETA's standard landing rights agreement.</p>
<p>Ferry Service Level</p>	<p><b><u>Peak Period Service</u></b>  Three departures between the hours of 6-9 AM from Richmond. Two reverse peak departures from San Francisco between the hours of 6-9 AM.</p> <p>Four departures between the hours of 4-8 PM from San Francisco. Three reverse peak departures from Richmond between the hours of 4-8 PM.</p> <p><b><u>Optional Midday Service</u></b>  Departures between the hours of 9 AM and 3 PM, generally at hourly intervals from both Richmond and San Francisco, depending on crew availability and ridership demand.</p>
<p>Fares</p>	<p>The fare for the proposed Richmond service will be consistent with WETA's fare policy and the board-adopted FY2015-FY2020 fare program. The following fare rate schedule is proposed:</p>

		<b>RICHMOND FARES</b>				
<b>STANDARD FARES - 1/1/2015</b>		<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>
<b>Adult</b>	<b>\$8.30</b>	<b>\$8.50</b>	<b>\$8.80</b>	<b>\$9.10</b>	<b>\$9.40</b>	<b>\$9.70</b>
<b>Adult (Clipper Only)</b>	<b>\$6.25</b>	<b>\$6.40</b>	<b>\$6.60</b>	<b>\$6.80</b>	<b>\$7.10</b>	<b>\$7.30</b>
<b>Youth (5-18)</b>	<b>\$4.10</b>	<b>\$4.20</b>	<b>\$4.40</b>	<b>\$4.50</b>	<b>\$4.70</b>	<b>\$4.80</b>
<b>Senior (65+), Disabled</b>	<b>\$4.10</b>	<b>\$4.20</b>	<b>\$4.40</b>	<b>\$4.50</b>	<b>\$4.70</b>	<b>\$4.80</b>
<b>School Groups</b>	<b>\$2.70</b>	<b>\$2.80</b>	<b>\$2.90</b>	<b>\$3.00</b>	<b>\$3.10</b>	<b>\$3.20</b>
<b>Children (under 5)</b>	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>
	<p>Fare categories defined by age group and discount rates available through Clipper are WETA policy and not subject to change on individual routes. However, CCTA may wish to consider an alternate fare rate to encourage ridership or generate operating revenue. Any modification of the above fare schedule will require the approval of the WETA Board. It is anticipated that the WETA Board will adopt a new 5-year fare program in Fiscal Year 2020 that will set fare rates for the period FY2021 – FY2026. All fares are for one way travel.</p>					
Marketing Plan	<p>WETA will work cooperatively with WCCTAC and the City of Richmond to produce an annual marketing plan. The marketing plan will detail how the marketing budget should be allocated and will be consistent with City of Richmond and WCCTAC efforts to promote transit and draw visitors to the waterfront.</p>					
Adjustments to Fares, Schedule, Service Plan and Marketing Plan	<p>As demand changes over time, the Richmond service may require adjustments to its schedule, fares or service plan. WETA and WCCTAC shall meet on an annual basis to review system ridership performance as well as service and revenue goals for the upcoming fiscal year (July 1 through June 30), no later than February 28 of each year. An annual marketing plan will be developed in advance of the annual meeting and agreed to by the parties. Service plan and schedule adjustments will be made at seasonal intervals concurrently with adjustments to other WETA services.</p>					
Emergency Response and Recovery	<p>In the event of a natural disaster or disruptive regional event, WETA ferries may be called upon by the California Office of Emergency Services (Cal OES) to provide service from the Richmond ferry terminal for both emergency response and recovery after the event.</p> <p>In the immediate aftermath of an event, Cal OES will determine how to allocate regional transportation resources including ferries. The Richmond terminal will be an asset in this emergency network however it will be a state and regional decision as to how this asset will be used.</p> <p>In the weeks and months following an event as the Bay Area recovers, ferry service will play a critical role as a component of the regional transit network that can be quickly operationalized at terminals like Richmond.</p>					

	Decisions regarding funding and asset deployment during the recovery phase will also likely take place at the state and regional level.
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**Operations Funding**

<p>Operating Funding and Reimbursement</p>	<p>CCTA shall provide an operational subsidy for the Richmond ferry service through Measure J Program 22b funding. The operational subsidy is defined as the amount required to fund the excess of operating expenses, over revenue generated by passenger fares, parking fees or other service-generated revenue. Operational funding will be provided for a minimum service period of ten years or as long as funding remains available in the Measure J Program 22b program category at a level sufficient to operate the service.</p> <p>Prior to the beginning of each fiscal year CCTA will prepare a funding resolution that will outline budgeted expenditures for the service, payments to WETA, actual expenditure verification and funding reconciliation procedures and performance goals as discussed at the annual meeting discussed above. CCTA will seek to have the resolution approved prior to the beginning of the fiscal year.</p>
<p>Measure J Funds</p>	<p>CCTA shall provide operating funds from Measure J sub-region program 22b – West County Ferry Service. These funds will be provided in compliance with the Measure J Expenditure Plan and will be calculated as 2.25% of annual transportation sales tax revenue including an funds accumulated in the program since the beginning of Measure J. CCTA is not responsible to provide funding support from any other Measure J or other source.</p>
<p>Estimated Operating Expenses</p>	<p>Operating Expenses are defined as those expenses which are required to operate and maintain a primary vessel and spare vessel for the service level as defined in this document. General maintenance and repair of terminal and landside facilities, such as parking lots, vessels and other service equipment will also be considered operating expenses. Finally, a portion of WETA administrative staff time and expense is included in the estimate of operating expenses.</p> <p>Attachment A presents an estimate of annual vessel operating expenses and revenues based on WETA’s experience in respect to current operation of other services and also includes costs based on assumptions regarding regulatory compliance, fuel and labor rates for commute-only services as described in the section captioned Ferry Service Level above. Actual expenses may vary from this estimate. Significant or structural changes to the regulatory environment and requirements governing crew levels will cause a revision of this agreement. Reimbursement for the operating subsidy will be based on the actual operating subsidy required to maintain Ferry Service Levels.</p>

Additional Operating Revenue Source	New state, regional or local funding for transit operations may become available during the term of this project agreement. CCTA, WCCTAC and WETA will work in partnership to actively pursue new operating revenue sources for the Richmond ferry service, to supplement Program 22B funds already identified for the service.
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**Capital Funding, Maintenance and Rehabilitation**

Vessels	The Richmond service will require a primary vessel and a spare vessel to ensure reliable operations and will require the purchase or construction of two vessels in addition to the current WETA fleet. It is estimated that each vessel will cost approximately \$18 million. Funding for these vessels will likely come from federal and regional funding sources. Both the primary and the spare vessels will be integrated into the larger WETA fleet and there will be times when Richmond service is offered by other vessels.
Ferry Terminal	<p>The Richmond Ferry Terminal site is located at the southwestern tip of the Ford Peninsula, adjacent to the Craneway Pavilion. Parking for 319 cars is located at an off-street lot at the foot of Harbor Way South, west of the roadway. The existing parking lot will be repaved and restriped by WETA to create additional off-street parking spaces. A ground lease with the City of Richmond will be negotiated separately and will govern the terms and conditions of operation and maintenance of these real property assets.</p> <p>The terminal will be an unmanned facility, only open when a vessel is at the terminal, generally for a period of not more than 5-10 minutes. Tickets will be sold and collected on board and at external ticketing sites. At some point electronic ticketing through Clipper will be included. There will be no bathroom facilities or waiting areas provided by WETA and designated specifically for ferry riders. However, nearby public restrooms as well as Bay Trail amenities such as benches and landscaping are available features of the area. Improvements constructed by WETA in connection with the ferry terminal development such as benches, a kayak launch and a portion of the parking lot improvements will be dedicated to the City of Richmond and available for the use of the general public.</p> <p>The waterside ferry facilities –including the float, gangway and a secure gate – will be owned and managed by WETA but available to private operators provided those landings do not conflict with WETA operations and the private operator enters into and meets the terms of WETA’s standard Landing Rights Agreement.</p>
Capital Funding	Terminal construction costs for landside and waterside facilities under a shared-use scenario with a portion of the facilities available for private operations associated with the Ford Building at the terminal site are estimated to range between \$8 and \$12 million, and the two vessels that are required under the Ferry Service Level plan would cost approximately \$34 million, for a total project capital cost between \$42 and \$46 million. WETA has begun the process of identifying and securing funds to support the capital costs associated with this project, which would likely come from a

	blend of Federal Transit Administration, State Proposition 1B, Regional Measure 2 and Contra Costa Measure J Program 22b funds. Regional Measure 2 funds eligible for Berkeley or Richmond will need to be dedicated to Richmond through an action at the Metropolitan Transportation Commission.
Capital Rehabilitation	Quarter and midlife rehabilitation of vessels and cyclical rehabilitation of waterside capital facility assets will be carried out by WETA utilizing federal, state, regional and local funds available to support such efforts. WETA and WCCTAC will work together to secure future funds to support these cyclical rehabilitation needs associated with the long-term operation of Richmond ferry service.
Facility lease	WETA will lease landside, waterside and parking facilities at the Ferry Terminal site for a cost of \$1 per year. A separate lease between the City of Richmond and WETA will be executed prior to execution of this agreement.

**COOPERATIVE AGREEMENT 22W.01**

**Attachment A to Exhibit A  
Estimated Operating Expenses and Revenues**

ATTACHMENT B - Richmond Expense & Revenue Projection

	Year 1 2018	Year 2 2019	Year 3 2020	Year 4 2021	Year 5 2022	Year 6 2023	Year 7 2024	Year 8 2025	Year 9 2026	Year 10 2027
Avg. Weekday Boardings: (1) (2)	487	521	558	597	638	683	731	782	837	895

Expenses

Vessel Expenses (3)	\$ 3,033,812	\$ 3,155,165	\$ 3,281,371	\$ 3,412,626	\$ 3,549,131	\$ 3,691,096	\$ 3,838,740	\$ 3,992,290	\$ 4,151,981	\$ 4,318,061
Non-Vessel Expenses (4)	\$ 42,182	\$ 43,870	\$ 45,624	\$ 47,449	\$ 49,347	\$ 51,321	\$ 53,374	\$ 55,509	\$ 57,730	\$ 60,039
Fixed Contract Operator Fees (5)	\$ 354,063	\$ 368,226	\$ 382,955	\$ 398,273	\$ 414,204	\$ 430,772	\$ 448,003	\$ 465,923	\$ 484,560	\$ 503,943
WETA Direct Expenses (6)	\$ 534,262	\$ 544,947	\$ 555,846	\$ 566,963	\$ 578,302	\$ 589,868	\$ 601,666	\$ 613,699	\$ 625,973	\$ 638,493
Contingency @ 10%	\$ 383,366	\$ 411,221	\$ 426,580	\$ 442,531	\$ 459,098	\$ 476,306	\$ 494,178	\$ 512,742	\$ 532,024	\$ 552,053
Total Expenses	\$ 4,347,686	\$ 4,523,428	\$ 4,692,376	\$ 4,867,843	\$ 5,050,083	\$ 5,239,364	\$ 5,435,962	\$ 5,640,163	\$ 5,852,269	\$ 6,072,588

Revenues

Fare Revenue (7)	908,793	1,001,581	1,103,842	1,216,544	1,340,753	1,477,644	1,628,512	1,794,783	1,978,030	2,179,987
22b Program Subsidy Required (8)	3,438,893	3,521,848	3,588,534	3,651,299	3,709,330	3,761,720	3,807,450	3,845,380	3,874,238	3,892,601

Farebox Recovery (9)	21%	22%	24%	25%	27%	28%	30%	32%	34%	36%
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Draw from 22b Reserve	\$ 1,352,108	\$ 1,355,390	\$ 1,339,366	\$ 1,318,814	\$ 1,293,032	\$ 1,258,617	\$ 1,214,415	\$ 1,159,172	\$ 1,090,785	\$ 1,007,718
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22b Program Reserve (10)	\$ 12,436,943	\$ 11,081,553	\$ 9,742,187	\$ 8,423,373	\$ 7,130,341	\$ 5,871,724	\$ 4,657,310	\$ 3,498,137	\$ 2,407,352	\$ 1,399,634
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NOTES:

- 1) Year 1 ridership is estimated to be 50% of the forecast, based on South San Francisco experience (42%) with upward adjustment for higher level of service and stronger destination market
- 2) Ridership growth is 7.1% per year, based on experience in Harbor Bay years 1-10
- 3) Vessel Expenses include crew & maintenance labor, fuel and urea, vessel repair and materials, and vessel insurance. Vessel Expenses are escalated at 4% annually.
- 4) Non-vessel Expenses include non-vessel materials and supplies, and professional fees. Non-vessel Expenses are escalated at 4% annually.
- 5) Fixed Contract Operator Expenses include administration services, dispatch and supervision services, insurance deductibles, and profit. Fixed Contract Operator Expenses are escalated at 4% annually.
- 6) WETA Direct Expenses include administration, facility O&M, lease costs, facility insurance, docking fees, marketing, and other miscellaneous services. WETA Direct Expenses are escalated at 2% annually.
- 7) Fare revenues are calculated based on boardings and an average one-way fare of \$7.40 for Year 1 of service. Average daily boardings are multiplied by 253 weekdays operating days to get annual ridership. Average fare escalates at 3% annually per the FY 2015-2020 WETA Fare Program.
- 8) 22b Program Subsidy required is calculated by subtracting Fare Revenue from Total Expenses.
- 9) Farebox recovery ratio is the percentage of Total Expenses covered by fare revenues.
- 10) Measure J West Contra Costa Ferry Program revenues collected to date available for operating subsidy.

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El Cerrito

Hercules

May 29, 2018

Pinole

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

RE: May WCCTAC Board Meeting Summary

Richmond

Dear Randy:

The WCCTAC Board, at its meeting on May 25, 2018, took the following actions that may be of interest to CCTA:

San Pablo

1. Approved FY 19 Claims for Measure J Program 20b, for additional transportation for seniors and people with disabilities.
2. Approved WCCTAC's concurrence for an amendment to the 2016 Measure J Strategic Plan regarding expansion of a WestCAT bus facility.
3. Authorized WCCTAC's Executive Director, in consultation with WCCTAC's legal counsel, to enter into negotiations to develop a West Contra Costa County Express Bus Implementation Plan with the top ranked firm, Kimley Horn, and then if unsuccessful, to negotiate with the second-ranked firm, WSP.
4. Approved revised terms of compensation for WCCTAC Executive Director.

Contra Costa  
County

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

AC Transit

Sincerely,

A handwritten signature in blue ink that reads "John Nemeth".

John Nemeth  
Executive Director

BART

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

WestCAT

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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  
**AV:** Autonomous Vehicle  
**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  
**CIL:** Center for Independent Living  
**CMAs:** Congestion Management Agencies  
**CMAQ:** Congestion Management and Air Quality  
**CMIA:** Corridor Mobility Improvement Account (Prop 1B bond fund)  
**CMP:** Congestion Management Program  
**CSMP:** Corridor System Management Plan  
**CTC:** California Transportation Commission  
**CTP:** Contra Costa Countywide Comprehensive Transportation Plan  
**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  
**PASS:** Program for Arterial System Synchronization  
**PBTF:** Pedestrian, Bicycle and Trail Facilities  
**PC:** Planning Committee (CCTA)  
**PCC:** Paratransit Coordinating 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  
**STIP:** State Transportation Improvement Program  
**STMP:** Subregional Transportation Mitigation Plan  
**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