

El Cerrito

## MEETING NOTICE AND AGENDA

**DATE & TIME:** Friday, May 24, 2019: 8:00 a.m. – 10:00 a.m.

Hercules

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

Pinole

- 1. Call to Order and Self-Introductions.** (Chris Kelley – 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 April 26, 2019 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 April 2019. (Attachment; Information Only).
- 6. Payment of Invoices over \$10,000.** \$ 71,501 to Kimley-Horn for consulting services for the West County Express Bus Implementation Plan.
- 7. 2019 STMP Nexus Study Update and Authorization to Use STMP Funds for Legal Services.** In 2017, the WCCTAC Board authorized the use of STMP funds to complete the STMP Nexus Study Update, led by the consulting firm, Fehr and Peers. Staff is seeking Board authorization to allocate \$8,941 in STMP funds to cover the cost of legal services that were directly related to the 2019 STMP Nexus Update. (Attachment, Recommend Action: Approve).
- 8. Fiscal Audit and Memorandum of Internal Control for Fiscal Year 2018.** The accounting firm of Maze and Associates prepared the fiscal audit for WCCTAC for fiscal year 2018. (Attachments: 1. Basic Financial Statement for the Year Ended June 30, 2018, 2. Memorandum on Internal Controls and Required Communications for Year Ended June 30, 2018; Recommended Action: Approve).

Contra Costa  
County

AC Transit

BART

WestCAT

## **REGULAR AGENDA ITEMS**

9. **Richmond Area Community Based Transportation Plan (CBTP).** The CBTP study area covers parts of El Cerrito, Richmond, San Pablo, and unincorporated Contra Costa County. CCTA staff is managing the CBTP's development and will provide an overview to the Board, including highlights of its Existing Conditions Report and upcoming public outreach strategies. *(Martin Engelmann - CCTA Deputy Executive Director, Planning; No Attachment; Recommended Action: Information Only).*
  
10. **Draft Fiscal Year 2020 Work Program, Budget, and Dues.** The proposed WCCTAC work program for Fiscal Year 2020 is included along with the draft budget and proposed dues. The budget is divided into four different funds based on distinct purposes and revenue sources: WCCTAC Operations, TDM, STMP, and Other Reimbursables. Staff recommends approval of these documents for circulation to member agencies with the aim of final Board adoption at the June 28, 2019 WCCTAC Board Meeting. *(John Nemeth – WCCTAC Staff; Attachments; Recommended Action: Authorize release for member agency review).*
  
11. **New Transportation Expenditure Plan (TEP).** The Contra Costa Transportation Authority (CCTA) is developing an expenditure plan for a potential transportation sales tax measure that may be placed on the March, 2020 primary election ballot. It has developed guiding principles, a work plan, and a schedule, and its staff is currently preparing to release a draft TEP on June 19<sup>th</sup>. In order to provide feedback into the draft development process, and feedback after the release of the draft, the WCCTAC Board is discussing the TEP issue at each meeting. The Board has also scheduled a special meetings in early June, and tentatively in early July, that will focus on the TEP development process. For this meeting, staff will provide attachments under separate cover, prior to the Board meeting. *(John Nemeth - WCCTAC Staff; No Attachment; Recommended Action: Provide direction to staff).*

## **STANDING ITEMS**

12. **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
  
13. **General Information Items.**
  - a. Letter to CCTA Executive Director with April 26, 2019 Summary of Board Actions
  - b. Acronym List

**14. Adjourn.** Next meeting is: June 7, 2019 @ 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: April 26, 2019**

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**MEMBERS PRESENT:** Chris Kelly, Chair (Hercules); Roy Swearingen, Vice-Chair (Pinole); Janet Abelson (El Cerrito); Eduardo Martinez (Richmond); Demnlus Johnson (Richmond); Rita Xavier (San Pablo); Chris Peebles (AC Transit); Maureen Powers (WestCat); John Gioia (Contra Costa County);

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

**ACTIONS LISTED BY:** Coire Reilly

**Meeting Called to Order:** 8:04am

**PUBLIC COMMENT:** Ryan Lau (AC Transit), shared AC Transit's draft proposal letter to CCTA for funding from the Transportation Expenditure Plan (TEP). It included funding for: zero emission buses, service improvements, capital improvements and new bus facility.

Nathan Landau (AC Transit), echoed the comments by Ryan Lau, and recommended that funding in the next TEP for bus transit be great than the previous measure.

Dave Campbell (Bike East Bay), voiced support for AC Transit's letter. He also stated that he would like to see 10% allocated for Bike and Pedestrian improvements under the TEP.

**CONSENT CALENDAR :**

Motion by *Director Abelson*, seconded by *Director Martinez*; motion passed unanimously.

**Item #3. Minutes of March 22, 2019 Board Meeting.**

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

**Item #5. Financial Reports for March 2019.**

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

**Item #7. Transportation Impact Mitigation Fee Programs: Encouragement of Accessory Dwelling Units (Receipt of Letter from the County).**

**Item #8. Appointments to the CCTA's Technical Coordinating Committee (TCC): Leah Greenblat (WCCTAC Staff) and Yvetteh Ortiz (El Cerrito).**

**Item #9. Amendment to Consulting Service Agreement with Fehr and Peers for the 2019 STMP Nexus Study Update and Authorization to Use STMP Funds**

**Item #10. Amendment to Cooperative Funding Agreement with BART providing STMP funding for El Cerrito Del Norte Station Modernization Project**

**Item #11. City of Richmond's Measure J 20b Claims for FY17-18**

REGULAR AGENDA ITEMS:	ACTION
<p><b>Item #12</b>  <b>Plan Bay Area 2050 – Project List for West County</b></p>	<p><i>Hisham Noeimi</i> – CCTA Staff, provided an updated on the Project List that the WCCTAC TAC recommended for inclusion in the Regional Transportation Plan. The WCCTAC Board was asked for their concurrence.</p> <p><b>Director Abelson</b> motioned to accept the proposed project list; remove wording “and parking” under Del Norte Area-Transit Oriented Development (TOD)-Phase 2; seconded by <b>Director Gioia</b></p> <p><b>Yes- C. Kelly, R. Swearingen, J. Abelson, E. Martinez, D. Johnson, R. Xavier, C. Peeples, M. Powers, J. Gioia</b></p> <p><b>No – None</b></p> <p><b>Abstention – None</b></p> <p><b>Motion passed unanimously</b></p>
<p><b>Item #13</b>  <b>New Transportation Expenditure Plan</b></p>	<p>John Nemeth-WCCTAC Executive Director, provided an overview of the development of a Transportation Expenditure Plan (TEP) for a potential new ballot measure. He sought the Board’s input on the best way for WCCTAC to influence the outcome.</p> <p><b>Director Martinez</b> motioned to have a special meeting of the full WCCTAC Board focused on the TEP, with the possibility of scheduling additional meetings if necessary; seconded by <b>Director Swearingen</b></p> <p><b>Yes- C. Kelly, R. Swearingen, J. Abelson, E. Martinez, D. Johnson, R. Xavier, C. Peeples, M. Powers, J. Gioia</b></p> <p><b>No – None</b></p> <p><b>Abstention – None</b></p> <p><b>Motion passed unanimously</b></p>
<p><b>Item #14</b>  <b>Local Approval of 2019 STMP Update – Status Report</b></p>	<p><b>Information Only</b></p> <p>Leah Greenblat, WCCTAC staff, gave a status update on the 2019 STMP Update. She shared that the Update had been approved by all jurisdictions and that it will go into effect on July 1, 2019.</p>

<p><b>Item #15</b> <b>Preparation for Bike to Work Day on May 9, 2019</b></p>	<p><b>Information Only</b> Coire Reilly - WCCTAC staff / 511 Contra Costa, provided an update on the preparations for Bike to Work Day on May 9, 2019. He noted that BTWD will be celebrating 25 years in the Bay Area.</p>
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**Meeting Adjourned: 9:45am**

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TO: WCCTAC Board

DATE: May 24, 2019

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

### 25<sup>th</sup> Annual Bike to Work Day



Bike to Work Day, which was held on May 9<sup>th</sup>, celebrated its 25<sup>th</sup> anniversary in the Bay Area this year. Over 19,000 cyclists were counted in the East Bay and nearly 100,000 were counted in the Bay Area as a whole. West County hosted 14 energizer stations, including one at each BART station and one at the new Richmond Ferry Station.

WCCTAC/511 Contra Costa supplied the energizer stations with t-shirts, gift cards, and branded tote bags which were given out to nearly 1,000 participants. The Downtown Richmond Business Hub hosted the Bike Party Happy Hour at the end of the day.

### **San Pablo Avenue Multimodal Corridor Study:**

WCCTAC, its member agencies, CCTA, and the Alameda County Transportation Commission (ACTC) conducted public outreach in May to gather feedback on three potential concepts for the San Pablo Avenue corridor from Hilltop in Richmond to downtown Oakland. All three concepts include baseline pedestrian improvements. The key considerations are whether a bicycle lane should be added and whether a general purpose lane should be converted to a bus-only lane.



To date, each city has developed its plans for San Pablo Avenue largely independently. This effort seeks to inform jurisdictions about the options available and the tradeoffs involved, and to better coordinate local planning.

The outreach efforts for the study include an online survey: (<https://www.surveymonkey.com/r/SPACorridor>).



Public outreach has also received a boost from KPIX-TV coverage:

(<https://sanfrancisco.cbslocal.com/video/4073167-plans-to-revamp-san-pablo-avenue-worry-locals/>).

On May 14<sup>th</sup>, the WCCTAC Board held a special study session to discuss the concepts in detail. Later that evening, residents of El Cerrito, Richmond, and San Pablo attended a public workshop hosted by El Cerrito's Environmental Quality Committee. About 50 people attended the evening meeting.

### **Developing a new Transportation Expenditure Plan (TEP)**

In February, 2019, the CCTA announced that it was moving forward with the development of an expenditure plan for a possible ½ cent transportation sales tax measure. The WCCTAC Board met in a special session on May 10<sup>th</sup> to begin a discussion about West County's transportation needs and the objectives for the upcoming measure. Staff reviewed Measure X, which went before voters in 2016 but failed with 63.5% percent of the vote (72.9% in West County). The May 24<sup>th</sup> WCCTAC Board meeting will include a report on the latest polling data gathered by CCTA, and will involve a more detailed conversation about how new funding could be allocated to address key transportation challenges in West County.

### **WCCTAC Kicks Off West County Travel Training Program**

The WCCTAC Board approved funding last year for the formation of a travel training program for senior and disabled West County residents. In March, WCCTAC hired a part-time Travel Trainer, Janet Bilbas. In April, Janet and Joanna Pallock visited numerous Bay Area travel training programs to gain a better understanding of best practices in various settings. On May 2<sup>nd</sup>, WCCTAC hosted a kick-off meeting for the program that included other jurisdictional service providers, East Bay Paratransit, WestCAT, and the Center for Independent Living (CIL).

This summer will be an active time for the program as it works to get senior and disabled residents signed up for reduced fare Clipper cards. The program will also provide education on how to load and use these cards through short orientation classes and practice trips to learn about using buses, the new Richmond Ferry, and BART. If you know anyone interested in learning more about their transit and paratransit options, please contact Janet Bilbas at 510-210-5937.



### **Travel Training for Hana Gardens Low Income Senior Apartments in El Cerrito**

The City of El Cerrito and Eden Housing recently celebrated an official open house at the newly occupied, low income senior apartments next to El Cerrito City Hall. The Hana Garden Apartments are named after the Japanese flower gardens located on this piece of land in the 1920-40's, and operated by Japanese families who were later interned in work camps during World War II.



WCCTAC staff met with the senior services program manager of Hana Gardens to begin travel training services for residents. Each resident will receive a Clipper card, each year. WCCTAC Travel Trainer, Janet Bilbas, will also be rolling out a program that's focused on assisting and encouraging these residents to ride the 72 and 72R AC Transit bus routes to access local services.

## **Public Outreach for the West County Express Bus Implementation Plan**

The second round of public outreach for the West County Express Bus Implementation Plan has been launched. It focuses on gathering public input on pick-up and drop-off locations for future express bus service and has included a press release, e-blasted messages, and social media postings that direct interested residents to an online survey:

([https://www.wcctac.org/app\\_pages/view/681](https://www.wcctac.org/app_pages/view/681)). The survey shows possible bus stops and asks the public to select the ones they'd use the most. So far, nearly 3,000 people have responded. As part of this outreach effort, WCCTAC is also conducting a series of focus groups with Alameda County employers at the destination end of the service. So far, WCCTAC has met with staffs of Novartis and Pixar in Emeryville.



## **New Bike Racks in Point Richmond**



WCCTAC/511 Contra Costa staff worked with Parker Hannifin-Veriflo, in Point Richmond, to install three Omega style racks and one bicyclist style rack at their factory. The installation utilized asphalt anchors, which are new products that make installing in asphalt easier and cheaper, opening up more possibilities for bicycle rack locations.

511 Contra Costa has funds from the Bay Area Air Quality Management District and Measure J to install bicycle racks at employment centers, civic spaces, and schools. Contact Coire Reilly – [creilly@511contracosta.org](mailto:creilly@511contracosta.org) or (510) 210-5932 – if you have locations you'd like to see equipped with bicycle racks or lockers.

## **Summer Youth Pass**

The Summer Youth Pass program is back! This program offers any youth in Contra Costa County, ages 6 – 18, unlimited transit rides on WestCAT buses, all summer long, from June 1 through August 31, 2019 for only \$35. The regular price is \$60, and the discount reflects a \$25 supplement provided by 511 Contra Costa. Passes are on sale now at [www.511cc.org/youthpass](http://www.511cc.org/youthpass)



# General Ledger Monthly Budget Report

User: kellys  
 Printed: 5/15/2019 7:47:48 AM  
 Period 01 - 10  
 Fiscal Year 2019



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
<b>7700</b>	<b>WCCTAC Operations</b>							
770-7700-41000	Salary	0.00	443,068.00	443,068.00	267,818.24	175,249.76	175,249.76	39.55
770-7700-41200	PERS Retirement	0.00	0.00	0.00	55,791.82	-55,791.82	-55,791.82	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	47,256.29	-47,256.29	-47,256.29	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	1,727.35	-1,727.35	-1,727.35	0.00
770-7700-41400	Dental	0.00	0.00	0.00	3,455.45	-3,455.45	-3,455.45	0.00
770-7700-41500	Vision	0.00	0.00	0.00	3,490.00	-3,490.00	-3,490.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	2,444.77	-2,444.77	-2,444.77	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	3,862.61	-3,862.61	-3,862.61	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	3,357.78	-3,357.78	-3,357.78	0.00
770-7700-41902	FICA	0.00	0.00	0.00	167.40	-167.40	-167.40	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	708.17	-708.17	-708.17	0.00
770-7700-41911	Liability Insurance	0.00	4,000.00	4,000.00	3,804.54	195.46	195.46	4.89
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	945.00	-945.00	-945.00	0.00
	<b>Salary and Benefits</b>	<b>0.00</b>	<b>447,068.00</b>	<b>447,068.00</b>	<b>394,829.42</b>	<b>52,238.58</b>	<b>52,238.58</b>	<b>11.68</b>
770-7700-43500	Office Supplies	0.00	4,000.00	4,000.00	2,967.04	1,032.96	1,032.96	25.82
770-7700-43501	Postage	0.00	2,000.00	2,000.00	1,025.04	974.96	974.96	48.75
770-7700-43520	Copies/Printing/Shipping/Xerox	0.00	3,800.00	3,800.00	2,952.59	847.41	847.41	22.30
770-7700-43600	Professional Services	0.00	51,450.00	51,450.00	52,914.06	-1,464.06	-1,464.06	-2.85
770-7700-43900	Rent/Building	0.00	22,250.00	22,250.00	16,210.03	6,039.97	6,039.97	27.15
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	184.61	9,815.39	9,815.39	98.15
770-7700-44320	Travel/Training Staff	0.00	5,800.00	5,800.00	2,795.20	3,004.80	3,004.80	51.81
	<b>Service and Supplies</b>	<b>0.00</b>	<b>99,300.00</b>	<b>99,300.00</b>	<b>79,048.57</b>	<b>20,251.43</b>	<b>20,251.43</b>	<b>20.39</b>
<b>7700</b>	<b>Expense</b>	<b>0.00</b>	<b>546,368.00</b>	<b>546,368.00</b>	<b>473,877.99</b>	<b>72,490.01</b>	<b>72,490.01</b>	<b>13.27</b>
	<b>WCCTAC Operations</b>	<b>0.00</b>	<b>546,368.00</b>	<b>546,368.00</b>	<b>473,877.99</b>	<b>72,490.01</b>	<b>72,490.01</b>	<b>13.27</b>
<b>7720</b>	<b>WCCTAC TDM</b>							
772-7720-41000	Salary	0.00	322,000.00	322,000.00	162,427.40	159,572.60	159,572.60	49.56
772-7720-41200	PERS Retirement	0.00	0.00	0.00	44,156.28	-44,156.28	-44,156.28	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	34,152.88	-34,152.88	-34,152.88	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	2,463.67	-2,463.67	-2,463.67	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	1,163.87	-1,163.87	-1,163.87	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	2,334.06	-2,334.06	-2,334.06	0.00

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
772-7720-41901	Other Insurances	0.00	0.00	0.00	3,357.78	-3,357.78	-3,357.78	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	318.55	-318.55	-318.55	0.00
772-7720-41911	Liability Insurance	0.00	4,000.00	4,000.00	3,804.54	195.46	195.46	4.89
	<b>Salary and Benefits</b>	<b>0.00</b>	<b>326,000.00</b>	<b>326,000.00</b>	<b>254,179.03</b>	<b>71,820.97</b>	<b>71,820.97</b>	<b>22.03</b>
772-7720-43300	MembershipsSubscriptions	0.00	0.00	0.00	550.00	-550.00	-550.00	0.00
772-7720-43500	Office Supplies	0.00	1,000.00	1,000.00	768.80	231.20	231.20	23.12
772-7720-43501	TDM Postage	0.00	0.00	0.00	348.01	-348.01	-348.01	0.00
772-7720-43502	TDM Postage	0.00	1,100.00	1,100.00	0.00	1,100.00	1,100.00	100.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	22,500.00	22,500.00	16,545.67	5,954.33	5,954.33	26.46
772-7720-43600	Professional Services	0.00	49,500.00	49,500.00	53,774.92	-4,274.92	-4,274.92	-8.64
772-7720-43900	RentBuilding	0.00	22,000.00	22,000.00	16,083.93	5,916.07	5,916.07	26.89
772-7720-44000	Special Department Expenses	0.00	130,903.00	130,903.00	65,930.17	64,972.83	64,972.83	49.63
772-7720-44320	TravelTraining Staff	0.00	2,200.00	2,200.00	1,389.45	810.55	810.55	36.84
	<b>Service and Supplies</b>	<b>0.00</b>	<b>229,203.00</b>	<b>229,203.00</b>	<b>155,390.95</b>	<b>73,812.05</b>	<b>73,812.05</b>	<b>32.20</b>
<b>7720</b>	<b>Expense</b>	<b>0.00</b>	<b>555,203.00</b>	<b>555,203.00</b>	<b>409,569.98</b>	<b>145,633.02</b>	<b>145,633.02</b>	<b>26.23</b>
	<b>WCCTAC TDM</b>	<b>0.00</b>	<b>555,203.00</b>	<b>555,203.00</b>	<b>409,569.98</b>	<b>145,633.02</b>	<b>145,633.02</b>	<b>26.23</b>
<b>7730</b>	<b>STMP</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>100.00</b>
773-7730-41000	Salary	0.00	50,000.00	50,000.00	0.00	50,000.00	50,000.00	100.00
	<b>Salary and Benefits</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>100.00</b>
773-7730-43600	Professional Services	0.00	115,458.00	115,458.00	0.00	115,458.00	115,458.00	100.00
773-7730-44000	Special Department Expense	0.00	4,311,226.00	4,311,226.00	1,299,337.43	3,011,888.57	3,011,888.57	69.86
	<b>Service and Supplies</b>	<b>0.00</b>	<b>4,426,684.00</b>	<b>4,426,684.00</b>	<b>1,299,337.43</b>	<b>3,127,346.57</b>	<b>3,127,346.57</b>	<b>70.65</b>
<b>7730</b>	<b>Expense</b>	<b>0.00</b>	<b>4,476,684.00</b>	<b>4,476,684.00</b>	<b>1,299,337.43</b>	<b>3,177,346.57</b>	<b>3,177,346.57</b>	<b>70.98</b>
	<b>STMP</b>	<b>0.00</b>	<b>4,476,684.00</b>	<b>4,476,684.00</b>	<b>1,299,337.43</b>	<b>3,177,346.57</b>	<b>3,177,346.57</b>	<b>70.98</b>
<b>7740</b>	<b>WCCTAC Special Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>46,226.55</b>	<b>-46,226.55</b>	<b>-46,226.55</b>	<b>0.00</b>
774-7740-43600	Professional Services	0.00	0.00	0.00	46,226.55	-46,226.55	-46,226.55	0.00
774-7740-44000	Special Department Expense	0.00	542,509.00	542,509.00	151,000.00	391,509.00	391,509.00	72.17
	<b>Service and Supplies</b>	<b>0.00</b>	<b>542,509.00</b>	<b>542,509.00</b>	<b>197,226.55</b>	<b>345,282.45</b>	<b>345,282.45</b>	<b>63.65</b>
<b>7740</b>	<b>Expense</b>	<b>0.00</b>	<b>542,509.00</b>	<b>542,509.00</b>	<b>197,226.55</b>	<b>345,282.45</b>	<b>345,282.45</b>	<b>63.65</b>
	<b>WCCTAC Special Projects</b>	<b>0.00</b>	<b>542,509.00</b>	<b>542,509.00</b>	<b>197,226.55</b>	<b>345,282.45</b>	<b>345,282.45</b>	<b>63.65</b>
Expense Total		0.00	0.00	6,120,764.00	2,380,011.95	3,740,752.05	3,740,752.05	0.6112

**TO:** WCCTAC Board

**MEETING DATE:** May 24, 2019

**FR:** John Nemeth, Executive Director

**RE: 2019 STMP Nexus Study Update and Authorization to Use STMP Funds for Legal Services**

---

**REQUESTED ACTION**

Authorize the use of \$8,622 in STMP funds for legal services related to the 2019 STMP Nexus Update.

**BACKGROUND AND DISCUSSION**

In April 2017, WCCTAC entered into a consulting services agreement with Fehr and Peers for the 2019 STMP Nexus Update. The consultant agreement was for \$248,710, with a not to exceed amount of \$250,000. At the time the Board approved the agreement, it also authorized the use of STMP funds for these consultant services. In April 2019, the WCCTAC Board approved Resolution 2019-04, which authorized the use of an additional \$5,900 in STMP revenue to cover the cost of additional unexpected meetings.

Throughout the 2019 STMP Nexus Study update process, Meyers Nave provided legal support services for Fehr and Peers and for WCCTAC staff, and also engaged in discussions with member agencies. During the current fiscal year 2018-19, these services included: review of the existing STMP Ordinance, drafting an updated Model Ordinance, drafting a Master Cooperative Agreement, review of Administrative Guidelines, and review and consideration of comments raised by TAC members and legal counsels in member jurisdictions.

The cost of services provided by Meyers Nave, directly related to the STMP Update, was \$8,622 in the current fiscal year. WCCTAC has already paid these invoices using general operations funds. If the Board concurs with the staff recommendation, these expenses will be re-categorized and charged to the STMP Program. If the Board does not concur, these expenses will remain accounted for under general WCCTAC operations. Staff believes that the former is a more accurate accounting of program expenditures.

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**WEST CONTRA COSTA TRANSPORTATION  
ADVISORY COMMITTEE  
BASIC FINANCIAL STATEMENTS**

**For the Year Ended June 30, 2018**

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**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**Basic Financial Statements**  
**For the Year Ended June 30, 2018**

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## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
West Contra Costa Transportation Advisory Committee  
El Cerrito, California

We have audited the accompanying financial statements of the governmental activities and the major fund of the West Contra Costa Transportation Advisory Committee (WCCTAC), California, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise WCCTAC's basic financial statements as listed in the Table of Contents.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the WCCTAC's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the WCCTAC's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the WCCTAC as of June 30, 2018, and the respective changes in financial position and the budgetary comparison listed in the Table of Contents as part of the basic financial statements for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Emphasis of a Matter***

Management adopted the provisions of Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, which became effective during the year ended June 30, 2018 and required a prior period adjustment to the financial statements and required the restatement of net position as discussed in Note 6E.

***Other Matters***

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and the other Required Supplementary Information listed in the Table of Contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Maze & Associates*

Pleasant Hill, California  
May 13, 2019

## **MANAGEMENT'S DISCUSSION & ANALYSIS (MD&A)**

The MD&A is a discussion and analysis of WCCTAC's financial activities for the fiscal year ended June 30, 2018. Please read this document in conjunction with the accompanying Basic Financial Statements.

### ***Organization***

This MD&A provides a discussion and analysis of the following:

- Overview of the Financial Report
- WCCTAC's Programs and Projects, and Activities and Accomplishments
- Entity-Wide Financial Statements – Statement of Net Position and Statement of Activities
- Fund Financial Statements – Balance Sheet, Revenues & Expenditures by Program and Agency-wide Budget vs. Actual
- Looking Ahead

### ***Questions Regarding WCCTAC's Financial Management***

This Financial Report is intended to provide citizens, members, investors, and creditors with a general overview of WCCTAC's finances. Questions about this Report should be directed to the WCCTAC at 6333 Potrero Avenue, El Cerrito, CA 94806.

## OVERVIEW OF THE FINANCIAL REPORT

This Financial Report is presented in two parts:

- 1) Management's Discussion & Analysis (this part), and
- 2) The Basic Financial Statements, which include the Entity-wide and the Fund Financial Statements, along with the Notes to these financial statements.

### *The Basic Financial Statements*

The Basic Financial Statements comprise the Entity-wide Financial Statements and the Fund Financial Statements, which provide two different views of WCCTAC's financial activities and financial position – long-term and short-term, respectively.

The Entity-wide Financial Statements provide a longer-term view of WCCTAC's activities and comprise the *Statement of Net Position* and the *Statement of Activities*. The Statement of Net Position provides information about the financial position of WCCTAC, including all of its capital assets and long-term liabilities on the full accrual basis, which means the flow of all economic resources, are measured. The Statement of Activities provides information about all of WCCTAC's revenues and expenses, also on the full accrual basis, with emphasis on measuring net revenues or expenses of each of WCCTAC's programs. The Statement of Activities explains in detail the change in Net Position for the year.

All WCCTAC's programs are considered to be governmental activities. These programs are supported by program revenues such as grants and member contributions, as well as general revenues such as investment earnings.

The Fund Financial Statements report WCCTAC's operations in more detail than the entity-wide statements, and focus primarily on the short-term activities of WCCTAC's General Fund. The Fund Financial Statements measure only current revenues and expenditures, current assets, liabilities, deferred outflows/inflows of resources and fund balances; they exclude capital assets, long-term debt, and other long-term amounts. Governmental Fund Financial Statements are prepared on a modified accrual basis, which means only current financial resources and uses are measured. Comparisons of Budget and Actual financial information are also presented for the General Fund.

## **WCCTAC'S PROGRAMS AND PROJECTS, AND ACTIVITIES AND ACCOMPLISHMENTS**

The following provides a description of WCCTAC's programs that are analyzed in this Financial Report and lists the major activities and accomplishments during FY 2017-2018.

### ***Programs***

WCCTAC's finances are organized around four major functions, all part of the General Fund, but each with its unique accounting needs:

Advisory Committee: This includes all work related to WCCTAC's function as the Regional Transportation Planning Committee for West County under Measure J, as well as local transportation planning efforts resulting from the agency's functions as a Joint Powers Authority (JPA). This program is funded with annual member agency contributions.

Transportation Demand Management (TDM): This includes all work aimed at reducing solo vehicle driving and promoting walking, bicycling, transit, carpooling, and vanpooling, which is coordinated with the larger countywide 511 Contra Costa Program. The program is funded on a reimbursement basis with Measure J and grants from the Air District that are administered by the countywide transportation authority.

Subregional 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 to fund regionally significant transportation projects necessitated by new development. The STMP is a requirement under Measure J's Growth Management Element. WCCTAC administers the program, which comprises eleven capital projects that are managed by others.

Other Reimbursable Projects: As a JPA, WCCTAC is able to apply for and receive grants that facilitate various elements of transportation in West County. These grants usually flow on a reimbursement basis, and WCCTAC typically retains consultants to perform the work.

## *Activities and Accomplishments by Program*

**FY 2017-2018**

### **Advisory Committee**

- Obtained a \$639,000 Caltrans Sustainable Transportation Planning Grant to implement express bus service. WCCTAC received the largest grant award in the state.
- Partnered with ACTC, CCTA, Caltrans, local jurisdictions, and transit operators to launch the San Pablo Avenue Multi-modal Corridor Study.
- Led the West County Mobility Management Group, which meets to discuss coordination and improvement of services for seniors and the disabled in West Contra Costa.
- Established an Ad-Hoc Subcommittee of the Board to make recommendations on the I-80 ICM and HOV lanes.
- Effectively advocated to ensure that Regional Measure 3 (RM3) included \$25M in funding for transit improvements in the I-80 corridor.
- Provided information about the findings in West County High Capacity Transit Study which received an American Planning Association (APA) award.
- Participated in: the AC Transit Multimodal Corridor Guidelines development; the Managed Lanes Implementation Plan process (MLIP) at MTC, the I-80 SMART Corridor TAC; and the Caltrans District 4 Pedestrian Advisory Committee.
- Approved a document retention policy and digitized all historic Board agenda packets.

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

- Hired and trained a new TDM Program Manager.
- Led the Text Your Commute challenge, which involved over 400 County residents and recorded 7,892 clean trips (which equaled 154,281 miles of clean trips).
- Distributed 750 student transit passes good for either 31 days (AC Transit) or 24 days (WestCAT) of travel.
- Administered the countywide Try Transit program, offering incentives to nearly 200 residents to switch to transit instead of single occupant cars.
- Created a carpool incentive program in partnership with Contra Costa College aimed at increasing carpooling in the student population.
- Participated in Countywide Bike to Work Day planning and implementation, providing incentive items to 13 Energizer Stations in West County.
- Provided consultation to 8 employers and schools to promote alternative commutes.
- Managed the Guaranteed Ride Home program for the entirety of Contra Costa County.
- Installed bike racks and lockers at numerous West Contra Costa employers using BAAQMD funds.

### **Subregional Transportation Mitigation Fee Program (STMP)**

- Allocated \$1M of STMP revenue to BART for Del Norte Station Modernization and disbursed \$92,260 to Hercules for its RITC project.
- Initiated the STMP Nexus Study Update, which included a review of the existing program, an analysis of growth projections, and developed a new draft project list.

### **Other Reimbursable Projects**

- Completed the Needs Assessment Study of Measure J funded services for seniors and people with disabilities. As part of the Study outreach, staff conducted seven workshops throughout the sub region.

## ENTITY-WIDE FINANCIAL STATEMENTS

### *Statement of Net Position*

WCCTAC's net position increased by \$2,319,235 in FY 2017-18. This increase is explained in detail in the discussion of the Statement of Activities below. Financial highlights are as follows:

- Cash and investments available for WCCTAC's operations were \$3,438,936, an increase of \$1,966,318 from the prior year primarily due STMP payments from City of Richmond, City of Hercules, and Contra Costa County. All cash was invested with the City of San Pablo's investment pool.
- The Net Other Post-Employment Benefits (OPEB) Asset was \$40,171 at year end, a decrease of \$35,309 from the prior year. The Net OPEB Asset represents the contributions to prefund WCCTAC's post-employment health care benefits of its employees.
- Other assets and liabilities included normal business receivables and payables.

### *Statement of Activities*

The Statement of Activities presents program revenues and program expenses in detail, followed by general revenues.

WCCTAC's main revenue sources are member operating contributions, operating grants from the Contra Costa Transportation Authority (CCTA) for the Transportation Demand Management Program, STMP developer impact fees for capital projects, and other grant sources. In FY 2017-18, WCCTAC received \$455,932 in member contributions, \$481,434 in TDM grants, \$2,605,928 in STMP fees, and \$46,066 in other grants. Total program revenues in FY 2017-18 increased \$996,152 from the prior year to \$3,643,688 due to increase in collections from STMP.

WCCTAC's expenses decreased from \$3,760,330 in FY 2016-17 to \$1,324,453, this was due to less studies taking place during the FY 2017-18.

In FY 2017-18, WCCTAC's program revenues of \$3,643,688 were higher than the program expenditures of \$1,324,453 which, overall resulted in an increase of \$2,319,235.

## FUND FINANCIAL STATEMENTS

### *Balance Sheet*

	Year Ended		Difference
	PY: 6/30/2017	CY: 6/30/2018	
<b>ASSETS</b>			
Cash & investments	\$ 1,472,618	\$ 3,438,936	\$ 1,966,318
Revenue receivable	\$ 151,028	\$ 517,266	\$ 366,238
Total Assets	<u>\$ 1,623,646</u>	<u>\$ 3,956,202</u>	<u>\$ 2,332,556</u>
<b>LIABILITIES</b>			
Accounts payable	\$ 35,745	\$ 1,767	\$ (33,978)
Unearned revenue	\$ 40,001	\$ 40,001	\$ -
Total Liabilities	<u>\$ 75,746</u>	<u>\$ 41,768</u>	<u>\$ (33,978)</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Unavailable revenue	\$ -	\$ -	\$ -
<b>NET POSITION</b>			
Restricted for:			
STMP	\$ 1,406,785	\$ 3,818,117	\$ 2,411,332
Assigned to:			
Equipment Replacement	\$ -	\$ -	\$ -
Unused Accumulated Vacation	\$ -	\$ -	\$ -
Unassigned	\$ 141,115	\$ 96,317	\$ 44,798
Total Fund Equity	<u>\$ 1,547,900</u>	<u>\$ 3,914,434</u>	<u>\$ 2,366,534</u>
Total Liabilities, Deferred Inflows of Resources & Fund Equity			
	<u>\$ 1,623,646</u>	<u>\$ 3,956,202</u>	<u>\$ 2,332,556</u>

### Discussion

- Cash and investments increased due revenue received from STMP.

***Revenues, Expenditures, and Fund Balances by Program***

Advisory Committee Program	Year Ended		Difference
	PY: 6/30/2017	CY: 6/30/2018	
<b>REVENUES</b>			
Intergovernmental			
Member contributions	\$ 486,034	\$ 455,932	\$ (30,102)
Measure C/J & TFCA	\$ -	\$ -	\$ -
Subregional Trans. Fees	\$ -	\$ -	\$ -
Other grants	\$ -	\$ -	\$ -
Other contributions	\$ 88,241	\$ 39,309	\$ (48,932)
Interest	\$ 159	\$ 788	\$ 629
Total Revenues	<u>\$ 574,434</u>	<u>\$ 496,029</u>	<u>\$ (78,405)</u>
<b>EXPENDITURES</b>			
Salary and benefits	\$ 406,291	\$ 445,509	\$ 39,218
Consultants	\$ 62,207	\$ 56,599	\$ (5,608)
Training & transportation	\$ 5,387	\$ 4,311	\$ (1,076)
Office expenses & supplies	\$ 37,333	\$ 34,384	\$ (2,949)
Other	\$ 1,243	\$ -	\$ (1,243)
Total Expenditures	<u>\$ 512,461</u>	<u>\$ 540,803</u>	<u>\$ 28,342</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$ 61,973	\$ (44,774)	\$ (106,747)
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	\$ -	\$ -	\$ -
Transfers (out)	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
NET CHANGE IN FUND BALANCE	\$ 61,973	\$ (44,774)	\$ (106,747)
Fund Balance (deficit) at beginning of year	\$ 129,098	\$ 191,071	\$ 61,973
Fund Balance (deficit) at end of year	<u>\$ 191,071</u>	<u>\$ 146,297</u>	<u>\$ (44,774)</u>

**Discussion**

- Member contributions for FY 18 shows a decrease. This is due to the member contributions were collected during the correct fiscal year rather than flowing over from prior fiscal year.
- Other contributions decreased due to STMP disbursements were down during FY 18 to cover the administration fee to WCCTAC account.
- Consultant contracts in FY 18 include Legal Counsel, Accounting, contracted IT and website services.

**Revenues, Expenditures, and Fund Balances by Program (cont'd.)**

<b>Transportation Demand Management (TDM) Program</b>	Year Ended		Difference
	PY: 6/30/2017	CY: 6/30/2018	
<b>REVENUES</b>			
Intergovernmental			
Member contributions	\$ -	\$ -	\$ -
Measure C/J & TFCA	\$ 712,265	\$ 481,434	\$ (230,831)
Subregional Trans. Fees	\$ -	\$ -	\$ -
Other grants	\$ -	\$ -	\$ -
Other contributions	\$ -	\$ -	\$ -
Interest	\$ -	\$ (23)	\$ (23)
Total Revenues	<u>\$ 712,265</u>	<u>\$ 481,411</u>	<u>\$ (230,854)</u>
<b>EXPENDITURES</b>			
Salary and benefits	\$ 353,476	\$ 305,218	\$ (48,258)
Consultants and special department expense	\$ 154,809	\$ 141,351	\$ (13,458)
Training & transportation	\$ 3,465	\$ 3,089	\$ (376)
Office expenses & supplies	\$ 40,291	\$ 31,777	\$ (8,514)
Other	\$ 10,194	\$ -	\$ (10,194)
Total Expenditures	<u>\$ 562,235</u>	<u>\$ 481,435</u>	<u>\$ (80,800)</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 150,030</b>	<b>\$ (24)</b>	<b>\$ (150,054)</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	\$ -	\$ -	\$ -
Transfers (out)	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 150,030</b>	<b>\$ (24)</b>	<b>\$ (150,054)</b>
Fund Balance (deficit) at beginning of year	<u>\$ (199,986)</u>	<u>\$ (49,956)</u>	<u>\$ 150,030</u>
Fund Balance (deficit) at end of year	<u><u>\$ (49,956)</u></u>	<u><u>\$ (49,980)</u></u>	<u><u>\$ (24)</u></u>

**Discussion**

- TDM revenues shows a decrease. This is due to the revenue vs. expenses were billed and posted in a timely manner. There was no back dated billing from prior FY.
- The special department expense budget includes transit incentives, promotional work, and taxi vouchers for Guaranteed Ride Home Program (GRH) participants. The total costs are expected to fluctuate year by year in large part due to the unpredictability of the number of GRH participants.

**Revenues, Expenditures, and Fund Balances by Program (cont'd.)**

Subregional Transportation Mitigation Fee Program (STMP)	Year Ended		Difference
	PY: 6/30/2017	CY: 06/30/2018	
<b>REVENUES</b>			
Intergovernmental			
Member contributions	\$ -	\$ -	\$ -
Measure C/J & TFCA	\$ -	\$ -	\$ -
Subregional Trans. Fees	\$ 927,991	\$ 2,605,928	\$ 1,677,937
Other grants	\$ -	\$ -	\$ -
Other contributions	\$ -	\$ -	\$ -
Interest	\$ 14,758	\$ 19,374	\$ 4,616
Total Revenues	<u>\$ 942,749</u>	<u>\$ 2,625,302</u>	<u>\$ 1,682,553</u>
<b>EXPENDITURES</b>			
Salary and benefits	\$ -	\$ -	\$ -
Consultants	\$ 2,151,993	\$ 213,970	\$ (1,938,023)
Training & transportation	\$ -	\$ -	\$ -
Office expenses & supplies	\$ -	\$ -	\$ -
Publications & communications	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 2,151,993</u>	<u>\$ 213,970</u>	<u>\$ (1,938,023)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$ (1,209,244)	\$ 2,411,332	\$ 3,620,576
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	\$ -	\$ -	\$ -
Transfers (out)	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
NET CHANGE IN FUND BALANCE	\$ (1,209,244)	\$ 2,411,332	\$ 3,620,576
Fund Balance (deficit) at beginning of year	<u>\$ 2,616,029</u>	<u>\$ 1,406,785</u>	<u>\$ (1,209,244)</u>
Fund Balance (deficit) at end of year	<u>\$ 1,406,785</u>	<u>\$ 3,818,117</u>	<u>\$ 2,411,332</u>

**Discussion**

- STMP revenues increased in FY 18 due to increased development in Contra Costa County, City of Richmond, City of Hercules and City of San Pablo.
- Consultant fees decrease was due to prior fiscal year studies wrapped up. Current consultant fees are for STMP Nexxus Study Update.

**Revenues, Expenditures, and Fund Balances by Program (cont'd.)**

Other Reimbursable Program	Year Ended		Difference
	PY: 6/30/2017	CY: 6/30/2018	
<b>REVENUES</b>			
Intergovernmental			
Member contributions	\$ -	\$ -	\$ -
Measure C/J & TFCA	\$ -	\$ -	\$ -
Subregional Trans. Fees	\$ -	\$ -	\$ -
Other grants	\$ 417,030	\$ -	\$ (417,030)
Other contributions	\$ 1,243	\$ 40,946	\$ 39,703
Interest	\$ (185)	\$ -	\$ 185
Total Revenues	<u>\$ 418,088</u>	<u>\$ 40,946</u>	<u>\$ (377,142)</u>
<b>EXPENDITURES</b>			
Salary and benefits	\$ -	\$ -	\$ -
Consultants and special department expense	\$ 418,088	\$ 40,846	\$ (377,242)
Training & transportation	\$ -	\$ -	\$ -
Office expenses & supplies	\$ -	\$ 100	\$ 100
Publications & communications	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 418,088</u>	<u>\$ 40,946</u>	<u>\$ (377,142)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ -	\$ -
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	\$ -	\$ -	\$ -
Transfers (out)	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
NET CHANGE IN FUND BALANCE	\$ -	\$ -	\$ -
Fund Balance (deficit) at beginning of year	\$ -	\$ -	\$ -
Fund Balance (deficit) at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Discussion**

- Reimbursable projects in FY 18 is the completion of the West County Accessible Transportation Study.
- All activity in FY 17/18 is comprised of the Student Bus Pass Program and West County Accessible Transportation Study.

***Revenues, Expenditures, and Fund Balances – Agency-Wide Budget and Actual***

	Year Ended		Difference
	PY: 6/30/2017	CY: 6/30/2018	
<b>REVENUES</b>			
Original	\$ 2,474,259	\$ 3,114,496	\$ 640,237
Final	\$ 2,474,259	\$ 3,125,330	\$ 651,071
Actual	<u>\$ 2,647,536</u>	<u>\$ 3,643,688</u>	\$ 996,152
Variance with Final Budget +/-	<u>\$ 173,277</u>	<u>\$ 518,358</u>	
<b>EXPENDITURES</b>			
Original	\$ 4,705,907	\$ 4,002,460	\$ (703,447)
Final	\$ 4,705,907	\$ 3,964,701	\$ (741,206)
Actual	<u>\$ 3,644,777</u>	<u>\$ 1,277,154</u>	\$ (2,367,623)
Variance with Final Budget +/-	<u>\$ 1,061,130</u>	<u>\$ 2,687,547</u>	
CHANGE IN FUND BALANCE - ACTUAL	\$ (997,241)	\$ 2,366,534	
Fund Balance (deficit) at beginning of year	<u>\$ 2,545,141</u>	<u>\$ 1,547,900</u>	
Fund Balance (deficit) at end of year	<u>\$ 1,547,900</u>	<u>\$ 3,914,434</u>	

**Discussion**

- In the FY 17/18 budget, overall revenues in all funds were higher than expected. Overall expenditures were less than predicted.

## LOOKING AHEAD

### *Financial Outlook by Program*

WCCTAC remains financially solid and is expecting to increase its activities in the upcoming year. The specific outlook by program for next year (Fiscal Year 2019) is as follows:

Advisory Committee: An increase in expenditures is expected given the addition of a part-time staff person, the Travel Training Coordinator. This cost of this staff person, however, will be offset by a new revenue source: Measure J 28b. Other rising expenditures include PERS unfunded liability payments, salary and cost of living adjustments, and an ongoing shift in staff expenses from the TDM fund to the Advisory Committee fund. The costs of professional services, training, rents, and supplies are expected to remain relatively stable. There will likely be a small dues increase in the upcoming year to keep pace with expenditures. The organization is shifting away from intentionally spending more than it receives in revenues in order to reduce a positive fund balance. With the fund balance now only slightly above reserve levels, budgets are intended to be balanced going forward.

TDM: While revenues are expected to grow in the upcoming fiscal year, some funds will again be removed from the top by CCTA in order to pay for a countywide TDM Strategic Plan. Although program specifics continually evolve, WCCTAC is still expecting to continue all of its major TDM initiatives.

STMP: Given the increasing volume of local real estate development, STMP revenues are expected to grow. WCCTAC will likely disburse funds that have been allocated to BART and El Cerrito. It will also likely allocate more funds as part of a Call for Projects. Staff expects to finalize the STMP Nexus Study Update and Strategic Plan in the upcoming year which will account for a small amount of disbursements and will likely lead to some program modifications.

Other Reimbursable Projects: WCCTAC will manage the Express Bus Implementation Study, given its successful acquisition of a state (SB 1) planning grant. WCCTAC will continue to serve as a pass-thru for Measure J Student Bus Pass Program funds set aside for the administration of the program by WCCUSD.

**STATEMENT OF NET POSITION AND  
STATEMENT OF ACTIVITIES**

The Statement of Net Position and the Statement of Activities summarize WCCTAC's entire financial activities and financial position. They are prepared on the same basis as is used by most businesses, which means they include all of WCCTAC's assets and deferred outflows of resources and all its liabilities and deferred inflows of resources, as well as all its revenues and expenses. This is known as the full accrual basis—the effect of all of WCCTAC's transactions are taken into account, regardless of whether or when cash changes hands.

The Statement of Net Position reports the difference between WCCTAC's total assets and deferred outflows of resources and WCCTAC's total liabilities and deferred inflows of resources, including all WCCTAC's capital assets and all its long-term debt. The Statement of Net Position focuses the reader on the composition of WCCTAC's net position, by subtracting total liabilities and deferred inflows of resources from total assets and deferred outflows of resources.

The Statement of Net Position summarizes the financial position of all WCCTAC's Governmental Activities in a single column. WCCTAC's Governmental Activities include the activities of its General Fund.

The Statement of Activities reports increases and decreases in WCCTAC's net position. It is also prepared on the full accrual basis, which means it includes all WCCTAC's revenues and all its expenses, regardless of when cash changes hands. This differs from the "modified accrual" basis used in the Fund financial statements, which reflect only current assets, current liabilities, current deferred inflows/outflows, available revenues and measurable expenditures.

The Statement of Activities presents WCCTAC's expenses first, listed by program. Program revenues—that is, revenues which are generated directly by these programs—are then deducted from program expenses to arrive at the net expense of each governmental program. WCCTAC's general revenues are then listed in the Governmental Activities column, as appropriate, and the Change in Net Position is computed and reconciled with the Statement of Net Position.

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WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE  
STATEMENT OF NET POSITION  
JUNE 30, 2018

	Governmental Activities
<b>ASSETS</b>	
Cash and investments (Note 2)	\$3,438,936
Program revenue receivable	517,266
Net OPEB asset (Note 5)	40,171
Total Assets	3,996,373
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Related to pensions (Note 4)	253,263
Related to OPEB (Note 5)	1,774
Total Deferred Outflows of Resources	255,037
<b>LIABILITIES</b>	
Accounts payable	1,767
Unearned revenue	40,001
Accrued compensated absences (Note 1 H)	20,577
Net pension liability (Note 4)	766,595
Total Liabilities	828,940
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Related to pensions (Note 4)	28,768
<b>NET POSITION (Note 6)</b>	
Restricted for:	
Advisory Committee	167,665
STMP	3,818,117
Other reimbursable projects	
Unrestricted	(592,080)
Total Net Position	\$3,393,702

See accompanying notes to financial statements

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2018

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities:				
Advisory Committee	\$565,714	\$495,241		(\$70,473)
Transportation Demand Management	503,823	481,434		(22,389)
STMP	213,970		\$2,605,928	2,391,958
Other reimbursable projects	40,946		40,946	
Total Governmental Activities	\$1,324,453	\$976,675	\$2,646,874	2,299,096
General revenues:				
Investment earnings				20,139
Total general revenues				20,139
Change in Net Position				2,319,235
Net Position - Beginning, as restated (Note 6)				1,074,467
Net Position - Ending				\$3,393,702

See accompanying notes to financial statements

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**

**FUND FINANCIAL STATEMENTS**

Major funds are defined generally as having significant activities or balances in the current year.

WCCTAC's **General Fund**, which accounts for all administrative, operating and other expenditures incurred by WCCTAC, and to account for member charges and project reimbursements, is its only fund and is therefore a major fund.

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WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE  
GENERAL FUND  
BALANCE SHEET  
JUNE 30, 2018

ASSETS

Cash and investments (Note 2)	\$3,438,936
Program revenue receivable	<u>517,266</u>
Total Assets	<u><u>\$3,956,202</u></u>

LIABILITIES

Accounts payable	\$1,767
Unearned revenue	<u>40,001</u>
Total Liabilities	<u>41,768</u>

FUND BALANCE

Fund Balance (Note 6)	
Restricted for:	
STMP	3,818,117
Unassigned	<u>96,317</u>
Total Fund Balance	<u>3,914,434</u>
Total Liabilities and Fund Balance	<u><u>\$3,956,202</u></u>

Amounts reported for Governmental Activities in the Statement of Net Position are different from those reported in the Governmental Funds above because of the following:

FUND BALANCE	\$3,914,434
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ACCRUAL OF NON-CURRENT REVENUES

Revenues which are unavailable on the Fund Balance Sheet, because they are not available currently, are taken into revenue in the Statement of Activities.

LONG TERM ASSETS AND LIABILITIES

The assets and liabilities below are not due and payable in the current period and therefore are not reported in the Fund:

Net OPEB asset and deferred outflows related to OPEB	41,945
Non-current portion of compensated absences	(20,577)
Net pension liability and deferred outflows/inflows related to pensions	<u>(542,100)</u>

NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$3,393,702</u></u>
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See accompanying notes to the financial statements

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 2018

	Programs			General Fund Total
	Advisory Committee	Transportation Demand Management	STMP	
<b>REVENUES</b>				
Intergovernmental (Note 1B):				
Member contributions	\$455,932			\$455,932
Measure C/J and AB434/TFCA		\$481,434		481,434
Subregional Transportation Fees			\$2,605,928	2,605,928
Other contributions	39,309			\$40,946
Interest	788	(23)	19,374	20,139
Total Revenues	<u>496,029</u>	<u>481,411</u>	<u>2,625,302</u>	<u>3,643,688</u>
<b>EXPENDITURES</b>				
Current:				
Salary and benefits	445,509	305,218		750,727
Consultants	56,599	141,351	213,970	40,846
Training	4,311	3,089		7,400
Office expense and supplies	34,384	31,777		100
Total Expenditures	<u>540,803</u>	<u>481,435</u>	<u>213,970</u>	<u>40,946</u>
NET CHANGE IN FUND BALANCES	(44,774)	(24)	2,411,332	2,366,534
Program/Fund balances at beginning of year	<u>191,071</u>	<u>(49,956)</u>	<u>1,406,785</u>	<u>1,547,900</u>
Program/Fund balances at end of year	<u>\$146,297</u>	<u>(\$49,980)</u>	<u>\$3,818,117</u>	<u>\$3,914,434</u>

See accompanying notes to the financial statements

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE  
 Reconciliation of the  
 NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS  
 with the  
 STATEMENT OF ACTIVITIES  
 JUNE 30, 2018

The schedule below reconciles the Net Changes in Fund Balances reported on the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balance, which measures only changes in current assets and current liabilities on the modified accrual basis, with the Change in Net Position of Governmental Activities reported in the Statement of Activities, which is prepared on the full accrual basis.

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$2,366,534
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Amounts reported for governmental activities in the Statement of Activities are different because of the following:

ACCRUAL OF NON-CURRENT ITEMS

The amounts below included in the Statement of Activities do not provide or (require) the use of current financial resources and therefore are not reported as revenue or expenditures in governmental funds (net change):

Net OPEB asset	189
Compensated absences	(9)
Net pension liability and deferred outflows/inflows of resources related to pensions	<u>(47,479)</u>

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$2,319,235</u></u>
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See accompanying notes to financial statements

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2018

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Intergovernmental:				
Member contributions	\$455,932	\$455,932	\$455,932	
Measure C and AB434/TFCA	526,564	508,615	481,434	(\$27,181)
Subregional Transportation Fees	2,052,000	2,040,000	2,605,928	565,928
Other contributions	68,000	108,783	80,255	(28,528)
Interest	12,000	12,000	20,139	8,139
<b>Total Revenues</b>	<u>3,114,496</u>	<u>3,125,330</u>	<u>3,643,688</u>	<u>518,358</u>
<b>EXPENDITURES</b>				
Current:				
Salary and benefits	806,252	805,123	750,727	54,396
Consultants	3,133,858	3,075,560	452,766	2,622,794
Training	7,200	6,700	7,400	(700)
Office expense and supplies	55,150	77,318	66,261	11,057
<b>Total Expenditures</b>	<u>4,002,460</u>	<u>3,964,701</u>	<u>1,277,154</u>	<u>2,687,547</u>
<b>CHANGE IN FUND BALANCE</b>	<u>(\$887,964)</u>	<u>(\$839,371)</u>	2,366,534	<u>\$3,205,905</u>
Fund balance at beginning of year			<u>1,547,900</u>	
Fund balance at end of year			<u>\$3,914,434</u>	

See accompanying notes to financial statements

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Organization**

The West Contra Costa Transportation Advisory Committee (WCCTAC) was formed in 1990 for the purpose of creating a city, county and transit district transportation advisory committee which would protect and advance the interests of the West Contra Costa County communities with regard to transportation issues in general and the utilization of Measure “C” and State Assembly Bill 434 funds in particular; and State Transportation funds for the Richmond Intermodal Station Project. Measure “C” expired in March 2009 and was replaced by Measure “J.” The current members of WCCTAC are the Cities of El Cerrito, Hercules, Pinole, Richmond, and San Pablo; Alameda - Contra Costa Transit District, County of Contra Costa, San Francisco Bay Area Rapid Transit District, and the Western Contra Costa Transit Authority.

WCCTAC is controlled by a Governing Board consisting of eleven members--three members of the City Council of the City of Richmond, one member each of the City Councils of the Cities of El Cerrito, Hercules, Pinole and San Pablo, one member from Contra Costa County Board of Supervisors, one member of the governing body of rail transit districts operating within WCCTAC’s boundaries, and one member of the governing body of each of the bus transit districts operating within WCCTAC’s boundaries.

Oversight responsibility and control of WCCTAC’s affairs is exercised by its Governing Board. Officers of WCCTAC include the Chair, Vice Chair, Treasurer and Secretary. The Finance Director of the City of Pablo serves as WCCTAC’s Treasurer. The City of San Pablo maintains custody of all monies and funds, and maintains related accounting records.

**B. Programs**

WCCTAC’s General Fund activity is separated into four programs.

WCCTAC general operations, including transportation planning, congestion management and project oversight, are accounted for in the **Advisory Committee Program**. These activities are funded through WCCTAC member contributions, which are a proportionate share of expenses incurred based upon a formula/dollar amount outlined in the Joint Exercise of Powers Agreement. No additional charges may be assessed without the written consent of the members, \$455,932 in charges were assessed for fiscal year 2017/2018.

The **Transportation Demand Management (TDM) Program** is responsible for educating local employers, residents and retailers on transportation issues and alternatives. The **TDM Program** assists with developing, marketing and implementing alternative transportation programs. The **TDM Program** is funded by State of California Assembly Bill 434 funds distributed by the Bay Area Air Quality Management District through the Program Manager through the Transportation Fund for Clean Air (TFCA) by Contra Costa County Measures “C” and “J” transportation sales tax funds. Prior to fiscal year 2008, this program was called the Transportation System Management Program.

The **Subregional Transportation Mitigation Program (STMP)** is a new program for WCCTAC. This program was established in 1997 and, until fiscal year 2007, it was administered by the Contra Costa Transportation Authority. During fiscal year 2007 the administration for the program was transferred to WCCTAC. STMP fees are collected by Contra Costa County along with the cities of El Cerrito, Hercules, Pinole, Richmond and San Pablo and remitted to WCCTAC. The fees are to be used for transportation improvements to serve the WCCTAC area.

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

The **Other Reimbursable Projects Program** is used for projects administered by WCCTAC that are fully reimbursed by other agencies.

**C. Reporting Entity**

WCCTAC is the only entity included in these financial statements.

**D. Basis of Presentation**

WCCTAC's Basic Financial Statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Government Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the United States of America.

These Standards require that the financial statements described below be presented.

**Government-wide Statements:** The Statement of Net Position and the Statement of Activities display information about the primary government (WCCTAC). These statements include the financial activities of the overall government. Governmental activities generally are financed through intergovernmental revenues.

The Statement of Activities presents a comparison between direct expenses and program revenues of each function of WCCTAC's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs, (b) grants and contributions that are restricted to meeting the operational needs of a particular program and (c) fees, grants and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues are presented as general revenues.

**Fund Financial Statements:** The fund financial statements provide information about WCCTAC's funds. The emphasis of fund financial statements is on major individual governmental funds.

**E. Major Fund**

WCCTAC's major governmental-type funds are required to be identified and presented separately in the fund financial statements. WCCTAC's **General Fund**, which accounts for all administrative, operating and other expenditures incurred by WCCTAC, and to account for member charges and project reimbursements, is its only fund and is therefore a major fund.

**F. Basis of Accounting**

The government-wide financial statements are reported using the *economic resources measurement focus* and the full *accrual basis* of accounting. Revenues are recorded when *earned* and expenses are recorded at the time liabilities are *incurred*, regardless of when the related cash flows take place.

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Governmental funds are reported using the *current financial resources* measurement focus and the *modified accrual* basis of accounting. Under this method, revenues are recognized when *measurable and available*. WCCTAC considers all revenues reported in the governmental funds to be available if the revenues are collected within forty-five days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as *expenditures* in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as *other financing sources*.

Those revenues susceptible to accrual are interest and intergovernmental revenues.

Grant revenues are recognized in the fiscal year in which all eligibility requirements are met. Under the terms of grant agreements, WCCTAC may fund certain programs with a combination of cost-reimbursement grants and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. WCCTAC's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

**G. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of net position or balance sheet may report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position or fund balance that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. WCCTAC has two items that qualify for reporting in this category related to pensions and OPEB as discussed in Note 4 and Note 5, respectively.

In addition to liabilities, the statement of net position and balance sheet may report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. WCCTAC has deferred inflows of resources related to pensions as discussed in Note 4. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

**H. Compensated Absences**

Compensated absences comprise unpaid vacation leave, which is accrued as earned. Sick pay does not vest and therefore is not accrued. The liability for compensated absences is determined annually and is recorded in the Statement of Net Position.

The changes in compensated absences were as follows:

Beginning Balance	\$20,568
Additions	30,566
Payments	<u>(30,557)</u>
Ending Balance	<u><u>\$20,577</u></u>

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**I. Estimates and Assumptions**

The preparation of financial statements in conformity with generally accepted accounting principles (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**J. Implementation of New GASB Pronouncement**

**GASB Statement No. 75 – Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions.** The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for post-employment benefits other than pensions (other post-employment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all post-employment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and inter-period equity, and creating additional transparency. This statement required the restatement of net position and additional footnote disclosures as noted in Note 5 and 6E, respectively.

**NOTE 2 - CASH AND INVESTMENTS**

WCCTAC’s cash is controlled and invested by the City of San Pablo, which also provides working capital when required. WCCTAC pools cash from all sources and all funds with the City of San Pablo so that it can be invested at the maximum yield, consistent with safety and liquidity, while individual funds can make expenditures at any time. The City’s Investment Policy and the California Government Code permits investments in Securities of the U.S. Government and its Agencies, State Notes and Bonds, Municipal Notes and Bonds, Certificates of Deposit (Time Deposits with Commercial Banks or Savings and Loans), Bankers Acceptances, Commercial Paper, State of California Local Agency Investment Fund (LAIF Pool), Repurchase Agreements (Collateralized by U.S. Treasury Securities), and Money Market and Mutual Funds. The details of the City of San Pablo’s investment pool can be found in the City’s Basic Financial Statements.

WCCTAC’s investment in the City of San Pablo investment pool is stated at fair value, as required by generally accepted accounting principles. Each program’s cash and investment (overdraft) balance at June 30, 2018 was as follows:

Advisory Committee	\$151,227
Transportation Demand Management	(16,438)
STMP	3,305,380
Other Reimbursable Projects	(1,233)
	\$3,438,936
	\$3,438,936

The WCCTAC categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure fair value of the assets. Level 1 inputs are quoted prices in an active market for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 2 - CASH AND INVESTMENTS (Continued)**

The following is a summary of the fair value hierarchy of the fair value of investments of the City of San Pablo, which WCCTAC investments are pooled, as of June 30, 2018:

Investment Type	Level 1	Level 2	Fair Value Total
<b>Investments by Fair Value:</b>			
U.S. Treasury Notes	\$16,576,900		\$16,576,900
U.S. Government Agencies		\$15,077,489	15,077,489
Medium Term Notes		8,070,311	8,070,311
Total Investments at Fair Value	<u>\$16,576,900</u>	<u>\$23,147,800</u>	39,724,700
<b>Investments Measured at Amortized Cost:</b>			
Local Agency Investment Fund			44,424,535
Money Market Mutual Funds			36,846
<i>Held by Trustee:</i>			
Money Market Mutual Funds			14,269,745
Vantage Point MP Long Term Growth Mutual Fund (Equities)			<u>9,161,819</u>
Total Investments			107,617,645
<i>Cash with Banks and Petty Cash - City of San Pablo</i>			9,365,915
<i>Cash with Banks - Economic Development Corporation</i>			<u>1,878,535</u>
Total Cash and Investments			<u>\$118,862,095</u>

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 3 - CAPITAL ASSETS**

Capital assets used in governmental fund type operations are accounted for in the Statement of Net Position, rather than in governmental funds. All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available.

All capital assets with limited useful lives are depreciated over their estimated useful lives. The purpose of depreciation is to spread the cost of capital assets equitably among all users over the life of these assets. The amount charged to depreciation expense each year represents that year's pro rata share of the cost of capital assets. Depreciation of all capital assets is charged as an expense against operations each year and the total amount of depreciation taken over the years, called accumulated depreciation, is reported on the balance sheet as a reduction in the book value of capital assets.

Depreciation is provided using the straight line method, which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The WCCTAC has assigned the useful lives and capitalization thresholds listed below to capital assets.

	Useful Lives Years
Equipment	5
Furniture	5

There were no additions or retirements to WCCTAC's capital assets during fiscal year 2018, and since July 1, 2003, WCCTAC's capital assets have been fully depreciated. Capital assets at June 30 comprise:

	Balance at June 30, 2018
<i>Governmental activities</i>	
Capital assets being depreciated:	
Equipment	\$9,327
Furniture	4,729
Total capital assets being depreciated	14,056
Less accumulated depreciation for:	
Equipment	(9,327)
Furniture	(4,729)
Total accumulated depreciation	(14,056)
Governmental activity capital assets, net	0

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 4 - PENSION PLAN**

**A. General Information about the Pension Plans**

**Plan Descriptions** – Prior to January 1, 2014, WCCTAC’s employees participated in the City of San Pablo’s Miscellaneous Employee Pension Plan offered by California Public Employees Retirement System (CalPERS), an agent multiple employer defined benefit pension plan which acts as a common investment and administrative agent for its participating member employers. CalPERS provides retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefit provisions under the Plan were established by State statute and City resolution.

In September 2013, WCCTAC adopted a Resolution of Intention to separate from the City of San Pablo retirement system and enter into a separate contract with CalPERS for a retirement program. The contract was executed in October 2013 and as of January 1, 2014, WCCTAC’s employees transferred to a cost-sharing multiple employer defined benefit pension plan administered by CalPERS.

All qualified permanent, probationary and part-time employees are eligible to participate in the WCCTAC’s Miscellaneous Employee Pension Plan, a cost-sharing multiple employer defined benefit pension plan administered by the California Public Employees’ Retirement System (CalPERS). Benefit provisions under the Plan are established by State statute and WCCTAC Resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

**Benefits Provided** – CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for the plan are applied as specified by the Public Employees’ Retirement Law. The Pension Reform Act of 2013 (PEPRA), Assembly Bill 340, is applicable to employees new to CALPERS, and hired after December 31, 2012, and not subject to grandfathering into the previously existing Plan.

The Plan’s provisions and benefits in effect at June 30, 2018, are summarized as follows:

	<b>Miscellaneous</b>	
	Classic Tier	PEPRA Tier
Hire date	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	2.5% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 55	52 - 67
Monthly benefits, as a % of eligible compensation	2.0% to 2.5%	1.0% to 2.5%
Required employee contribution rates	8%	6.25%
Required employer contribution rates	10.110%	6.533%

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 4 - PENSION PLAN (Continued)**

*Contributions* – Section 20814(c) of the California Public Employees’ Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for both Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. WCCTAC is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2018, WCCTAC made contributions to the Plan of \$46,701.

**B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions**

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Plan and additions to/deductions from the Plan’s fiduciary net position have been determined on the same basis as they are reported by the CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

As of June 30, 2018, WCCTAC reported net pension liabilities for its proportionate shares of the net pension liability of the City of San Pablo’s Miscellaneous Plan as follows:

	Proportionate Share of Net Pension Liability
Miscellaneous	\$766,595

WCCTAC’s net pension liability for the Plan is measured as the proportionate share of the of the City of San Pablo’s Miscellaneous Plan, because WCCTAC still participated in that Plan as of the measurement date. The net pension liability of the Plan is measured as of June 30, 2017, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2016 rolled forward to June 30, 2017 using standard update procedures. WCCTAC’s proportion of the net pension liability was based on a projection of WCCTAC’s long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. WCCTAC’s proportionate share of the net pension liability for the Plan as of June 30, 2016 and 2017 was as follows:

	Miscellaneous Classic
Proportion - June 30, 2016	0.01907%
Proportion - June 30, 2017	0.01945%
Change - Increase (Decrease)	0.00038%

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 4 - PENSION PLAN (Continued)**

For the year ended June 30, 2018, WCCTAC recognized pension expense of \$94,180. At June 30, 2018, WCCTAC reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$46,701	
Differences between actual and expected experience	925	(\$13,258)
Changes in assumptions	114,820	(8,755)
Change in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	64,849	(6,755)
Net differences between projected and actual earnings on plan investments	25,968	
Total	\$253,263	(\$28,768)

\$46,701 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ended June 30	Annual Amortization
2019	\$72,758
2020	75,943
2021	44,510
2022	(15,417)
Total	\$177,794

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
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**NOTE 4 - PENSION PLAN (Continued)**

*Actuarial Assumptions* – For the measurement period ended June 30, 2017, the total pension liabilities were determined by rolling forward the June 30, 2016 total pension liability. The June 30, 2017 and June 30, 2016 total pension liabilities were based on the following actuarial methods and assumptions for all benefit tiers:

Valuation Date	June 30, 2016
Measurement Date	June 30, 2017
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.75%
Projected Salary Increase	Varies by Entry Age and Service
Mortality Rate Table	Derived using CalPERS Membership Data for all Funds (1)
Post Retirement Benefit Increase	Contract COLA up to 2.75% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.75% thereafter

- (1) The mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table, please refer to the CalPERS 2014 experience study report available on the CalPERS website.

All other actuarial assumptions used in the June 30, 2016 valuation were based on the results of a January 2017 actuarial experience study for the period 1997 to 2011, including updates to salary increase, mortality and retirement rates. Further details of the Experience Study can be found on the CalPERS website under Forms and Publications.

**Discount Rate** – The discount rate used to measure the total pension liability was 7.15% for the Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15% discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.15% will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

According to Paragraph 30 of Statement 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The 7.50% investment return assumption used in this accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. An investment return excluding administrative expenses would have been 7.65%. Using this lower discount rate has resulted in a slightly higher Total Pension Liability and Net Pension Liability. CalPERS deemed this difference immaterial to the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan.

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 4 - PENSION PLAN (Continued)**

CalPERS is scheduled to review all actuarial assumptions as part of its regular Asset Liability Management (ALM) review cycle that is scheduled to be completed in February 2018. Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB 67 and 68 calculations through at least the 2017-18 fiscal year. CalPERS will continue to check the materiality of the difference in calculation until such time as they have changed their methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

Asset Class	New Strategic Allocation	Real Return Years 1 - 10(a)	Real Return Years 11+(b)
Global Equity	47.0%	4.90%	5.38%
Global Fixed Income	19.0%	0.80%	2.27%
Inflation Sensitive	6.0%	0.60%	1.39%
Private Equity	12.0%	6.60%	6.63%
Real Estate	11.0%	2.80%	5.21%
Infrastructure and Forestland	3.0%	3.90%	5.36%
Liquidity	2.0%	-0.40%	-0.90%
Total	<u>100%</u>		

(a) An expected inflation of 2.5% used for this period.

(b) An expected inflation of 3.0% used for this period.

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 4 - PENSION PLAN (Continued)**

*Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate* – The following presents WCCTAC’s proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the WCCTAC’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	Miscellaneous Classic
1% Decrease	6.15%
Net Pension Liability	\$1,145,075
Current Discount Rate	7.15%
Net Pension Liability	\$766,595
1% Increase	8.15%
Net Pension Liability	\$453,131

*Pension Plan Fiduciary Net Position* – Detailed information about the pension plan’s fiduciary net position is available in the separately issued CalPERS financial reports.

**NOTE 5 - POST RETIREMENT HEALTHCARE BENEFITS**

**A. General Information about WCCTAC’s Other Post Employment Benefit (OPEB) Plan**

Prior to January 1, 2017, WCCTAC’s employees participated in the City of San Pablo’s Retiree Health Savings Plan, an agent multiple-employer defined benefit healthcare plan. Coverage is also provided for spouses of employees having a minimum of 20 years of service at retirement.

As of January 1, 2017, WCCTAC established its own Health Savings Plan (the Plan), but the assets of the Plan continue to be administered by the City of San Pablo. The Plan provisions and benefits in effect at June 30, 2018 are summarized as follows:

Benefit Types Provided	Medical Only
Duration of Benefits	To age 65
Required Service	15 years
Minimum Age	50
Dependent Coverage	Yes
Employer Contribution	100% to cap
Contribution Cap per Month (Basic)	\$135

For the year ended June 30, 2018, WCCTAC’s contributions to the Plan were \$1,774.

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 5 - POST RETIREMENT HEALTHCARE BENEFITS (Continued)**

*Employees Covered by Benefit Terms* – Membership in the Plan consisted of the following at the measurement date of June 30, 2018:

Active employees	5
Inactive employees or beneficiaries currently receiving benefit payments	2
Inactive employees entitled to but not yet receiving benefit payments	0
Total	7

**B. Net OPEB Liability**

*Actuarial Methods and Assumptions* – WCCTAC’s net OPEB liability was measured as of June 30, 2017 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation dated June 30, 2017 that was rolled forward using standard update procedures to determine the total OPEB liability as of June 30, 2017, based on the following actuarial methods and assumptions:

	Actuarial Assumptions
Valuation Date	June 30, 2017
Measurement Date	June 30, 2017
Actuarial Cost Method	Entry Age
Actuarial Assumptions:	
Discount Rate	6.8% net of expenses
Inflation	2.75%
Payroll Growth	2.75%
Mortality Rate	2014 CalPERS Active Mortality for Miscellaneous Employees
Hired before 1/1/2013: 2009 CalPERS Retirement Rates for 2.5% @ 55	
Hired after 12/31/2012: 2009 CalPERS Retirement Rates for Miscellaneous Employees	
Retirement Rates	2.0% @ 60 adjusted to minimum retirement age of 52
Pre-Retirement Turnover	2009 CalPERS Turnover for Miscellaneous Employees
Healthcare Trend Rate	4%

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed Income Securities	30%	5.0%
Equities	70%	7.6%
Total	100.0%	

*Discount Rate* – The discount rate used to measure the total OPEB liability was 6.8%. The projection of cash flows used to determine the discount rate assumed that WCCTAC’s contributions would be sufficient to fully fund the obligation over a period not to exceed 30 years. The discount rate was set using historic 28 year real rates of return for each asset class along with assumed long-term inflation assumptions.

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 5 - POST RETIREMENT HEALTHCARE BENEFITS (Continued)**

**C. Changes in Net OPEB Liability**

The changes in the net OPEB liability follows:

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability/(Asset) (a) - (b)
Balance at June 30, 2016	\$82,268	\$120,878	(\$38,610)
Changes Recognized for the Measurement Period:			
Service Cost	4,180		4,180
Interest on the total OPEB liability	5,625		5,625
Changes in benefit terms			
Differences between expected and actual experience			
Changes of assumptions			
Contributions from the employer		3,146	(3,146)
Net investment income		8,220	(8,220)
Administrative expenses			
Benefit payments	(3,146)	(3,146)	
Net changes	6,659	8,220	(1,561)
Balance at June 30, 2017 (Measurement Date)	\$88,927	\$129,098	(\$40,171)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of WCCTAC's OPEB Plan and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by ICMA-RC. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. The Plan does not issue separate financial statements.

**D. Sensitivity of the Net OPEB Liability to Changes in the Discount Rate and Healthcare Cost Trend Rates**

The following presents the net OPEB liability of WCCTAC, as well as what the WCCTAC's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.8%) or 1-percentage-point higher (7.8%) than the current discount rate:

Net OPEB Liability/(Asset)		
Discount Rate -1% (5.8%)	Discount Rate (6.8%)	Discount Rate +1% (7.8%)
(\$28,264)	(\$40,171)	(\$50,012)

The following presents the net OPEB liability of WCCTAC, as well as what the WCCTAC's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (3%) or 1-percentage-point higher (5%) than the current healthcare cost trend rates:

Net OPEB Liability/(Asset)		
1% Decrease (3.0%)	Healthcare Cost Trend Rates (4.0%)	1% Increase (5.0%)
(\$49,683)	(\$40,171)	(\$28,970)

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 5 - POST RETIREMENT HEALTHCARE BENEFITS (Continued)**

**E. OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB**

For the year ended June 30, 2018, WCCTAC recognized OPEB expense of \$1,585. At June 30, 2018, WCCTAC reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Employer contributions made subsequent to the measurement date	\$1,774	
Differences between actual and expected experience		
Changes of assumptions		
Net differences between projected and actual earnings on plan investments		
Total	\$1,774	\$0

\$1,774 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended June 30, 2019.

**NOTE 6 - NET POSITION AND FUND BALANCES**

Governmental fund balances represent the net current assets of each fund. Net current assets generally represent a fund's cash, receivables and deferred outflows of resources, less its liabilities and deferred inflows of resources.

Net Position is measured on the full accrual basis while Fund Balance is measured on the modified accrual basis, as explained in Note 1D.

**A. Net Position**

Net Position is the excess of all WCCTAC's assets and deferred outflows of resources over all its liabilities and deferred inflows of resources, regardless of fund. Net Position is divided into two captions. These captions apply only to Net Position, which is determined only at the Government-wide level, and are described below:

*Restricted* describes the portion of Net Position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which WCCTAC cannot unilaterally alter.

*Unrestricted* describes the portion of Net Position which is not restricted as to use.

**B. Fund Balances**

Governmental fund balances represent the net current assets of each fund. Net current assets generally represent a fund's cash, receivables and deferred outflows of resources, less its liabilities and deferred inflows of resources.

WCCTAC's fund balances are classified based on spending constraints imposed on the use of resources. For programs with multiple funding sources, WCCTAC prioritizes and expends funds in the following order: Restricted, Committed, Assigned, and Unassigned. Each category in the following hierarchy is ranked according to the degree of spending constraint:

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
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**NOTE 6 - NET POSITION AND FUND BALANCES (Continued)**

*Nonspendable* represents balances set aside to indicate items do not represent available, spendable resources even though they are a component of assets. Fund balances required to be maintained intact, such as Permanent Funds, and assets not expected to be converted to cash, such as prepaids, are included. However, if proceeds realized from the sale or collection of nonspendable assets are restricted, committed or assigned, then Nonspendable amounts are required to be presented as a component of the applicable category.

*Restricted* fund balances have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose. Encumbrances and nonspendable amounts subject to restrictions are included along with spendable resources.

*Committed* fund balances have constraints imposed by formal action of the Board of Directors which may be altered only by formal action of the Board of Directors. Encumbrances and nonspendable amounts subject to Board commitments are included along with spendable resources.

*Assigned* fund balances are amounts constrained by WCCTAC's intent to be used for a specific purpose, but are neither restricted nor committed. Intent is expressed by the Board or its designee, the Executive Director, and may be changed at the discretion of the Board or its designee. This category includes encumbrances and nonspendables when it is WCCTAC's intent to use proceeds or collections for a specific purpose.

*Unassigned* fund balance represents residual amounts that have not been restricted, committed, or assigned. This includes the residual general fund balance.

**C. Contingency Arrangement**

WCCTAC's General Fund Reserve Policy requires WCCTAC to maintain an Emergency Reserve of \$10,000 to handle any unforeseen contingencies in the future to be used only upon approval of the Executive Director. As of June 30, 2018, the Emergency Reserve balance, which is reported within the unassigned fund balance of the General Fund, was \$10,000.

**D. Minimum Fund Balance Policy**

WCCTAC's General Fund Reserve Policy requires WCCTAC to strive to maintain \$120,000, or the equivalent of two months of expenses, in the General Fund's Unassigned Fund Balance to mitigate current and future risks and preserve service levels. The balance of Unassigned Fund Balance, including the Emergency Reserve discussed above, comprised the following as of June 30, 2018:

Advisory Committee:	
Emergency Reserve	\$10,000
Unassigned	131,177
Other Reimbursable Projects	5,120
Program Deficits:	
Transportation Demand Management	(49,980)
Unassigned Fund Balance	\$96,317

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 6 - NET POSITION AND FUND BALANCES (Continued)**

*E. Net Position Restatements*

Management adopted the provisions of the following Governmental Accounting Standards Board (GASB) Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other than Pensions (OPEB), which became effective during the year ended June 30, 2018. In June 2015, GASB issued Statement No. 75 and the intention of this Statement is to improve the usefulness of information for decisions made by the various users of the financial reports of governments whose employees – both active employees and inactive employees – are provided with postemployment benefits other than pensions by requiring recognition of the entire net OPEB liability and a more comprehensive measure of OPEB expense.

The implementation of the Statement required WCCTAC to make prior period adjustments. As a result, the beginning net position of the Governmental Activities was restated and reduced by \$33,724. See Note 5 for further disclosures.

**NOTE 7 - INSURANCE**

Prior to January 31, 2014, WCCTAC maintained insurance coverage through its administrative services agreement with the City of San Pablo, which is a member of the Municipal Pooling Authority.

Beginning January 31, 2014, WCCTAC entered into an agreement with Special Districts Risk Management Authority. The Authority provides coverage against the following types of loss risks under the terms of a joint-powers agreement with WCCTAC and several other governmental agencies as follows:

Type of Coverage (Deductible)	Coverage Limits
Liability (None, except \$500 on property damage, per occurrence and \$1,000 on auto damage, per occurrence)	\$2,500,000 per occurrence
Employer's Liability (no deductible)	\$5,000,000
Worker's Compensation (no deductible)	Statutory Limit
Property (\$1,000 per occurrence)	\$1,000,000,000
Boiler & Machinery (\$1,000 per occurrence)	\$100,000,000
Employee Dishonesty (no deductible)	\$1,000,000 per loss \$500,000 per occurrence, with annual aggregate of \$500,000 per elected/appointed official
Public Officials Personal Liability (\$1,000 per claim)	

SDRMA is governed by a Board consisting of representatives from member municipalities. The Board of Directors' responsibilities include establishing policy, providing oversight, and setting direction and vision to ensure SDRMA meets its mission, obligations and commitment to its members.

WCCTAC's deposits with the SDRMA are in accordance with formulas established by SDRMA. Actual surpluses or losses are shared according to a formula developed from overall loss costs and spread to member entities on a percentage basis after a retrospective rating.

Audited financial statements for SDRMA are available from SDRMA, 1112 I Street, Suite 300, Sacramento, CA 95814.

No claims have been filed against WCCTAC to date.

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2018**

**NOTE 8 - COMMITMENTS AND CONTINGENCIES**

**A. Use of STMP Funds for Various Projects**

The WCCTAC Board approved the use of STMP funds to pay planning, studies and preliminary engineering costs. Total costs incurred for fiscal year 2018 of \$213,970 were spent on the following projects:

\$57	City of Richmond BART East Side
92,260	Hercules Path to Transit
121,653	STMP Nexus Study Update
<u>\$213,970</u>	

**B. Office Lease**

WCCTAC rented office space in the City of San Pablo City Hall through July 2014. WCCTAC entered into an office lease in June 2014 that was effective August 1, 2014. The lease is effective through July 31, 2019 with the option to extend the lease for one year. Monthly base rent for the first year is \$1,958, increasing annually to \$2,120 per month in the last year of the lease. Under the terms of the lease, WCCTAC is responsible for 69% of the office space's monthly electrical and water utilities during the term of the lease.

## Required Supplementary Information

Miscellaneous Plan, a Cost Sharing-Employer Defined Benefit Pension Plan  
Last 10 Years\*

### SCHEDULE OF WCCTAC'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Measurement Date	6/30/2014	6/30/2015	6/30/2016	6/30/2017
Plan's Proportion of the Net Pension Liability (Asset)	0.58900%	0.01961%	0.01907%	0.01945%
Plan's Proportionate Share of the Net Pension Liability/(Asset)	\$366,376	\$538,036	\$662,604	\$766,595
Plan's Covered-Employee Payroll	\$266,841	\$352,689	\$478,284	\$506,810
Plan's Net Pension Liability/(Asset) as a Percentage of its Covered Payroll	137.30%	152.55%	138.54%	151.26%
Plan's Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	79.82%	78.40%	74.06%	73.31%

\* Fiscal year 2015 was the 1st year of implementation, therefore only four years are shown.

<b>Required Supplementary Information</b>
---

WCCTAC Miscellaneous Plan - Classic Benefit Tier, a Cost Sharing-Employer Defined Pension Plan  
Last 10 Years\*

**SCHEDULE OF CONTRIBUTIONS**

	2015	2016	2017	2018
Actuarially determined contribution	\$55,366	\$85,542	\$65,940	\$46,701
Contributions in relation to the actuarially determined contributions	(55,366)	(85,542)	(65,940)	(46,701)
Contribution deficiency (excess)	\$0	\$0	\$0	\$0
 Covered payroll	 \$352,689	 \$478,284	 \$506,810	 \$701,455
Contributions as a percentage of covered payroll	15.70%	17.89%	13.01%	6.66%

\* Fiscal year 2015 was the 1st year of implementation, therefore only four years are shown.

<b>Required Supplementary Information</b>
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**SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS**

Post Retirement Health Care Defined Benefit Plan

Last 10 fiscal years\*

<b>Measurement Date</b>	<b>6/30/17</b>
<b>Total OPEB Liability</b>	
Service Cost	\$4,180
Interest	5,625
Changes in benefit terms	
Differences between expected and actual experience	
Changes of assumptions	
Benefit payments	(3,146)
<b>Net change in total OPEB liability</b>	<b>6,659</b>
<b>Total OPEB liability - beginning</b>	<b>82,268</b>
<b>Total OPEB liability - ending (a)</b>	<b>\$88,927</b>
<b>Plan fiduciary net position</b>	
Contributions - employer	\$3,146
Contributions - employee	
Net investment income	8,220
Administrative expense	
Benefit payments	(3,146)
<b>Net change in plan fiduciary net position</b>	<b>8,220</b>
<b>Plan fiduciary net position - beginning</b>	<b>120,878</b>
<b>Plan fiduciary net position - ending (b)</b>	<b>\$129,098</b>
Net OPEB liability (asset) - ending (a)-(b)	<b>(\$40,171)</b>
Plan fiduciary net position as a percentage of the total OPEB liability	145.17%
Covered-employee payroll	<b>\$506,810</b>
Net OPEB liability (asset) as a percentage of covered-employee payroll	<b>-7.93%</b>

\* Fiscal year 2018 was the first year of implementation.

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**WEST CONTRA COSTA TRANSPORTATION  
ADVISORY COMMITTEE**

**MEMORANDUM ON INTERNAL CONTROL**

**FOR THE YEAR ENDED JUNE 30, 2018**

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**WEST CONTRA COSTA TRANSPORTATION  
ADVISORY COMMITTEE**

**MEMORANDUM ON INTERNAL CONTROL**

**For The Year Ended June 30, 2018**

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## MEMORANDUM ON INTERNAL CONTROL

To the Board of Directors of  
West Contra Costa Transportation Advisory Committee  
El Cerrito, California

In planning and performing our audit of the basic financial statements of the West Contra Costa Transportation Advisory Committee (WCCTAC) as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered WCCTAC's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of WCCTAC's internal control. Accordingly, we do not express an opinion on the effectiveness of WCCTAC's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of WCCTAC's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Included in the Schedule of Other Matters are recommendations not meeting the above definitions that we believe are opportunities for strengthening internal controls and operating efficiency.

This communication is intended solely for the information and use of management, Board of Directors, and others within the organization, and agencies, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Maze & Associates". The signature is written in a cursive, flowing style.

Pleasant Hill, California  
May 13, 2019

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**WEST CONTRA COSTA TRANSPORTATION  
ADVISORY COMMITTEE  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

**2018-01: New GASB Pronouncements or Pronouncements not yet Effective**

The following comment represents new pronouncements taking affect in the next few years. We cite them here to keep you informed of developments.

**EFFECTIVE FISCAL YEAR 2018/19:**

**GASB 83 – Certain Asset Retirement Obligations**

This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement.

This Statement establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources for AROs. This Statement requires that recognition occur when the liability is both incurred and reasonably estimable. The determination of when the liability is incurred should be based on the occurrence of external laws, regulations, contracts, or court judgments, together with the occurrence of an internal event that obligates a government to perform asset retirement activities. Laws and regulations may require governments to take specific actions to retire certain tangible capital assets at the end of the useful lives of those capital assets, such as decommissioning nuclear reactors and dismantling and removing sewage treatment plants. Other obligations to retire tangible capital assets may arise from contracts or court judgments. Internal obligating events include the occurrence of contamination, placing into operation a tangible capital asset that is required to be retired, abandoning a tangible capital asset before it is placed into operation, or acquiring a tangible capital asset that has an existing ARO.

This Statement requires the measurement of an ARO to be based on the best estimate of the current value of outlays expected to be incurred. The best estimate should include probability weighting of all potential outcomes, when such information is available or can be obtained at reasonable cost. If probability weighting is not feasible at reasonable cost, the most likely amount should be used. This Statement requires that a deferred outflow of resources associated with an ARO be measured at the amount of the corresponding liability upon initial measurement.

This Statement requires the current value of a government's AROs to be adjusted for the effects of general inflation or deflation at least annually. In addition, it requires a government to evaluate all relevant factors at least annually to determine whether the effects of one or more of the factors are expected to significantly change the estimated asset retirement outlays. A government should remeasure an ARO only when the result of the evaluation indicates there is a significant change in the estimated outlays. The deferred outflows of resources should be reduced and recognized as outflows of resources (for example, as an expense) in a systematic and rational manner over the estimated useful life of the tangible capital asset.

**WEST CONTRA COSTA TRANSPORTATION  
ADVISORY COMMITTEE  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

***GASB 83 – Certain Asset Retirement Obligations (Continued)***

A government may have a minority share (less than 50 percent) of ownership interest in a jointly owned tangible capital asset in which a nongovernmental entity is the majority owner and reports its ARO in accordance with the guidance of another recognized accounting standards setter. Additionally, a government may have a minority share of ownership interest in a jointly owned tangible capital asset in which no joint owner has a majority ownership, and a nongovernmental joint owner that has operational responsibility for the jointly owned tangible capital asset reports the associated ARO in accordance with the guidance of another recognized accounting standards setter. In both situations, the government's minority share of an ARO should be reported using the measurement produced by the nongovernmental majority owner or the nongovernmental minority owner that has operational responsibility, without adjustment to conform to the liability measurement and recognition requirements of this Statement.

In some cases, governments are legally required to provide funding or other financial assurance for their performance of asset retirement activities. This Statement requires disclosure of how those funding and assurance requirements are being met by a government, as well as the amount of any assets restricted for payment of the government's AROs, if not separately displayed in the financial statements.

This Statement also requires disclosure of information about the nature of a government's AROs, the methods and assumptions used for the estimates of the liabilities, and the estimated remaining useful life of the associated tangible capital assets. If an ARO (or portions thereof) has been incurred by a government but is not yet recognized because it is not reasonably estimable, the government is required to disclose that fact and the reasons therefor. This Statement requires similar disclosures for a government's minority shares of AROs.

***GASB 88 – Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements***

The primary objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt.

This Statement defines debt for purposes of disclosure in notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date the contractual obligation is established.

This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses.

For notes to financial statements related to debt, this Statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt.

***How the Changes in This Statement Improve Financial Reporting***

The requirements of this Statement will improve financial reporting by providing users of financial statements with essential information that currently is not consistently provided. In addition, information about resources to liquidate debt and the risks associated with changes in terms associated with debt will be disclosed. As a result, users will have better information to understand the effects of debt on a government's future resource flows.

**WEST CONTRA COSTA TRANSPORTATION  
ADVISORY COMMITTEE  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

**EFFECTIVE FISCAL YEAR 2019/20:**

***GASB 84 – Fiduciary Activities***

The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities.

An activity meeting the criteria should be reported in a fiduciary fund in the basic financial statements. Governments with activities meeting the criteria should present a statement of fiduciary net position and a statement of changes in fiduciary net position. An exception to that requirement is provided for a business-type activity that normally expects to hold custodial assets for three months or less.

This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria.

A fiduciary component unit, when reported in the fiduciary fund financial statements of a primary government, should combine its information with its component units that are fiduciary component units and aggregate that combined information with the primary government's fiduciary funds.

This Statement also provides for recognition of a liability to the beneficiaries in a fiduciary fund when an event has occurred that compels the government to disburse fiduciary resources. Events that compel a government to disburse fiduciary resources occur when a demand for the resources has been made or when no further action, approval, or condition is required to be taken or met by the beneficiary to release the assets.

***GASB 90 – Majority Equity Interests—an amendment of GASB Statements No. 14 and No. 61***

The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value.

**WEST CONTRA COSTA TRANSPORTATION  
ADVISORY COMMITTEE  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

**GASB 90 – Majority Equity Interests—an amendment of GASB Statements No. 14 and No. 61)**  
**(Continued)**

For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit.

This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. Transactions presented in flows statements of the component unit in that circumstance should include only transactions that occurred subsequent to the acquisition.

The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. The requirements should be applied retroactively, except for the provisions related to (1) reporting a majority equity interest in a component unit and (2) reporting a component unit if the government acquires a 100 percent equity interest. Those provisions should be applied on a prospective basis.

**EFFECTIVE FISCAL YEAR 2020/21:**

**GASB 87 – Leases**

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the leases guidance, unless specifically excluded in this Statement.

**WEST CONTRA COSTA TRANSPORTATION  
ADVISORY COMMITTEE  
MEMORANDUM ON INTERNAL CONTROL**

**SCHEDULE OF OTHER MATTERS**

**GASB 89 – Accounting for Interest Cost Incurred before the End of a Construction Period**

The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

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**WEST CONTRA COSTA TRANSPORTATION  
ADVISORY COMMITTEE**

**REQUIRED COMMUNICATIONS**

**FOR THE YEAR ENDED  
JUNE 30, 2018**

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**WEST CONTRA COSTA TRANSPORTATION  
ADVISORY COMMITTEE  
REQUIRED COMMUNICATIONS**

**For the Year Ended June 30, 2018**

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## REQUIRED COMMUNICATIONS

To the Board of Directors of  
West Contra Costa Transportation Advisory Committee  
El Cerrito, California

We have audited the basic financial statements of the West Contra Costa Transportation Advisory Committee (WCCTAC) for the year ended June 30, 2018. Professional standards require that we communicate to you the following information related to our audit under generally accepted auditing standards.

### **Significant Audit Findings**

#### *Accounting Policies*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by WCCTAC are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year, except as follows:

#### **GASB 75 – Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions**

The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for post-employment benefits other than pensions (other post-employment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all post-employment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and inter-period equity, and creating additional transparency.

This Statement replaces the requirements of Statements No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*, for OPEB. Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, establishes new accounting and financial reporting requirements for OPEB plans.

The scope of this Statement addresses accounting and financial reporting for OPEB that is provided to the employees of state and local governmental employers. This Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined benefit OPEB, this Statement identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. Note disclosure and required supplementary information requirements about defined benefit OPEB also are addressed.

In addition, this Statement details the recognition and disclosure requirements for employers with payables to defined benefit OPEB plans that are administered through trusts that meet the specified criteria and for employers whose employees are provided with defined contribution OPEB. This Statement also addresses certain circumstances in which a nonemployer entity provides financial support for OPEB of employees of another entity.

In this Statement, distinctions are made regarding the particular requirements depending upon whether the OPEB plans through which the benefits are provided are administered through trusts that meet the following criteria:

- Contributions from employers and nonemployer contributing entities to the OPEB plan and earnings on those contributions are irrevocable.
- OPEB plan assets are dedicated to providing OPEB to plan members in accordance with the benefit terms.
- OPEB plan assets are legally protected from the creditors of employers, nonemployer contributing entities, the OPEB plan administrator, and the plan members.

The pronouncement became effective, and as disclosed in Note 1J and 6E to the financial statements required a prior period restatement for the cumulative effect on the financial statements.

The following GASB pronouncements became effective, but did not have a material effect on the financial statements:

***GASB 81 - Irrevocable Split-Interest Agreements***

***GASB 85 - Omnibus 2017***

***GASB 86 - Certain Debt Extinguishment Issues***

***Unusual Transactions, Controversial or Emerging Areas***

We noted no transactions entered into by WCCTAC during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

## ***Accounting Estimates***

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting WCCTAC's financial statements were:

*Estimated Fair Value of Investments:* As of June 30, 2018, WCCTAC held approximately \$3.4 million of cash and investments as measured by fair value as disclosed in Note 2 to the financial statements. Fair value is essentially market pricing in effect as of June 30, 2018. These fair values are not required to be adjusted for changes in general market conditions occurring subsequent to June 30, 2018.

*Estimate of Depreciation:* Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 3 to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

*Estimate of Compensated Absences:* Accrued compensated absences which are comprised of accrued vacation, holiday, and certain other compensating time is estimated using accumulated unpaid leave hours and hourly pay rates in effect at the end of the fiscal year as disclosed in Note 1H to the financial statements. We evaluated the key factors and assumptions used to develop the accrued compensated absences and determined that it is reasonable in relation to the basic financial statements taken as a whole.

*Estimated Net Pension Liabilities and Pension-Related Deferred Outflows and Inflows of Resources:* Management's estimate of the net pension liabilities and deferred outflows/inflows of resources are disclosed in Note 4 to the financial statements and are based on actuarial studies determined by a consultant, which are based on the experience of WCCTAC. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

*Estimated Net OPEB Assets:* Management's estimate of the net OPEB assets is disclosed in Note 5 to the financial statements and is based on actuarial study determined by a consultant, which is based on the experience of WCCTAC. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

## ***Disclosures***

The financial statement disclosures are neutral, consistent, and clear.

## ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Professional standards require us to accumulate all known and likely uncorrected misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the Board.

### ***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### ***Management Representations***

We have requested certain representations from management that are included in a management representation letter dated May 13, 2019.

### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to WCCTAC's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### ***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as WCCTAC's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### **Other Information Accompanying the Financial Statements**

With respect to the required supplementary information accompanying the financial statements, we applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not express an opinion nor provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance on the required supplementary information.

\*\*\*\*\*

This information is intended solely for the use of Board and management and is not intended to be, and should not be, used by anyone other than these specified parties.

*Maze & Associates*

Pleasant Hill, California  
May 13, 2019

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**TO:** WCCTAC Board

**DATE:** May 24, 2019

**FR:** John Nemeth, Executive Director

**RE:** Draft Fiscal Year 2020 Work Program, Budget, and Dues

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### **REQUESTED ACTION**

Staff recommends approval of the Draft Fiscal Year 2020 Work Program, Budget, and Dues documents for circulation to member agencies. Staff will bring the draft final budget to the Board for adoption at the June 28, 2019 meeting.

### **BACKGROUND AND DISCUSSION**

This report provides an overview of WCCTAC accomplishments in the current fiscal year (2019) and a draft Work Program for the upcoming fiscal year (2020), which is included as Attachment A. Detailed draft budget worksheets are included as Attachment B, and a summary of the proposed dues structure is included as Attachment C.

### **Fiscal Year 2019 Accomplishments**

WCCTAC had a number of successes in Fiscal Year 2019, with some key highlights as follows:

- Completed the 2019 STMP Nexus Study Update, which included a revised project list and a new fee schedule. The last update was in 2006.
- Programmed over \$3M of STMP revenue to seven different projects, including: the Del Norte BART Station Modernization, the Hercules RITC, the I-80/San Pablo Dam Road interchange, the I-80/Central Avenue interchange, a sidewalk project in El Sobrante on San Pablo Dam Road, a small Bay Trail gap in Pinole, and a San Pablo Avenue bridge over the BMSF Railway in Pinole.
- Launched the *Express Bus Implementation Plan* in partnership with local bus operators, based on the successful pursuit of a \$639,000 Caltrans Sustainable Transportation Planning Grant. The Plan has developed draft routes and is now in its second round of outreach.
- Partnered with ACTC, CCTA, Caltrans, local jurisdictions, and transit operators to nearly complete the first phase of the San Pablo Avenue Multi-modal Corridor Study, which has evaluated the tradeoffs of various street designs.
- Built on the completed *Needs Assessment Study of West County Measure-J Funded Services for Seniors and People with Disabilities* by launching a travel training program in West County.
- Led the West County Mobility Management Group, which meets regularly to discuss coordination of services for seniors and the disabled in West Contra Costa. Worked closely

with City of Richmond staff to help address issues pertaining to their Measure J funded senior services.

- Distributed 1,317 student transit passes, good for either 31 days (AC Transit) or 24 days (WestCAT) of travel, as part of the Pass2Class program.
- Administered the countywide Try Transit program, offering incentives to about 700 residents (double last year's amount) to switch to transit instead of single occupant cars.
- Installed four bicycle racks at Parker Hannifin Veriflo in Richmond, five racks at Unity Park, and eight racks at, and adjacent to, Kaiser in Richmond.
- Entered into an agreement with the City of San Pablo to provide electric charging stations at the new City Hall.

### **Work Program for Fiscal Year 2020**

While WCCTAC is working this spring on providing input to CCTA on the development of a Transportation Expenditure Plan (TEP), this activity may continue into the next fiscal year. In the upcoming fiscal year, WCCTAC staff expects to complete the *Express Bus Implementation Plan* and can begin to identify funding for these services in cooperation its transit partners. Subject to Board direction and available funding, WCCTAC may participate in a study of I-80 with CCTA, Caltrans, and MTC that would be aimed at speeding up buses on I-80, encouraging carpools, and reducing degradation in the carpool lane. WCCTAC will also conclude the grant-funded (PASS), multi-jurisdictional project to improve signal timing during weekends and off-peak times on San Pablo Avenue.

The new travel training program, funded by Measure 28b dollars, will be another focus for WCCTAC in the upcoming year. It is likely that, given the projected revenue in the STMP program, WCCTAC will be able issue another call for projects, allowing the WCCTAC Board to program a substantial amount of STMP dollars. The TDM program will oversee the summer youth pass program, will initiate a promotion for the WestCAT JPX service, and will continue to promote the Pass2Class and Try Transit programs. It will also explore the promotion of smartphone app-based incentives, such as "Miles".

### **Budget Analysis for the Current and Upcoming Fiscal Year**

#### ***Budget Background***

The budget for WCCTAC is divided into four distinct funds. The proposed draft budgets for each of these funds, as well as an overall summary budget, are included in Attachment B:

- General Operations - funded mainly by member agency dues.
- TDM - funded by TFCA (air quality) and Measure J funds.
- STMP - funded by development fees
- Other Reimbursable (Special Projects) - funded by grants or other special sources.

### **WCCTAC Operations**

WCCTAC Operations are supported by member agency dues. In Fiscal Year 2008, WCCTAC nearly doubled its dues in order to strengthen the agency's financial foundation. Those dues proved to be somewhat higher than necessary at the time, and the agency ended up generating a large cash balance of \$462,192 over the next several years.

Beginning in Fiscal Year 2014, WCCTAC intentionally spent more each year than it generated in revenue in an effort to reduce its cash balance. With the balance now reduced to a level just higher than the required reserve, WCCTAC is aiming for balanced budgets going forward.

In Fiscal Year 2018, the WCCTAC Operations budget included \$16,371 more in expenses than revenues. In actuality, WCCTAC Operations spent \$49,894 more than its revenues. This was largely due to the inability to use STMP funds to cover a portion of administrative costs. Under current program rules, WCCTAC may use up to 2% of disbursements for administration. During Fiscal Year 2018, this only amounted \$4,194, despite \$50,000 being budgeted for this purpose. In the updated STMP Program, the amount of STMP funds that can be used for annual administration has been raised from 2% to 4%. More importantly, the percentage will now be tied to revenues, rather than disbursements, which are more predictable and less "lumpy".

In the current fiscal year, WCCTAC will use about \$20,100 in Measure J 28b funds for its travel training program, which is shown as revenue. This same amount, which represents the cost of the part-time, non-benefitted Travel Trainer, is also incorporated into the salaries and benefits line item. In the absence of the Travel Trainer, salaries and benefits are projected to be about \$13,994 under budget. Countering this savings, however, is the absence of \$15,000 in revenue from a Caltrans Sustainable Transportation Planning Grant, which will not be available until the next fiscal year. These two things come close to cancelling each other out. Other expenses were generally in line with expectations. Since WCCTAC spent little of its \$10,000 contingency, it is forecasted to spend about \$10,666 less than expected during this current fiscal year (2019).

In the upcoming fiscal year (2020), expenses for salaries and benefits are projected to increase. Most of this increase is attributable to the inclusion of the Travel Trainer (\$45,100) in the Operations budget. Another factor is a small shift in the allocation of staff time from the TDM Program toward WCCTAC Operations, in order to more closely approximate actual staff hours. In the upcoming Fiscal Year, the TDM Program will support 1.90 Full Time Equivalent (FTE) staff, while WCCTAC Operations will support 2.76 FTEs. Staff is also proposed to receive a 3.5% COLA. This is consistent with the COLA being provided by the CCTA and with the Bay Area CPI. Generally, WCCTAC COLA's have been lower than the Authority's over the last several years.

On the revenue side, staff again proposes to use of some Measure J program funds in the 20b (Senior and Disabled) and 21b (Student Bus Pass Program) categories to cover a small portion of administrative costs as it did in the last few years. The budget for next year also includes \$15,000 in revenue from the Caltrans Sustainable Transportation Planning Grant.

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

In the current fiscal year, WCCTAC will underspend its TDM budget. When TDM funds are unspent at the end of the year they do not create a cash balance. Instead, WCCTAC works with CCTA staff to use any available remaining funds in subsequent years. In Fiscal Year 2020, WCCTAC is expecting to receive a slightly larger allocation of TDM funds, which include Measure J dollars and TFCA funds. WCCTAC has plans to increase the amount of incentives that it makes available in the upcoming fiscal year in order to fully utilize its budget.

### ***Subregional Transportation Mitigation Program (STMP)***

STMP revenues are difficult to forecast, but in the current fiscal year WCCTAC is expected to generate just over \$1.7M which is less than what was originally budgeted. However, the budget for STMP revenues in the upcoming fiscal year is nearly \$3.5M based on developments in the pipeline, as detailed by local jurisdictional staff.

In the upcoming fiscal year, WCCTAC is expecting to disburse funds to seven projects that received a STMP allocation in December, 2018. Having completed the 2019 Nexus Study and Strategic Plan update during this fiscal year, WCCTAC will no longer spend funds in that category. If STMP revenue are generated as predicted in the upcoming fiscal year, WCCTAC would be able to program an additional \$3.9 million to eligible projects.

### ***Other Reimbursable***

The \$50,000 in revenues and expenses that were budgeted in the current fiscal year for the San Pablo Avenue Corridor Study, will be paid to the Alameda County Transportation Commission directly by CCTA and so will not pass through WCCTAC. In Fiscal Year 2020, WCCTAC will pass through an estimated \$132,803 in Measure J funds to the West Contra Costa Unified and John Swett School Districts for the Student Bus Pass Program. Lastly, the budget includes \$477,830 in grant revenues and \$535,173 in expenses for the *Express Bus Implementation Plan*. These funds come mainly from the Caltrans Sustainable Transportation Grant, with a small local match from Measure J 28b. That project is expected to be completed in the upcoming fiscal year.

### **Fiscal Year 2020 Proposed Dues**

For Fiscal Year 2020, staff recommends dues of \$48,930 for regular members, which is a 4% increase over last year. Staff further recommends that WestCAT continue to receive a discount of \$14,560, as it has for the last several years. The issue of a WestCAT discount has been discussed on a number of occasions and the Board has always opted to maintain it.

### **Attachments:**

- A. Fiscal Year 2020 Draft Work Program
- B. Draft Fiscal Year 2020 Budget
- C. Proposed Fiscal Year 2020 Dues Schedule

**WCCTAC FISCAL YEAR  
2020 DRAFT WORK  
PROGRAM**

WCCTAC's activities may be grouped into the following five major areas: Planning and Programming (General Operations), Special Projects, Transportation Demand Management (TDM), Sub-regional Transportation Mitigation Fee Program (STMP), 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 small extent, Measure J dollars.

**MEASURE J PROGRAMMING**

1. Program and administer West County's Measure J projects and programs, including:
  - a. Low Income Student Bus Pass Program (Measure J 21b)
  - b. Additional Bus Transit Enhancements (Measure J 19b)
  - c. Transportation for Seniors and People with Disabilities (Measure J 15b, 20b)
  - d. Sub-regional needs (Measure J 28b)

**REGIONAL PLANNING AND FUNDING**

2. Participate in regional, countywide, sub-regional, and local efforts related to planning, funding and delivery of priority capital projects in West County.
3. Provide support for the development of a Transportation Expenditure Plan (TEP) for a possible future county-wide ballot measure.
4. Work with CCTA on: project prioritization for Plan Bay Area 2050, the Congestion Management Plan's Capital Improvement Program, the STIP Call for Projects, the shift from LOS to VMT in the Authority's Technical Procedures, and PDA assessment.
5. Monitor Action Plan compliance by reviewing General Plans or Amendments, and work to advance goals, objectives and actions within the Action Plan.

**I-80 CORRIDOR**

6. Participate in follow-up, evaluation, trouble-shooting, and TAC meetings related to the Integrated Corridor Mobility (ICM) project.
7. Finalize the scope and pursue launch of a study to address I-80 HOV lane degradation and overall functionality with CCTA, Caltrans, and MTC.
8. Provide quarterly updates to the WCCTAC Board on I-80 issues.

#### **OTHER SUB-REGIONAL ACTIVITIES**

9. Continue working with CCTA and ACTC and local jurisdictions towards completion of the San Pablo Avenue Multimodal Corridor Study.
10. Continue advancement of recommendations of the High Capacity Transit Study.
11. Based on the 2015 Cooperative Agreement, participate with WETA, CCTA and Richmond on annual review of the Richmond ferry's ridership, marketing, fare policy, access issues, and capital needs.

#### **GRANTS**

12. 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.

#### **FORMAL BODIES**

13. 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.

#### **Special 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. Continue the West Contra Costa County Express Bus Implementation Plan, a partnership with AC Transit and WestCAT, funded by a Caltrans SB1 grant.
2. Complete the grant-funded, multi-jurisdictional Program for System Synchronization (PASS) project to improve signal timing during weekends and off-peak times on San Pablo Avenue.
3. Implement a Travel Training Program funded under a one-time allocation of Measure J 28b funds. The main goals include:
  - a. Develop and implement the West County Travel Training program. Meet with groups and individuals on how to use fixed route transit (BART, buses, ferry), ADA and non-ADA paratransit, and other mobility services.
  - b. Seek additional funding from possible 5310 grant in the 2019 cycle.

### **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. Staff will also explore smartphone app-based incentive programs, such as “Miles”.
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 and cars, electric bicycles, scooters, and autonomous vehicles.
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. Implement relevant recommendations of the Countywide TDM Strategic Plan.

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

WCCTAC acts as the trustee for the development impact fees collected by the West County cities and the unincorporated areas of the County. An updated program is planned to go into effect on July 1, 2019. Under the updated program, STMP funds are to be used for twenty pre-identified, regionally-benefitting capital projects. In the upcoming fiscal year, WCCTAC will:

1. Finalize the updated 2019 STMP Program.
2. Collect, administer, and track funds and reporting forms.
3. Provide quarterly monitoring reports on revenue collected and status of local reporting.
4. Potentially issue calls for projects based on the fund balance and Board direction, and disburse funds to eligible, Board-approved projects.

5. Issue the Annual Report for FY18-19
6. Oversee contractual agreements with fund recipients.
7. Respond to inquiries from local agencies.

**Office Administration**

In the upcoming fiscal year, staff will:

1. Complete the Annual Work Program, Budget and Audit.
2. Provide staff development and training opportunities to keep employees skills high and to stay aware of industry trends.
3. Maintain, update, and expand content on the WCCTAC website.
4. Develop a Procurement Policy for equipment and services purchased by WCCTAC.
5. Formalize WCCTAC's Conflict of Interest Code for staff and Directors.

**DETAIL: WCCTAC Operations  
FY 2019-20 DRAFT Budget**

Activity	Actual FY 2017-2018	Original FY 2018-2019	Estimated 2018-2019	Proposed 2019-2020	Notes
<b>REVENUES</b>					
34111 Member Contributions	455,932	502,979	502,979	523,670	(a)
36102 Interest - LAIF	313	-	250	-	
39906 Other - Measure J (20b & 21b)	29,000	29,000	29,000	30,706	(b)
Other - Measure J 28b	-	-	20,100	45,400	(c)
SB1 Grant - staff time	-	15,000	-	15,000	(d)
<b>TOTAL REVENUES</b>	<b>485,245</b>	<b>546,979</b>	<b>552,329</b>	<b>614,776</b>	
<b>EXPENSES</b>					
<b>Salary, Benefits &amp; Insurance</b>					
41000s Salary & Benefits	441,097	443,068	449,174	507,448	(e)
41911 Liability Insurance	3,641	4,000	3,805	4,050	
Total Salaries, Benefits & Insurance	<b>444,738</b>	<b>447,068</b>	<b>452,979</b>	<b>511,498</b>	
<b>Professional Services</b>					
43600 Professional Services					
<i>Financial - City of San Pablo</i>	16,869	17,450	17,443	18,025	
<i>IT / VOIP phone</i>	5,730	4,000	5,919	6,000	
<i>Audit</i>	16,598	7,500	11,950	12,500	
<i>Attorney Services</i>	12,185	18,000	12,936	13,800	(f)
<i>Accounting Services</i>	3,363	4,500	3,679	4,000	
<i>Other</i>	1,986	-	1,377	-	
Total Professional Services	<b>56,731</b>	<b>51,450</b>	<b>53,304</b>	<b>54,325</b>	
<b>Special Department Expenses</b>					
44000 Special Dept. Expense					
<i>Contingency</i>	(132)	10,000	184	10,000	(g)
Total Special Department Expenses	<b>(132)</b>	<b>10,000</b>	<b>184</b>	<b>10,000</b>	
<b>Training &amp; Mileage</b>					
44320 Training/Mileage	3,840	5,800	3,430	5,000	
Total Training/Mileage	<b>3,840</b>	<b>5,800</b>	<b>3,430</b>	<b>5,000</b>	
<b>Office Expenses &amp; Supplies</b>					
43500 Office Supplies	3,848	4,000	3,438	4,000	
43501 Postage	1,348	2,000	1,425	1,800	
43520 Printing, Copier Lease	3,455	3,800	3,830	4,050	
43900 Rent/Building	21,311	22,250	23,073	23,900	
Total Office Expense & Supplies	<b>29,962</b>	<b>32,050</b>	<b>31,766</b>	<b>33,750</b>	
<b>TOTAL EXPENSES</b>	<b>535,139</b>	<b>546,368</b>	<b>541,663</b>	<b>614,573</b>	
<b>REVENUES - EXPENSES</b>	<b>(49,894)</b>	<b>611</b>	<b>10,666</b>	<b>203</b>	

Beginning Fund Balance      \$151,843

Ending Fund Balance          \$152,046

Reserve - Undesignated        \$120,000

Reserve - Accumulated Vacation    \$20,000

**Available Balance above Reserve    \$12,046**

Notes:

- (a) FY 19 dues are proposed to increase by 4.0%.
- (b) A portion of Measure J program funds can be used to cover administrative expenses.
- (c) Funds programmed by the Board for Travel Training work.
- (d) A portion of state grant funds (Express Bus Implementation Plan) can cover staff time.
- (e) Includes new Travel Training Coordinator, 3.5% COLA.
- (f) FY 18-19 figure subject to Board approval of May agenda item #7.
- (g) Contingency per Board Reserve Policy.

**DETAIL: TDM  
FY 2019-20 DRAFT Budget**

Activity	Actual 2017-2018	Original 2018-2019	Estimated 2018-2019	Proposed 2019-2020	Note
<b>REVENUES</b>					
33403 Grants	513,664	555,203	555,203	559,247	
36102 Interest - LAIF	-	-	-	-	
<b>TOTAL REVENUES</b>	<b>513,664</b>	<b>555,203</b>	<b>555,203</b>	<b>559,247</b>	
<b>EXPENSES</b>					
<b>Salary, Benefits &amp; Insurance</b>					
41000s Salary & Benefits	305,219	322,000	300,449	310,450	
41911 Liability Insurance	3,641	4,000	3,805	4,050	
Total Salaries, Benefits, and Insurance	<b>308,860</b>	<b>326,000</b>	<b>304,254</b>	<b>314,500</b>	
<b>Professional Services</b>					
43600 Professional Services					
<i>Financial and IT Services</i>	22,819	21,000	22,819	21,000	
<i>Audit</i>	-	-	-	-	
<i>Attorney Services</i>	-	1,000	406	1,000	
<i>Accounting Services</i>	3,364	6,000	4,541	6,000	
<i>Program-related services</i>	15,777	21,500	36,526	40,000	(a)
<i>Other</i>	-	-	-	-	
Total Professional Services	<b>41,960</b>	<b>49,500</b>	<b>64,292</b>	<b>68,000</b>	
<b>TDM Program Work</b>					
44000 Program Expenses					
<i>Commute Incentives / Marketing</i>	98,840	130,903	79,116	125,647	(b)
Total TDM Program Work	<b>98,840</b>	<b>130,903</b>	<b>79,116</b>	<b>125,647</b>	
<b>Travel &amp; Training</b>					
44320 Travel/Training/Mileage/Membershp	2,430	2,200	2,189	2,200	
Total Travel/Training	<b>2,430</b>	<b>2,200</b>	<b>2,189</b>	<b>2,200</b>	
<b>Office Expenses &amp; Supplies</b>					
43500 Office Supplies	841	1,000	922	1,000	
43502 TDM Postage	219	1,100	418	1,500	
43520 Printing, Copier Lease	5,963	22,500	19,747	22,500	
43900 Rent / Building	21,053	22,000	19,299	23,900	
Total Office Exp & Supplies	<b>28,076</b>	<b>46,600</b>	<b>40,386</b>	<b>48,900</b>	
<b>TOTAL EXPENSES</b>	<b>480,166</b>	<b>555,203</b>	<b>490,237</b>	<b>559,247</b>	
<b>REVENUES - EXPENSES</b>	<b>33,498</b>	-	<b>64,966</b>	-	

Beginning Fund Balance 0

Ending Fund Balance 0

Notes:

- (a) Some TDM budget is shifting to program-related services.
- (b) TDM Program aiming to provide more incentives in the next fiscal year.

**DETAIL: STMP  
FY 2019-20 DRAFT Budget**

<b>Activity</b>	<b>Actual FY 2017-2018</b>	<b>Original FY 2018-2019</b>	<b>Estimated 2018-2019</b>	<b>Proposed FY2019-20</b>	<b>Note</b>
<b>REVENUES</b>					
34310 County STMP Fees	1,104,535	43,500	75,637	250,000	
34315 El Cerrito STMP Fees	78,057	1,185,000	2,595	1,485,827	
34320 Hercules STMP Fees	501,747	1,000,000	570,480	350,000	
34325 Pinole STMP Fees	37,396	12,500	48,090	60,000	
34330 Richmond STMP Fees	231,910	250,000	984,269	1,265,052	
34335 San Pablo STMP Fees	47,085	40,000	54,122	75,000	
36102 Interest - LAIF	-	-	-	-	
<b>TOTAL REVENUES</b>	<b>2,000,731</b>	<b>2,531,000</b>	<b>1,735,193</b>	<b>3,485,879</b>	(a)
<b>EXPENSES</b>					
<b>Salary &amp; Benefits</b>					
41000s Salary & Benefits (STMP Admin)	4,194	50,000	50,000	50,000	(b)
<b>Total Salaries and Benefits</b>	<b>4,194</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>	-	115,458	114,831	-	(c)
<i>Legal Services</i>	-	-	8,941	-	
<i>Other</i>	-	-	-	-	
<b>Total Prof. Services</b>	<b>-</b>	<b>115,458</b>	<b>123,772</b>	<b>-</b>	
44000 Project Funding					
<i>BART - Del Norte Modernization</i>	57	1,000,000	978,045	500,000	
<i>Nexus Study and Strategic Plan</i>	148,680	-	-	-	
<i>Hercules - Path to Transit</i>	92,260	11,226	-	-	
<i>Hercules - Ph.3 Design</i>	-	-	-	750,000	
<i>El Cerrito - Ohlone Greenway</i>	-	300,000	300,000	-	
<i>I-80 San Pablo Dam Road Interchange</i>	-	-	436,000	-	
<i>San Pablo Dam Rd. Sidewalk</i>	-	-	-	270,000	
<i>San Pablo Ave. Bridge Replacement</i>	-	-	-	800,000	
<i>Bay Trail Gap at Tennent Ave.</i>	-	-	-	100,000	
<i>I-80/Central Ave. Ph.2</i>	-	-	-	700,000	
<i>Other Miscellaneous Projects</i>	-	3,000,000	-	-	
<b>Total Project Funding</b>	<b>240,997</b>	<b>4,311,226</b>	<b>1,714,045</b>	<b>3,120,000</b>	
<b>TOTAL EXPENSES</b>	<b>245,191</b>	<b>4,476,684</b>	<b>1,887,817</b>	<b>3,170,000</b>	
<b>REVENUES - EXPENSES</b>	<b>1,755,540</b>	<b>(1,945,684)</b>	<b>(152,624)</b>	<b>315,879</b>	

**Beginning Fund Balance 3,666,193**

**Ending Fund Balance 3,982,072**

Notes:

- (a) STMP receipts are forecasted to be strong based on local jurisdiction estimates and updated fee schedule.
- (b) Expenses are for costs to administer the program.
- (c) FY 18-19 figure subject to Board approval of May agenda item #7.

**DETAIL: Other Reimbursable  
FY 2019-20 DRAFT Budget**

Activity	Actual FY 2017-18	Original FY 2018-19	Estimated FY 2018-2019	Proposed FY 2019-20	Note
<b>REVENUES</b>					
33403 Grants					
36102 Interest - LAIF					
39906 Other Grants					
<i>Student Bus Pass Admin, WCCUSD</i>	46,713	70,682	63,625	72,803	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	
<i>Needs Assesment Study (senior/disabled)</i>	75,000	-	-	-	
<i>SB1 Express Bus Grant</i>	-	315,000	200,000	462,830	
<i>SB1 Express Bus Cash Match</i>	-	46,827	-	15,000	
<i>San Pablo Ave. Corridor Study</i>	-	50,000	-	-	(a)
<i>High Capacity Transit Study (28b)</i>	72,551	-	-	-	
<i>High Capacity Transit Study (BART)</i>	-	-	-	-	
<i>High Capacity Transit Study (CCTA)</i>	11,985	-	-	-	
<i>High Capacity Transit Study (MTC)</i>	3,995	-	-	-	
<b>TOTAL REVENUES</b>	<b>270,244</b>	<b>542,509</b>	<b>323,625</b>	<b>610,633</b>	
<b>EXPENSES</b>					
<b>Special Project Expenses</b>					
43600 Professional Services	-	-	-	-	
Total Professional Services	-	-	-	-	
44000 Projects					
<i>Student Bus Pass Admin, WCCUSD</i>	46,713	70,682	63,625	72,803	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	
<i>Needs Assesment (senior/disabled)</i>	75,000	-	-	-	
<i>Express Bus Implementation Plan</i>	-	361,827	142,657	535,173	
<i>San Pablo Ave. Corridor Study</i>	-	50,000	-	-	(a)
<i>High Capacity Transit Study</i>	88,531	-	-	-	
Total Special Project Expenses	<b>270,244</b>	<b>542,509</b>	<b>266,282</b>	<b>667,976</b>	
<b>TOTAL EXPENSES</b>	<b>270,244</b>	<b>542,509</b>	<b>266,282</b>	<b>667,976</b>	
<b>REVENUES - EXPENSES</b>	-	-	<b>57,343</b>	<b>(57,343)</b>	
		<b>Beginning Fund Balance</b>	-		
		<b>Ending Fund Balance</b>		<b>(0)</b>	

Notes:

- (a) Funds from Measure J 28b, budgeted in FY19, will be paid directly to ACTC by CCTA.

**SUMMARY OF ALL ACCOUNTS  
FY 2019-2020 DRAFT Budget**

Activity	Actual FY 2017-18	Original FY 2018-19	Estimated FY 2018-19	Proposed FY 2019-20	Note
<b>REVENUES</b>					
33403 Grants (TDM)	513,664	555,203	555,203	559,247	
34111 Member Contributions	455,932	502,981	502,979	523,670	
343xx STMP Fees	2,000,731	2,531,000	1,735,193	3,485,879	
36102 Interest	313	-	250	-	
39906 Other Grants	270,244	557,509	323,625	625,633	
Measure J 20b, 21b, 28b	29,000	29,000	49,100	76,106	
<b>TOTAL REVENUES</b>	<b>3,269,884</b>	<b>4,175,693</b>	<b>3,166,350</b>	<b>5,270,535</b>	
<b>EXPENSES</b>					
<b>Salary, Benefits &amp; Insurance</b>					
41000s Salary & Benefits	750,510	815,068	799,623	867,898	
41911 Liability Insurance	7,282	8,000	7,610	8,100	
Total Salaries, Benefits & Insurance	<b>757,792</b>	<b>823,068</b>	<b>807,233</b>	<b>875,998</b>	
<b>Professional Services</b>					
43600 Professional Services					
<i>Financial and IT Services</i>	45,418	42,450	46,181	45,025	
<i>Audit</i>	16,598	17,450	17,443	12,500	
<i>Attorney Services</i>	12,185	19,000	22,283	14,800	
<i>Accounting Services</i>	6,727	10,500	8,220	10,000	
<i>Nexus Study (STMP)</i>	-	115,458	114,831	-	
<i>Program Related Services (TDM)</i>	15,777	21,500	36,536	40,000	
<i>Other</i>	1,986	-	1,377	-	
Total Professional Services	<b>98,691</b>	<b>226,358</b>	<b>246,871</b>	<b>122,325</b>	
<b>Special Expenses (Project / Program Funding)</b>					
44000 Special Dept. Expense					
<i>Incentives / Marketing (TDM)</i>	98,840	130,903	79,116	125,647	
<i>Misc. STMP Project Funding</i>	240,997	4,311,226	1,714,045	3,120,000	
<i>Student Bus Pass Program - WCCUSD</i>	46,713	70,862	63,625	72,803	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	
<i>Needs Assesment (Senior/disabled)</i>	75,000	-	-	-	
<i>Express Bus Implementation Plan</i>	-	361,827	142,657	535,173	
<i>San Pablo Ave Corridor Study</i>	-	50,000	-	-	
<i>High Capacity Transit Study</i>	88,531	-	-	-	
<i>Contingency (WCCTAC Operations)</i>	(132)	10,000	184	10,000	
Total Special Expenses	<b>609,949</b>	<b>4,994,818</b>	<b>2,059,627</b>	<b>3,923,623</b>	
<b>Travel &amp; Training</b>					
44320 Travel/Training/Mileage/Mbrshp	6,270	8,000	5,619	7,200	
Total Travel/Training	<b>6,270</b>	<b>8,000</b>	<b>5,619</b>	<b>7,200</b>	
<b>Office Expenses &amp; Supplies</b>					
43500 Office Supplies	4,689	5,000	4,360	5,000	
43501 Postage	1,348	2,000	1,425	1,800	
43502 TDM Postage	219	1,100	418	1,500	
43520 Printing, Copier Lease	9,418	26,300	23,577	26,550	
43900 Rent/Building	42,364	44,250	42,372	47,800	
Total Office Exp & Supplies	<b>58,038</b>	<b>78,650</b>	<b>72,152</b>	<b>82,650</b>	
<b>TOTAL EXPENSES</b>	<b>1,530,740</b>	<b>6,130,894</b>	<b>3,191,502</b>	<b>5,011,796</b>	
<b>REVENUES - EXPENSES</b>	<b>1,739,144</b>	<b>(1,955,201)</b>	<b>(25,152)</b>	<b>258,739</b>	

Beginning Fund Balance      **3,818,036**

Ending Fund Balance          **4,076,775**

Notes:

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

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DRAFT FINAL  
FY2020 DUES STRUCTURE

WCCTAC Member Agency	Percent Share	Proposed FY 20 Dues
City of El Cerrito	9.1%	\$48,930
City of Hercules	9.1%	\$48,930
City of Pinole	9.1%	\$48,930
City of Richmond	27.2%	\$146,790
City of San Pablo	9.1%	\$48,930
Contra Costa County	9.1%	\$48,930
AC Transit	9.1%	\$48,930
BART	9.1%	\$48,930
WestCAT	9.1%	\$48,930
<i>discount</i>		( <i>\$14,560</i> )
WestCAT Subtotal		\$34,370
Total	100.0%	\$523,670

Recent Dues History

For a Regular 9.1% Share Member:

Fiscal Year	Dues Amount
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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El Cerrito

Hercules

April 30, 2019

Pinole

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

RE: April 2019 WCCTAC Board Meeting Summary

Richmond

Dear Randy:

The WCCTAC Board, at its meeting on April 30, 2019, took the following actions that may be of interest to CCTA:

San Pablo

1. Approved the re-appoint of Yvetteh Ortiz and Leah Greenblat to the TCC.
2. Approved an contract amendment with Fehr and Peers to add \$4,610 to the original contract limit of \$250,000 services pertaining to the Nexus Study Update.
3. Approved an amendment to a Cooperative Funding Agreement with BART for the Del Norte Station Modernization Project. An additional allocation of \$500,000 in STMP funds will be added to the original agreement.
4. Approved a \$242,939 claim from the City of Richmond for Measure 20b, *Additional Transportation for Seniors and People with Disabilities*, for FY17-18.
5. Approved a recommended Project List for Plan Bay Area 2050.
6. Approved additional WCCTAC meetings during the summer of 2019 that will focus on providing input to the TEP development process.

Contra Costa  
County

AC Transit

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

Sincerely,



BART

John Nemeth  
Executive Director

WestCAT

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

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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  
**WETA:** Water Emergency Transportation Agency