

El Cerrito

## MEETING NOTICE AND AGENDA

**DATE & TIME:** Friday, September 27, 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 July 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 July and August 2019. (Attachment; Information Only).
- 6. Payment of Invoices over \$10,000.** 11,650 to Mark One for TDM Printing services, \$11,500 and \$11,523 for Clipper Cards for the TDM Program.

Contra Costa  
County

AC Transit

- 7. Countywide Bike and Pedestrian Advisory Committee (CBPAC) Appointments.** At its July 2019 meeting, the WCCTAC TAC voted to recommend the appointment of a West County citizen representative to the CBPAC. An alternate CBPAC representative was also recommended. Bill Pinkham was recommended as the CBPAC West County Citizen representative and Heather Cunningham was recommended as the CBPAC West County Alternate Citizen representative. (Attachment, Recommend Action: Approve the WCCTAC TAC’s recommended appointments of citizen representatives to the CBPAC).

BART

WestCAT

- 8. Measure J 21b Allocation to John Swett Unified School District (JSUSD) for Fiscal Year 2019-20.** The Measure J 21b category is more commonly known as Safe Transportation for Children, or the Low Income Student Bus Pass Program. Unlike the West Contra Costa Unified School District’s (WCCUSD) program, which

makes use of transit passes, JSUSD has a contract with a private bus company to transport students. A 2017 MOU between WCCTAC and the JSUSD agreed to allocate \$60,000 of Measure J 21b funds per year to help off-set the expenses associated with private bus service for free and reduced lunch-eligible students. The JSUSD also provides data on how many students use the bus service. *(Attachment, Recommend Action: Approve FY 2019-20 Measure J 21b funds in the amount of \$60,000 to the JSUSD).*

9. **2019 Program for Arterial System Synchronization (PASS) Update for the San Pablo Avenue Corridor.** At its July 26, 2019 meeting, WCCTAC staff provided a review of the recently completed, grant-funded work on traffic signal timing changes along the San Pablo Avenue corridor. That work focused on school pick up and drop off times as well as weekend peak periods. Based on feedback from the WCCTAC TAC and Board members, there appears to be interest in pursuing additional grant funding to improve weekday peak period signal timing on the corridor. Due to the loss of a quorum, the requested Board action was continued to the Board's September meeting. *(No Attachment; Recommended Action: Authorize WCCTAC staff to seek future grant opportunities for weekday traffic signal timing improvements on the San Pablo Avenue Corridor).*
  
10. **Measure J 21b Student Bus Pass Program and Charter Schools.** Students in West County that qualify for monthly transit pass during the school year have traditionally received their passes through the West Contra Costa Unified School District (WCCUSD) administrative staff. The WCCUSD has recently decided that it will no longer track charter school students who participate in the Student Bus Pass Program (SBPP). The result is that WCCTAC staff and charter schools are now responsible for tracking charter school students. More details are provided in the attached staff report. *(Attachment; Recommended Action: Information Only).*

### **REGULAR AGENDA ITEMS**

11. **San Pablo Avenue Multimodal Corridor Study, Phase 2.** The first phase of this study, jointly funded by the CCTA, WCCTAC and ACTC, is nearing completion. ACTC is planning and has funded, a second phase of the project, but West County's role in that Phase is not yet clear. The CCTA Board authorized the use of \$300,000 to facilitate West County's participation in Phase 2. WCCTAC has discussed this issue with the TAC, including what a Phase 2 scope of work for West County should include, what the work might cost, and what budget may be available. Measure J, 28b funds could potentially be used as a WCCTAC contribution to this effort. *(Leah Greenblat-WCCTAC Staff; Attachments; Recommended Actions: 1. Authorize the use of \$150,000 in Measure J, 28b funds for Phase 2 of the San Pablo Avenue Multimodal Corridor Study; and 2. Provide feedback on the draft Scope of Work for Phase 2.)*

12. **Presentation on the WCCTAC Travel Training Program.** In February 2019, the WCCTAC Board allocated \$100,000 from the Measure J 28b Subregional Transportation Needs category to fund a pilot Travel Training program, which is estimated to last for two years. The WCCTAC staff will present a six-month report on the efforts to date. (*Joanna Pallock and Janet Bilbas– WCCTAC Staff; No Attachments; Information Only*).
13. **New Transportation Expenditure Plan (TEP).** The Contra Costa Transportation Authority (CCTA) approved a Draft TEP for release to local jurisdictions on August 28, 2019. In order to be placed before voters, the TEP must be approved by the County Board of Supervisors, a majority of the jurisdictions in Contra Costa County, and enough jurisdictions to constitute a majority of the County’s population. A schedule showing when this item will appear before each local city council is included as Attachment A. The TEP was modified after the last WCCTAC Board meeting in July and went from being a 30 year to a 35 year measure. There were also some changes made to the funding allocations. Attachments B shows the funding allocation by category and subregion. Attachment C shows how the funding allocation has changed since the last Board review. (*Tim Haile – CCTA staff; Attachments; Recommended Action: Information Only*).

#### **STANDING ITEMS**

14. **Board and Staff Comments.**
  - a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
  - b. Report from CCTA Representatives (*Directors Abelson & Butt*)
  - c. Executive Director’s Report
15. **General Information Items.**
  - a. Letter to CCTA Executive Director with July 26, 2019 Summary of Board Actions
  - b. Acronym List
16. **Adjourn.** Next regular meeting is: October 25 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.

**West Contra Costa Transportation Advisory Committee  
Board of Directors Meeting  
Meeting Minutes: July 26, 2019**

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**MEMBERS PRESENT:** Roy Swearingen, Vice-Chair (Pinole); Janet Abelson, (El Cerrito); Ben Choi (Richmond); Chris Peeples (AC Transit); Rita Xavier (San Pablo); John Gioia (County)

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

**ACTIONS LISTED BY:** Valerie Jenkins

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

**Public Comment:** n/a

**CONSENT CALENDAR:**

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

**Item #3. Approved Minutes of the June 7, 2019 Special Board Meeting.**

**Item #4. Approved Minutes of the June 28, 2019 Board Meeting.**

**Item #5. Approved Minutes of the July 12, 2019 Special Board Meeting.**

**Item #6. Received Monthly Update on WCCTAC Activities.**

**Item #7. Received Financial Reports for June 2019.**

**Item #8. Received notice of Payment of Invoices over \$10,000. WCCTAC paid \$14,277.141 to Kimley Horn for consultant services for the West County Express Bus Implementation Plan.**

**Item #9. Adopted Resolution 19-07, Cooperative Funding Agreement with the City of Hercules providing STMP funding for the Hercules Intermodal Transit Center Project.**

**Item#10. Adopted Resolution 19-08, Cooperative Funding Agreement with the City of Richmond providing STMP funding for the I-80/Central Ave. Phase 2 (Local Road Realignment) Project.**

**Item#11. Adopted Resolution 19-09, Cooperative Funding Agreement with Contra Costa County providing STMP funding for the San Pablo Dam Road Sidewalk Gap Closure Project.**

**Item#12. Approved Fiscal Year 2019-20 Measure J 19b Funds to WestCAT and AC Transit.**

ITEM/DISCUSSION	ACTION
<p><b><i>Item #15 (Item taken out of order)</i></b>  <b>New Transportation Expenditure Plan (TEP)</b></p>	<p><b><i>John Nemeth - WCCTAC</i></b> provided an update regarding the Initial Draft TEP release and sought input from the Board.</p> <p><b><i>Motion by Director Gioia, seconded by Director Choi, to approve the new list of categories in the draft TEP with the clarification, that under the category, Improved Transportation and Access to Job Centers, add wording: can be used for grant match funding and allow flexibility.</i></b></p> <p><b><i>Yes- R. Swearingen, B. Choi, R. Xavier, J. Gioia, C. Peeples</i></b></p> <p><b><i>No-J. Abelson</i></b></p> <p><b><i>Abstention-none</i></b></p> <p><b><i>Motion passed</i></b></p>
<p><b><i>Item #13</i></b>  <b>2019 Program for Arterial System Synchronization (PASS) Update for the San Pablo Avenue Corridor</b></p> <p><b><i>Item #14</i></b>  <b>Potential Next Steps for San Pablo Avenue Multimodal Corridor Study</b></p>	<p><b><i>Due to loss of quorum at 8:59am, Items #13 and 14 held over to the next WCCTAC Board Meeting, on September 26, 2019.</i></b></p>

Meeting Adjourned: 9:38 am

**TO:** WCCTAC Board

**DATE:** September 27, 2019

**FR:** John Nemeth, Executive Director

**RE: Monthly Update on WCCTAC Activities**

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**Transportation Expenditure Plane (TEP)**

On August 28, 2019, the Contra Costa Transportation Authority (CCTA) Board authorized the release of a Draft Transportation Expenditure Plan (TEP) for a 35 year, half-cent, transportation sales tax measure. The TEP is now circulating to all jurisdictions in Contra Costa County for their consideration.

In order to be placed before voters (likely on the March, 2020 ballot), the TEP needs to be approved by the County, a majority of jurisdictions in the County, and enough jurisdictions to constitute a majority of the County’s population.

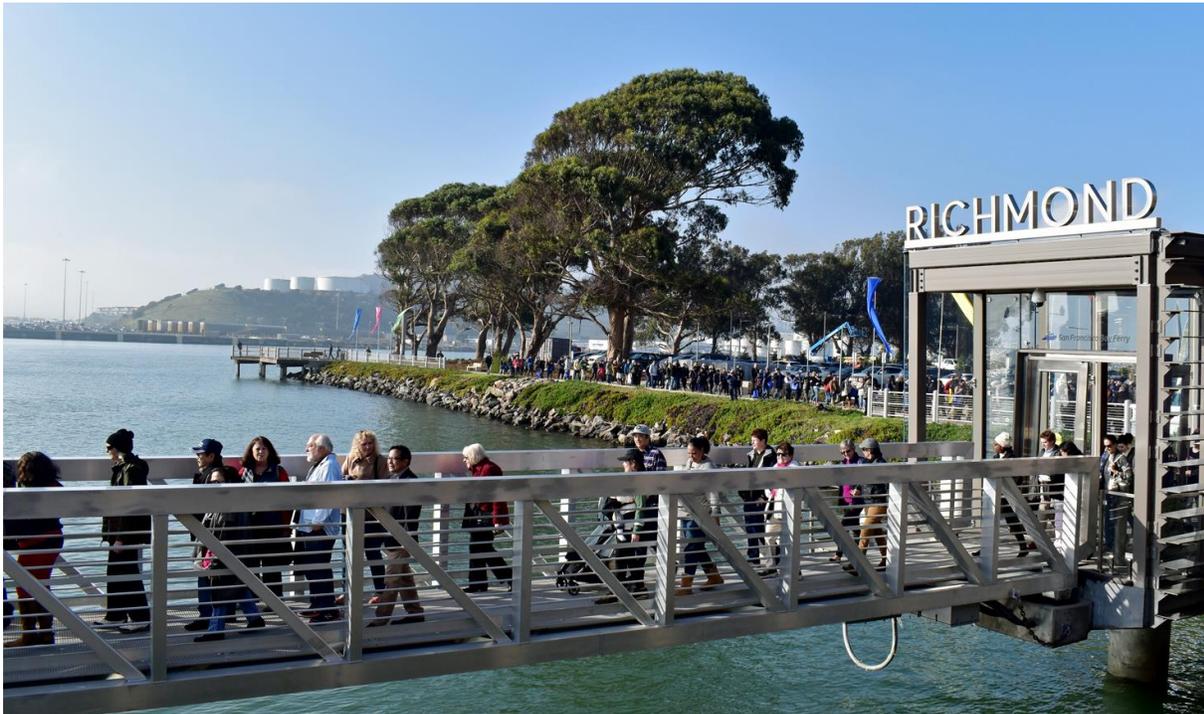
Staff from CCTA will attend WCCTAC’s September Board meeting and will explain the TEP’s current funding distribution for West County by category. The Plan’s current distribution varies from the last one reviewed by the WCCTAC Board in July, 2019. CCTA staff will also provide an update on the status of local jurisdictional approvals and next steps for a potential ballot measure.



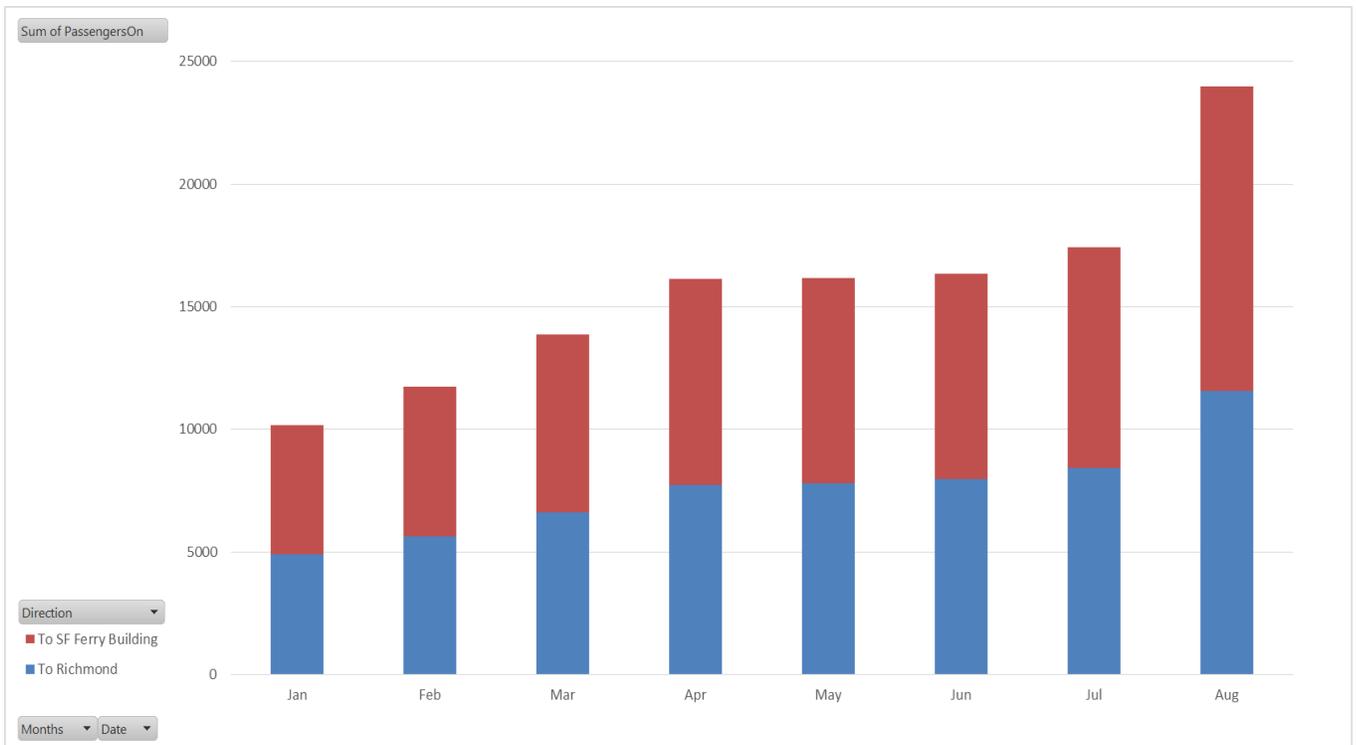
**West County Charter Schools and the Low Income Student Bus Pass Program**

The West Contra Costa Unified School District (WCCUSD) recently modified some of its administrative practices related charter school students who participate in the Measure J 21b low-income Student Bus Pass Program. As a result, WCCTAC has been working with the WCCUSD and local charter schools to ensure that high school students who are eligible under the program continue to receive their bus passes. Additional information about this work by staff is provided in the September WCCTAC Board packet as an information item in the Consent Calendar.

## Richmond Ferry – Ridership Update



WETA began operating Richmond to San Francisco ferry service on January 10, 2019, and started weekend pilot service in early August. The pilot is expected to last until approximately November. Ridership has been steadily growing and currently averages close to 850 on a typical weekday. Weekend ridership is close to 500 per day. The chart below shows the total ridership on the Richmond Ferry, so far, by month.



## **Pass2Class Season**



Pass2Class is one of the largest TDM programs in West County. At the beginning of each school year, the program offers transit passes to incentivize students to take transit to school. The program provides one 31-day pass for either AC Transit or WestCAT. So far this year, over 1,000 West County Families have received passes. The program application period ends on October 6, so there's still time for families to apply. More information is available at [www.pass2class.org](http://www.pass2class.org)

## **Try Transit's Boom**

Try Transit, the 511 Contra Costa program that offers commuters who currently drive alone a \$20 Clipper card to incentivize them to take public transit, is having a great year! Due to increased social media marketing, word of mouth, and a posting on the popular local website [www.funcheapsf.com](http://www.funcheapsf.com), the program currently has more applications (1,315) in the first few months of current fiscal year than it did all last year (1,188). While staff is currently working through all of the new applications to verify qualification, indications are that Try Transit will have another record-breaking year. More information on the program can be found at [www.511cc.org/trytransit](http://www.511cc.org/trytransit)

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# General Ledger Monthly Budget Report

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 Period 01 - 01  
 Fiscal Year 2020



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
<b>7700</b>	<b>WCCTAC Operations</b>							
770-7700-41000	Salary	507,448.00	0.00	507,448.00	15,787.86	491,660.14	491,660.14	96.89
770-7700-41200	PERS Retirement	0.00	0.00	0.00	30,875.42	-30,875.42	-30,875.42	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	162.27	-162.27	-162.27	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	228.10	-228.10	-228.10	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	7,371.63	-7,371.63	-7,371.63	0.00
770-7700-41902	FICA	0.00	0.00	0.00	58.59	-58.59	-58.59	0.00
770-7700-41911	Liability Insurance	4,050.00	0.00	4,050.00	0.00	4,050.00	4,050.00	100.00
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	189.00	-189.00	-189.00	0.00
	<b>Salary and Benefits</b>	<b>511,498.00</b>	<b>0.00</b>	<b>511,498.00</b>	<b>54,672.87</b>	<b>456,825.13</b>	<b>456,825.13</b>	<b>89.31</b>
770-7700-43500	Office Supplies	4,000.00	0.00	4,000.00	409.05	3,590.95	3,590.95	89.77
770-7700-43501	Postage	1,800.00	0.00	1,800.00	59.10	1,740.90	1,740.90	96.72
770-7700-43520	Copies/Printing/Shipping/Xerox	4,050.00	0.00	4,050.00	283.95	3,766.05	3,766.05	92.99
770-7700-43600	Professional Services	0.00	54,325.00	54,325.00	3,471.08	50,853.92	50,853.92	93.61
770-7700-43900	Rent/Building	23,900.00	0.00	23,900.00	3,037.29	20,862.71	20,862.71	87.29
770-7700-44000	Special Department Expenses	10,000.00	0.00	10,000.00	0.00	10,000.00	10,000.00	100.00
770-7700-44320	Travel/Training Staff	5,000.00	0.00	5,000.00	85.84	4,914.16	4,914.16	98.28
	<b>Service and Supplies</b>	<b>48,750.00</b>	<b>54,325.00</b>	<b>103,075.00</b>	<b>7,346.31</b>	<b>95,728.69</b>	<b>95,728.69</b>	<b>92.87</b>
<b>7700</b>	<b>Expense</b>	<b>560,248.00</b>	<b>54,325.00</b>	<b>614,573.00</b>	<b>62,019.18</b>	<b>552,553.82</b>	<b>552,553.82</b>	<b>89.91</b>
	<b>WCCTAC Operations</b>	<b>560,248.00</b>	<b>54,325.00</b>	<b>614,573.00</b>	<b>62,019.18</b>	<b>552,553.82</b>	<b>552,553.82</b>	<b>89.91</b>
<b>7720</b>	<b>WCCTAC TDM</b>							
772-7720-41000	Salary	310,450.00	0.00	310,450.00	8,447.12	302,002.88	302,002.88	97.28
772-7720-41200	PERS Retirement	0.00	0.00	0.00	23,191.01	-23,191.01	-23,191.01	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	121.91	-121.91	-121.91	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	3,405.72	-3,405.72	-3,405.72	0.00
772-7720-41911	Liability Insurance	4,050.00	0.00	4,050.00	3,965.92	84.08	84.08	2.08
	<b>Salary and Benefits</b>	<b>314,500.00</b>	<b>0.00</b>	<b>314,500.00</b>	<b>39,131.68</b>	<b>275,368.32</b>	<b>275,368.32</b>	<b>87.56</b>
772-7720-43500	Office Supplies	1,000.00	0.00	1,000.00	11.81	988.19	988.19	98.82
772-7720-43501	TDM Postage	0.00	0.00	0.00	59.10	-59.10	-59.10	0.00
772-7720-43502	TDM Postage	1,500.00	0.00	1,500.00	0.00	1,500.00	1,500.00	100.00
772-7720-43520	Copies/Printing/Shipping/Xerox	22,500.00	0.00	22,500.00	909.63	21,590.37	21,590.37	95.96

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
772-7720-43600	Professional Services	40,000.00	28,000.00	68,000.00	5,721.24	62,278.76	62,278.76	91.59
772-7720-43900	Rent/Building	23,900.00	0.00	23,900.00	3,037.28	20,862.72	20,862.72	87.29
772-7720-44000	Special Department Expenses	125,647.00	0.00	125,647.00	11,685.95	113,961.05	113,961.05	90.70
772-7720-44320	Travel/Training Staff	2,200.00	0.00	2,200.00	464.61	1,735.39	1,735.39	78.88
	<i>Service and Supplies</i>	<b>216,747.00</b>	<b>28,000.00</b>	<b>244,747.00</b>	<b>21,889.62</b>	<b>222,857.38</b>	<b>222,857.38</b>	<b>91.06</b>
<b>7720</b>	<b>Expense</b>	<b>531,247.00</b>	<b>28,000.00</b>	<b>559,247.00</b>	<b>61,021.30</b>	<b>498,225.70</b>	<b>498,225.70</b>	<b>89.09</b>
	<b>WCCTAC TDM</b>	<b>531,247.00</b>	<b>28,000.00</b>	<b>559,247.00</b>	<b>61,021.30</b>	<b>498,225.70</b>	<b>498,225.70</b>	<b>89.09</b>
<b>7730</b>	<b>STMP</b>							
773-7730-41000	Salary	50,000.00	0.00	50,000.00	0.00	50,000.00	50,000.00	100.00
	<i>Salary and Benefits</i>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>100.00</b>
773-7730-44000	Special Department Expense	700,000.00	2,420,000.00	3,120,000.00	10,632.50	3,109,367.50	3,109,367.50	99.66
	<i>Service and Supplies</i>	<b>700,000.00</b>	<b>2,420,000.00</b>	<b>3,120,000.00</b>	<b>10,632.50</b>	<b>3,109,367.50</b>	<b>3,109,367.50</b>	<b>99.66</b>
<b>7730</b>	<b>Expense</b>	<b>750,000.00</b>	<b>2,420,000.00</b>	<b>3,170,000.00</b>	<b>10,632.50</b>	<b>3,159,367.50</b>	<b>3,159,367.50</b>	<b>99.66</b>
	<b>STMP</b>	<b>750,000.00</b>	<b>2,420,000.00</b>	<b>3,170,000.00</b>	<b>10,632.50</b>	<b>3,159,367.50</b>	<b>3,159,367.50</b>	<b>99.66</b>
<b>7740</b>	<b>WCCTAC Special Projects</b>							
774-7740-43500	Office Supplies	0.00	0.00	0.00	388.61	-388.61	-388.61	0.00
774-7740-43600	Professional Services	0.00	0.00	0.00	820.37	-820.37	-820.37	0.00
774-7740-44000	Special Department Expense	535,173.00	132,803.00	667,976.00	0.00	667,976.00	667,976.00	100.00
774-7740-44320	Travel/Training Staff	0.00	0.00	0.00	203.00	-203.00	-203.00	0.00
	<i>Service and Supplies</i>	<b>535,173.00</b>	<b>132,803.00</b>	<b>667,976.00</b>	<b>1,411.98</b>	<b>666,564.02</b>	<b>666,564.02</b>	<b>99.79</b>
<b>7740</b>	<b>Expense</b>	<b>535,173.00</b>	<b>132,803.00</b>	<b>667,976.00</b>	<b>1,411.98</b>	<b>666,564.02</b>	<b>666,564.02</b>	<b>99.79</b>
	<b>WCCTAC Special Projects</b>	<b>535,173.00</b>	<b>132,803.00</b>	<b>667,976.00</b>	<b>1,411.98</b>	<b>666,564.02</b>	<b>666,564.02</b>	<b>99.79</b>
Expense Total		2,376,668.00	0.00	5,011,796.00	135,084.96	4,876,711.04	4,876,711.04	0.973

# General Ledger Monthly Budget Report



User: kellys  
 Printed: 9/12/2019 5:02:22 PM  
 Period 01 - 01  
 Fiscal Year 2020

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
<b>0000</b>	<b>Non Departmental</b>								
773-0000-34310	CC County STMP Fees	0.00	250,000.00	-250,000.00	-15,775.06	-234,224.94	0.00	-234,224.94	93.69
773-0000-34315	El Cerrito STMP Fees	-1,485,827.00	0.00	-1,485,827.00	-154,809.20	-1,331,017.80	0.00	-1,331,017.80	89.58
773-0000-34320	Hercules STMP Fees	-350,000.00	0.00	-350,000.00	-772,328.04	422,328.04	0.00	422,328.04	-120.67
773-0000-34325	Pinole STMP Fees	-60,000.00	0.00	-60,000.00	0.00	-60,000.00	0.00	-60,000.00	100.00
773-0000-34330	Richmond STMP Fees	-1,265,052.00	0.00	-1,265,052.00	-17,535.00	-1,247,517.00	0.00	-1,247,517.00	98.61
773-0000-34335	San Pablo STMP Fees	-75,000.00	0.00	-75,000.00	0.00	-75,000.00	0.00	-75,000.00	100.00
	<b>Licenses and Permits</b>	<b>-3,235,879.00</b>	<b>250,000.00</b>	<b>-3,485,879.00</b>	<b>-960,447.30</b>	<b>-2,525,431.70</b>	<b>0.00</b>	<b>-2,525,431.70</b>	<b>72.45</b>
772-0000-33403	Grants	0.00	559,247.00	-559,247.00	0.00	-559,247.00	0.00	-559,247.00	100.00
	<b>Grants</b>	<b>0.00</b>	<b>559,247.00</b>	<b>-559,247.00</b>	<b>0.00</b>	<b>-559,247.00</b>	<b>0.00</b>	<b>-559,247.00</b>	<b>100.00</b>
770-0000-34111	Member Contributions	-523,670.00	0.00	-523,670.00	0.00	-523,670.00	0.00	-523,670.00	100.00
770-0000-39906	Other Revenue	-15,000.00	76,106.00	-91,106.00	-6,936.56	-84,169.44	0.00	-84,169.44	92.39
772-0000-39906	Other Revenue	0.00	0.00	0.00	-48,219.83	48,219.83	0.00	48,219.83	0.00
774-0000-39906	Other Revenue	-15,000.00	595,633.00	-610,633.00	-1,624.42	-609,008.58	0.00	-609,008.58	99.73
	<b>Miscellaneous Revenue</b>	<b>-553,670.00</b>	<b>671,739.00</b>	<b>-1,225,409.00</b>	<b>-56,780.81</b>	<b>-1,168,628.19</b>	<b>0.00</b>	<b>-1,168,628.19</b>	<b>95.37</b>
<b>0000</b>	<b>Revenue</b>	<b>-3,789,549.00</b>	<b>1,480,986.00</b>	<b>-5,270,535.00</b>	<b>-1,017,228.11</b>	<b>-4,253,306.89</b>	<b>0.00</b>	<b>-4,253,306.89</b>	<b>80.70</b>
	<b>Non Departmental</b>	<b>-3,789,549.00</b>	<b>1,480,986.00</b>	<b>-5,270,535.00</b>	<b>-1,017,228.11</b>	<b>-4,253,306.89</b>	<b>0.00</b>	<b>-4,253,306.89</b>	<b>80.70</b>
Expense Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

# General Ledger Monthly Budget Report

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 Period 01 - 02  
 Fiscal Year 2020



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
<b>7700</b>	<b>WCCTAC Operations</b>							
770-7700-41000	Salary	507,448.00	0.00	507,448.00	49,028.57	458,419.43	458,419.43	90.34
770-7700-41200	PERS Retirement	0.00	0.00	0.00	34,745.96	-34,745.96	-34,745.96	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	5,781.21	-5,781.21	-5,781.21	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	162.27	-162.27	-162.27	0.00
770-7700-41400	Dental	0.00	0.00	0.00	397.33	-397.33	-397.33	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	135.00	-135.00	-135.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	279.39	-279.39	-279.39	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	708.41	-708.41	-708.41	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	7,371.63	-7,371.63	-7,371.63	0.00
770-7700-41902	FICA	0.00	0.00	0.00	161.82	-161.82	-161.82	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	81.31	-81.31	-81.31	0.00
770-7700-41911	Liability Insurance	4,050.00	0.00	4,050.00	0.00	4,050.00	4,050.00	100.00
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	189.00	-189.00	-189.00	0.00
	<b>Salary and Benefits</b>	<b>511,498.00</b>	<b>0.00</b>	<b>511,498.00</b>	<b>99,041.90</b>	<b>412,456.10</b>	<b>412,456.10</b>	<b>80.64</b>
770-7700-43500	Office Supplies	4,000.00	0.00	4,000.00	386.05	3,613.95	3,613.95	90.35
770-7700-43501	Postage	1,800.00	0.00	1,800.00	59.10	1,740.90	1,740.90	96.72
770-7700-43520	Copies/Printing/Shipping/Xerox	4,050.00	0.00	4,050.00	526.69	3,523.31	3,523.31	87.00
770-7700-43600	Professional Services	0.00	54,325.00	54,325.00	7,158.04	47,166.96	47,166.96	86.82
770-7700-43900	Rent/Building	23,900.00	0.00	23,900.00	4,768.10	19,131.90	19,131.90	80.05
770-7700-44000	Special Department Expenses	10,000.00	0.00	10,000.00	47.52	9,952.48	9,952.48	99.52
770-7700-44320	Travel/Training Staff	5,000.00	0.00	5,000.00	190.24	4,809.76	4,809.76	96.20
	<b>Service and Supplies</b>	<b>48,750.00</b>	<b>54,325.00</b>	<b>103,075.00</b>	<b>13,135.74</b>	<b>89,939.26</b>	<b>89,939.26</b>	<b>87.26</b>
<b>7700</b>	<b>Expense</b>	<b>560,248.00</b>	<b>54,325.00</b>	<b>614,573.00</b>	<b>112,177.64</b>	<b>502,395.36</b>	<b>502,395.36</b>	<b>81.75</b>
	<b>WCCTAC Operations</b>	<b>560,248.00</b>	<b>54,325.00</b>	<b>614,573.00</b>	<b>112,177.64</b>	<b>502,395.36</b>	<b>502,395.36</b>	<b>81.75</b>
<b>7720</b>	<b>WCCTAC TDM</b>							
772-7720-41000	Salary	310,450.00	0.00	310,450.00	25,955.42	284,494.58	284,494.58	91.64
772-7720-41200	PERS Retirement	0.00	0.00	0.00	26,017.39	-26,017.39	-26,017.39	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	3,625.10	-3,625.10	-3,625.10	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	260.35	-260.35	-260.35	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	121.57	-121.57	-121.57	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	374.68	-374.68	-374.68	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	3,405.72	-3,405.72	-3,405.72	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	32.77	-32.77	-32.77	0.00
772-7720-41911	Liability Insurance	4,050.00	0.00	4,050.00	3,965.92	84.08	84.08	2.08
	<b>Salary and Benefits</b>	<b>314,500.00</b>	<b>0.00</b>	<b>314,500.00</b>	<b>63,758.92</b>	<b>250,741.08</b>	<b>250,741.08</b>	<b>79.73</b>
772-7720-43500	Office Supplies	1,000.00	0.00	1,000.00	12,386.95	-11,386.95	-11,386.95	-1,138.70
772-7720-43501	TDM Postage	0.00	0.00	0.00	59.10	-59.10	-59.10	0.00
772-7720-43502	TDM Postage	1,500.00	0.00	1,500.00	0.00	1,500.00	1,500.00	100.00
772-7720-43520	CopiesPrintingShippingXerox	22,500.00	0.00	22,500.00	1,152.39	21,347.61	21,347.61	94.88
772-7720-43600	Professional Services	40,000.00	28,000.00	68,000.00	11,726.57	56,273.43	56,273.43	82.76
772-7720-43900	RentBuilding	23,900.00	0.00	23,900.00	4,768.09	19,131.91	19,131.91	80.05
772-7720-44000	Special Department Expenses	125,647.00	0.00	125,647.00	12,255.95	113,391.05	113,391.05	90.25
772-7720-44320	TravelTraining Staff	2,200.00	0.00	2,200.00	464.61	1,735.39	1,735.39	78.88
	<b>Service and Supplies</b>	<b>216,747.00</b>	<b>28,000.00</b>	<b>244,747.00</b>	<b>42,813.66</b>	<b>201,933.34</b>	<b>201,933.34</b>	<b>82.51</b>
<b>7720</b>	<b>Expense</b>	<b>531,247.00</b>	<b>28,000.00</b>	<b>559,247.00</b>	<b>106,572.58</b>	<b>452,674.42</b>	<b>452,674.42</b>	<b>80.94</b>
	<b>WCCTAC TDM</b>	<b>531,247.00</b>	<b>28,000.00</b>	<b>559,247.00</b>	<b>106,572.58</b>	<b>452,674.42</b>	<b>452,674.42</b>	<b>80.94</b>
<b>7730</b>	<b>STMP</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>100.00</b>
773-7730-41000	Salary	50,000.00	0.00	50,000.00	0.00	50,000.00	50,000.00	100.00
	<b>Salary and Benefits</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>100.00</b>
773-7730-44000	Special Department Expense	700,000.00	2,420,000.00	3,120,000.00	10,632.50	3,109,367.50	3,109,367.50	99.66
	<b>Service and Supplies</b>	<b>700,000.00</b>	<b>2,420,000.00</b>	<b>3,120,000.00</b>	<b>10,632.50</b>	<b>3,109,367.50</b>	<b>3,109,367.50</b>	<b>99.66</b>
<b>7730</b>	<b>Expense</b>	<b>750,000.00</b>	<b>2,420,000.00</b>	<b>3,170,000.00</b>	<b>10,632.50</b>	<b>3,159,367.50</b>	<b>3,159,367.50</b>	<b>99.66</b>
	<b>STMP</b>	<b>750,000.00</b>	<b>2,420,000.00</b>	<b>3,170,000.00</b>	<b>10,632.50</b>	<b>3,159,367.50</b>	<b>3,159,367.50</b>	<b>99.66</b>
<b>7740</b>	<b>WCCTAC Special Projects</b>							
774-7740-43500	Office Supplies	0.00	0.00	0.00	388.61	-388.61	-388.61	0.00
774-7740-43600	Professional Services	0.00	0.00	0.00	820.37	-820.37	-820.37	0.00
774-7740-44000	Special Department Expense	535,173.00	132,803.00	667,976.00	0.00	667,976.00	667,976.00	100.00
774-7740-44320	TravelTraining Staff	0.00	0.00	0.00	203.00	-203.00	-203.00	0.00
	<b>Service and Supplies</b>	<b>535,173.00</b>	<b>132,803.00</b>	<b>667,976.00</b>	<b>1,411.98</b>	<b>666,564.02</b>	<b>666,564.02</b>	<b>99.79</b>
<b>7740</b>	<b>Expense</b>	<b>535,173.00</b>	<b>132,803.00</b>	<b>667,976.00</b>	<b>1,411.98</b>	<b>666,564.02</b>	<b>666,564.02</b>	<b>99.79</b>
	<b>WCCTAC Special Projects</b>	<b>535,173.00</b>	<b>132,803.00</b>	<b>667,976.00</b>	<b>1,411.98</b>	<b>666,564.02</b>	<b>666,564.02</b>	<b>99.79</b>
Expense Total		2,376,668.00	0.00	5,011,796.00	230,794.70	4,781,001.30	4,781,001.30	0.9539

# General Ledger Monthly Budget Report



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 Period 01 - 02  
 Fiscal Year 2020

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
<b>0000</b>	<b>Non Departmental</b>								
773-0000-34310	CC County STMP Fees	0.00	250,000.00	-250,000.00	-36,712.76	-213,287.24	0.00	-213,287.24	85.31
773-0000-34315	El Cerrito STMP Fees	-1,485,827.00	0.00	-1,485,827.00	-154,809.20	-1,331,017.80	0.00	-1,331,017.80	89.58
773-0000-34320	Hercules STMP Fees	-350,000.00	0.00	-350,000.00	-772,328.04	422,328.04	0.00	422,328.04	-120.67
773-0000-34325	Pinole STMP Fees	-60,000.00	0.00	-60,000.00	-28,567.30	-31,432.70	0.00	-31,432.70	52.39
773-0000-34330	Richmond STMP Fees	-1,265,052.00	0.00	-1,265,052.00	-17,535.00	-1,247,517.00	0.00	-1,247,517.00	98.61
773-0000-34335	San Pablo STMP Fees	-75,000.00	0.00	-75,000.00	-10,878.00	-64,122.00	0.00	-64,122.00	85.50
	<b>Licenses and Permits</b>	<b>-3,235,879.00</b>	<b>250,000.00</b>	<b>-3,485,879.00</b>	<b>-1,020,830.30</b>	<b>-2,465,048.70</b>	<b>0.00</b>	<b>-2,465,048.70</b>	<b>70.72</b>
772-0000-33403	Grants	0.00	559,247.00	-559,247.00	0.00	-559,247.00	0.00	-559,247.00	100.00
	<b>Grants</b>	<b>0.00</b>	<b>559,247.00</b>	<b>-559,247.00</b>	<b>0.00</b>	<b>-559,247.00</b>	<b>0.00</b>	<b>-559,247.00</b>	<b>100.00</b>
770-0000-34111	Member Contributions	-523,670.00	0.00	-523,670.00	-48,930.00	-474,740.00	0.00	-474,740.00	90.66
770-0000-39906	Other Revenue	-15,000.00	76,106.00	-91,106.00	-19,108.87	-71,997.13	0.00	-71,997.13	79.03
772-0000-39906	Other Revenue	0.00	0.00	0.00	-97,815.80	97,815.80	0.00	97,815.80	0.00
774-0000-39906	Other Revenue	-15,000.00	595,633.00	-610,633.00	-17,094.09	-593,538.91	0.00	-593,538.91	97.20
	<b>Miscellaneous Revenue</b>	<b>-553,670.00</b>	<b>671,739.00</b>	<b>-1,225,409.00</b>	<b>-182,948.76</b>	<b>-1,042,460.24</b>	<b>0.00</b>	<b>-1,042,460.24</b>	<b>85.07</b>
<b>0000</b>	<b>Revenue</b>	<b>-3,789,549.00</b>	<b>1,480,986.00</b>	<b>-5,270,535.00</b>	<b>-1,203,779.06</b>	<b>-4,066,755.94</b>	<b>0.00</b>	<b>-4,066,755.94</b>	<b>77.16</b>
	<b>Non Departmental</b>	<b>-3,789,549.00</b>	<b>1,480,986.00</b>	<b>-5,270,535.00</b>	<b>-1,203,779.06</b>	<b>-4,066,755.94</b>	<b>0.00</b>	<b>-4,066,755.94</b>	<b>77.16</b>
Expense Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

**TO:** WCCTAC Board **MEETING DATE:** September 27, 2019  
**FR:** Joanna Pallock, Program Manager  
**RE:** **Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) Appointments**

---

**REQUESTED ACTION**

Approve Bill Pinkham as the citizen representative from West County on the CCTA's Countywide Bicycle and Pedestrian Advisory Committee (CBPAC). Approve Heather Cunningham as the alternate citizen representative from West County.

**BACKGROUND AND DISCUSSION**

The CCTA recently notified WCCTAC that the two-year terms were expiring for the West County citizen representatives on the Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) and asked WCCTAC to appoint representatives. The CBPAC is composed of both RTPC staff representatives and citizen representatives.

The WCCTAC TAC nominated Bill Pinkham to serve another term on the CBPAC, and Heather Cunningham to serve as the alternate representative.

Bill Pinkham has served as the West County citizen representative for the past eight years. Four other citizens submitted brief resumes to be considered by the TAC at the July 11, 2019 meeting. With the aid of staff, the TAC established a process for selecting candidates, took a vote, and Bill Pinkham earned the most points. Ms. Heather Cunningham received the second most points and is willing and available to serve as the alternative citizen representative to the CBPAC.

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**TO:** WCCTAC Board

**MEETING DATE:** September 27, 2019

**FR:** Joanna Pallock

**RE: Measure J 21b Allocation to John Swett Unified School District (JSUSD) for Fiscal Year 2019-20.**

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### **REQUESTED ACTION**

Staff recommends that the WCCTAC Board approve an allocation of \$60,000 in Measure J 21b funds to JSUSD, as defined in the attached Memorandum of Understanding (Attachment A), signed by WCCTAC and the JSUSD in April 2017.

### **BACKGROUND**

Measure J's 21b (known as Safe Transportation for Children) funds West County's Student Bus Pass Program. The program is focused on improving access to school for low-income students who are eligible for free and reduced lunches. As part of the program, the West Contra Costa Unified School District (WCCUSD) makes use of transit passes for qualifying students. By contrast, the JSUSD has a contract to provide yellow, school-bus transportation for all students. The JSUSD model does not lend itself to the purchase of transit passes for low-income students by WCCTAC. In the past, this difference was a barrier to the JSUSD receiving Measure J 21b funds, given the program's intent to focus resources only on low-income students.

To address this matter, WCCTAC and JSUSD established an MOU in April 2017 to allocate Measure J funds and to ensure that the funds would be focused on low-income (free and reduced lunch eligible) students. The details of the JSUSD arrangement are can be found in Attachment A.

Based on the MOU, WCCTAC is to provide \$60,000 to the JSUSD for this fiscal year. The JSUSD, in turn, provides WCCTAC with data to track the number of students that are benefitting from the Measure J allocation. The cost of JSUSD's transit contract exceeds the \$60,000 allocation, but the Measure J funds are applied only to the share of the cost of transporting "free and reduced lunch" qualified recipients. These funds also allow "reduced" lunch students to receive a 100% fare subsidy. Previously, these students had to pay a fee for school transportation.

### **NEXT STEPS**

Upon Board approval, WCCTAC staff will disburse the Measure J Program 21b funds in the amount of \$60,000 to JSUSD.

**Attachments**

- A: April 2017 Memorandum of Understanding (MOU) between WCCTAC and JSUSD
- B: FY 18-19 Data on School Bus Service

**A MEMORANDUM OF UNDERSTANDING BETWEEN THE JOHN SWETT UNIFIED SCHOOL DISTRICT AND THE WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE FOR THE ALLOCATION OF FUNDS FROM THE MEASURE J WEST COUNTY SAFE TRANSPORTATION FOR CHILDREN LOW INCOME STUDENT BUS PASS PROGRAM**

This Memorandum of Understanding (this "AGREEMENT") is entered into on *March 24, 2017* and effective *March 24, 2017* by and between the West Contra Costa Transportation Advisory Committee ("WCCTAC"), and the John Swett Unified School District ("JSUSD"). WCCTAC and JSUSD are each individually referred to as a "Party" and collectively referred to as the "Parties."

**RECITALS**

WHEREAS, Measure C, Contra Costa County's transportation sales tax measure, passed in 1988 and provided for a sales tax to pay for transportation projects and programs; and

WHEREAS, the Measure C Sales Tax Renewal Ordinance (#88-01 as amended by #04-02, #06-01, and #06-02), hereinafter referred to as "Measure J", and the associated Transportation Expenditure Plan ("TEP") authorizes the Contra Costa Transportation Authority ("CCTA") to expend 0.725% of the Measure J sales tax revenues on the Program 21b West County Low Income Student Bus Pass Program for the establishment and operation of a program to subsidize transportation for low income students ("Program"); and

WHEREAS, CCTA has delegated the responsibility for programming funds allocated to Program 21b to WCCTAC, the Regional Transportation Planning Committee ("RTPC") in West Contra Costa County established under Measure C; and

WHEREAS, WCCTAC has established the following objectives of the Program to increase student attendance, promote equity, and enhance student access to jobs and after school activities through the provision of a bus subsidy; and

WHEREAS, West Contra Costa County is served by two school districts: West Contra Costa Unified School District ("WCCUSD") and JSUSD, and WCCTAC has elected to distribute the Program funds at 95% to WCCUSD and 5% to JSUSD, based in the proportion of low income students in each school district as measured using data related to student enrollment in the State of California's Free and Reduced Lunch Program; and

WHEREAS, WCCTAC has reviewed and met with staff and the School Board of JSUSD to determine that JSUSD operated a JSUSD contracted bus service for all students within the District prior to the implementation of Measure J; and

WHEREAS, JSUSD currently pays a portion of the transportation fare for students participating in the reduced-price meals program and 100% of the transportation fare for students participating in the free meals program; and

WHEREAS, JSUSD's programmed 5% share of the Program funds have not been distributed or expended since the inception of Measure J in 2009; and

WHEREAS, the Program balance of funds programmed to the JSUSD currently totals \$184,489 for years Fiscal Year ("FY") 2010 through FY 2015-2016; and

WHEREAS, WCCTAC approved the allocation of this balance of funds, as well as the annual allocation from revenues collected under Measure J, to allow JSUSD to receive \$60,000 each fiscal year until 2022; and

WHEREAS, after the balance funds is fully utilized JSUSD will receive annual revenues collected each year under Measure J, currently estimated to be approximately \$40,000 per year; and

WHEREAS, the Program funds allocated to JSUSD are to be expended based upon the following:

1. All students (TK-12<sup>th</sup> grade) participating in the reduced-price meals program and receiving subsidized transportation fees shall receive priority for Program funds. The funds are intended to eliminate the annual fees paid by these students for District-provided transportation;
2. Additional available funds may be used by the District to recover costs associated with fully subsidizing transportation fees for students who participate in the free meals program;
3. No Program funds are being set aside for administrative costs for JSUSD;
4. JSUSD will annually report to WCCTAC the total number of students participating in the reduced-price meals program receiving a full subsidy from the Program and the total number of students participating in the free meals program who receive a full subsidy from the Program.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the Parties agree as follows:

#### SECTION I

##### A. WCCTAC AGREES:

1. To facilitate the process of distributing annual Program funds to JSUSD in the amount of \$60,000 between FY 2016-2017 and FY 2021-2022. Following the 2022 annual funding allocation, the annual amount will be based upon annual Program revenue.
2. To issue Program funds for the FY 2016-2017 upon execution of this Agreement.

##### B. JSUSD AGREES:

1. To annually determine the number of students participating in the reduced-price meals program and the free meals program that are enrolled in the District's transportation program. JSUSD will first use Program funds to provide full subsidies for transportation fees for reduced-price meals students. Remaining Program funds may be used by the District to recover subsidies for transportation fees currently being fully provided to students participating in the free meals program. The amount of funds used by the District shall not exceed the cost of the subsidies for

transportation fees for students enrolled in the free and reduced meals program.

2. To administer the transportation services contract with the JSUSD transportation provider and notify WCCTAC upon any substantive revision to JSUSD's agreement with the transportation provider to provide services to JSUSD (i.e. more service is added or taken away, etc.).
3. To provide data and updates to WCCTAC on an annual basis.

## SECTION II MISCELLANEOUS PROVISIONS

### THE PARTIES MUTUALLY AGREE:

1. Recitals: The above recitals are made a part of this Agreement are incorporated herein.
2. Funding: All obligations of WCCTAC under the terms of this Agreement are subject to WCCTAC receiving Program funds from CCTA.
3. Indemnification: Each Party shall solely be liable for any and all damages, including attorney's fees, resulting from the actions or omissions arising from its performance of the terms of this Agreement. Each Party (the "Indemnifying Party") shall indemnify, defend and hold harmless the other Party (the "Indemnified Parties") from and against any and all claims, demands, actions, losses, damages, assessments, charges, judgments, liabilities, costs and expenses (including reasonable attorneys' fees and disbursements) that may from time to time be asserted by third parties against the Indemnified Parties because of any personal injury, including death, to any person or loss of, physical damage to or loss of use of real or tangible personal property, to the extent caused by the negligence or misconduct of the Indemnifying Party, its agents, employees or contractors in the performance of this Agreement. For purposes of indemnification set forth in this Agreement, "Indemnified Parties" means the applicable party, its affiliates, successors and assigns and its and their employees, directors, officers, agents, and volunteers. The Indemnified Parties: 1) shall notify the Indemnifying Party in writing promptly upon learning of any claim or suit for which indemnification may be sought, provided that failure to do so shall have no effect except to the extent the Indemnifying Party is prejudiced thereby; 2) shall have the right to participate in such defense or settlement with its own counsel and at its own expense, but the Indemnifying Party shall have control of this defense or settlement; and 3) shall reasonably cooperate with the defense.
4. Good Faith Efforts and Partnership: The Parties shall use their best reasonable efforts to successfully implement this Agreement. Furthermore, the Parties shall use their best reasonable efforts to obtain any third-party consent, authorization, approval, and exemptions required in connection with the transactions contemplated herein. The relationship between the Parties shall not be that of partners, agents or joint ventures for one another, and nothing contained in this Agreement shall be deemed to constitute a partnership or agency agreement between them for any purposes, including, but not limited to federal income tax purposes. The Parties, in performing any of their obligations hereunder, shall be independent contractors or independent parties and shall discharge their contractual obligations at their own risk.

5. **Severability:** No provision of this Agreement shall be interpreted to require any unlawful action by either Party. If any section or clause of this Agreement is held to be invalid or unenforceable, then the meaning of that section or clause shall be construed so as to render it enforceable to the extent feasible. If no feasible interpretation would save the section or clause, it shall be severed from this Agreement with respect to the matter in question, and the remainder of the Agreement shall remain in full force and effect. However, in the event such a section or clause is an essential element of the Agreement, the Parties shall promptly negotiate a replacement that will achieve the intent of such unenforceable section or clause to the extent permitted by law.
6. **State of Law and Venue:** This agreement and all work performed thereunder shall be interpreted under and pursuant to the laws of the State of California. The Parties agree that the jurisdiction and venue of any dispute arising under this Agreement shall be the Superior Court of Contra Costa County.
7. **Delegation:** Neither party may assign or delegate any of its rights or obligations hereunder without first obtaining the written consent of the other party.
8. **Term:** This Agreement shall become effective on the Effective Date and shall expire one (1) year from the Effective Date (the "Expiration"). This Agreement shall automatically renew for successive one (1) year terms upon the Expiration and subsequent Expirations for the duration of the Measure J Program 21b unless either Party terminates this Agreement.
9. **Termination:** Either Party may terminate this Agreement, with or without cause, with 30 days' notice to the other Party.
10. **Successors and Assigns:** All of the terms, provisions and conditions of this Agreement hereunder, shall be binding upon and inure to the Parties hereto and their respective successors, assigns and legal representatives.
11. **Entire Agreement:** This Agreement represents the entire agreement of the Parties with respect to the subject matter hereof, and all such agreements entered into prior hereto are revoked and superseded by this Agreement, and no representations, warranties, inducements or oral agreements have been made by any of the Parties except as expressly set forth herein, or in other contemporaneous written agreements. This Agreement may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Agreement shall be void and of no effect.

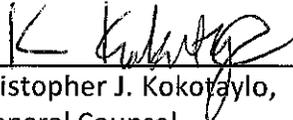
WCCTAC:

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

JSUSD:

  
\_\_\_\_\_  
Rob Stockberger, JSUSD Superintendent

Approved as to Form and Content:

  
\_\_\_\_\_  
Kristopher J. Kokotaylo,  
General Counsel

Date:  
April 10, 2017

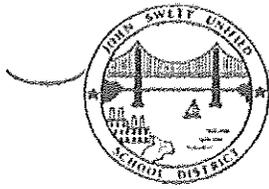
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Approved as to Form and Content:

  
\_\_\_\_\_  
ASUSD General Counsel

Date:  
April 10, 2017  
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# JOHN SWETT UNIFIED SCHOOL DISTRICT

400 Parker Avenue, Rodeo, CA 94572  
(510) 245-4300 • FAX (510) 245-4312

August 7, 2019

West Contra Costa Transportation Advisory committee  
6333 Potrero Avenue, Suite 100  
El Cerrito, CA 94530

Attn: Joanna Pallock

Dear Joanna,

Enclosed please find a Transportation Expense Summary report delineating regular education and special education expenses for the fiscal year (FY) 18/19 with a total for each category. Also included is a Bus Pass Count sheet/report for free and reduced students; Bus Pass Count report by school site; Bus Schedule report for morning and afternoon by school site, as well as a Bell Schedule summary.

In the 2012/13 FY, the state funding known as Home to School Transportation was folded into the Local Control Funding Formula (LCFF) which replaced school district revenue limit funding and categorical funding of many programs and became one big bucket. The funding for transportation was \$213,448.

I hope the documents enclosed and letter cover WCCTAC's requirement for information in order to receive the subsidized funding for transportation.

If you have any questions please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan Mathern", with a long horizontal stroke extending to the right.

Susan Mathern  
Chief Business Official

---

Susan Mathern  
Chief Business Official

510-245-4300 Ext 2113  
smathern@jsusd.org

**JOHN SWETT UNIFIED SCHOOL DISTRICT  
 BUS PASS COUNT - BY ELIGIBILITY  
 SCHOOL YEAR 2018-19  
 (as of 06/30/2019)**

**Rodeo Hills Elementary**  
**545 Garretson Avenue, Rodeo**

Grade Level	Free Year	Reduced Year	Reduced Semester	Full Year	Full Semester	#of Bus Passes Issued
TK	3					3
K	13					13
1	28		1			29
2	21					21
3	36			1		37
4	29		2			31
5	32		1			33
	162	0	4	1	0	167

**Carguinez MS**  
**1099 Pomona Street, Crockett**

Grade Level	Free Year	Reduced Year	Reduced Semester	Full Year	Full Semester	#of Bus Passes Issued
6	45	2	1			48
7	41	4		7	2	54
8	40	6	2	1	2	51
	126	12	3	8	4	153

**John Swett HS**  
**1098 Pomona Street, Crockett**

Grade Level	Free Year	Reduced Year	Reduced Semester	Full Year	Full Semester	#of Bus Passes Issued
9	33	3	1	6		43
10	44	3		6	1	54
11	36		1	9		46
12	33	2		4	1	38
	146	8	0	25	2	181

**Willow HS (Continuation)**  
**1650 Crockett Blvd, Crockett**

**\*\* 2 students total...count included with JSHS\*\***

Combined Totals	Free Year	Reduced Year	Reduced Semester	Full Year	Full Semester	#of Bus Passes Issued
	434	20	7	34	6	501

**JOHN SWETT UNIFIED SCHOOL DISTRICT**  
 2018-19 Transportation Expense Summary  
 Home To School Transportation - Regular & Sp. Ed.

*Contract: First Student*

Billing Period			
June	06/18 - 06/30	Sp. Ed (ESY Program)	\$4,032.80
July	07/01 - 07/28	Sp. Ed Summer Program	\$3,629.52
August	07/29 - 08/25	Regular Ed	\$2,656.08
		Sp. Ed	\$1,314.48
September	08/26 - 09/29	Regular Ed	\$21,248.64
		Sp. Ed	\$10,515.84
October	9/30 - 10/27	Regular Ed	\$16,821.84
		Sp. Ed	\$8,325.04
November	10/28 - 11/24	Regular Ed	\$11,509.68
	<i>Thanksgiving Break 11/19 - 11/23/2018</i>	Sp. Ed	\$5,855.42
December	11/25 - 12/29	Regular Ed	\$17,707.20
		Sp. Ed	\$8,975.66
January	12/30 - 01/26	Regular Ed	\$12,395.04
	<i>Winter Break 12/24 - 01/04/2019</i>	Sp. Ed	\$6,293.58
February	01/27 - 02/23	Regular Ed	\$15,936.48
		Sp. Ed	\$8,099.34
March	02/24 - 03/30	Regular Ed	\$22,134.00
		Sp. Ed	\$11,219.57
April	03/31 - 04/27	Regular Ed	\$13,280.40
	<i>Spring Break 04/08 - 04/13/2019</i>	Sp. Ed	\$6,572.40
May	04/28 - 05/25	Regular Ed	\$17,707.20
		Sp. Ed	\$8,763.20
June	05/26 - 06/06	Regular Ed	\$7,082.88
		Sp. Ed	\$3,505.28
June	06/10 - 06/28	Sp. Ed (ESY Program)	\$13,580.04

2 Buses

**Total**      **\$259,161.61**

**John Swett Unified School District Calendar 2018/2019 School Year**

**FINAL**

July 2018		August 2018		September 2018		First day of School	
S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	8
8	9	10	11	12	13	14	15
15	16	17	18	19	20	21	22
22	23	24	25	26	27	28	29
29	30	31					
Last day of School: 8/22/2018 HS & Willow Graduation: 6/6/2019							
Independence Day: 7/4/2018 Labor Day: 9/3/2018 Veteran's Day Holiday: 11/12/2018 Day before Thanksgiving: 11/21/2018 Thanksgiving: 11/22/2018 Day after Thanksgiving: 11/23/2018 CSEA Floating Holiday: 12/24/2018 Winter Holidays: 12/25/2018 New Year's Holiday: 12/31/2018 M. L. King Day: 1/1/2019 A. Lincoln Day: 1/21/2019 Presidents' Day: 2/18/2019 Spring Vacation Day: 4/8/2019 Memorial Day: 5/27/2019							
October 2018		November 2018		December 2018		Staff Development Days	
S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	8
7	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28
28	29	30	31				
Classified Staff Development Day: 8/21/2018							
January 2019		February 2019		March 2019		June 2019	
S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	8
6	7	8	9	10	11	12	13
13	14	15	16	17	18	19	20
20	21	22	23	24	25	26	27
27	28	29	30	31			
Staff Development Days: 8/17/2018, 8/20/2018, 10/26/2018							

**FINAL**

School Board Meetings	
July	None
August	8
September	12
October	10
November	14
December	12
January	16
February	13
March	13
April	17
May	8
June	12

Teacher Day	185
Student Day	180

Back to School Night	
Rodeo Hills	9/5/2018
Carquinez	9/20/2018
John Swett	9/13/2018
Willow	9/13/2018

Open House	
Rodeo Hills	5/22/2019
Carquinez	5/23/2019

6-12 Grading Calendar	
1st Quarter	10/26/2018
2nd Quarter	1/18/2019
3rd Quarter	3/22/2019
4th Quarter	6/6/2019

Board Approved: 2/14/18 UPDATED 3/26/18 (Graduation - JSWS & Willow)

Thanksgiving Break: November 19-23, 2018

Winter Break: December 24, 2018 - January 4, 2019

Spring Break: April 8 - April 12, 2019

K-5 Grading Calendar

1st Trimester	11/2/2018
2nd Trimester	3/1/2019
3rd Trimester	6/6/2019

# 2018-19 BELL SCHEDULE SUMMARY

Revised: 09/23/2018

## Daily Schedule

## Wednesday's Schedule

RHES		CMS		JSHS		RHES		CMS		JSHS	
8:40 - 2:55/3:00	6th	8:00 - 8:15	7th & 8th	8:05 - 3:05	8:40 - 12:40/12:45	All (8:00 - 1:15)	2nd & 4th Wed of Month 8:05 - 2:15				
All Grades 8:40	Advisory	8:00 - 8:15	8:00 - 8:15	7:10 - 8:05	K - 5th	8:00 - 8:15	Period A	8:00 - 8:15	Advisory	8:00 - 8:15	Period A
TK	Period 1	8:15 - 9:07	8:15 - 9:07	8:10 - 9:08		8:15 - 8:54	Period 1	8:15 - 8:54	Period 1	8:15 - 8:54	Period 1
Early Friends	Brunch	9:07 - 9:17	9:07 - 9:11	9:08 - 9:13		8:54 - 8:58	Passing	8:54 - 8:58	Passing	8:54 - 8:58	Passing
8:40 - 12:45	Passing	9:17 - 9:21	9:11 - 10:03	9:13 - 10:13		8:58 - 9:37	Period 2	8:58 - 9:37	Period 2	8:58 - 9:37	Period 2
Late Friends	Period 2	9:21 - 10:13	10:03 - 10:13	10:13 - 10:18	Dismissals	9:37 - 9:41	Brunch	9:37 - 9:41	Brunch	9:37 - 9:41	Brunch
10:50 - 2:55	Passing	10:13 - 10:17	10:13 - 10:17	10:18 - 10:23	K - 3rd	9:41 - 10:20	Passing	9:41 - 10:20	Passing	9:41 - 10:20	Passing
Kinder	Period 3	10:17 - 11:09	10:17 - 11:09	10:23 - 11:21		10:20 - 11:05	Lunch	10:20 - 11:05	Lunch	10:20 - 11:05	Period 3
Early Friends	Lunch	11:09 - 11:39	11:09 - 11:13	11:21 - 11:26		11:05 - 11:09	Passing	11:05 - 11:09	Passing	11:05 - 11:09	Passing
8:40 - 1:10	Passing	11:39 - 11:43	11:13 - 12:05	11:26 - 12:24	4th & 5th	11:09 - 11:48	Period 4	11:09 - 11:48	Period 4	11:09 - 11:48	Period 4
Late Friends	Period 4	11:43 - 12:35	12:05 - 12:35	12:24 - 12:59		11:48 - 11:52	Lunch	11:48 - 11:52	Lunch	11:48 - 11:52	Lunch
10:25 - 2:55	Passing	12:35 - 12:39	12:35 - 12:39	12:39 - 1:04		11:52 - 12:31	Passing	11:52 - 12:31	Passing	11:52 - 12:31	Passing
Dismissals	Period 5	12:39 - 1:31	12:39 - 1:31	1:04 - 2:02		12:31 - 12:35	Period 5	12:31 - 12:35	Period 5	12:31 - 12:35	Period 5
K-3rd	Passing	1:31 - 1:35	1:31 - 1:35	2:02 - 2:07		12:35 - 1:15	Period 6	12:35 - 1:15	Period 6	12:35 - 1:15	Period 6
4th-5th	Period 6	1:35 - 2:30	1:35 - 2:30	2:07 - 3:05							

Breakfast Program	
Carquinez MS	7:30 - 8:00
John Swett HS	7:30 - 8:00
Rodeo Hills ES	8:00 - 8:40

Willow Campus	
High School	9:00 - 12:30
CBI	8:00 - 2:00

JOHN SWETT UNIFIED SCHOOL DISTRICT

(AM Bus Schedule - 2018-19) Updated 08/27/18

Times Listed Are "PULL AWAY" Times

BUS CODES	BUS STOPS	Bus 1 (Route 27)		Bus 2 (Route 28)		Bus 2 (Route 28)	
		Regular	Wednesday	Regular	Regular	Wednesday	Wednesday
	Schedule for John Swett HS						
FB2	Canterbury & Gloucester	6:30	6:30				
VP1	Viewpoint & Coral	6:33	6:33				
VP2	Ketch Drive & Coral Ridge Circle	6:36	6:36				
CD1	Coral Drive & Sandy Cove Drive	6:39	6:39				
VP3	Viewpoint Blvd & Sandpoint	6:42	6:42				
VP4	Viewpoint & Seascape Circle	6:45	6:45				
H/C	Hawthorne & California	6:48	6:48				
7/V	7th & Vaqueros			6:40	7:40	6:40	7:40
RBS	Rodeo Avenue & 2nd (Sheriff's Substation)			6:43	7:43	6:43	7:43
BV	Bayo Vista (YMCA)			6:46	7:46	6:46	7:46
M/V	Mariposa & Vaqueros			6:49	7:49	6:49	7:49
T/S	Tormey & Selby (at NuStar Energy)						
Arrive At	John Swett High School	7:00	7:00	7:00	8:00	7:00	8:00
	Schedule for Carquinez MS						
FB2	Canterbury & Gloucester	7:20	7:20				
VP1	Viewpoint & Coral	7:23	7:23				
VP2	Ketch Drive & Coral Ridge Circle	7:26	7:26				
CD1	Coral Drive & Sandy Cove Drive	7:29	7:29				
VP3	Viewpoint Blvd & Sandpoint	7:32	7:32				
VP4	Viewpoint & Seascape Circle	7:35	7:35				
H/C	Hawthorne & California	7:38	7:38				
7/V	7th & Vaqueros			7:10	7:10	7:10	7:10
RBS	Rodeo Avenue & 2nd (Sheriff's Substation)			7:13	7:13	7:13	7:13
BV	Bayo Vista (YMCA)			7:16	7:16	7:16	7:16
M/V	Mariposa & Vaqueros			7:19	7:19	7:19	7:19
T/S	Tormey & Selby (at NuStar Energy)						
Arrive At	Carquinez Middle School	7:50	7:50	7:30	7:30	7:30	7:30
	Schedule for Rodeo Hills ES						
FB2	Canterbury & Gloucester	8:05	8:05				
VP1	Viewpoint & Coral	8:07	8:07				
VP2	Ketch Drive & Coral Ridge Circle	8:09	8:09				
CD1	Coral Drive & Sandy Cove Drive	8:12	8:12				
VP3	Viewpoint Blvd & Sandpoint	8:15	8:15				
VP4	Viewpoint & Seascape Circle	8:18	8:18				
H/C	Hawthorne & California	8:21	8:21				
7/V	7th & Vaqueros			8:20	8:20	8:20	8:20
RBS	Rodeo Avenue & 2nd (Sheriff's Substation)			8:10	8:10	8:10	8:10
BV	Bayo Vista (YMCA)			8:13	8:13	8:13	8:13
M/V	Mariposa & Vaqueros			8:16	8:16	8:16	8:16
T/S	Tormey & Selby (at NuStar Energy)						
Arrive At	Rodeo Hills Elem. School	8:25	8:25	8:25	8:25	8:25	8:25

JOHN SWETT UNIFIED SCHOOL DISTRICT

(PM Bus Schedule - 2018-19)

Updated 08/21/18

Times Listed Are "DROP OFF" Times

BUS CODES	BUS STOPS	Bus 1 (Route 27)			Bus 2 (Route 28)		
		Regular	Wednesday		Regular	Wednesday	
Depart	Carquinez Middle School	2:40	1:25		2:40	1:25	
FB2	Canterbury & Gloucester	2:50	1:35				
VP1	Viewpoint & Coral	2:52	1:37				
VP2	Ketch Drive & Coral Ridge Circle	2:54	1:39				
CD1	Coral Drive & Sandy Cove Drive	2:56	1:41				
VP3	Viewpoint Blvd & Sandpoint	2:58	1:43				
VP4	Viewpoint & Seascape Circle	3:00	1:45				
H/C	Hawthorne & California	3:02	1:47				
7/V	7th & Vaqueros				2:55	1:41	
RBS	Rodeo Ave & 2nd (Sheriff's Substation)				2:48	1:35	
BV	Bayo Vista (YMCA)				2:50	1:36	
M/V	Mariposa & Vaqueros				2:52	1:38	
T/S	Tormey & Selby (at NuStar Energy)				2:45	1:30	
Depart	Rodeo Hills Elem. School	3:10	12:50		3:00	12:50	
FB2	Canterbury & Gloucester	3:15	12:55				
VP1	Viewpoint & Coral	3:17	12:57				
VP2	Ketch Drive & Coral Ridge Circle	3:19	12:59				
CD1	Coral Drive & Sandy Cove Drive	3:21	1:01				
VP3	Viewpoint Blvd & Sandpoint	3:23	1:03				
VP4	Viewpoint & Seascape Circle	3:25	1:05				
H/C	Hawthorne & California	3:28	1:08				
7/V	7th & Vaqueros	3:30	1:10				
RBS	Rodeo Ave & 2nd (Sheriff's Substation)				3:05	12:55	
BV	Bayo Vista (YMCA)				3:08	12:58	
M/V	Mariposa & Vaqueros				3:12	1:02	
T/S	Tormey & Selby (at NuStar Energy)				3:15	1:05	
CMS	Rolph Avenue (across from Park)	3:40	1:20				
Depart	John Swett High School	3:45	2:20 2nd & 4th Wed	3:10 1st & 3rd Wed	3:20	2:20 2nd & 4th Wed	3:10 1st & 3rd Wed
FB2	Canterbury & Gloucester				3:30	2:30	3:20
VP1	Viewpoint & Coral				3:33	2:33	3:23
VP2	Ketch Drive & Coral Ridge Circle				3:35	2:35	3:25
CD1	Coral Drive & Sandy Cove Drive				3:38	2:38	3:28
VP3	Viewpoint Blvd & Sandpoint				3:41	2:41	3:31
VP4	Viewpoint & Seascape Circle				3:44	2:44	3:34
H/C	Hawthorne & California				3:47	2:47	3:37
7/V	7th & Vaqueros	4:02	2:37	3:32			
RBS	Rodeo Ave & 2nd (Sheriff's Substation)	3:53	2:28	3:23			
BV	Bayo Vista (YMCA)	3:56	2:31	3:26			
M/V	Mariposa & Vaqueros	3:59	2:34	3:29			
T/S	Tormey & Selby (at NuStar Energy)	3:50	2:25	3:20			
	End of Afternoon Routes						

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**TO:** WCCTAC Board

**MEETING DATE:** September 27, 2019

**FR:** Joanna Pallock, Program Manager

**RE:** **Measure J 21b Student Bus Program and Charter Schools**

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**REQUESTED ACTION**

Information Only.

**BACKGROUND AND DISCUSSION**

The Student Bus Pass Program, funded under Measure J 21b (Safe Transportation for Children) has been operating for over 10 years. On average, about 2,000 to 2,300 eligible students receive a monthly bus pass for use on WestCAT or AC Transit during the school year. As a part of this program, WCCTAC is partnered with the West Contra Costa Unified School District (WCCUSD) to administer the ordering, tracking, and distribution of monthly bus passes.

Beginning, this year, however, WCCUSD will reduce its administrative role in providing passes to charter school students. Of the 2,000+ monthly participants, roughly 130 students attend charter schools. To ensure that qualifying low income, high school students continue to receive transit passes, WCCTAC staff worked with WCCUSD and local charter schools to adjust its administrative process.

Under the new process, beginning this year, a combination of WCCTAC staff and charter school staffs will now undertake some administrative work previously conducted by WCCUSD. Charter schools will be responsible for publicizing the program and providing applications to their students. WCCTAC provided these schools with both English language and Spanish language application forms. The charter school staffs will provide completed application information to the WCCUSD who will forward that information on to WCCTAC when placing their transit pass order. Charter school staffs will be responsible for tracking required student information. Each charter school also designated a contact person to WCCTAC staff. WCCUSD will allow charter school representatives to pick up the passes at their office. Charter school staff members will then be responsible for distributing the passes to their students.

WCCTAC discussed these administrative changes with CCTA staff who are comfortable with this new process. The new process could increase program awareness among charter schools resulting in more requests for passes. Staff will keep the Board updated on any significant changes.

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**TO:** WCCTAC Board

**MEETING DATE:** September 27, 2019

**FR:** Leah Greenblat, Project Manager

**RE:** San Pablo Avenue Multimodal Corridor Study, Phase 2

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### **REQUESTED ACTION**

1. Authorize the use of \$150,000 in Measure J, 28b funds for Phase 2 of the San Pablo Avenue Multimodal Corridor Study.
2. Provide feedback on the Draft Scope of Work for Phase 2

### **BACKGROUND AND DISCUSSION**

WCCTAC, CCTA, and the Alameda County Transportation Commission (ACTC) are partners on the San Pablo Avenue Multimodal Corridor Study. The first phase of the study began in the Spring of 2017 and is near completion. This study area covered the corridor from Downtown Oakland to Hilltop Mall in Richmond. All of the local jurisdictions in the study area, as well as AC Transit, BART, and Caltrans, participated in this effort. WCCTAC contributed \$50,000 to the study using Measure J 28b (Sub-Regional Needs) funds, while the Authority contributed \$200,000 and the ACTC invested over \$1.75M.

The study is aimed at developing improved and coordinated transit and bicycle/pedestrian improvements in the corridor, including the examination of bus only lanes for rapid transit service, and bicycle facilities. At the WCCTAC Board meeting on March 22, 2019, and at a follow-up study session on May 14, 2019, ACTC staff and its consultants gave an overview of the work performed to date.

Phase 1 of the project included the development of prototypes of improvements for the corridor and included extensive community outreach. The prototypes were typified, and a standard 73-foot cross section was used. Three potential concepts were eventually refined, and additional public outreach was gathered on those concepts. Concept A included a dedicated bus lane and bicycle facility while reducing the number of auto lanes. Concept B also reduced the number of general-purpose lanes and included dedicated bus lanes on San Pablo Avenue, with bicycle facilities provided on streets or paths parallel to San Pablo Avenue. This concept also incorporated a managed lane which converted in the PM peak direction from parking to a general-purpose lane. Concept C included dedicated bike facilities and two general-purpose travel lanes in each direction but no dedicated bus lanes.

Phase 1 produced interesting and useful findings. However, there was an absence of certain West County-specific information. For example, while a 73-foot cross-section approximates most segments of San Pablo Avenue within the Alameda County portion of study area, in West County, the curb-to-curb width varies from 70 to 96 feet. This variation made it challenging to understand how the three concepts could function in West County. In addition, other topics that require further analysis include: understanding how rapid bus transit could serve BART stations (which do not exist along San Pablo Ave. in Alameda County), as well as how traffic might be impacted and diverted if bus lanes were added and general-purpose lanes were reduced.

The CCTA's Board and staff, the WCCTAC TAC, staff and several WCCTAC Board members who attended the Study Session, agree that efforts to further refine alternatives on San Pablo Avenue in West County are worthwhile. Otherwise, the lack of key technical information could make it difficult for West County to make future policy decisions around any potential reconfiguration of the street.

ACTC is interested in refining the analysis further in a Phase 2 of the project and has offered to include West County. The current consultant team is still under contract with ACTC and will be working on Phase 2. WCCTAC staff worked with the WCCTAC TAC, CCTA staff, and the study's consultant to develop a draft scope of work, attached, for a potential Phase 2 in West County. The WCCTAC TAC reviewed the draft scope on September 12, 2019. WCCTAC staff and the consultant are still working on minor refinements to align work tasks with contract requirements and the overall budget.

The CCTA's Board recently made \$300,000 in planning funds available to facilitate West County's participation in Phase 2 of this Study. WCCTAC staff is proposing to use \$150,000 in Measure J 28b (Sub-regional Needs) funds, if the WCCTAC Board concurs. As of September 30<sup>th</sup>, there will be approximately \$310,000 available and uncommitted in the Measure J 28b funding category.

WCCTAC staff is seeking feedback from the Board on 1) the use of \$150,000 in Measure J 28b funds for this effort, and 2) the proposed Draft Scope of Work for Phase 2.

If the Board directs staff to move forward with participation in Phase 2, then staff would return at a future meeting with a final scope, a formal resolution related to the use Measure J 28b dollars, and an updated funding agreement with CCTA and ACTC.

**ATTACHMENTS:**

- A. Draft Scope of Work for the San Pablo Avenue Multimodal Corridor Study, Phase 2, September 6, 2019

# DRAFT

## Conceptual Scope of Work for the San Pablo Ave. Multimodal Corridor Study, Phase 2

September 6, 2019

**Phase 2 Purpose: Advance design concepts, and transit and traffic analysis from Phase 1 to better suit West County's needs.**

**Approximate Budget Available:** \$450,000 over the course of two to three fiscal years (\$300K from CCTA and \$150K from WCCTAC's 28b fund, pending approval by Board).

### 1. Design Concepts Specific to ROW and Circulation Needs of West County

#### 1.1 Identify and Define Configuration Concepts

Identify roadway configuration options at the following locations:

- El Cerrito: 81' x-section (Fairmount to Eureka)
- El Cerrito: 83' x-section (Eureka to Potrero)
- El Cerrito/Richmond: 80' x-section (Wall to I-80, non-Caltrans section)
- Richmond: 76' x-section (Solano to Rheem)
- San Pablo: 70' x-section (Vale to Rd 20)
- San Pablo: 83' x-section (Lovegrove to Rumrill)
- San Pablo/Richmond: 74' x-section (Broadway to Rivers)

Kimley-Horn will develop a matrix indicating what combinations of facilities (center-running bus, side-running bus, Class II bike, Class IV bike, parking, # of auto lanes, managed lanes) are currently provided and are feasible to be provided on each of the above segments. Kimley-Horn will provide the matrix to WCCTAC for use in providing project direction.

Based on the above matrix and clear and non-conflicting feedback from WCCTAC, Kimley-Horn will develop up to three (3) prototypes for each of the up to seven (7) locations. The prototypes are assumed to reflect a subset of the facility combinations identified in the matrix.

Kimley-Horn will summarize key characteristics of the prototypes in a table, specifically:

- Ability to maintain dedicated left-turn lanes, including approximate spacing of signalized intersections and left-turns (note that this does include identification of specific left-turn locations)
- Ability to maintain u-turn movements
- Opportunities for managed lane operations
- Ability to provide pedestrian bulbouts
- Ability to provide parking/loading curb usage

## **1.2. Assess Transit Lane Configuration Options**

It is anticipated that the prototypes may consider options with side-running and center-running dedicated bus lanes. For locations where both options are being considered (representing two of the up to three prototypes), Kimley-Horn will complete the following analysis:

- Feasibility of phasing transit lane implementation, including near-term side-running or side-running type elements (such as bus bulbs or queue jumps) and conversion to center-running configuration. Special consideration will be given to the feasibility of implementing side-running transit lanes within the City of El Cerrito in the near-term given current corridor geometrics as well as implications on ultimate transition of the corridor from that near-term configuration to a long-term configuration.
- Travel time penalties associated with less efficient transit-only phasing or bus mixing with right-turns that may be required for side-running operation. This will be based on previously prepared Synchro models of major intersections within West County. No new traffic counts or updated signal timing inputs are assumed to be required. Penalty times will be assessed for existing conditions (based on year of traffic counts) and future year (2040) conditions. No new travel demand modeling will be performed – future traffic forecasts will be based on modeling previously conducted for this project. Up to seven (7) intersection locations will be reviewed for travel time penalties.

## **1.3. Assess Parking Impacts**

Based on consistent implementation of prototype x-sections within the segments identified above and based on the count data previously collected for the project, Kimley-Horn will identify approximate rough order of magnitude parking/loading impacts relative to existing conditions for the areas in Contra Costa County where parking data was collected in Phase 1. For the segment between Potrero Avenue and Road 20 where parking data was not collected in Phase 1, Kimley-Horn will perform field observations on one typical mid-day weekday to document observed parking utilization, fronting land use characteristics, and availability of off-street parking serving fronting uses. Kimley-Horn will prepare a qualitative discussion of the implications of the prototype x-sections on parking/loading within this segment. No new parking count data will be collected.

## **1.4. Assess Managed Lane Opportunities**

Based on traffic counts collected as part of Phase 1, Kimley-Horn will identify traffic capacity and congestion considerations for managed lane operation in the AM and PM peak periods and align with feasibility considerations for prototypes that allow for managed lane operations.

## **1.5. Prepare Summary PPT**

Kimley-Horn will prepare a PPT presentation containing the prototypes and the feasibility of the key characteristics identified above. Kimley-Horn will address up to two rounds of comments on the PPT. PPT comments are not assumed to require any additional analysis.

## 2. Transit Analysis

### 2.1. Speed and Delay Analysis

Kimley-Horn will perform field observations in a manner consistent with the Speed and Delay Study completed for ACTC at up to eight (8) Contra Costa County locations. The eight locations represent one of AM or PM observations at a specific roadway segment. The locations will be identified by Kimley-Horn and approved by WCCTAC, based on analysis of delay points previously completed by Kimley-Horn in the Speed and Delay Study. This information will be used to identify existing sources of transit delay and prepare qualitative discussion of the potential of transit priority treatments in addressing that delay. The information will be summarized in a PPT presentation.

### 2.2. Development of Transit Alternatives

Kimley-Horn will review current stop-level transit ridership (assumed to be provided by AC Transit) and summarize passenger ridership activity along Routes 72, 72M, and 72R along San Pablo Avenue. Based on that information, Kimley-Horn will provide recommendations on route alignments/turnaround locations.

WCCTAC will direct Kimley-Horn to assess up to three transit alternatives for further study. Each alternative represents a unique combination of roadway configuration, transit priority treatments (including combination of side running, center running, and no bus lanes), and route configurations. Alternatives will be defined for the full extent through the study area in Contra Costa County (assumed to be Alameda County Line to Robert Miller Drive).

### 2.3. Implications of Increased Stop Spacing

For each alternative, Kimley-Horn will use existing ridership patterns and the developed prototypes to identify potential stop locations for alternatives with a hybrid-BRT stop configuration (assumes hybrid stop spacing of roughly 1/3 mile). Stop locations will be preliminary and approximate as this step will precede conceptual layout of the concepts which may restrict stop placement. Based on identified stop locations, Kimley-Horn will identify the percentage of existing riders who would have their stop relocated more than 100 feet and the average increased walk distance along San Pablo Avenue that those riders would experience. An evenly distributed origin-destination pattern within each stop's linear shed area along San Pablo Avenue will be assumed. Kimley-Horn will prepare a map depicting stop locations and charts indicating rider access distance impact as a result of the stop reconfiguration.

### 2.4. BART Station Focus Areas

Kimley-Horn will analyze existing bus operations and roadway geometrics around the El Cerrito del Norte and El Cerrito Plaza BART stations. Specific recommendations will be developed for bus stop siting, bus routing, and bus priority treatments in the area between one block south and one block north of each of those stations. This will include consideration of the bus deviating from San Pablo Avenue and priority treatments that may benefit bus access/egress to/from San Pablo Avenue. Kimley-Horn will develop concept graphics on an aerial (does not include design) depicting proposed stop locations, routing, and other priority treatments.

## 3. Traffic Analysis, Including Diversion

### 3.1. Diversion Summary

Kimley-Horn will review travel demand model outputs indicating link-level traffic diversion and volume-to-capacity obtained during Phase 1. The information will be summarized and presented on simplified maps to identify primary diversion routes and the relative magnitude of diversion on each route. Up to \$5,000 in new roadway segment traffic counts on San Pablo Avenue or on primary diversion routes is included to calculate proportional changes in traffic volumes with the detour identified by the model. Kimley-Horn will review peak period travel time information publicly available from Google Maps for primary diversion routes to compare travel time along those routes with San Pablo Avenue. This will provide a qualitative assessment of the desirability of the diversion route and the level of impact to San Pablo Avenue travel time that would be needed to trigger diversion. No new travel demand modeling effort is included. The travel demand model is intended as a regional tool and thus is not specifically calibrated for each individual roadway segment, nor does it account for intersection-specific configuration and operations. Therefore, the roadway diversion analysis will be considered approximate in nature and will inform only to the level of rough order of magnitude and primary areas of diversion, but not the quantitative travel time impact or level of service impact of diversion at a street-specific level. Note that a sub-area model or a macroscopic model is needed to analyze route choice at a street-by-street level. Such an effort is not included in this scope.

### 3.2. Microsimulation Modeling

Kimley-Horn will develop a microsimulation model of up to two 3/4-mile stretches of San Pablo Avenue in Contra Costa County. The segments may be adjacent (for a total of 1.5 miles) or in different parts of the County on San Pablo Avenue. The segment extents will be identified and agreed to by both Kimley-Horn and WCCTAC. Microsimulation models will be developed for the following scenarios:

- Existing PM (Base)
- Existing + Build PM
- Year 2025 Base PM
- Year 2025 Build PM

Existing count data will be balanced for use in the models. New weekday turning movement counts (auto, bike, ped) will be collected at all intersections within the 3/4 mile segments during the PM peak period, up to a maximum of \$4,000. Traffic growth to estimate Year 2025 conditions will be based on a single annualized growth rate estimated from travel demand model runs (2040 horizon year) previously created for this project. The existing VISSIM model will be calibrated to existing conditions based on FHWA/Caltrans criteria. Kimley-Horn will perform up to seven floating car travel time runs of each of the segment corridors in the PM peak period to aid in model calibration.

Two project Build scenarios will be analyzed for each model segment, to be identified and agreed to by both Kimley-Horn and WCCTAC. VISSIM results will be used to confirm the travel demand model's estimate of the magnitude of traffic diverted away from San Pablo Avenue onto parallel or intersecting streets. For example, if the VISSIM model finds that San Pablo Avenue would remain severely congested given the previously identified level of diversion, diversion to alternate streets may be expected to be higher to avoid that congestion; if San Pablo is found by the model to

operate with minimal delay, diversion may be expected to be lower than predicted by the model). Up to one round of re-assessment of the magnitude of traffic diverted off of San Pablo Avenue will be performed in refining volumes for the VISSIM model. The VISSIM model will not include analysis of diversion roadways (other than their intersection with San Pablo Avenue if included in the study area); rather it is focused on the operations of San Pablo Avenue itself and the potential of the Build alternatives to generate diversion.

Kimley-Horn will present the VISSIM models to WCCTAC staff; however, it is not assumed that output videos will be created nor will more formal presentation of the VISSIM models be required.

### **3.3. Travel Time Estimation**

The VISSIM model will be utilized to quantify bus travel time savings between the Base and Build models and auto travel time impacts between the Base and Build Models. A table will be created identifying the change in auto and bus travel time with each of the Build models relative to the Base. The VISSIM models will not be able to make direct quantitative calculations of overall corridor traffic operations or transit travel time because they do not cover the full study area. However, findings can be qualitatively extrapolated to the Contra Costa County portion of the corridor and hypotheses developed on overall implications for congestion on San Pablo Avenue and transit travel time benefits. Transit travel time benefits in the VISSIM models, combined with the findings of the Speed and Delay study in Task 2, will be utilized to estimate reasonably expected transit travel time benefit ranges of the two modeled project Build alternatives relative to No-Build conditions within Contra Costa County for the PM peak period for Year 2025 conditions. Similarly, auto travel time impacts will be extrapolated from the VISSIM model to estimate an order of magnitude of auto travel time impacts on San Pablo Avenue associated with the Build alternatives. This will not provide an estimate of travel time impacts on diversion roadways.

Travel time estimates will not include consideration of transit priority treatments in Alameda County unless authorized in a separate scope by Alameda CTC.

Kimley-Horn will prepare a PPT presentation of the transit findings, emphasizing implications on bus stop access, bus stop travel time (extrapolated from the VISSIM model and the Speed and Delay study), and transit connectivity (based on route options). Kimley-Horn will address up to two rounds of comments on the PPT. PPT comments are not assumed to require any additional analysis.

## **4. Evaluation**

Kimley-Horn will prepare an evaluation summary PPT for each Contra Costa City along San Pablo Avenue within the study area that qualitatively summarizes the information contained in the Phase 1 Evaluation Report and developed in Tasks 1 through 3 on a city-by-city basis. Components will include City-specific considerations of available curb-to-curb cross-section, parking availability, bike connectivity, transit benefits (in terms of existing ridership, stop access, and travel time benefits – if available from the microsimulation), and diversion. It is not anticipated that revised scoring for all of the previously included evaluation categories will be provided at a city-by-city level. Category-specific information at a city-by-city level will be provided where readily available from Phase 1 work or work included in Tasks 1 through 3. Kimley-Horn will address up to two rounds of comments on each PPT. PPT comments are not assumed to require any additional analysis.

**5. Public Engagement**

In preparation for presentations included in this task, Kimley-Horn will reference information developed as part of the Phase 1 effort to tailor project goals and objectives to specific needs of West County. Particular focus will be placed on identifying opportunities for coordination and consistency between jurisdictions. This will include reviewing input received as part of online surveys conducted in Phase 1. No new surveying will be performed as part of this effort.

Kimley-Horn will participate in up to three presentations to each of the WCCTAC TAC and WCCTAC Board. Kimley-Horn will participate in a total of up to three Council or other elected/appointed body presentations at the City level. It is assumed that all three presentations will be based on similar content at a similar single point in the project, customized for each City.

Kimley-Horn will participate in up to six meetings with staff from local jurisdictions and/or transit operators to review corridor configuration options and findings prepared as part of other tasks.

**6. Deliverables**

All deliverables noted previously. At the conclusion of Phase 2, Kimley-Horn will package up deliverable materials and provide the final versions to WCCTAC. This does not assume any new materials will be prepared or any additional revisions to previously prepared materials.

Kimley-Horn will hold monthly meetings with Project Management staff (assumed to include WCCTAC and CCTA). These may consist of in-person or teleconference coordination meetings. For each meeting, Kimley-Horn will prepare an agenda and meeting summary. Kimley-Horn will maintain an action items tracker for data needs and key decisions. It is assumed that the project will last up to 12 months; thereby, up to 12 coordination meetings are included.

Kimley-Horn will prepare monthly invoices including a progress report and budget summary for submittal to Alameda CTC.

**CITIES/TOWNS COUNCIL AND CONTRA COSTA COUNTY BOARD OF SUPERVISORS SCHEDULE  
FOR CONSIDERATION OF ADOPTING A RESOLUTION OF SUPPORT FOR THE  
AUTHORITY'S TRANSPORTATION EXPENDITURE PLAN**

<b>Jurisdiction</b>	<b>Board/Council Meeting Schedule</b>	<b>Presentation Briefing July 22, 2019 - August 20, 2019</b>	<b>Staff</b>	<b>Consideration of Adopting a Resolution of Support September-October 22, 2019</b>	<b>Staff</b>
Antioch	2nd and 4th Tuesday	N/A	N/A	10/22/19 at 7:00 p.m.	Hisham Noeimi
Brentwood	2nd and 4th Tuesday	8/13/19 at 7:00 p.m.	Hisham Noeimi	9/24/19 at 7:00 p.m.	Timothy Haile
Contra Costa County	Generally Tuesday at 9 a.m.	7/30/19 at 9:00 am	Hisham Noeimi	9/24/19 at 9:00 a.m.	Timothy Haile
Clayton	1st and 3rd Tuesday	N/A	N/A	9/17/19 at 7:00 p.m.	Randell Iwasaki
Concord	1st, 2nd and 4th Tuesday	N/A	N/A	10/15/19 at 6:30 p.m.	Timothy Haile
Danville	1st and 3rd Tuesday	8/13/19 at 7:30 p.m.	Timothy Haile	10/01/19 at 7:30 p.m.	Timothy Haile
El Cerrito	1st and 3rd Tuesday	8/20/19 at 7:00 p.m.	Timothy Haile	10/01/19 at 7:00 p.m.	Hisham Noeimi
Hercules	2nd and 4th Tuesday	N/A	N/A	9/10/19 at 7:00 p.m.	Don Tatzin
Lafayette	2nd and 4th Monday	7/22/19 at 7:00 p.m.	Hisham Noeimi	9/23/19 at 7:00 p.m.	Don Tatzin
Martinez	1st and 3rd Wednesday	N/A	N/A	10/02/19 at 7:00 p.m.	Timothy Haile
Moraga	2nd and 4th Wednesday	N/A	N/A	10/10/19 at 7:00 p.m.	Timothy Haile
Oakley	2nd and 4th Tuesday	N/A	N/A	10/08/19 at 6:30 p.m.	Timothy Haile
Orinda	1st and 3rd Tuesday	N/A	N/A	10/15/19 at 7:00 p.m.	Randell Iwasaki
Pinole	1st and 3rd Tuesday	8/20/19 at 6:00 p.m.	Randell Iwasaki	10/01/19 at 6:00 p.m.	Randell Iwasaki
Pittsburg	1st and 3rd Monday	10/07/19 at 7:00 p.m.	Timothy Haile	10/21/19 at 7:00 p.m.	Consent-N/A
Pleasant Hill	1st and 3rd Monday	8/19/19 at 7:00 p.m.	Timothy Haile	10/07/19 at 7:00 p.m.	Hisham Noeimi
Richmond	1st and 3rd Tuesday	N/A	N/A	10/22/19 at 7:00 p.m.	Timothy Haile
San Pablo	1st and 3rd Monday	N/A	N/A	10/21/19 at 6:00 p.m.	Timothy Haile
San Ramon	2nd and 4th Tuesday	N/A	N/A	10/08/19 at 7:00 p.m.	Hisham Noeimi
Walnut Creek	1st and 3rd Tuesday	8/06/19 at 6:00 p.m.	Timothy Haile	9/17/19 at 6:00 p.m.	Timothy Haile

## Staff Contacts:

Randell Iwasaki, Executive Director

Timothy Haile, Deputy Executive Director, Projects

Hisham Noeimi, Director, Programming

## TEP Facilitator:

Don Tatzin, Facilitator

**2020 Transportation Expenditure Plan Funding Summary - September 4, 2019**

Funding Category	\$ millions	%	Distribution of Funding by Subregion			
			Central (a)	Southwest (b)	West (c)	East (d)
<b>RELIEVING CONGESTION ON HIGHWAYS, INTERCHANGES, AND MAJOR ROADS</b>	<b>1484</b>	<b>41.1%</b>				
Improve State Route 242 (SR-242), Highway 4, Transit and eBART Corridor	705	19.5%				
Relieve Congestion and Improve Access to Jobs along Highway 4 and SR-242	200	5.5%	154			46
Improve Local Access to Highway 4 and Byron Airport	150	4.2%				150
East County Transit Extension to Brentwood and Connectivity to Transit, Rail, and Parking	100	2.8%				100
Improve Traffic Flow on Major Roads in East County	107	3.0%				107
Enhance Ferry Service and Commuter Rail in East and Central County	50	1.4%	30			20
Improve Transit Reliability along SR-242, State Route 4 and Vasco Road	50	1.4%	12			38
Additional eBART Train Cars	28	0.8%				28
Seamless Connected Transportation Options	20	0.6%	8			12
<b>Modernize Interstate 680 (I-680), Highway 24, Transit, and BART Corridor</b>	<b>536</b>	<b>14.9%</b>				
Relieve Congestion, Ease Bottlenecks, and Improve Local Access along the I-680 Corridor	200	5.5%	105	95		
Improve Traffic Flow on Major Roads in the Central County and Lamorinda	145	4.0%	129	16		
Improve Transit Reliability along the I-680 and Highway 24 Corridors	50	1.4%	25	25		
Provide Greater Access to BART Stations along I-680 and Highway 24	49	1.4%	30	19		
Improve Traffic Flow on Highway 24 and Modernize the Old Bores of Caldecott Tunnel	35	1.0%	3	33		
Improve Traffic Flow on Major Roads in San Ramon Valley	32	0.9%		32		
Seamless Connected Transportation Options	25	0.7%	17	8		
<b>Enhance Interstate 80 (I-80), Interstate 580 (I-580), Richmond - San Rafael Bridge, Transit and BART Corridor</b>	<b>243</b>	<b>6.7%</b>				
Improve Transit Reliability along the I-80 Corridor	90	2.5%			90	
Relieve Congestion and Improve Local Access along the I-80 Corridor	57	1.6%			57	
Improve Traffic Flow on Major Roads in West County	38	1.1%			38	
Enhance Ferry Service and Commuter Rail in West County	34	0.9%			34	
Improve Traffic Flow and Local Access to Richmond-San Rafael Bridge along I-580 and Richmond Parkway	19	0.5%			19	
Seamless Connected Transportation Options	5	0.1%			5	
<b>IMPROVING TRANSIT AND TRANSPORTATION COUNTYWIDE IN ALL OUR COMMUNITIES</b>	<b>1980</b>	<b>54.9%</b>				
Modernize Local Roads and Improve Access to Job Centers and Housing	628	17.4%	184	144	119	182
Provide Convenient and Reliable Transit Services in Central, East and Southwest Contra Costa	392	10.9%	162	120		110
Increase Bus Services and Reliability in West Contra Costa	250	6.9%			250	
Improve Walking and Biking on Streets and Trails	215	6.0%	53	54	51	57
Accessible Transportation for Seniors, Veterans, and People with Disabilities	180	5.0%	47	30	48	56
Cleaner, Safer BART	120	3.3%	30	19	43	28
Safe Transportation for Youth and Students	104	2.9%	16	38	33	17
Reduce and Reverse Commutes	54	1.5%	16	10	13	15
Reduce Emissions and Improve Air Quality	37	1.0%	11	7	9	10
<b>Subtotal</b>	<b>3464</b>					
Transportation Planning, Facilities & Services Administration	108	3.0%	32	20	25	31
	36	1.0%	11	7	8	10
<b>Total</b>	<b>3608</b>	<b>100.0%</b>	<b>1075</b>	<b>675</b>	<b>841</b>	<b>1018</b>
Population Based Share	<b>3608</b>		<b>1075</b>	<b>675</b>	<b>841</b>	<b>1018</b>
Population Share (2037 Estimate) of Total			29.8%	18.7%	23.3%	28.2%

*Comparison of TEP as 7/26/2019 with Approved Draft TEP*

<b>Funding Category</b>	<b>TEP 7/26/2019 (in millions)</b>	<b>Approved Draft TEP (in millions)</b>	<b>Difference</b>
Fix and Modernize Local Roads <b>Modernize Local Roads and Improve Access to Jobs and Housing</b>	\$101	\$119	+\$18
Increase Bus Services and Reliability in West Contra Costa	\$170	\$250	+\$80
Improve Transit Reliability along I-80	\$90	\$90	-
Cleaner, Safer BART	\$43	\$43	-
Enhance Ferry and Commuter Rail in West County	\$34	\$34	-
Relieve Congestion and Improve Local Access along I-80 Corridor	\$57	\$57	-
Improve Traffic Flow and Local Access to Richmond-San Rafael Bridge along I-580 and Richmond Parkway	\$19	\$19	-
Improve Walking and Biking on Streets and Trails	\$51	\$51	-
Affordable Transportation for Seniors, Veterans, and People with Disabilities	\$41	\$48	+\$7
Safe Transportation for Youth and Students	\$27	\$33	+\$6
Seamless Connected Transportation Options	\$24	\$5	-\$19
Improve Traffic Flow on Major Roads	\$10	\$38	+\$28
Reduce Emissions and Improve Air Quality	\$10	\$9	-\$1
<b>Reduce and Reverse Commutes</b>	-	\$13	+\$13
Transportation Planning, Facilities, & Services	\$21	\$25	+\$4
Regional Transportation Priorities	\$7	-	-\$7
Administration	\$7	\$8	+\$1
<b>Total</b>	<b>\$712</b>	<b>\$841</b>	<b>+129</b>

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August 1, 2019

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

RE: July WCCTAC Board Meeting Summary

Dear Randy:

The WCCTAC Board, at its meeting on July 26, 2019, took the following actions that may be of interest to CCTA:

1. **Adopted Resolution 19-07, Cooperative Funding Agreement with the City of Hercules providing STMP funding for the Hercules Intermodal Transit Center Project.**
2. **Adopted Resolution 19-08, Cooperative Funding Agreement with the City of Richmond providing STMP funding for the I-80/Central Ave. Phase 2 (Local Road Realignment) Project.**
3. **Adopted Resolution 19-09, Adopted Resolution 19-09, Cooperative Funding Agreement with Contra Costa County providing STMP funding for the San Pablo Dam Road Sidewalk Gap Closure Project**
4. **Approved Fiscal Year 2019-20 Measure J 19b Fund Claims to WestCAT and AC Transit.**
5. **Reviewed new list of TEP funding categories and sought clarification under the category, Improved Transportation and Access to include adding wording, "can be used for grant match funding and also allow flexibility."**

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

Sincerely,



John Nemeth  
Executive Director

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