

MEETING NOTICE AND AGENDA

DATE & TIME: Friday, May 22, 2020 • 8:00 AM – 10:00 AM

REMOTE ACCESS:

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJydIBoYk0yYWVlZWVlWHZ4Zz09>

MEETING ID#: 732 105 8840

PASSWORD (if requested): WCCTAC2020

Shelter-In-Place Order and Teleconference

The Contra Costa County Health Officer issued an order directing residents to **shelter in place**, due to the Coronavirus disease 2019 (COVID-19). The order limits activity, travel, and business functions to only those that are essential.

Remote Participation Only

As a result of the COVID-19 public health emergency, including the County Health Officer and Governor’s directives for everyone to shelter in place, **there will be no physical location for the Board Meeting**. Board members will attend via teleconference and members of the public are invited to attend the meeting and **participate remotely**.

Pursuant to the Governor’s Executive Order N-29-20, Board members: Chris Kelley, Roy Swearingen, Rita Xavier, Tom Butt, Ben Choi, Demnlus Johnson, Paul Fadelli, John Gioia, Chris Peeples, Maureen Powers, and Mark Foley may be attending this meeting via teleconference, as may WCCTAC Alternate Board Members. Any votes conducted during the teleconferencing session will be conducted by roll call.

The public may observe and address the WCCTAC Board in the following ways:

Remote Viewing/Listening

Webinar:

To observe the meeting by video conference, utilizing the Zoom platform, please click on this link to join the webinar at the noticed meeting time.:

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJydIBoYk0yYWVlZWVlWHZ4Zz09>

Phone:

Dial one of the following numbers, enter the participant PIN followed by # to confirm:

+1 669 900 6833

Meeting ID: 732 105 8840

Password: 066620

Public Comment via Teleconference

Members of the public may address the Board during the initial public comment portion of the meeting or during the comment period for agenda items.

Participants may use the chat function on Zoom or physically raise their hands to indicate if they wish to speak on a particular item.

Written Comment (accepted until the start of the meeting, unless otherwise noted on the meeting agenda). Public comments received by 5:00 p.m. on the evening before the Board meeting date will be provided to the WCCTAC Board and heard before Board action. Comments may be submitted by email to vjenkins@wcctac.org.

Comments may also be submitted via e-mail to vjenkins@wcctac.org at any time prior to closure of the public comment portion of the item(s) under consideration. All written comments will be included in the record.

Reading of Public Comments: WCCTAC staff will read aloud email comments received during the meeting that include the subject line "FOR THE RECORD" as well as the item number for comment, provided that the reading shall not exceed three (3) minutes, or such other time as the Board may provide.

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1. **Call to Order and Board Member Roll Call.** *(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.*

CONSENT CALENDAR

3. **Minutes of April 24, 2020 Board Meeting.** *(Attachment; Recommended Action: Approve).*
4. **Monthly Update on WCCTAC Activities.** *(Attachment; Information Only).*
5. **Financial Reports.** The reports show the Agency's revenues and expenses for April 2020. *(Attachment; Information Only).*
6. **Payment of Invoices over \$10,000.** \$11,243.75 to BlinkTag Inc for website development *(No attachment; information only)*
7. **FY 20-21 Annual STMP Fee Adjustment.** The STMP Master Cooperative Agreement specifies an automatic annual fee adjustment to keep the fees consistent with construction related inflation. The fee adjustment for FY 20-21 is 5.6%. *(Attachment; Recommended Action: Information only).*

REGULAR AGENDA ITEMS

- 8. Draft Fiscal Year 2021 Work Program, Budget, and Dues.** The proposed WCCTAC work program for Fiscal Year 2021 is included along with the draft budget and proposed dues. The budget is divided into four different funds based on distinct purposes and revenue sources: WCCTAC Operations, TDM, STMP, and Other Reimbursables. Staff recommends approval of these documents for circulation to member agencies with the aim of final Board adoption at the June 28, 2020 WCCTAC Board Meeting. *(John Nemeth – WCCTAC Staff; Attachments; Recommended Action: Authorize release of drafts for member agency review).*
- 9. WCCTAC Senior and Disabled Travel Training - Year One and Moving Forward.** The WCCTAC Travel Training Program has now been in place for a full year. Using Measure 28b funding, WCCTAC hired Janet Bilbas as a part-time Travel Training Coordinator to connect with and train west county senior and disabled residents on how to use local transit, paratransit, and Uber/Lyft type services. Ms. Bilbas will give the Board a presentation on outcomes from the first year. Given the disruption of COVID-19, the transportation environment has changed. Joanna Pallock, of WCCTAC staff will give an update on how the Travel Training program will adapt to the new landscape in the upcoming fiscal year. *(Joanna Pallock and Janet Bilbas - WCCTAC Staff; No Attachments; Recommended Action: Information only).*
- 10. Service Options for the Re-Opened Richmond Ferry.** The Richmond Ferry is currently not operating. However, the Water Emergency Transit Agency (WETA) that runs the service anticipates that it may re-open in July. The Ferry's operations are paid for entirely by Measure J dollars and fare revenue. Currently, WETA is using federal CARES Act funds to cover its staff and only using Measure J funds for routine maintenance at the Richmond terminal. WETA is currently considering a phased approach to re-opening the Richmond Ferry, with greater levels of service in each phase. The WCCTAC Board is being asked to provide feedback on this approach and could recommend that higher levels of service be provided sooner rather than later, with the trade-off being a higher expenditure of Measure J funds. *(Kevin Connolly - WETA; Attachments; Recommended Action: Receive information and provide feedback to WETA/CCTA on service planning for the re-opened Richmond Ferry in the upcoming year).*

STANDING ITEMS

- 11. 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

12. General Information Items.

- a. Letter to CCTA Executive Director with April 24, 2020 Summary of Board Actions
- b. Acronym List

13. Adjourn. Next regular meeting is: June 26, 2020 @ 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: April 24, 2020**

MEMBERS PRESENT: Chris Kelley, Chair (Hercules); Roy Swearingen, Vice-Chair (Pinole); Paul Fadelli, (El Cerrito); Ben Choi (Richmond); Chris Peeples (AC Transit); Maureen Powers (WestCat); Rita Xavier (San Pablo)

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: None

CONSENT CALENDAR

Motion by ***Vice-Chair Swearingen***, seconded by ***Director Xavier*** to accept Consent Calendar; motion passed.

Yes: C.Kelley, R. Swearingen, C. Peeples, M. Powers, R. Xavier

No: None

Abstention: B. Choi

Item #3. *Approved* Minutes of February 28, 2020 Board Meeting

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

Item #5. *Received* Financial Reports for February and March.

Item #6. *Received* information regarding Payment of Invoices over \$10,000 to Kimley-Horne Associates for the West County Express Bus Implementation Plan for \$45,641.67, \$34,888.58, and \$47,578.66

Item #7. *Adopted* Resolution No. 20-01, STMP Cooperative Funding Agreement for the City of Pinole San Pablo Ave. Bridge Replacement Project.

Item #8. *Adopted* Resolution No. 20-02, STMP Cooperative Funding Agreement for the City of Pinole San Pablo Ave. Bridge Replacement Project.

Item #9. *Accepted* Audit and Memorandum of Internal Control for Fiscal Year 2019.

REGULAR AGENDA ITEMS:

| ITEM/DISCUSSION | ACTION |
|---|---|
| <p>Item #10 Local Match for I-80/Central Avenue ATP Grant Application.</p> | <p>John Nemeth, of WCCTAC staff, presented information regarding Cycle 5 of the ATP grant and the recommendation for offering Measure J 28b funds to serve as a local match to boost the application’s score for the City of El Cerrito and the City of Richmond.</p> <p>Motion by <i>Vice-Chair Swearingen</i>; seconded by <i>Director Fadelli</i> to approve Resolution No. 20-03 authorizing the use of Measure 28b funds to serve as a local match for a Caltrans ATP grant application.</p> <p>Yes-C.Kelley, R. Swearigen, M.Powers, R. Xavier, P. Fadelli, B. Choi, C. Peeples No-None Abstentions-None Motion passed unanimously</p> |
| <p>Item #11 Paratransit Meal Delivery Under Current Shelter at Home Order.</p> | <p><i>Information Only</i> Joanna Pallock, of WCCTAC Staff, provided an information about West County paratransit and transit operators (funded throught Measure J 20b) who are providing fewer trips but adjusting to bring meals to disabled and homebound seniors.</p> |
| <p>Item #12 TDM Program Update</p> | <p><i>Information Only</i> Coire Reilly, of WCCTAC Staff, presented an update on the TDM program. He noted that 2019 was a record-breaking year for the program and provided thoughts about adjustments to the program in the upcoming year, given changes to the economic and transportation environment.</p> |

Meeting Adjourned: 9:14 am

TO: WCCTAC Board

DATE: May 22, 2020

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

WCCTAC Travel Training, Senior Transportation Services, and COVID-19

The state and local shelter in place orders dramatically changed how people in West Contra Costa went about their daily business. Traffic on freeways and local streets declined, transit ridership plummeted, and paratransit rides were generally reduced to necessary medical trips. The demographic who may have experienced the biggest impact to their routines were older adults and those with pre-existing health conditions.

WCCTAC staff has been networking and coordinating with the many public and non-profit senior service providers in West County. At the April WCCTAC Board meeting, staff discussed how local transit and paratransit providers have pivoted from the role of providing rides to also delivering food to seniors at home as part of the Meals on Wheels program.



The onset on the pandemic has also greatly altered WCCTAC's Travel Training Program. Given shelter in place orders, the health concerns of seniors, and closures of senior centers, trainings with seniors and group excursions on transit have not been possible. WCCTAC is planning to adapt the program to the new circumstances, but that could involve suspending major aspects of it during the first part of the fiscal year to preserve the Measure J 28b allocation that provides funding.

Given a request by WCCTAC Directors in November 2019, staff will provide an overview of the activities of the Travel Training Program during its first full year. Staff will also provide information about how the program will adjust in the presence of the pandemic, while keeping the flexibility to resume some former activities if it becomes appropriate.

I-80 Ramp Metering Study



Evaluation of Coordinated Ramp Metering (CRM) Implemented by Caltrans

Project 1812
April 2020

Amirasalan Molan, PhD, Nivedha Murugesan, Alireza Shams, PhD, Cristina Tortora, PhD, Faridur Rahman, Jacky Loh, and Anurag Pande, PhD



The Mineta Transportation Institute recently conducted an evaluation of Coordinated Ramp Metering (CRM) on I-80. The study evaluated travel time reliability (predictability of travel time) and efficiency (a ratio of travel distance and actual travel time). The study compared before and after data on I-80 and made comparisons to a similar freeway corridor where no CRM was installed.

The data analysis showed that there's been no impact in travel time reliability due to the implementation of CRM. The report also found that the efficiency of I-80 declined, but potentially not as much had no CRM been implemented. The travel time reliability analysis compared data from mainline, freeway segments only and did not include travel time on the ramps.

The study's abstract, or the full report, can be found at the link below. The key pages of the full report are: 13-33, 56-66.

<https://transweb.sjsu.edu/research/1812-Coordinated-Ramp-Metering>

Regional Blue Ribbon Task Force

The Metropolitan Transportation Commission (MTC) has established a 30-member Blue Ribbon Task Force to guide the recovery of the Bay Area’s public transit network. The Task Force will shape the second distribution of approximately \$500 million in federal CARES Act funding to Bay Area transit agencies. It will also discuss strategies to stabilize transit systems, restore ridership, and review agencies’ recovery plans. Lastly, it’s discussing the possibility of institutional changes with the region’s transit agencies. Members of the Task Force from Contra Costa County include Amy Worth and Rick Ramacier. WCCTAC staff plans to monitor the Task Force’s process closely and could bring this issue to the Board for discussion in the upcoming fiscal year.

New Guaranteed Ride Home Website Under Development



511 Contra Costa is currently developing a new website for the Guaranteed Ride Home program. This new site will be able to seamlessly integrate the employee and college programs and allow users to sign up for both much more easily. The new site will also improve user accounts, which means that in the future, the public may be able to have accounts on the 511 Contra Costa website to track their incentives.

The old GRH website was developed in 2015 and the languages it was coded in are no longer being updated, so rebuilding the site was necessary to keep it secure moving forward. Staff will likely implement the new site within the next month or two.

Work at Home Toolkit

511 Contra Costa has responded to the COVID-19 shelter in place order by developing information to assist employers and employees. Since many employees are now required to work from home, the 511 Contra Costa team developed: a Work at Home toolkit, documents to help employers and employees adjust, guides to setting up a work from home program, sample agreements, and model language that employers can adopt to make work from home a permanent offering for their employees. More information can be found here:

<https://511contracosta.org/employers/work-from-home-programs/>

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General Ledger Monthly Budget Report

User: kellys

Printed: 5/7/2020 12:53:12 PM

Period 01 - 10

Fiscal Year 2020



CITY OF SAN PABLO
City of New Directions

| Account Number | Description | Adopted | Budget Adjustments | Adjusted | YTD Actual | Variance Encumbered | Available | % Avail |
|----------------|--------------------------------|-------------------|--------------------|-------------------|-------------------|---------------------|------------------|--------------|
| 7700 | WCCTAC Operations | | | | | | | |
| 770-7700-41000 | Salary | 507,448.00 | 0.00 | 507,448.00 | 310,814.51 | 196,633.49 | 196,633.49 | 38.75 |
| 770-7700-41200 | PERS Retirement | 0.00 | 0.00 | 0.00 | 65,703.15 | -65,703.15 | -65,703.15 | 0.00 |
| 770-7700-41310 | Medical Insurance | 0.00 | 0.00 | 0.00 | 52,247.05 | -52,247.05 | -52,247.05 | 0.00 |
| 770-7700-41311 | Retiree Healthcare | 0.00 | 0.00 | 0.00 | 1,576.45 | -1,576.45 | -1,576.45 | 0.00 |
| 770-7700-41400 | Dental | 0.00 | 0.00 | 0.00 | 3,575.91 | -3,575.91 | -3,575.91 | 0.00 |
| 770-7700-41500 | Flexible Spending Account | 0.00 | 0.00 | 0.00 | 3,625.00 | -3,625.00 | -3,625.00 | 0.00 |
| 770-7700-41800 | LTD Insurance | 0.00 | 0.00 | 0.00 | 2,514.69 | -2,514.69 | -2,514.69 | 0.00 |
| 770-7700-41900 | Medicare | 0.00 | 0.00 | 0.00 | 4,495.75 | -4,495.75 | -4,495.75 | 0.00 |
| 770-7700-41901 | Other Insurances | 0.00 | 0.00 | 0.00 | 6,896.49 | -6,896.49 | -6,896.49 | 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 | 731.99 | -731.99 | -731.99 | 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 | 1,155.00 | -1,155.00 | -1,155.00 | 0.00 |
| | Salary and Benefits | 511,498.00 | 0.00 | 511,498.00 | 453,497.81 | 58,000.19 | 58,000.19 | 11.34 |
| 770-7700-43500 | Office Supplies | 4,000.00 | 0.00 | 4,000.00 | 6,650.48 | -2,650.48 | -2,650.48 | -66.26 |
| 770-7700-43501 | Postage | 1,800.00 | 0.00 | 1,800.00 | 1,319.49 | 480.51 | 480.51 | 26.70 |
| 770-7700-43520 | Copies/Printing/Shipping/Xerox | 4,050.00 | 0.00 | 4,050.00 | 2,703.91 | 1,346.09 | 1,346.09 | 33.24 |
| 770-7700-43600 | Professional Services | 0.00 | 54,325.00 | 54,325.00 | 43,357.07 | 10,967.93 | 10,967.93 | 20.19 |
| 770-7700-43900 | Rent/Building | 23,900.00 | 0.00 | 23,900.00 | 17,936.89 | 5,963.11 | 5,963.11 | 24.95 |
| 770-7700-44000 | Special Department Expenses | 10,000.00 | 0.00 | 10,000.00 | 3,807.69 | 6,192.31 | 6,192.31 | 61.92 |
| 770-7700-44320 | Travel/Training Staff | 5,000.00 | 0.00 | 5,000.00 | 3,463.45 | 1,536.55 | 1,536.55 | 30.73 |
| | Service and Supplies | 48,750.00 | 54,325.00 | 103,075.00 | 79,238.98 | 23,836.02 | 23,836.02 | 23.12 |
| 7700 | Expense | 560,248.00 | 54,325.00 | 614,573.00 | 532,736.79 | 81,836.21 | 81,836.21 | 13.32 |
| | WCCTAC Operations | 560,248.00 | 54,325.00 | 614,573.00 | 532,736.79 | 81,836.21 | 81,836.21 | 13.32 |
| 7720 | WCCTAC TDM | | | | | | | |
| 772-7720-41000 | Salary | 310,450.00 | 0.00 | 310,450.00 | 164,339.37 | 146,110.63 | 146,110.63 | 47.06 |
| 772-7720-41200 | PERS Retirement | 0.00 | 0.00 | 0.00 | 48,356.93 | -48,356.93 | -48,356.93 | 0.00 |
| 772-7720-41310 | Medical Insurance | 0.00 | 0.00 | 0.00 | 32,717.96 | -32,717.96 | -32,717.96 | 0.00 |
| 772-7720-41400 | Dental Insurance | 0.00 | 0.00 | 0.00 | 2,343.21 | -2,343.21 | -2,343.21 | 0.00 |
| 772-7720-41800 | LTD Insurance | 0.00 | 0.00 | 0.00 | 1,122.71 | -1,122.71 | -1,122.71 | 0.00 |
| 772-7720-41900 | Medicare | 0.00 | 0.00 | 0.00 | 2,365.00 | -2,365.00 | -2,365.00 | 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 | 2,930.57 | -2,930.57 | -2,930.57 | 0.00 |
| 772-7720-41904 | Life Insurance | 0.00 | 0.00 | 0.00 | 296.29 | -296.29 | -296.29 | 0.00 |
| 772-7720-41911 | Liability Insurance | 4,050.00 | 0.00 | 4,050.00 | 3,965.92 | 84.08 | 84.08 | 2.08 |
| | Salary and Benefits | 314,500.00 | 0.00 | 314,500.00 | 258,437.96 | 56,062.04 | 56,062.04 | 17.83 |
| 772-7720-43300 | MembershipsSubscriptions | 0.00 | 0.00 | 0.00 | 762.50 | -762.50 | -762.50 | 0.00 |
| 772-7720-43500 | Office Supplies | 1,000.00 | 0.00 | 1,000.00 | 13,248.62 | -12,248.62 | -12,248.62 | -1,224.86 |
| 772-7720-43501 | TDM Postage | 0.00 | 0.00 | 0.00 | 640.61 | -640.61 | -640.61 | 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 | 8,143.90 | 14,356.10 | 14,356.10 | 63.80 |
| 772-7720-43600 | Professional Services | 40,000.00 | 28,000.00 | 68,000.00 | 74,309.01 | -6,309.01 | -6,309.01 | -9.28 |
| 772-7720-43900 | RentBuilding | 23,900.00 | 0.00 | 23,900.00 | 17,936.82 | 5,963.18 | 5,963.18 | 24.95 |
| 772-7720-44000 | Special Department Expenses | 125,647.00 | 0.00 | 125,647.00 | 154,980.22 | -29,333.22 | -29,333.22 | -23.35 |
| 772-7720-44320 | TravelTraining Staff | 2,200.00 | 0.00 | 2,200.00 | 1,996.68 | 203.32 | 203.32 | 9.24 |
| | Service and Supplies | 216,747.00 | 28,000.00 | 244,747.00 | 272,018.36 | -27,271.36 | -27,271.36 | -11.14 |
| 7720 | Expense | 531,247.00 | 28,000.00 | 559,247.00 | 530,456.32 | 28,790.68 | 28,790.68 | 5.15 |
| | WCCTAC TDM | 531,247.00 | 28,000.00 | 559,247.00 | 530,456.32 | 28,790.68 | 28,790.68 | 5.15 |
| 7730 | STMP | | | | | | | |
| 773-7730-41000 | Salary | 50,000.00 | 0.00 | 50,000.00 | 0.00 | 50,000.00 | 50,000.00 | 100.00 |
| | Salary and Benefits | 50,000.00 | 0.00 | 50,000.00 | 0.00 | 50,000.00 | 50,000.00 | 100.00 |
| 773-7730-44000 | Special Department Expense | 700,000.00 | 2,420,000.00 | 3,120,000.00 | 780,632.50 | 2,339,367.50 | 2,339,367.50 | 74.98 |
| | Service and Supplies | 700,000.00 | 2,420,000.00 | 3,120,000.00 | 780,632.50 | 2,339,367.50 | 2,339,367.50 | 74.98 |
| 7730 | Expense | 750,000.00 | 2,420,000.00 | 3,170,000.00 | 780,632.50 | 2,389,367.50 | 2,389,367.50 | 75.37 |
| | STMP | 750,000.00 | 2,420,000.00 | 3,170,000.00 | 780,632.50 | 2,389,367.50 | 2,389,367.50 | 75.37 |
| 7740 | WCCTAC Special Projects | | | | | | | |
| 774-7740-43500 | Office Supplies | 0.00 | 0.00 | 0.00 | 1,278.89 | -1,278.89 | -1,278.89 | 0.00 |
| 774-7740-43600 | Professional Services | 0.00 | 0.00 | 0.00 | 349,315.64 | -349,315.64 | -349,315.64 | 0.00 |
| 774-7740-44000 | Special Department Expense | 535,173.00 | 132,803.00 | 667,976.00 | 1,657.93 | 666,318.07 | 666,318.07 | 99.75 |
| 774-7740-44320 | TravelTraining Staff | 0.00 | 0.00 | 0.00 | 1,604.26 | -1,604.26 | -1,604.26 | 0.00 |
| | Service and Supplies | 535,173.00 | 132,803.00 | 667,976.00 | 353,856.72 | 314,119.28 | 314,119.28 | 47.03 |
| 7740 | Expense | 535,173.00 | 132,803.00 | 667,976.00 | 353,856.72 | 314,119.28 | 314,119.28 | 47.03 |
| | WCCTAC Special Projects | 535,173.00 | 132,803.00 | 667,976.00 | 353,856.72 | 314,119.28 | 314,119.28 | 47.03 |
| Expense Total | | 2,376,668.00 | 0.00 | 5,011,796.00 | 2,197,682.33 | 2,814,113.67 | 2,814,113.67 | 0.5615 |

TO: WCCTAC Board

MEETING DATE: May 22, 2020

FR: Leah Greenblat, Project Manager

RE: **FY 20-21 Annual STMP Fee Adjustment**

REQUESTED ACTION

Information only.

BACKGROUND AND DISCUSSION

The 2019 STMP Update became effective on July 1, 2019. The Master Cooperative Agreement, signed by all partner agencies, specifies an automatic annual fee adjustment so that the fees keep up with construction related inflation. The agreement specifies that the fee adjustment is based on the Engineering News Record’s February San Francisco Bay Area Construction Cost Index that covers the prior twelve months. This year that rate was 5.6%. WCCTAC staff has notified the partner agencies of this impending annual fee adjustment.

The FY19-20 and FY 20-21 STMP fees are shown below.

FY 2019-2020 STMP Fee Rates

| Type of Fee | STMP Fee | STMP Fee per Square ft. |
|--------------------------|----------|-------------------------|
| Single Family | \$ 5,439 | |
| Multi Family | \$ 2,679 | |
| Senior Housing | \$ 1,469 | |
| Hotel (per room) | \$ 3,481 | |
| Storage Facility | | \$ 0.76 |
| Retail / Service | | \$ 6.59 |
| Industrial | | \$ 5.56 |
| Office | | \$ 8.72 |
| Other (per AM pk hr tri) | \$ 7,350 | |

FY 2020-2021 STMP Fee Rates

| Type of Fee | STMP Fee | STMP Fee per Square ft. |
|--------------------------|----------|-------------------------|
| Single Family | \$ 5,744 | |
| Multi Family | \$ 2,829 | |
| Senior Housing | \$ 1,551 | |
| Hotel (per room) | \$ 3,676 | |
| Storage Facility | | \$ 0.80 |
| Retail / Service | | \$ 6.96 |
| Industrial | | \$ 5.87 |
| Office | | \$ 9.21 |
| Other (per AM pk hr tri) | \$ 7,762 | |

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TO: WCCTAC Board

DATE: May 22, 2020

FR: John Nemeth, Executive Director

RE: Draft Fiscal Year 2021 Work Program, Budget, and Dues

REQUESTED ACTION

Staff recommends approval of the Draft Fiscal Year 2021 Work Program, Budget, and Dues documents for circulation to member agencies. Staff will bring the draft final budget to the Board for adoption at the June 26, 2020 meeting.

BACKGROUND AND DISCUSSION

This staff report provides an overview of:

- 1) Staff's recommendation for FY21 dues.
- 2) WCCCTAC's detailed draft budget worksheets.
- 3) Accomplishment for the current year.
- 4) The proposed Work Program for FY21.

1) Fiscal Year 2021 Proposed Dues

Given the financial challenges that WCCTAC's member agencies may be facing in the upcoming fiscal year, staff proposes that there be no dues increase in FY21. In the recent era, staff has made every effort to keep dues modest. From the start of FY08-09 through the end of FY20-21, a period of 13 years, dues will have only increase by 14.4% total, and effective 1.1% annual increase. The dues schedule for FY21 is included as Attachment C.

2) Budget Analysis

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

- WCCTAC General Operations
- Transportation Demand Management (TDM)
- Subregional Transportation Mitigation Program (STMP)
- Other Reimbursable (Special Projects)

WCCTAC General Operations

Member agency dues are the primary revenue for WCCTAC's operations and they are proposed to be flat next year. WCCTAC is losing a small source of revenue in the form of a state grant for the Express Bus Implementation Plan, which covered a portion of staff time this year, but is now complete. Additionally, WCCTAC's annual allocation of Measure J funds from CCTA for

TDM activities is expected to be 15% lower next year, given changed economic conditions. Since these Measure J funds help to support portions of WCCTAC's labor and overhead, the General Operations budget will need to absorb the impact, resulting in higher expenses. Along with these changes in the revenue picture, some costs are expecting to rise. WCCTAC's Unfunded Accrued Liability payment for PERS will go up 16%. Other expenses will rise by small amounts including rent, financial services provided by the City of San Pablo, liability insurance, and certain benefits.

The combination of added expenses and declining revenues creates a challenge for the FY21 General Operations budget. Fortunately, WCCTAC is going into the next fiscal year with an estimated cash balance of \$49K above the required reserve. This provides a cushion that will allow expenses to exceed revenues. WCCTAC is also constraining its labor costs by: forgoing a COLA in the upcoming year, putting a freeze on merit increases, slightly reducing the administrative assistant's hours, and significantly reducing the hours of the travel trainer.

In the current year fiscal year, WCCTAC revenues will slightly exceed expenses, largely because WCCTAC will not spend all the \$10K contingency. Most expenses are projected be close to budgeted amounts. However, IT expenses and office supplies are expected to come in slightly over budget, owing mainly to adjustments to the pandemic and preparation for remote work. However, WCCTAC will spend less than budgeted amounts in in training and mileage reimbursement, and legal services (hours), which may also be related to the pandemic.

Transportation Demand Management (TDM)

In the current fiscal year, the TDM program will spend more than what was budgeted since it will make use of additional and un-anticipated TFCA funds from a previous year. In the upcoming year, funding from the Air District (TFCA) is expected to be slightly lower while the Measure J allocation for TDM will be considerably lower, as previously mentioned above. Since TFCA funds are largely used to provide incentives, the TDM Program will have the resources available to conduct its regular activities. Measure J funds, however, are mainly used to cover WCCTAC agency expenses, such as labor. The lower allocation means that the WCCTAC General Operations budget must make up the difference.

Subregional Transportation Mitigation Program (STMP)

In the current fiscal year WCCTAC is expected to receive about \$1.36M in STMP revenues, which is less than what was originally budgeted based on estimates provided by local jurisdictions. In the upcoming fiscal year the revenue estimate is just over \$2.9M.

In the upcoming year, WCCTAC expects that it may disburse over \$3.1M to five different projects that previously received a STMP allocation by the WCCTAC Board in December 2018. If STMP revenues are generated as estimated, WCCTAC will be able to program an additional \$3.4M to eligible projects.

In the current year, WCCTAC was able to use 4% of STMP revenues to cover administrative costs, but staff capped the amount used for administration at the budgeted amount of \$50K.

Next year staff is estimating that its administrative expenses will be \$55K and that sufficient STMP revenues will be collected to allow those costs to be recovered. If no STMP funds are collected, the WCCTAC General Operations budget would need to cover these administrative costs, which poses a risk to the budget given uncertainties about the real estate development climate in FY21.

Other Reimbursable (Special Projects)

WCCTAC is contributing \$150K to a second phase of the San Pablo Avenue Corridor Study, in partnership with the Alameda County Transportation Commission (ACTC). WCCTAC will pass through its usual allocation of Measure J funds to the West Contra Costa Unified and John Swett School Districts for the Student Bus Pass Program. Since WCCTAC completed the grant-funded Express Bus Implementation Plan in the current fiscal year, it will no longer spend money in that category.

Mid-Year Budget Review

Give the unique amount of uncertainty heading into the next fiscal year, staff recommends that it bring the budget back to the Board for a mid-year review at the December 11, 2020 meeting. By that time, staff will have current year actuals (FY2020), and numbers from the first quarter of FY2021. Staff will also have STMP revenues from the beginning of the year and a better sense of the likelihood of receiving those funds in the latter half of the year, which affects whether a portion of STMP will be able to cover administrative expenses. Lastly, staff will know whether assumptions about any other key revenues or expenses have changed.

3) Fiscal Year 2020 Accomplishments

WCCTAC had numerous successes in the current year, with some highlights as follows:

- Completed and adopted the *West Contra Costa Express Bus Implementation Plan* in partnership with local bus operators. The planning process included three rounds of public outreach and was completed on-time and under budget with funds coming mainly from a \$639K Caltrans Sustainable Transportation Planning Grant.
- Launched the West County Travel Training Program. Held 17 orientation sessions with a total of over 300 senior/disabled residents. Trained 11 volunteers to assist with outings and took over 200 people on travel training trips using transit and paratransit.
- Broke records with nearly every TDM program run out of the WCCTAC offices. Pass2Class, which provides bus passes for West County students, had 1,390 participants. Try Transit provided 1,291 \$20 Clipper Cards to commuters and college students to encourage transit use. Text Your Commute, a three-week green commute challenge, had 810 participants.
- Partnered with ACTC, CCTA, Caltrans, local jurisdictions, and transit operators to complete the first phase of the San Pablo Avenue Multimodal Corridor Study, which evaluated the tradeoffs of various street designs. Developed a WCCTAC Board-approved Phase 2 scope of work for West County which should begin during the second half of 2020.

- Led the West County Mobility Management Group, which meets regularly to discuss coordination of services for seniors and the disabled in West Contra Costa. Continued to work closely with City of Richmond staff to help address issues pertaining to their Measure J funded senior/disabled R-Transit program. Helped them in launching a LYFT subsidy program.
- Collaborated with the CCTA and local jurisdictions throughout the County in developing a coordinated methodology for jurisdictions to use when implementing new State law requiring the use of Vehicle Miles Traveled (VMT) instead of Level of Service (LOS) analysis for CEQA.
- Completed the first year of implementation for the 2019 STMP Update which included training local staff on the changes to the program and adjusting STMP policies related to ADUs based on changing state law.
- Provided a second round of Board-approved STMP funds (\$485K) to BART's Del Norte Modernization Project. Disbursed \$270K in Board approved funds for a County sidewalk project in El Sobrante on San Pablo Dam Road.
- Expanded the Guaranteed Ride Home program to cover college students in Contra Costa County and opt to take green commutes to campus.
- Provided incentive funds to install 6 dual port EV charging stations at Contra Costa College and 2 dual port stations at the new San Pablo City Hall.
- Worked with the WCCTAC Board and CCTA on finalizing a transportation expenditure plan (TEP) for a sales tax measure.

4) Work Program for Fiscal Year 2021

The draft Work Program for next year is included as Attachment A. In the upcoming fiscal year, WCCTAC will work with CCTA and member agencies on issues related to reduced Measure J funding for projects and programs in West County. WCCTAC will also launch Phase 2 of the San Pablo Avenue Multimodal Corridor Study, in partnership with ACTC. The Travel Training program will reduce its efforts in the near term but will maintain the flexibility to re-emerge if it becomes safe and appropriate. The TDM program will work on a telecommute initiative and will continue to promote its transit initiatives, such as Pass2Class and Try Transit. If the STMP program generates revenue as expected, WCCTAC will be able issue a call for projects, allowing the Board to program a substantial amount of STMP dollars to eligible projects.

Attachments:

- A. Fiscal Year 2021 Draft Work Program
- B. Draft Fiscal Year 2021 Budget
- C. Proposed Fiscal Year 2021 Dues Schedule

**WCCTAC FISCAL YEAR
2021 DRAFT WORK
PROGRAM**

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

Planning and Programming (General Operations)

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

MEASURE J PROGRAMMING

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

SUB-REGIONAL PLANNING AND FUNDING

2. Work with CCTA and WCCTAC member agencies on issues related to the COVID-19 pandemic, reduced demand for services, and changes to projected revenues from Measure J and other sources.
3. Monitor the activities and recommendations of the regional Blue Ribbon Task Force, charged with developing a second allocation of CARES Act funds and assisting with transit recovery.
4. Participate in regional, countywide, sub-regional, and local efforts related to the planning, funding, and delivery of priority capital projects in West County.
5. Undertake next steps and seek funding for advancing the recommendations in the recently adopted West Contra Costa County Express Bus Implementation Plan. This work will include working on potential capital improvements as part of MTC's managed lane investments in Plan Bay Area 2050.
6. Work with CCTA on: the Congestion Management Plan's Capital Improvement Program (Spring 2021), the Growth Management Program Task Force on the shift from LOS to VMT in the Authority's Technical Procedures, Multi-modal Transportation Services Objectives in preparation for West County Action Plan Update (late FY 20/21), data needs assessment, and possible Priority Development Area (PDA) assessment.

7. Monitor Action Plan compliance by reviewing proposed projects that meet review thresholds, General Plans or Amendments. Work to advance goals, objectives and actions contained in the West County Action Plan.

I-80 CORRIDOR

8. Participate in follow-up, evaluation, troubleshooting, and TAC meetings related to the Integrated Corridor Mobility (ICM) project.
9. Work with agency partners on studies or other efforts to address I-80 HOV issues lane issues. These include bus-on-shoulder concepts, automated enforcement, and lane performance. The vehicle for this work may be a Design Alternatives Assessment for the I-80 corridor, led by MTC.
10. Work with MTC on capital improvements that may benefit West County's express bus concepts as part of MTC's managed lane investments in Plan Bay Area 2050.
11. Work with Hercules, CCTA, and CCJPA on securing funding for the Regional Intermodal Transportation Center (RITC) in Hercules.
12. Provide updates to the WCCTAC Board on I-80 issues.

OTHER SUB-REGIONAL ACTIVITIES

13. Begin work on Phase 2 of the San Pablo Avenue Multimodal Corridor Study with CCTA, ACTC and local jurisdictions.
14. Continue advancement of recommendations from the West County High Capacity Transit Study.
15. Based on the 2015 Cooperative Agreement, participate with WETA, CCTA and Richmond on annual review of the Richmond ferry's ridership, marketing, fare policy, access issues, and capital needs.

GRANTS

16. Monitor grant opportunities, inform members about these opportunities, assist with grant applications, and facilitate prioritization of West County candidate projects for grants. Some examples of grant opportunities in the upcoming fiscal year include Active Transportation Program (ATP) grants for pedestrian and bicycle improvements, as well as federal 5310 grants for senior and disabled transportation.

FORMAL BODIES

17. Manage or participate in meetings of the: WCCTAC Board, WCCTAC TAC, I-80 Smart Corridor TAC, CCTA Board, CCTA Countywide Bicycle and Pedestrian Advisory Committee (CBPAC), CCTA Administration and Projects Committee (APC), CCTA

Paratransit Coordinating Committee (PCC), CCTA Technical Coordinating Committee (TCC), CCTA Growth Management Task Force, and the Caltrans District 4 Pedestrian Advisory Committee.

Transportation Demand Management (TDM)

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

1. Manage the Commute Incentives Program, which includes: employer outreach and programs, tabling at community events, transit incentives, funding for bike racks and lockers, funding for EV charging stations, the “Pass 2 Class” student transit ticket program.
2. Explore a continuing partnership with smartphone app-based trip planner, Metropia/GoEZY
3. Manage the Countywide Guaranteed Ride Home and Try Transit Programs.
4. Co-lead Bike to Work Day 2020 (postponed to September) and Bike to Work Day 2021 with other regional partners
5. Support Local Agency Climate Action plans and efforts that aim to improve access to bicycling, pedestrian facilities, transit, and emerging mobility technology such as a shared bicycles and cars, electric bicycles, scooters, and autonomous vehicles.
6. Work with community groups and employers to explore the feasibility of providing bicycle repair education classes and bicycle safety awareness to increase bicycling as a viable mode of transportation.
7. Develop and implement (pending approval from Air District) a strategy to encourage telework/work from home policies and flexible work hour policies with Contra Costa employers.
8. Develop a strategy to coordinate micromobility (scooters, bike rental) planning and implementations around the West County Region, in close partnership with the cities, county, and CCTA.
9. Implement relevant recommendations of the Countywide TDM Strategic Plan.

Sub-regional Transportation Mitigation Fee Program (STMP)

WCCTAC acts as the trustee for the development impact fees collected by the West County cities and the unincorporated areas of the County. An updated program went into effect on

July 1, 2019. Under the updated program, STMP funds are to be used for twenty pre-identified, regionally-benefitting capital projects. In the upcoming fiscal year, WCCTAC will:

1. Collect, administer, and track funds and reporting forms.
2. Provide quarterly monitoring reports on revenue collected and status of local reporting.
3. Potentially issue calls for projects based on the fund balance and Board direction, and disburse funds to eligible, Board-approved projects.
4. Issue the Annual Report for FY19-20
5. Oversee contractual agreements with fund recipients.
6. Respond to inquiries from local agencies.
7. Monitor the impacts on STMP revenue from potential economic impacts associated with the Corona Virus and on-going changes in state housing policies.
8. Facilitate implementation of the program's annual fee adjustment.

Special Projects

As a Joint Powers Agency, WCCTAC may apply for and receive various grants that advance the transportation goals of West Contra Costa. WCCTAC can also serve as a lead for certain studies or projects using other agency contributions.

In the upcoming fiscal year, WCCTAC will continue its travel training program, funded by Measure J 28b. Due to the COVID-19 pandemic, however, the program will be modified. It may involve reduced hours in the near term and will focus on education and outreach, rather than group excursions.

Office Administration

In the upcoming fiscal year, staff will:

1. Develop a formal Purchasing Policy as recommended by Maze and Associates in its FY19 audit.
2. Maintain, update, and expand content on the WCCTAC website.
3. Continue to refine tools and practices for remote office work, should remote working be required in FY 2021.
4. Develop and advertise an RFP for routine procurement of auditing services.

**DETAIL: WCCTAC Operations
FY 2020-21 DRAFT Final Budget**

| Activity | Actual FY 2018-2019 | Original FY 2019-2020 | Estimated 2019-2020 | Proposed 2020-2021 | Notes |
|---|------------------------|--------------------------|------------------------|-----------------------|-------|
| REVENUES | | | | | |
| 34111 Member Contributions | 502,979 | 523,670 | 523,670 | 523,670 | (a) |
| 36102 Interest - LAIF | 3,982 | - | 650 | - | |
| 39906 Other - Measure J (20b & 21b) | 30,578 | 30,706 | 29,706 | 29,706 | (b) |
| Other - Measure J 28b | 12,086 | 45,400 | 38,905 | 40,150 | (c) |
| SB1 Grant - staff time | - | 15,000 | 20,000 | - | (d) |
| TOTAL REVENUES | 549,625 | 614,776 | 612,931 | 593,526 | |
| EXPENSES | | | | | |
| Salary, Benefits & Insurance | | | | | |
| 41000s Salary & Benefits | 445,902 | 507,448 | 508,837 | 518,071 | (e) |
| 41911 Liability Insurance | 3,358 | 4,050 | 3,966 | 5,156 | |
| Total Salaries, Benefits & Insurance | 449,260 | 511,498 | 512,803 | 523,227 | |
| Professional Services | | | | | |
| 43600 Professional Services | | | | | |
| Financial - City of San Pablo | 17,443 | 18,025 | 17,956 | 18,525 | |
| IT / VOIP phone | 6,121 | 6,000 | 9,031 | 8,500 | |
| Audit | 15,710 | 12,500 | 10,800 | 12,500 | |
| Attorney Services | 13,836 | 13,800 | 9,936 | 12,500 | |
| Accounting Services | 4,998 | 4,000 | 3,981 | 4,800 | |
| Other | 3,287 | - | 2,390 | 3,000 | |
| Total Professional Services | 61,395 | 54,325 | 54,094 | 59,825 | |
| Special Department Expenses | | | | | |
| 44000 Special Dept. Expense | | | | | |
| Contingency | 1,127 | 10,000 | 5,807 | 10,000 | (f) |
| Total Special Department Expenses | 1,127 | 10,000 | 5,807 | 10,000 | |
| Training & Mileage | | | | | |
| 44320 Training/Mileage | 3,766 | 5,000 | 3,241 | 3,000 | (g) |
| Total Training/Mileage | 3,766 | 5,000 | 3,241 | 3,000 | |
| Office Expenses & Supplies | | | | | |
| 43500 Office Supplies | 4,510 | 4,000 | 5,652 | 5,500 | |
| 43501 Postage | 1,695 | 1,800 | 1,712 | 1,800 | |
| 43520 Printing, Copier Lease | 3,996 | 4,050 | 3,803 | 4,000 | |
| 43900 Rent/Building | 20,446 | 23,900 | 21,850 | 22,500 | |
| Total Office Expense & Supplies | 30,647 | 33,750 | 33,017 | 33,800 | |
| TOTAL EXPENSES | 546,194 | 614,573 | 608,962 | 629,852 | |
| REVENUES - EXPENSES | 3,431 | 203 | 3,969 | (36,326) | |

Beginning Fund Balance \$189,492
Ending Fund Balance \$153,166

Reserve - Undesignated \$120,000
Reserve - Accumulated Vacation \$20,000
Available Balance above Reserve \$13,166

Notes:

- (a) FY 21 dues are proposed to be flat
- (b) A portion of Measure J program funds can be used to cover administrative expenses.
- (c) Funds programmed by the Board for Travel Training work.
- (d) A portion of state grant funds (Express Bus Implementation Plan) were used to cover staff time.
- (e) Higher expenses are due to reduced Measure J funding for TDM and need for the Ops budget to absorb the impact.
- (f) Contingency per Board Reserve Policy.
- (g) COVID-19 expected to reduce conference activity and mileage reimbursement for meetings

DETAIL: TDM
FY 2020-21 DRAFT Final Budget

| Activity | Actual 2018-2019 | Original 2019-2020 | Estimated 2019-2020 | Proposed 2020-2021 | Note |
|---|---------------------|-----------------------|------------------------|-----------------------|------|
| REVENUES | | | | | |
| 33403 Grants | 532,562 | 559,247 | 605,413 | 551,317 | |
| 36102 Interest - LAIF | - | - | - | - | |
| TOTAL REVENUES | 532,562 | 559,247 | 605,413 | 551,317 | |
| EXPENSES | | | | | |
| Salary, Benefits & Insurance | | | | | |
| 41000s Salary & Benefits | 313,151 | 310,450 | 310,450 | 301,869 | |
| 41911 Liability Insurance | 3,358 | 4,050 | 3,966 | 5,156 | |
| Total Salaries, Benefits, and Insurance | 316,509 | 314,500 | 314,416 | 307,025 | |
| Professional Services | | | | | |
| 43600 Professional Services | | | | | |
| <i>Financial and IT Services</i> | 22,819 | 21,000 | 23,514 | 24,000 | |
| <i>Audit</i> | - | - | - | - | |
| <i>Attorney Services</i> | 406 | 1,000 | 330 | 1,000 | |
| <i>Accounting Services</i> | 4,541 | 6,000 | 4,360 | 6,000 | |
| <i>Program-related services</i> | 36,526 | 40,000 | 56,939 | 37,000 | |
| <i>Other</i> | - | - | - | - | |
| Total Professional Services | 64,292 | 68,000 | 85,143 | 68,000 | |
| TDM Program Work | | | | | |
| 44000 Program Expenses | | | | | |
| <i>Commute Incentives / Marketing</i> | 83,621 | 125,647 | 157,294 | 120,077 | |
| Total TDM Program Work | 83,621 | 125,647 | 157,294 | 120,077 | |
| Travel & Training | | | | | |
| 44320 Travel/Training/Mileage | 1,854 | 2,200 | 3,300 | 1,155 | |
| 43300 Memberships/Subscriptions | | | | 1,610 | |
| Total Travel/Training | 1,854 | 2,200 | 3,300 | 2,765 | |
| Office Expenses & Supplies | | | | | |
| 43500 Office Supplies | 922 | 1,000 | 13,279 | 19,000 | (a) |
| 43502 TDM Postage | 418 | 1,500 | 610 | 950 | |
| 43520 Printing, Copier Lease | 11,138 | 22,500 | 9,637 | 11,000 | (a) |
| 43900 Rent / Building | 19,299 | 23,900 | 21,650 | 22,500 | |
| Total Office Exp & Supplies | 31,777 | 48,900 | 45,176 | 53,450 | |
| TOTAL EXPENSES | 498,053 | 559,247 | 605,329 | 551,317 | |
| REVENUES - EXPENSES | 34,509 | - | 84 | - | (b) |

Beginning Fund Balance 0

Ending Fund Balance 0

(a) Items that were previously budgeted in Printing, Copier lease were coded as Office supplies

(b) TFCA funds carried over from the previous year allowed for expenditures to exceed FY19-20 budget

DETAIL: STMP
FY 2020-21 DRAFT Final Budget

| Activity | Actual FY 2018-2019 | Original FY 2019-2020 | Estimated 2019-2020 | Proposed FY2020-21 | Note |
|--|------------------------|-------------------------------|------------------------|-----------------------|------|
| REVENUES | | | | | |
| 34310 County STMP Fees | 91,412 | 250,000 | 52,000 | - | |
| 34315 El Cerrito STMP Fees | 2,595 | 1,485,827 | 208,302 | - | |
| 34320 Hercules STMP Fees | 519,268 | 350,000 | 772,328 | 2,100,000 | |
| 34325 Pinole STMP Fees | 5,190 | 60,000 | 32,810 | - | |
| 34330 Richmond STMP Fees | 466,395 | 1,265,052 | 186,802 | 537,000 | |
| 34335 San Pablo STMP Fees | 61,907 | 75,000 | 46,000 | 230,000 | |
| 36102 Interest - LAIF | 65,498 | - | 66,665 | 50,000 | |
| TOTAL REVENUES | 1,212,265 | 3,485,879 | 1,364,907 | 2,917,000 | (a) |
| EXPENSES | | | | | |
| Salary & Benefits | | | | | |
| 41000s Salary & Benefits (STMP Admin) | 36,289 | 50,000 | 50,000 | 55,000 | (b) |
| Total Salaries and Benefits | 36,289 | 50,000 | 50,000 | 55,000 | |
| Funding of STMP Projects | | | | | |
| 43600 Prof. Services | | | | | |
| <i>Nexus Study and Strategic Plan</i> | 101,416 | - | - | - | |
| <i>Legal Services</i> | 8,622 | - | - | - | |
| <i>Other</i> | - | - | - | - | |
| Total Prof. Services | 110,038 | - | - | - | |
| 44000 Project Funding | | | | | |
| <i>BART - Del Norte Modernization</i> | 978,045 | 500,000 | 500,000 | 21,955 | |
| <i>Hercules - Path to Transit</i> | - | - | - | - | |
| <i>Hercules - Ph.3 Design</i> | - | 750,000 | - | 750,000 | |
| <i>El Cerrito - Ohlone Greenway</i> | 300,000 | - | - | - | |
| <i>I-80 San Pablo Dam Road Interchange</i> | 436,000 | - | - | - | |
| <i>San Pablo Dam Rd. Sidewalk</i> | - | 270,000 | 270,000 | - | |
| <i>San Pablo Ave. Bridge Replacement</i> | - | 800,000 | - | 1,600,000 | |
| <i>Bay Trail Gap at Tennent Ave.</i> | - | 100,000 | - | 100,000 | |
| <i>I-80/Central Ave. Ph.2</i> | - | 700,000 | - | 700,000 | |
| <i>Other Miscellaneous Projects</i> | - | - | - | - | |
| Total Project Funding | 1,714,045 | 3,120,000 | 770,000 | 3,171,955 | |
| TOTAL EXPENSES | 1,860,372 | 3,170,000 | 820,000 | 3,226,955 | |
| REVENUES - EXPENSES | (648,108) | 315,879 | 544,907 | (309,955) | |
| | | Beginning Fund Balance | | 3,724,552 | |
| | | Ending Fund Balance | | 3,414,597 | (c) |

Notes:

- (a) STMP receipts are forecasted based on local jurisdictions' estimates.
- (b) The 4% admin. fee is estimated to generate \$52K in FY 19-20, but only \$50K will be used for admin. expenses.
- (b) Funds for STMP administration are contingent on receipt of revenue
- (c) The forecasted large STMP balance is contingent upon receipt of revenue forecasted by local jurisdictions.

**DETAIL: Other Reimbursable
FY 2020-21 DRAFT Final Budget**

| Activity | Actual FY 2018-19 | Original FY 2019-20 | Estimated FY 2019-2020 | Proposed FY 2020-21 | Note |
|--|------------------------------|--------------------------------|-----------------------------------|--------------------------------|-------------|
| REVENUES | | | | | |
| 33403 Grants | | | | | |
| 36102 Interest - LAIF | | | | | |
| 39906 Other Grants | | | | | |
| <i>Student Bus Pass Admin, WCCUSD</i> | 52,822 | 72,803 | 58,124 | 50,000 | |
| <i>Student Bus Pass Program - J Swett</i> | 60,000 | 60,000 | 60,000 | 60,000 | |
| <i>Express Bus Implementation Plan: Caltrans funds</i> | 161,626 | 462,830 | 413,169 | - | (a) |
| <i>Express Bus Implementation Plan: CCTA Cash Match</i> | - | 46,827 | 46,827 | - | |
| <i>San Pablo Ave. Corridor Study</i> | - | 50,000 | 50,000 | 150,000 | (b) (c) |
| TOTAL REVENUES | 274,448 | 692,460 | 628,120 | 260,000 | |
| EXPENSES | | | | | |
| Special Project Expenses | | | | | |
| 43600 Professional Services | - | - | - | - | |
| Total Professional Services | - | - | - | - | |
| 44000 Projects | | | | | |
| <i>Student Bus Pass Admin, WCCUSD</i> | 58,124 | 72,803 | 58,124 | 50,000 | |
| <i>Student Bus Pass Program - J Swett</i> | 60,000 | 60,000 | 60,000 | 60,000 | |
| <i>Express Bus Implementation Plan</i> | 161,626 | 535,173 | 374,971 | - | |
| <i>Express Bus Implementation Plan: Reimbursement for Staff Time</i> | | | 38,198 | | |
| <i>Express Bus Implementation Plan: CCTA Cash Match</i> | - | 46,827 | 46,827 | | |
| <i>San Pablo Ave. Corridor Study</i> | - | 50,000 | 50,000 | 150,000 | (b) (c) |
| Total Special Project Expenses | 279,750 | 764,803 | 628,120 | 260,000 | |
| TOTAL EXPENSES | 279,750 | 764,803 | 628,120 | 260,000 | |
| REVENUES - EXPENSES | (5,302) | (72,343) | 0 | - | |
| | | Beginning Fund Balance | | - | |
| | | | Ending Fund Balance | | 0 |

Notes:

- (a) The Plan was completed for less than the original estimate.
- (b) Funds from Measure J 28b, budgeted in FY19, will be paid directly to ACTC by CCTA.
- (c) Phase 2 of the San Pablo Ave. Corridor Study may occur over the course of two fiscal years.

**SUMMARY OF ALL ACCOUNTS
FY 2020-2021 DRAFT Final Budget**

| Activity | Actual FY 2018-19 | Original FY 2019-20 | Estimated FY 2019-20 | Proposed FY 2020-21 | Note |
|---|----------------------|------------------------|-------------------------|------------------------|------|
| REVENUES | | | | | |
| 33403 Grants (TDM) | 532,562 | 559,247 | 605,413 | 551,317 | |
| 34111 Member Contributions | 502,979 | 523,670 | 523,670 | 523,670 | |
| 343xx STMP Fees | 1,212,265 | 3,485,879 | 1,364,907 | 2,917,000 | |
| 36102 Interest | 69,480 | - | 67,315 | 50,000 | |
| 39906 Other Grants | 274,448 | 625,633 | 648,120 | 260,000 | |
| Measure J 20b, 21b, 28b | 42,664 | 76,106 | 68,111 | 69,856 | |
| TOTAL REVENUES | 2,634,398 | 5,270,535 | 3,277,536 | 4,371,843 | |
| EXPENSES | | | | | |
| Salary, Benefits & Insurance | | | | | |
| 41000s Salary & Benefits | 795,342 | 867,898 | 869,287 | 874,940 | |
| 41911 Liability Insurance | 6,716 | 8,100 | 7,932 | 10,312 | |
| Total Salaries, Benefits & Insurance | 802,058 | 875,998 | 877,219 | 885,252 | |
| Professional Services | | | | | |
| 43600 Professional Services | | | | | |
| <i>Financial and IT Services</i> | 40,262 | 39,025 | 41,470 | 42,525 | |
| <i>Audit</i> | 15,710 | 12,500 | 10,800 | 12,500 | |
| <i>Attorney Services</i> | 14,242 | 14,800 | 10,266 | 13,500 | |
| <i>Accounting Services</i> | 9,539 | 10,000 | 8,341 | 10,800 | |
| <i>Nexus Study (STMP)</i> | 110,038 | - | - | - | |
| <i>Program Related Services (TDM)</i> | 36,526 | 40,000 | 56,939 | 37,000 | |
| <i>Other</i> | 3,287 | - | 2,390 | 3,000 | |
| Total Professional Services | 98,691 | 226,358 | 246,871 | 122,325 | |
| Special Expenses (Project / Program Funding) | | | | | |
| 44000 Special Dept. Expense | | | | | |
| <i>Incentives / Marketing (TDM)</i> | 83,621 | 125,647 | 157,294 | 120,077 | |
| <i>Misc. STMP Project Funding</i> | 1,714,045 | 3,120,000 | 770,000 | 3,171,955 | |
| <i>Student Bus Pass Program - WCCUSD</i> | 58,124 | 72,803 | 58,124 | 50,000 | |
| <i>Student Bus Pass Program - J Swett</i> | 60,000 | 60,000 | 60,000 | 60,000 | |
| <i>Express Bus Implementation Plan</i> | 161,626 | 582,000 | 459,996 | 535,173 | |
| <i>San Pablo Ave Corridor Study</i> | - | 50,000 | 50,000 | 150,000 | |
| <i>Contingency (WCCTAC Operations)</i> | 1,127 | 10,000 | 5,807 | 10,000 | |
| Total Special Expenses | 2,078,543 | 4,020,450 | 1,561,221 | 4,097,205 | |
| Travel & Training | | | | | |
| 44320 Travel/Training/Mileage/Mbrshp | 5,620 | 7,200 | 6,541 | 5,765 | |
| Total Travel/Training | 5,620 | 7,200 | 6,541 | 5,765 | |
| Office Expenses & Supplies | | | | | |
| 43500 Office Supplies | 5,432 | 5,000 | 18,931 | 24,500 | |
| 43501 Postage | 1,695 | 1,800 | 1,712 | 1,800 | |
| 43502 TDM Postage | 418 | 1,500 | 610 | 950 | |
| 43520 Printing, Copier Lease | 15,134 | 26,550 | 13,440 | 15,000 | |
| 43900 Rent/Building | 39,745 | 47,800 | 43,500 | 45,000 | |
| Total Office Exp & Supplies | 62,424 | 82,650 | 78,193 | 87,250 | |
| TOTAL EXPENSES | 3,047,336 | 5,212,656 | 2,770,045 | 5,197,797 | |
| REVENUES - EXPENSES | (412,938) | 57,879 | 507,491 | (825,954) | |

Beginning Fund Balance **3,818,036**
Ending Fund Balance **2,992,082**

Notes:

See notes in the attached detail sheets by account.

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DRAFT FINAL
FY2021 DUES STRUCTURE

| WCCTAC Member Agency | Percent Share | Proposed FY 21 Dues |
|----------------------|---------------|------------------------|
| City of El Cerrito | 9.1% | \$48,930 |
| City of Hercules | 9.1% | \$48,930 |
| City of Pinole | 9.1% | \$48,930 |
| City of Richmond | 27.2% | \$146,790 |
| City of San Pablo | 9.1% | \$48,930 |
| Contra Costa County | 9.1% | \$48,930 |
| AC Transit | 9.1% | \$48,930 |
| BART | 9.1% | \$48,930 |
| WestCAT | 9.1% | \$48,930 |
| <i>discount</i> | | (<i>\$14,560</i>) |
| WestCAT Subtotal | | \$34,370 |
| Total | 100.0% | \$523,670 |

Recent Dues History

For a Regular 9.1% Share Member:

| Fiscal Year | Dues Amount |
|-------------|-------------|
| FY 11-12 | \$42,722 |
| FY 12-13 | \$36,675 |
| FY 13-14 | \$25,482 |
| FY 14-15 | \$36,675 |
| FY 15-16 | \$36,675 |
| FY 16-17 | \$39,975 |
| FY 17-18 | \$42,772 |
| FY 18-19 | \$47,049 |
| FY 19-20 | \$48,930 |

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TO: WCCTAC Board **MEETING DATE:** May 22, 2020
FR: John Nemeth, Project Manager
RE: **Service Phasing for the Re-Opened Richmond Ferry**

REQUESTED ACTION

Receive information and provide feedback to WETA/CCTA on service planning for the re-opened Richmond Ferry in the upcoming fiscal year.

BACKGROUND AND DISCUSSION

Although the Richmond Ferry represents a relatively small share of West County's overall transit ridership, it is discussed fairly frequently at WCCTAC. Since the ferry's operating funds come from Measure J, WCCTAC and CCTA have considerable influence over the service. An agreement between WETA and CCTA (which references WCCTAC), calls for the three agencies to periodically discuss service issues.

In January 2020, the WCCTAC Board recommended that WETA run weekend service from April through October of this year given the successful summer/fall weekend pilot of 2019. However, the onset of the COVID-19 pandemic resulted in a significant drop in ridership demand by mid-March, which was followed by service reductions on some ferry routes and suspensions of others. The Richmond Ferry was suspended and has not been operating for the past two months. For those ferry services that are operating on a limited schedule, social distancing requirements mean that boats can only use 25% of available passenger capacity.

WETA is planning to re-open the Richmond Ferry, potentially in July, with a start date decision to be made at the June WETA Board meeting. The agency views this time as an opportunity to reset the schedule so that it is more user-friendly and appealing to riders, with departures close to 30-minute intervals and some mid-morning and early-afternoon trips, as well.

WETA's ferry services are proposed to return and/or ramp-up in stages with increasing levels of service. The Richmond Ferry is currently in Stage 1, which means no service at all. Stage 2 (proposed for the July-Nov timeframe) represents a limited schedule. For the Richmond Ferry, Stage 3 (Dec-April) would involve more service than existed in the pre-suspension period. Stage 4 (proposed for after April 2021) adds weekend service. Each of the stages has an assumed start date, although movement from one to the next is planned to be contingent upon demand. On the following page is a conceptual representation of the approximate level of service that is likely for each stage. The exact departure and arrival times are still to be determined.

Conceptual Stages of Service

Stage 2

| Depart | Arrive |
|-----------|---------------|
| Richmond | San Francisco |
| Trip 1 AM | Trip 1 AM |
| Trip 2 AM | Trip 2 AM |
| Trip 3 AM | Trip 3 AM |
| Trip 4 PM | Trip 4 PM |
| Trip 5 PM | Trip 5 PM |
| Trip 6 PM | Trip 6 PM |

| Depart | Arrive |
|---------------|-----------|
| San Francisco | Richmond |
| Trip 1 AM | Trip 1 AM |
| Trip 2 AM | Trip 2 AM |
| Trip 3 PM | Trip 3 PM |
| Trip 4 PM | Trip 4 PM |
| Trip 5 PM | Trip 5 PM |

Stage 3

| Depart | Arrive |
|------------|---------------|
| Richmond | San Francisco |
| Trip 1 AM | Trip 1 AM |
| Trip 2 AM | Trip 2 AM |
| Trip 3 AM | Trip 3 AM |
| Trip 4 AM | Trip 4 AM |
| Trip 5 AM | Trip 5 AM |
| Trip 6 AM | Trip 6 AM |
| Trip 7 PM | Trip 7 PM |
| Trip 8 PM | Trip 8 PM |
| Trip 9 PM | Trip 9 PM |
| Trip 10 PM | Trip 10 PM |
| Trip 11 PM | Trip 11 PM |

| Depart | Arrive |
|---------------|-----------|
| San Francisco | Richmond |
| Trip 1 AM | Trip 1 AM |
| Trip 2 AM | Trip 2 AM |
| Trip 3 AM | Trip 3 AM |
| Trip 4 AM | Trip 4 AM |
| Trip 5 PM | Trip 5 PM |
| Trip 6 PM | Trip 6 PM |
| Trip 7 PM | Trip 7 PM |
| Trip 8 PM | Trip 8 PM |
| Trip 9 PM | Trip 9 PM |

Stage 4

| Depart | Arrive |
|------------|---------------|
| Richmond | San Francisco |
| Trip 1 AM | Trip 1 AM |
| Trip 2 AM | Trip 2 AM |
| Trip 3 AM | Trip 3 AM |
| Trip 4 AM | Trip 4 AM |
| Trip 5 AM | Trip 5 AM |
| Trip 6 AM | Trip 6 AM |
| Trip 7 PM | Trip 7 PM |
| Trip 8 PM | Trip 8 PM |
| Trip 9 PM | Trip 9 PM |
| Trip 10 PM | Trip 10 PM |
| Trip 11 PM | Trip 11 PM |

| Depart | Arrive |
|---------------|-----------|
| San Francisco | Richmond |
| Trip 1 AM | Trip 1 AM |
| Trip 2 AM | Trip 2 AM |
| Trip 3 AM | Trip 3 AM |
| Trip 4 AM | Trip 4 AM |
| Trip 5 PM | Trip 5 PM |
| Trip 6 PM | Trip 6 PM |
| Trip 7 PM | Trip 7 PM |
| Trip 8 PM | Trip 8 PM |
| Trip 9 PM | Trip 9 PM |

Weekends

| Depart | Arrive |
|-----------|---------------|
| Richmond | San Francisco |
| Trip 1 AM | Trip 1 AM |
| Trip 2AM | Trip 2 AM |
| Trip 3PM | Trip 3 PM |

| Depart | Arrive |
|---------------|-----------|
| San Francisco | Richmond |
| Trip 1 PM | Trip 1 PM |
| Trip 2 PM | Trip 2 PM |
| Trip 3 PM | Trip 3 PM |
| Trip 4 PM | Trip 4 PM |

The annualized operating cost (and use of Measure J funds) for the Richmond Ferry in the pre-suspension period was just under \$4M. Since the suspension, Measure J funds have only been used for minimal terminal maintenance.

The proposed phasing plan for FY21, with the assumed dates for moving from one phase to the next, has been estimated to have an annual operating cost of roughly \$5M according to WETA. If phasing were accelerated, the figure could be somewhat higher.

WETA is currently assuming that its requirement for distancing, that limits the number of riders to 25% of a boat's capacity, will continue during the next fiscal year, which limits fare revenue. The current practice at WETA is to consider adding service when vessels reach 80% of capacity, and to consider reductions if ridership persists at below 40% of capacity.

WETA staff is planning to will return to its Board in June 2020 with a proposed budget based on a detailed service plan. In theory, WCCTAC/CCTA could recommend a different pace of movement from one stage to the next using different criteria than WETA's, with the tradeoff being that greater service requires more Measure J funding.

Staff Recommendation

It is staff's view that the Richmond Ferry should resume operations soon given that several other WETA ferries are currently operating. Staff also believes that the WETA plan for ramping up service over time to meet demand is practical and that the latter stages of service can provide a better service to Richmond than existed before the onset of the pandemic.

When the ferry was launched in January 2019, staff from WETA and CCTA estimated that the service had roughly 14 years of Measure J operating funds available. The picture brightened after the ferry's operating costs came in lower than budgeted and ridership and fare revenues exceeded expectations. The duration of available funding can be extended further if RM3, or other, funds are applied to this service in the future.

Over the longer term, though, all parties should be aware that a richer and more expensive service, with lower fare revenue due to social distancing, combined with lower Measure J sales tax revenues could reduce the number of years of funding "runway". This is something to monitor.

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El Cerrito

Hercules

Pinole

April 27, 2020

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

RE: April 2020 - WCCTAC Board Meeting Summary

Dear Randy:

The WCCTAC Board, at its meeting on April 24, 2020 took the following actions that may be of interest to CCTA:

1. Adopted Resolution No. 20-01, providing \$1,600,000 via a STMP Cooperative Funding Agreement for the City of Pinole's San Pablo Avenue Bridge Replacement Project.
2. Adopted Resolution No. 20.02 providing \$100,000 via a STMP Cooperative Funding Agreement for the City of Pinole's Bay Trail Gap at Tennent Avenue Project.
3. Approved Fiscal Audit documents for Fiscal Year 2019.
4. Approved Resolution No 20.03 authorizing the use of \$400,000 in Measure J 28b funds to serve as a Local Match for Caltrans District 4's ATP grant application for I-80/Central Avenue.

Sincerely,

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

John Nemeth
Executive Director

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

WestCAT

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

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

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