



TECHNICAL ADVISORY COMMITTEE MEETING NOTICE & AGENDA

DATE & TIME: Thursday, June 11, 2020 • 9:00 AM – 11:00 AM

REMOTE ACCESS: <https://us02web.zoom.us/j/86857322965?pwd=Qk1LRGtaeW-pZazdMYWQxcm9DS3Axdz09>

MEETING ID#: 868 5732 2965

PASSWORD (if requested): 239879

Remote Participation Only

As a result of the COVID-19 public health emergency, including the County Health Officer and Governor’s directives, **there will be no physical location for the TAC Meeting.** TAC 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, TAC members: Yvetteh Ortiz, Mike Roberts, Tamara Miller, Lori Reese-Brown, Alan Panganiban, Colin Piethe, Rob Thompson, Nathan Landau and Celestine Do may be attending this meeting via teleconference, as may WCCTAC Alternate TAC Members. Any votes conducted during the teleconferencing session will be conducted by roll call.

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

Phone Participation

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

+1 669 900 6833

Meeting ID: 868 5732 2965

Password: 239879

Public Comment

Members of the public may address the TAC 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 TAC meeting date will be provided to the WCCTAC TAC and heard before TAC action. Comments may be submitted by email to creilly@wcctac.org

El Cerrito

Hercules

Pinole

Richmond

San Pablo

Contra Costa
County

AC Transit

BART

WestCAT

Comments may also be submitted via e-mail to creilly@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 TAC may provide.

1. CALL TO ORDER and MEMBER ROLL CALL

Estimated Time: 9:00 AM, (5 minutes)*

2. PUBLIC COMMENT

Estimated Time: 9:05 AM, (5 minutes)*

The public is welcome to address the TAC on any item that is not listed on the agenda. Please fill out a speaker card and hand it to staff. Please limit your comments to 3 minutes. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The WCCTAC TAC may direct staff to investigate and/or schedule certain matters for consideration at a future TAC meeting.

3. CONSENT CALENDAR

Estimated Time: 9:10 AM, (5 minutes)*

A. Minutes & Sign in Sheet from April 9, 2020

Recommendation: Approve as presented.

Attachment: Yes.

4. REGULAR AGENDA ITEMS

A. CCTA Data Management Plan and e-Builder Pilot

Description: Tim Haile, of CCTA staff, will discuss the development of a countywide data management plan for transportation data to improve efficiencies. He'll also review a proposed expansion of the e-Builder Project Management Information System (PMIS), in partnership with local jurisdictions, as part of a one-year pilot.

Recommendation: Information Only

Attachment: No

Presenter/Lead Staff: Tim Haile, CCTA Staff.

Estimated Time: 9:15 AM, (25 minutes)*

B. CCTA's Growth Management Program (GMP) Task Force / SB743 Update

Description: The CCTA formed a Growth Management Program Task Force to assist local jurisdictions with the transition in CEQA analysis under SB743. The Task Force provides a forum for discussing policies, practices and needed coordination among jurisdictions. CCTA staff provided an update to the TAC on the work of the TAC Force at the WCCTAC TAC meeting in March 2020. They are now ready to provide another status report before presenting to the WCCTAC and CCTA Boards.

* Estimated time for consideration is given as a service to the public. Please be advised that an item on the agenda may be considered earlier or later than the estimated time.

Recommendation: Receive presentation on the work of the GMP Task Force

Attachment: No

Presenter/Lead Staff: Matt Kelly, WCCTAC Staff.

Estimated Time:* **9:40 AM**, (20 minutes)

C. Interim Measures to Prepare for Measure J Sales Tax Revenue Reduction Due to the COVID-19 Pandemic

Description: The COVID-19 pandemic and ensuing “Shelter-in-Place” Order No. HO-COVID19-03 will likely have a significant impact on Measure J sale tax revenues, beyond the anticipated slowdown assumed in the *2019 Measure J Strategic Plan*. The Authority Board recently adopted a series of interim actions to ensure the Authority has the financial

Recommendation: Receive presentation on interim CCTA measures.

Attachment: Yes: TCC Staff Report

Presenter/Lead Staff: Hisham Noeimi, CCTA Staff

Estimated Time:* **10:00 AM**, (25 minutes)

D. STMP Update: Annual Fee Adjustment Status and Proposed Reporting Form Revision

Description: Effective July 1, 2020, jurisdictions should begin collecting STMP fees at the newly adjusted rate for FY 2020-21. WCCTAC staff is seeking status reports from jurisdictions on the implementation of the adjusted fees. The annual, automatic adjustment is included in the STMP’s Master Cooperative Agreement. With the implementation of this first annual fee adjustment for the 2019 STMP Update, WCCTAC staff is recommending a modification to the STMP Quarterly Reporting Form. The proposed change will facilitate better record-keeping which was a goal of the updated program. The new form requests additional information if fees collected differ from the established fee rate.

Recommendation: 1.) Request jurisdictions provide status report on implementation of adjusted fees for FY 20-21; and 2.) Recommend to the WCCTAC Executive Director acceptance of draft revised STMP Quarterly Reporting form.

Attachment: Yes - Draft Revision to the STMP Quarterly Reporting Form.

Presenter/Lead Staff: Leah Greenblat, WCCTAC Staff.

Estimated Time:* **10:25 AM**, (15 minutes)

E. Call for Projects: Safe Routes to BART Grants

Description: BART has funds available to help local agencies improve access for BART customers traveling to BART by walking and biking. Grants to local jurisdictions using voter-approved Measure RR capital funds will help partner agencies deliver capital projects for the streets, sidewalks, trails. BART has released a call for projects and applications are due July 23. BART will host a webinar about the program on June 12. WCCTAC staff seeks to identify potential projects in West County.

Recommendation: Provide input on potential grant applications

Attachment: Yes

Presenter/Lead Staff: Leah Greenblat, WCCTAC Staff

* Estimated time for consideration is given as a service to the public. Please be advised that an item on the agenda may be considered earlier or later than the estimated time.

*Estimated Time**: **10:40 AM**, (10 minutes)

5. STANDING ITEMS

A. Technical Coordinating Committee (TCC) Report

Description: TCC representatives will report on the last TCC meeting.

Recommendation: None.

Attachment: No

Presenter/Lead Staff: WCCTAC's TCC Representatives & WCCTAC Staff

*Estimated Time**: **10:50 am** (5 minutes)

B. Staff and TAC Member Announcements

Recommendation: Receive update.

Attachment: No

Presenter/Lead Staff: WCCTAC's TCC Representatives & WCCTAC Staff

*Estimated Time**: **10:55 am** (5 minutes)

6. ADJOURNMENT

Description / Recommendation: Adjourn to the next regularly scheduled meeting of the TAC on Thursday, July 9, 2020. (The next regular meeting of the WCCTAC Board is Friday, July 24, 2020.)

*Estimated Time**: **11:00 am**

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- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTAC TAC 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 WCC-TAC's office.
 - 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.

* Estimated time for consideration is given as a service to the public. Please be advised that an item on the agenda may be considered earlier or later than the estimated time.

El Cerrito

WCCTAC TAC Meeting Minutes

Hercules

MEETING DATE: April 10, 2020

Pinole

MEMBERS PRESENT: Colin Piethé, Contra Costa County; Celestine Do, BART; Allan Panganiban; Deneé Evans, Richmond; Rob Thompson, WestCAT; Tamara Miller, Pinole; Mike Roberts, Hercules; and Yvetteh Ortiz, El Cerrito

Richmond

GUESTS: Matt Kelly, CCTA; and Bill Pinkham, CCTA CAC West County Representative

STAFF PRESENT: John Nemeth, Leah Greenblat, Coire Reilly, Joanna Pallock

San Pablo

ACTIONS LISTED BY: WCCTAC Staff

Contra Costa
County

AC Transit

BART

WestCAT

ITEM	ITEM/DISCUSSION	ACTION/SUMMARY
1.	Call to Order	The meeting was called to order at 9:04 a.m.
2.	Public Comment	None.
3.	Consent Calendar: a. Action Minutes and Sign-in Sheet from March 12, 2020 – Approve as presented.	No formal motion was made, but the TAC approved the Consent Calendar as presented with Mike Roberts abstaining and no one objecting.
Regular Agenda Items		
4.	WCCTAC FY 2021 Draft Work Program.	John Nemeth presented the WCCTAC 20-21 work plan for TAC review and comment.
5.	Measure J 20b-Funded Senior and Disabled Transportation Services and Meal Delivery During Shelter in Place.	Joanna Pallock provided an overview of paratransit services shifting from bringing seniors to senior centers for meals, to delivering meals to seniors as part of the lunch programs. The TAC was also asked to provide feedback about this activity.

6.	Active Transportation Program (ATP) Grants	Leah Greenblat explained that Caltrans District 4 approached WCCTAC and CCTA seeking matching funds for their application. The TAC recommended that the Board utilize 28b funds, or apply for other grants, to help crate the local match. The TAC further recommended that Richmond and El Cerrito also contribute to the local match and that WCCTAC's match be contingent upon their participation.
7.	Point Molate DSEIR Comment Letter	Leah Greenblat reviewed the key points that a potential draft comment letter for the Point Molate DSEIR could include. TAC members provided input and agreed that a letter should be submitted.
8.	Preparation for WCCTAC Board Meeting by Zoom	Staff explained that its upcoming Board meetings would be conducted remotely via Zoom and requested feedback or guidance based on member agency experience with remote meetings. TAC members provided insight on how their own jurisdictions' meetings were handled.
9.	TCC Update	The TCC meeting was cancelled so there was no update provided.
10.	Member Agency Updates on Transportation Services	None.
11.	Adjournment	The meeting adjourned at 10:27 AM.

Technical Coordinating Committee **STAFF REPORT**

Meeting Date: May 21, 2020

Subject	Proposed Interim Measures to Prepare for Measure J Sales Tax Revenue Reduction Due to the COVID-19 Pandemic
Summary of Issues	The COVID-19 pandemic and ensuing “Shelter-in-Place” Order No. HO-COVID19-03 will likely have a significant impact on Measure J sale tax revenues, beyond the anticipated slowdown assumed in the <i>2019 Measure J Strategic Plan</i> . Staff proposes a series of interim actions to ensure the Authority has the financial resources to meet its commitments over the life of Measure J, while maintaining positive cash flow.
Recommendations	This is an informational item only; no staff recommendation at this time.
Financial Implications	Measure J sales tax revenues were estimated to total \$2.588 billion over the life of Measure J in the adopted <i>2019 Measure J Strategic Plan</i> . However, due to the COVID-19 pandemic, Measure J revenues will likely be less. Proposed actions in Resolution 20-09-P would reduce appropriations of Measure J funds in Fiscal Year (FY) 2020-21.
Options	N/A
Attachments	A. Resolution 20-09-P
Changes from Committee	

Background

Measure J – a continuation of the half-percent countywide sales tax for transportation was passed by the Contra Costa County voters in November 2004. The Measure started on April 1, 2009 and will be in effect through March 31, 2034. The Measure J Strategic Plan guides the timing of Measure J expenditures based on assumptions about future sales tax revenues, debt service costs on proposed bonds, and project schedules. The underlying assumptions in

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the financial plan and the resultant cash flow estimates are critical to ensuring that the Authority will have the financial resources to deliver its project and program commitments.

The *2019 Measure J Strategic Plan* anticipated a slowdown in economic activities in the next 24 months, by adopting a lower new sales tax revenue forecast that projects no growth for the next three years. Measure J sales tax revenues were estimated in the *2019 Measure J Strategic Plan* to total \$2.588 billion over the life of Measure J. This was approximately \$136 million less than the revenue projection used in the *2016 Measure J Strategic Plan*.

The majority of the reductions were absorbed by savings on completed projects such as the State Route 4 (SR4) widening and Caldecott Tunnel Fourth Bore, unused construction reserves programmed in Southwest County and East County, and future reserves in East County set aside for unidentified projects under the East County Corridors, Major Streets, and Transportation for Livable Communities (TLC) funding categories. In addition, Measure J funding set aside for unidentified projects under the Bay Area Rapid Transit (BART) Parking, Access and Other Improvements category in Southwest, Central and West County were reduced.

The *2019 Measure J Strategic Plan* projected a constrained cash flow period in three to four years due to the revenue reduction. To address this issue, the Authority planned to develop a new policy to allow for internal borrowing from Measure J programs that have sufficient reserves. In addition, the programming of the next cycle of TLC and the Pedestrian, Bicycle and Trail Facilities (PBTF) programs were proposed to be delayed until the completion of the next update to the strategic plan when the revenue forecast is reviewed again.

Recommended Interim Measures

The COVID-19 pandemic and ensuing “Shelter-in-Place” Order will likely have a significant impact on Measure J sales tax revenues, beyond the anticipated slowdown assumed in the *2019 Measure J Strategic Plan*. Staff proposes a series of interim actions and funding principles, listed below, to ensure the Authority has the financial resources to meet its commitments over the life of Measure J while maintaining a positive cash flow.

- Suspend new appropriations of Measure J funds to start new capital projects in the Measure J Strategic Plan. New capital projects are referred to as projects that have not received any Measure J appropriations to date. Exceptions will be considered on a case-by-case basis, considering factors such as potential loss of other funding sources if Measure J funds are not appropriated, ability to leverage federal stimulus funds, etc. The suspension will apply to capital projects, part of the Program of Projects in the

2019 Measure J Strategic Plan, as well as all programmed TLC and PBTF projects.

- Retain all projected Measure J savings on completed and/or ongoing capital projects in the Measure J reserve to soften the impact of revenue reductions.
- Manage allocations for operating programs, in accordance with the voter-approved Transportation Expenditure Plan (TEP), to maximize fund flow to operators as-needed while protecting the Authority's cash flow. This would apply to the following Measure J Programs:
 - Program 14 – Bus Transit
 - Program 15 – Countywide Transportation Programs for Seniors and People with Disabilities
 - Program 16 – Countywide Express Bus
 - Program 17 – Commute Alternatives
 - Program 19 – Subregional Additional Bus Services
 - Program 20 – Subregional Additional Transportation Programs for Seniors and People with Disabilities
 - Program 21 – Subregional Safe Transportation for Children Programs
 - Program 22 – West County Ferry
- Continue to delay the programming of the next cycle of TLC and PBTF programs until the completion of the next update to the 2019 Measure J Strategic Plan, when a new revenue forecast is developed.
- Increase frequency of reimbursement requests for State and Federal funds, as delays in processing the invoices by our partner funding agencies will place additional demand on Measure J cash flow.

In addition, staff is taking the following actions:

- Urge our funding partners to accept electronic invoices in lieu of hard copies and expedite payment of invoices.
- Request Federal Highway Administration (FHWA) to waive and/or reduce the local match requirement on the Mobility-On-Demand (MOD) Grant received by the Authority.
- Request that pre-award costs be eligible for reimbursement for the Automated

Driving System (ADS) Grant.

- Monitor opportunities to refinance issued bonds and reduce interest costs.
- Monitor opportunities to secure a subordinate line of credit to the outstanding sales tax bonds up to the necessary amount to maintain positive cash flow.
- Identify any grant opportunities including future State and Federal stimulus funds to supplant Measure J funds programmed for projects and programs.
- Advocate for Federal and State stimulus funding for transportation projects.

Potential Future Actions

Additional actions may be taken by the Authority if the “Shelter-in-Place” Order remains in effect for an extended time. These actions include the development of an “allocation plan” and “fund exchange program”, as described below:

Measure J Funds Allocation Plan

Staff may develop an allocation plan to preserve remaining Measure J funds and prioritize projects for potential stimulus funding. The allocation plan could include one or more of the following actions:

- Identify potential Authority-sponsored Measure J projects and/or contracts that can be suspended or delayed.
- Review with project sponsors all appropriation requests approved by the Authority Board for on-going Measure J projects that are not in the right-of-way or construction stage to identify if reductions can be implemented.
- Develop a prioritized list of projects for future Measure J fund appropriations based on readiness, leveraging, ability to utilize federal stimulus funds, and other factors.
- Review non-project related contracts approved by the Authority Board to determine if they can be suspended, terminated, or reduced.

Fund Exchange Program

Staff can also begin working with project sponsors and funding partners to develop a fund exchange program. The goal of such a program is to ensure better utilization of limited Measure J funds by reducing project costs and maximizing the use of other fund sources in a

timely manner. For example, should federal stimulus funds become available, the Authority could decide to prioritize programming federal funds to bundled projects (e.g. pavement rehabilitation projects) in return for an agreed upon reduction in participating jurisdictions Measure J return to source funds (to cover match requirements and administration cost of the program). In addition, opportunities may present themselves to exchange State Transportation Improvement Program (STIP) funds programmed for future Authority-sponsored project(s) with flexible local funds from other jurisdictions or counties. Other fund exchange opportunities might arise in the future if State and/or Federal stimulus funds become available.

These measures will allow accumulation of Measure J funds to address short-term cash flow needs and ensure the Authority has the financial resources to meet its commitments over the life of Measure J, while maintaining a positive cash flow. Staff will continue to monitor the COVID-19 dynamic situation and recommend additional measures if needed.

**West County Subregional Transportation Mitigation Program (STMP) Developer Fees
JURISDICTIONS' QUARTERLY TRANSMITTAL REPORT FORM**

Jurisdictions are required to submit this completed form to WCCTAC no later than 30 days following the close of each calendar quarter; whether or not there are fees to submit, continuing through the life of the Master Cooperative Agreement.

Check Appropriate Box:

All sections of the report must be completed.
Attach check, payable to WCCTAC, to this report.
Submit check and completed transmittal report to:
WCCTAC
6333 Potrero Ave., Suite 100
El Cerrito, CA 94530

Fiscal Year: _____
Reporting Period:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FY Q1	FY Q2	FY Q3	FY Q4
July-Sept	Oct-Dec	Jan-Mar	Apr-June
31-Oct	30-Jan	30-Apr	31-Jul

Fee Submittal Due Date:

Jurisdiction's Name:

Contact Name:

Contact Email:

No development to report this period. OR Notes:

Insert below the # of Units or # of Sq. Ft. to calculate the amnt. of fee collected.
List each project or project component separately. Add rows as needed.

Type of Fee	Project Address	Development Name	STMP Fee per Unit	STMP Fee per Square ft.	Total # Units or Sq. Ft.	STMP \$ Collected
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 trip)			\$ 7,762			\$ -
TOTAL FEES COLLECTED:						\$ -

This should be the amount of your check to WCCTAC.

If a jurisdiction is collecting STMP fees for a development application at a rate different than what is currently in effect, provide on the following page the name and address of each development and which reason applies:

- A. The development project is subject to a development agreement executed on _____;
- B. The development submitted a vesting tentative map that was approved on _____;
- C. Other (explain legal basis for development not paying current adopted rates; n.b., a development application submitted in a prior year alone is an insufficient explanation) _____.

During the reporting period, has your agency granted:

- | | | |
|--|------------------------------|-----------------------------|
| 1. STMP Fee Credits to any development? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. STMP Fee Waivers/Exemptions to any development? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If yes to either of the above, please respond to the questions on the next page.

If STMP Credits were granted, for each development complete the questions below:

1. What is the name and address of the development project receiving the credit?
2. What was the dollar value of the credit?
3. Which of the 20 STMP Projects was the credit used for?
4. What elements of the STMP project were completed with the credited funds?

If Waivers/Exemptions of STMP Fees were granted, for each development, complete the questions below:

1. Were all other local fees waived/exempted for the development project? Yes No
2. Briefly explain why the development project's STMP fee was waived/exempted?

Respond to Different Fee Rates/Credit and Waiver/Exemption Questions here:

Call for Projects

SERVICE ADVISORY:

Face coverings now required. Trains now run every 30 minutes Monday-Friday.
BART now closes at 9pm. Saturday and Sunday 8am-9pm.
[View daily BART updates related to coronavirus.](#)

BART is currently accepting applications for the FY 2020/2021 [Safe Routes to BART \(SR2B\)](#) grant cycle funded through voter-approved Measure RR.

SR2B is designed to help local agencies improve access for BART customers traveling to BART by walking and biking. Grants to local jurisdictions using voter-approved Measure RR capital funds will help partner agencies deliver capital projects for the streets, sidewalks, trails and plazas that serve our customers on their way to BART.

Up to approximately \$5M in Measure RR funds will be made available for construction during the FY 2020/2021 SR2B grant cycle with funding disbursements ranging between approximately \$500,000 and \$1.5M per agreement. SR2B provides grant funding for construction only (which may include construction management).

Public agencies within Alameda, Contra Costa and San Francisco counties are eligible to apply. See Application Materials below for additional eligibility requirements.

Application Deadline:

Applications must be submitted to BART online no later than July 23, 2020 by 2:00 p.m.

Application and Award Schedule:

Activity	Date
Call for Projects Released	May 28, 2020

Deadline for Webinar Questions	June 10, 2020
Application Webinar	June 12, 2020
Deadline for Applications	July 23, 2020
Notice of Award	Fall 2020 *
Execute Funding Agreements	Fall 2020 *

* Note: Specific dates will be provided at a later time.

Webinar

BART staff will be hosting a webinar on June 12th at 10:30 am for those interested in applying for SR2B funds. Agenda items include:

- An overview of the SR2B grant program & schedule
- Applicant and project eligibility
- Application process
- Application evaluation criteria
- Q&A

Participants are encouraged to send SR2B questions to be answered during the Webinar Q&A by June 10th COB.

Webinar material and recording will be posted here shortly after it happens on June 12th, 2020.

When: Jun 12, 2020 10:30 AM Pacific Time

How to register: Register in advance for this webinar [here](#) :

Application Materials

Application packages must be submitted to BART electronically through the Submittable link below. Before diving into the application process, we encourage potential applicants to review all of the materials below. Doing so will give you a sense of what resources and talent the application will require of your agency.

[SR2B Grant Program Guidelines for the FY 2020/2021 Cycle](#)

Appendix A - [Screening and Evaluation Criteria](#)

Appendix B - [Cost Estimate, Funding Plan, Budget Narrative and Schedule](#)

Appendix C - [Sample Invoice](#)

[Online Application via Submittable.com](#)

Sample Funding Agreement (COMING SOON)

Exhibit A: Initial Project Report (IPR)

Exhibit B: [Safe Routes to BART \(SR2B\) Grant Program Guidelines FY 2020/2021 Cycle](#)

Exhibit C: BART Project Signage Design Manual

Exhibit D: Sample Invoice

Exhibit E: Quarterly Progress Reports

Questions

For more information, please email the Safe Routes to BART team at SR2B@bart.gov.

Safe Routes to BART

Safe Routes to BART

Call for Projects

Background

Bay Area Rapid Transit (BART)

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