

## MEETING NOTICE AND AGENDA

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**DATE & TIME:** July, 24, 2020 • 8:00 AM – 10:00 AM

**REMOTE ACCESS:**

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJydlBoYk0yYWVlZWVlWHZ4Zz09>

**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 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=c1dMVjJydlBoYk0yYWVlZWVlWHZ4Zz09>

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](mailto:vjenkins@wcctac.org).

Comments may also be submitted via e-mail to [vjenkins@wcctac.org](mailto: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 June 26, 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 June 2020. *(Attachment; Information Only).*
6. **Payment of Invoices over \$10,000.** *None (No attachment; information only).*
7. **Fiscal Year 2020-21 Measure J 20b Funds.** WCCTAC allocates Measure J 20b, *Additional Transportation for Seniors and People with Disabilities*, funds to five West County paratransit operators each year to supplement Program 15 funds provided by CCTA. In Fiscal Year 2020-2021 the estimated total funding is \$241,625. An attached staff report provides additional details. *(Attachment, Recommend Action: Approve FY 21 Measure J 20b allocations).*

## **REGULAR AGENDA ITEMS**

8. **West County Bus Operator Updates.** The COVID-19 pandemic has impacted the finances of both of West County’s bus operators, AC Transit and WestCAT. The financial impacts and the changed ridership demand have implications for service provision. Staff from each of these operators will provide an update on agency finances, ridership trends, and outlooks for the future. *(Ryan Lau – AC Transit Staff, Charlie Anderson – WestCAT staff; No Attachments; Recommended Action: Information only).*
  
9. **Measure J Program 21b - Low-income Student Bus Pass Program.** The Student Bus Pass program provides free passes to eligible low-income students during the school year. This fall, it is likely that most local schools will not meet physically for instruction. Given the absence of physical school, and the fact that transit is currently free, there may be little near-term demand for bus passes. However, staff believes that some students may still need passes at some point during the upcoming school year. The WCCTAC Board has the option to modify guidelines to allow eligible middle school students to obtain passes as well, given available funding capacity. *(Joanna Pallock– WCCTAC staff; Attachment; Recommended Action: Approve staff recommendation).*
  
10. **I-80 Design Alternative Assessment: Scope of Work.** Since the completion of the West County High Capacity Study, WCCTAC has requested the study of near and mid-term improvements to the I-80 corridor, focusing on improving conditions for transit and HOVs. MTC and ACTC agreed to fund a study, via a Design Alternatives Assessment (DAA), and designated the CCTA as a co-partner. WCCTAC staff made comments on the draft scope of work before MTC issued a Request for Qualifications. *(Leah Greenblat – WCCTAC Staff; Attachment; Recommended Action: Information only).*

## **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 Kelley & Butt*)
  - c. Executive Director’s Report
  
12. **General Information Items.**
  - a. Letter to CCTA Executive Director with June 26, 2020 Summary of Board Actions
  - b. Acronym List

**13. Adjourn.** The next regular meeting is: September 25, 2020 @ 8:00 a.m.  
Meeting will be held remotely (see next agenda for details)

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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: June 26, 2020**

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**MEMBERS PRESENT:** Chris Kelley, Chair (Hercules); Roy Swearingen, Vice-Chair (Pinole); Chris Peeples (AC Transit); Maureen Powers (WestCAT); Rita Xavier (San Pablo); Paul Fadelli (El Cerrito); Tom Butt (Richmond); Ben Choi (Richmond); Demnlus Johnson III (Richmond) arrived at 8:10am

**STAFF PRESENT:** John Nemeth, Joanna Pallock, Coire Reilly, Leah Greenblat, Kris Kokotaylo (counsel with Meyers-Nave)

**ACTIONS LISTED BY:** Valerie Jenkins

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

**Public Comment:** n/a

**CONSENT CALENDAR**

Motion by *Director Peeples*; seconded by *Vice-Chair Swearingen*;

Yes – C. Kelley, R. Swearingen, R. Xavier, M. Powers, T. Butt, C. Peeples, B. Choi, P. Fadelli

No - None

Abstentions – None

Motion passed unanimously.

**Item #3.** *Approved* minutes of May 22, 2020 Board Meeting

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

**Item #5.** *Received* Financial Reports for May 2020

**Item #6.** *Received* information regarding Payment of Invoices over \$10,000. (There were none)

**Item #7.** *Approved* FY 2021 Work Program, Budget, and Dues Resolution

**Item #8.** *Approved* allocation of Fiscal Year 2020-21 Measure J 19b Funds to WestCAT and AC Transit.

**REGULAR AGENDA ITEMS**

ITEM/DISCUSSION	ACTION
<p><b>Item #9:</b> <b>S.B. 743 and the Measure J Growth Management Program.</b></p>	<p><b><i>Information Only</i></b> Matt Kelly, of CCTA staff, provided an update on the work of a Task Force to integrate the requirements of SB 743 (the move from LOS to VMT for CEQA) with the Measure J, Growth Management Program.</p>

<p><b>Item #10:</b>  <b>Ferry to Bridge to Greenway Complete Streets Plan - Update</b></p>	<p><b><i>Information Only</i></b>  Bruce Brubaker, of Placeworks Inc., gave an overview of the Ferry to Bridge to Greenway Complete Streets Plan vision in Richmond and described the progress toward implementation.</p>
<p><b>Item #11:</b>  <b>Impacts of COVID-19 on Measure J Revenues and Capital Projects in West County</b></p>	<p><b><i>Information Only</i></b>  Hisham Noeimi, of CCTA staff, provided a review of the revised, lower projections for Measure J revenue due to the COVID-19 pandemic. He also reviewed how this revised forecast would impact capital projects that include Measure J funding. Mr. Noeimi noted that CCTA has suspended its appropriations of Measure J funds to capital projects. The CCTA will likely receive an updated Measure J forecast in September, along with a proposed framework for prioritizing project funding.</p>

Meeting Adjourned: **9:39am**

**TO:** WCCTAC Board

**DATE:** July 24, 2020

**FR:** John Nemeth, Executive Director

**RE:** Monthly Update on WCCTAC Activities

**West County Student Bus Pass Program (Measure J Program 21b)**



The Measure J Low-Income Student Bus Pass Program offers eligible high school students in West County free bus passes during the school year. While this program was fully funded by a two-year allocation that predated the pandemic, local school district plans may not involve an immediate return to physical classrooms. In addition, local transit is currently free. The West Contra Costa Unified School District (WCCUSD) and WCCTAC staff believe that low-students may still need to access transit during this school year, including for school-related purposes. Demand for passes, however, may be much lower than in a typical year. The WCCTAC Board could allow passes to be available to middle school students given available funding capacity. This topic is on the Board’s July agenda.

**Pass2Class Program Delayed**

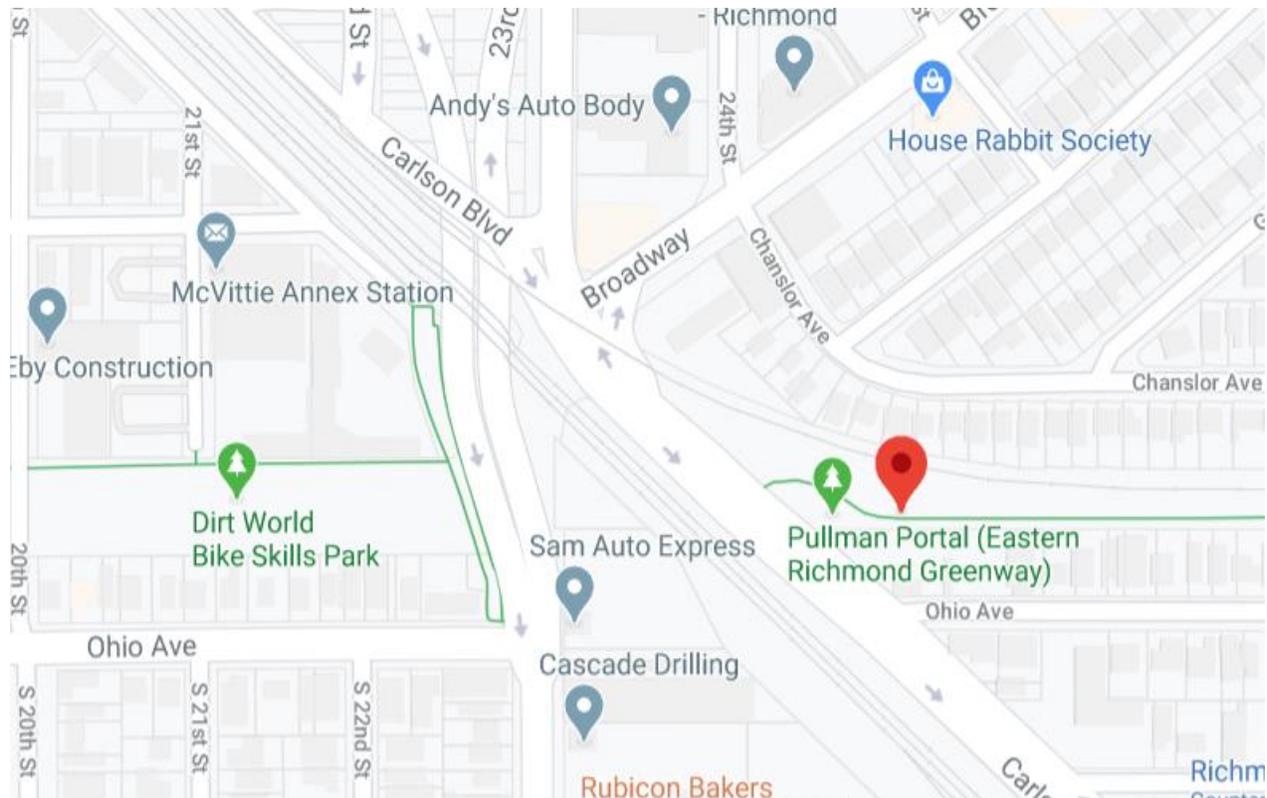
Pass2Class is a 511 Contra Costa program that provides one, free, 31-day pass for AC Transit or WestCAT at the beginning of the school year to any West County student grades 1-12 who don’t otherwise qualify for the Student Bus Pass Program. The program will be delayed this year since transit is currently free and both West Contra Costa Unified School District and John Swett School District have both indicated that they will more than likely be doing remote classes this fall. The funds that pay for Pass2Class will still be available for students later in the year, if conditions change and the program is needed.



## **Richmond Receives Planning Grant for Richmond Greenway Gap Closure**

With support from a wide variety of community members – including WCCTAC, Albany Strollers & Rollers, Bike East Bay, Richmond BPAC, Dirt World, City of El Cerrito, Contra Costa County Supervisor Gioia, Groundwork Richmond, Rich City Rides, and The Watershed Project – the city of Richmond recently received a conditional award letter from the Caltrans Sustainable Transportation Planning Grant program to develop preferred alternatives, and a strategy for implementation, of the gap closure of a major section of the Richmond Greenway.

The area targeted by the plan is a section of the greenway in Central Richmond that is cut off by 23<sup>rd</sup> St and a rail corridor. The gap has long been identified by community members, cyclists, and pedestrians as one of the most significant barriers to using the greenway. The planning process will heavily involve community input, led by project partners Local Government Commission and Pogo Park.



## **San Pablo Avenue Multimodal Corridor Study Phase 2: Scope of Work**

WCCTAC, CCTA, and the Alameda County Transportation Commission (ACTC) partnered to study pedestrian, bicycle and transit improvements along the San Pablo Avenue corridor from downtown Oakland through the cities of El Cerrito, Richmond and San Pablo. While that planning effort was fruitful, WCCTAC and the CCTA recognized that additional analysis specific to West County was needed.

During the last calendar year, the WCCTAC TAC and Board reviewed a draft scope of work for the next phase of the Study. The scope focuses on advancing design concepts, and transit and traffic analysis, from Phase 1 to better suit West County's needs. Due to COVID-19, some elements of the scope must be revisited before being incorporated into ACTC's Phase 2 work.

The WCCTAC TAC provided comments on the proposed revisions which mainly focus on modifying approaches for utilizing traffic data. WCCTAC and CCTA staff foresee no change to the previously Board and Authority approved budget for Phase 2 which is \$150,000 from WCCTAC and \$300,000 from CCTA. WCCTAC staff anticipates that the consultant will begin work in October following ACTC Board action in September.

## **WCCTAC Staff Meetings During COVID-19**



Even though WCCTAC staff have not been able to meet in a face-to-face setting since early March, staff meets at least once per week via Zoom. The ability to see each other regularly and review work projects has allowed everyone to stay in touch. The Potrero Avenue office is closed to the public but still available for staff when necessary to use the printer/copier or conduct office specific tasks.

## **Riding Transit Safely**

The Center for Independent Living (CIL) has produced a resource packet for people who are using transit or paratransit but want to reduce the risk of exposure to COVID-19. Many in the senior and disabled community are transit dependent. This flyer is available to distribute or post in central locations. If you would like to request it, please contact Joanna Pallock at [jpallcock@wcctac.org](mailto:jpallcock@wcctac.org).



**COVID-19 TRAVEL SAFETY RESOURCE PACKET**

**FEELING WARY ABOUT TAKING PUBLIC TRANSIT DURING COVID-19?  
DOWNLOAD OUR COVID-19 TRAVEL SAFETY RESOURCES AT  
[THECIL.ORG/COCOCOVID19RESOURCES](http://THECIL.ORG/COCOCOVID19RESOURCES).**



**PACKET INCLUDES:**

- Travel Safety Presentation
- Youth-focus Presentation and Activities
- Trip Planning Presentation
- Worksheets and Templates
- Travel Scavenger Hunts

**FOR MORE INFORMATION:**  
510-841-4776 X 3103  
[COCO@THECIL.ORG](mailto:COCO@THECIL.ORG)  
[THECIL.ORG/COCO](http://THECIL.ORG/COCO)



COMMUNITY CONNECTIONS THECIL

# General Ledger Monthly Budget Report

User: kellys  
 Printed: 7/15/2020 3:08:33 PM  
 Period 01 - 12  
 Fiscal Year 2020



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
<b>7700</b>	<b>WCCTAC Operations</b>							
770-7700-41000	Salary	507,448.00	0.00	507,448.00	387,593.79	119,854.21	119,854.21	23.62
770-7700-41200	PERS Retirement	0.00	0.00	0.00	75,340.41	-75,340.41	-75,340.41	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	69,806.92	-69,806.92	-69,806.92	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	1,907.63	-1,907.63	-1,907.63	0.00
770-7700-41400	Dental	0.00	0.00	0.00	4,767.84	-4,767.84	-4,767.84	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	3,895.00	-3,895.00	-3,895.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	3,352.89	-3,352.89	-3,352.89	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	5,607.90	-5,607.90	-5,607.90	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	14,939.16	-14,939.16	-14,939.16	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	976.01	-976.01	-976.01	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
	<b>Salary and Benefits</b>	<b>511,498.00</b>	<b>0.00</b>	<b>511,498.00</b>	<b>569,504.37</b>	<b>-58,006.37</b>	<b>-58,006.37</b>	<b>-11.34</b>
770-7700-43500	Office Supplies	4,000.00	0.00	4,000.00	7,220.73	-3,220.73	-3,220.73	-80.52
770-7700-43501	Postage	1,800.00	0.00	1,800.00	1,588.97	211.03	211.03	11.72
770-7700-43520	Copies/Printing/Shipping/Xerox	4,050.00	0.00	4,050.00	3,189.10	860.90	860.90	21.26
770-7700-43600	Professional Services	0.00	54,325.00	54,325.00	54,308.73	16.27	16.27	0.03
770-7700-43900	Rent/Building	23,900.00	0.00	23,900.00	20,748.37	3,151.63	3,151.63	13.19
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	3,565.80	1,434.20	1,434.20	28.68
	<b>Service and Supplies</b>	<b>48,750.00</b>	<b>54,325.00</b>	<b>103,075.00</b>	<b>94,429.39</b>	<b>8,645.61</b>	<b>8,645.61</b>	<b>8.39</b>
<b>7700</b>	<b>Expense</b>	<b>560,248.00</b>	<b>54,325.00</b>	<b>614,573.00</b>	<b>663,933.76</b>	<b>-49,360.76</b>	<b>-49,360.76</b>	<b>-8.03</b>
<b>7700</b>	<b>WCCTAC Operations</b>	<b>560,248.00</b>	<b>54,325.00</b>	<b>614,573.00</b>	<b>663,933.76</b>	<b>-49,360.76</b>	<b>-49,360.76</b>	<b>-8.03</b>
<b>7720</b>	<b>WCCTAC TDM</b>							
772-7720-41000	Salary	310,450.00	0.00	310,450.00	207,598.40	102,851.60	102,851.60	33.13
772-7720-41200	PERS Retirement	0.00	0.00	0.00	55,323.96	-55,323.96	-55,323.96	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	43,685.24	-43,685.24	-43,685.24	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	3,124.32	-3,124.32	-3,124.32	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	1,530.53	-1,530.53	-1,530.53	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	2,984.85	-2,984.85	-2,984.85	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	396.85	-396.85	-396.85	0.00
772-7720-41911	Liability Insurance	4,050.00	0.00	4,050.00	3,965.92	84.08	84.08	2.08
	<b>Salary and Benefits</b>	<b>314,500.00</b>	<b>0.00</b>	<b>314,500.00</b>	<b>321,540.64</b>	<b>-7,040.64</b>	<b>-7,040.64</b>	<b>-2.24</b>
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	778.53	-778.53	-778.53	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	8,629.08	13,870.92	13,870.92	61.65
772-7720-43600	Professional Services	40,000.00	28,000.00	68,000.00	96,319.10	-28,319.10	-28,319.10	-41.65
772-7720-43900	RentBuilding	23,900.00	0.00	23,900.00	20,743.98	3,156.02	3,156.02	13.21
772-7720-44000	Special Department Expenses	125,647.00	0.00	125,647.00	159,337.02	-33,690.02	-33,690.02	-26.81
772-7720-44320	TravelTraining Staff	2,200.00	0.00	2,200.00	2,155.96	44.04	44.04	2.00
	<b>Service and Supplies</b>	<b>216,747.00</b>	<b>28,000.00</b>	<b>244,747.00</b>	<b>301,974.79</b>	<b>-57,227.79</b>	<b>-57,227.79</b>	<b>-23.38</b>
<b>7720</b>	<b>Expense</b>	<b>531,247.00</b>	<b>28,000.00</b>	<b>559,247.00</b>	<b>623,515.43</b>	<b>-64,268.43</b>	<b>-64,268.43</b>	<b>-11.49</b>
	<b>WCCTAC TDM</b>	<b>531,247.00</b>	<b>28,000.00</b>	<b>559,247.00</b>	<b>623,515.43</b>	<b>-64,268.43</b>	<b>-64,268.43</b>	<b>-11.49</b>
<b>7730</b>	<b>STMP</b>							
773-7730-41000	Salary	50,000.00	0.00	50,000.00	0.00	50,000.00	50,000.00	100.00
	<b>Salary and Benefits</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>100.00</b>
773-7730-44000	Special Department Expense	700,000.00	2,420,000.00	3,120,000.00	780,632.50	2,339,367.50	2,339,367.50	74.98
	<b>Service and Supplies</b>	<b>700,000.00</b>	<b>2,420,000.00</b>	<b>3,120,000.00</b>	<b>780,632.50</b>	<b>2,339,367.50</b>	<b>2,339,367.50</b>	<b>74.98</b>
<b>7730</b>	<b>Expense</b>	<b>750,000.00</b>	<b>2,420,000.00</b>	<b>3,170,000.00</b>	<b>780,632.50</b>	<b>2,389,367.50</b>	<b>2,389,367.50</b>	<b>75.37</b>
	<b>STMP</b>	<b>750,000.00</b>	<b>2,420,000.00</b>	<b>3,170,000.00</b>	<b>780,632.50</b>	<b>2,389,367.50</b>	<b>2,389,367.50</b>	<b>75.37</b>
<b>7740</b>	<b>WCCTAC Special Projects</b>							
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	422,512.67	-422,512.67	-422,512.67	0.00
774-7740-44000	Special Department Expense	535,173.00	132,803.00	667,976.00	61,657.93	606,318.07	606,318.07	90.77
774-7740-44320	TravelTraining Staff	0.00	0.00	0.00	434.26	-434.26	-434.26	0.00
	<b>Service and Supplies</b>	<b>535,173.00</b>	<b>132,803.00</b>	<b>667,976.00</b>	<b>485,883.75</b>	<b>182,092.25</b>	<b>182,092.25</b>	<b>27.26</b>
<b>7740</b>	<b>Expense</b>	<b>535,173.00</b>	<b>132,803.00</b>	<b>667,976.00</b>	<b>485,883.75</b>	<b>182,092.25</b>	<b>182,092.25</b>	<b>27.26</b>
	<b>WCCTAC Special Projects</b>	<b>535,173.00</b>	<b>132,803.00</b>	<b>667,976.00</b>	<b>485,883.75</b>	<b>182,092.25</b>	<b>182,092.25</b>	<b>27.26</b>
Expense Total		2,376,668.00	0.00	5,011,796.00	2,553,965.44	2,457,830.56	2,457,830.56	0.4904

# General Ledger Monthly Budget Report

User: kellys  
 Printed: 7/15/2020 3:09:03 PM  
 Period 01 - 12  
 Fiscal Year 2020



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
<b>0000</b>	<b>Non Departmental</b>								
773-0000-34310	CC County STMP Fees	0.00	250,000.00	-250,000.00	-66,558.82	-183,441.18	0.00	-183,441.18	73.38
773-0000-34315	El Cerrito STMP Fees	-1,485,827.00	0.00	-1,485,827.00	-208,302.20	-1,277,524.80	0.00	-1,277,524.80	85.98
773-0000-34320	Hercules STMP Fees	-350,000.00	0.00	-350,000.00	-772,328.04	422,328.04	0.00	422,328.04	-120.67
773-0000-34325	Pinole STMP Fees	-60,000.00	0.00	-60,000.00	-32,810.30	-27,189.70	0.00	-27,189.70	45.32
773-0000-34330	Richmond STMP Fees	-1,265,052.00	0.00	-1,265,052.00	-186,802.29	-1,078,249.71	0.00	-1,078,249.71	85.23
773-0000-34335	San Pablo STMP Fees	-75,000.00	0.00	-75,000.00	-52,248.00	-22,752.00	0.00	-22,752.00	30.34
	<b>Licenses and Permits</b>	<b>-3,235,879.00</b>	<b>250,000.00</b>	<b>-3,485,879.00</b>	<b>-1,319,049.65</b>	<b>-2,166,829.35</b>	<b>0.00</b>	<b>-2,166,829.35</b>	<b>62.16</b>
772-0000-33403	Grants	0.00	559,247.00	-559,247.00	0.00	-559,247.00	0.00	-559,247.00	100.00
	<b>Grants</b>	<b>0.00</b>	<b>559,247.00</b>	<b>-559,247.00</b>	<b>0.00</b>	<b>-559,247.00</b>	<b>0.00</b>	<b>-559,247.00</b>	<b>100.00</b>
770-0000-36102	Interest	0.00	0.00	0.00	-3,265.29	3,265.29	0.00	3,265.29	0.00
773-0000-36102	Interest	0.00	0.00	0.00	-60,016.94	60,016.94	0.00	60,016.94	0.00
	<b>Use of Property and Money</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-63,282.23</b>	<b>63,282.23</b>	<b>0.00</b>	<b>63,282.23</b>	<b>0.00</b>
770-0000-34010	STMP Administration	0.00	0.00	0.00	-50,000.00	50,000.00	0.00	50,000.00	0.00
770-0000-34111	Member Contributions	-523,670.00	0.00	-523,670.00	-523,670.00	0.00	0.00	0.00	0.00
770-0000-39906	Other Revenue	-15,000.00	76,106.00	-91,106.00	-119,397.54	28,291.54	0.00	28,291.54	-31.05
772-0000-39906	Other Revenue	0.00	0.00	0.00	-671,635.47	671,635.47	0.00	671,635.47	0.00
773-0000-34010	STMP Administration	0.00	0.00	0.00	47,307.12	-47,307.12	0.00	-47,307.12	0.00
774-0000-39906	Other Revenue	-15,000.00	595,633.00	-610,633.00	-480,001.89	-130,631.11	0.00	-130,631.11	21.39
	<b>Miscellaneous Revenue</b>	<b>-553,670.00</b>	<b>671,739.00</b>	<b>-1,225,409.00</b>	<b>-1,797,397.78</b>	<b>571,988.78</b>	<b>0.00</b>	<b>571,988.78</b>	<b>-46.68</b>
<b>0000</b>	<b>Revenue</b>	<b>-3,789,549.00</b>	<b>1,480,986.00</b>	<b>-5,270,535.00</b>	<b>-3,179,729.66</b>	<b>-2,090,805.34</b>	<b>0.00</b>	<b>-2,090,805.34</b>	<b>39.67</b>
	<b>Non Departmental</b>	<b>-3,789,549.00</b>	<b>1,480,986.00</b>	<b>-5,270,535.00</b>	<b>-3,179,729.66</b>	<b>-2,090,805.34</b>	<b>0.00</b>	<b>-2,090,805.34</b>	<b>39.67</b>
	Expense Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

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**TO:** WCCTAC Board

**DATE:** July 24, 2020

**FR:** Joanna Pallock, Program Manager

**RE:** Fiscal Year 2020-2021 Measure J 20b Funds

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**REQUESTED ACTION**

Approve a six-month allocation of Measure J Program 20b funds in the amount of \$241,625 to five West County paratransit operators for services to supplement those funds provided under the Measure J Countywide Program 15.

**BACKGROUND AND DISCUSSION**

Measure J Program 20b, *Additional Transportation for Seniors and People with Disabilities*, provides funding to the five West County paratransit operators (East Bay Paratransit Consortium, El Cerrito, San Pablo, Richmond, and WestCAT) for services to supplement those provided under the Countywide Measure J Program 15. The programming and allocation of Program 15 funds is handled by CCTA, while WCCTAC approves Program 20b funds for West County operators.

In past years, CCTA and WCCTAC staff have requested claim forms from each operator, which require explanations of how programs are performing and how operators plan to use program funds in the upcoming year. This year, due to uncertainties created by COVID-19, and due to the fact that these operators provide essential services to populations disproportionately hard hit by COVID-19 restrictions, the Authority is waiving claim form requirements for Program 15. WCCTAC has likewise waived the requirement for Program 20b.

As the Authority has done with Program 15, WCCTAC is recommending an allocation of funds for a six-month period. The details of the allocation are found on the attached chart. Toward the end of this calendar year, both CCTA and WCCTAC will get a clearer understanding of program funds available based on updated Measure J sales tax revenue estimates. Both agencies will also get a better sense of how paratransit operators plan to use additional funds for the remainder of the fiscal year.

**ATTACHMENTS:**

A: Program 20b FY21 Allocation Chart

<b>PROGRAM: 20b - West County Additional Transportation Services for Seniors and People With Disabilities</b>		FY 2021
Sales Tax Revenue Estimate		\$76,500,000
Program Revenue Estimate	0.65%	\$497,250
Program Management - WCCTAC		(\$14,000)
Available for Allocation (Programmed by WCCTAC)		\$483,250
6 month Allocation (*.5)		\$241,625

Agency	Coop #	100% Amount	90% Amount	Allocation Adjustment from FY 2018-19	TOTAL ALLOCATION
City of Richmond	60.00.07	\$105,730	\$95,157	\$17,864	\$123,593
City of El Cerrito	60.00.06	\$18,042	\$16,238	\$3,048	\$21,090
City of San Pablo	60.00.08	\$32,204	\$28,984	\$5,441	\$37,645
WestCAT	60.00.04	\$36,860	\$33,174	\$6,228	\$43,088
EBPC					
BART	60.00.01	\$15,125	\$13,612	\$2,555	\$17,680
AC Transit	60.00.02	\$33,665	\$30,298	\$5,688	\$39,353
Total Allocation		\$241,625	\$217,463	\$40,825	\$282,450

**TO:** WCCTAC Board

**DATE:** July 24, 2020

**FR:** Joanna Pallock, Program Manager

**RE:** **Measure J Program 21b - Low-income Student Bus Pass Program.**

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**REQUESTED ACTION**

Receive information about the Measure J 21b Low Income Student Bus Pass Program (SBPP) for the 2020-21 school year. Amend program guidelines for the upcoming school year to allow eligible middle school students to participate in the program, given expected lower overall demand.

**Background**

Program 21b of Measure J provides funds to low-income (free and reduced qualified) high school students in West Contra Costa for transportation to school. Since 2009, when this program began, the West Contra Costa Unified School District (WCCUSD) has administered the distribution of monthly bus passes to eligible and interested students. This process requires school administrative work and a small share of funds from Program 21b are used to reimburse the District for that work. WCCTAC also uses a small portion of the funds for its overall administration.

While exact figures vary from year to year, the table below illustrates a typical allocation of funding associated with the SBPP annually. Roughly 2,100 students in WCCUSD are served each month.

**Typical Program 21b Annual Expenditures**

Annual Allocation - average	Cost per year	Comment
WCCUSD Administration	\$60,000	Part-time FTE WCCUSD staff
WCCTAC Administration	\$14,000	Staff program oversight
Bus Passes	\$500,000	AC Transit and WestCAT passes
JSUSD – John Swett Unified	\$60,000	Portion of contracted bus service
<b>TOTAL Annual 21b Allocation</b>	<b>\$634,000</b>	Varies slightly from year to year

**Proposed Program for School Year 2020-21**

For the upcoming school year, the WCCUSD will likely propose a phased return. Instruction will be 100% virtual at the start of the year and could gradually allow for a physical teacher and student presence at schools if conditions allow. There will be no school “tripper” buses contracted with the bus agencies at the start of the school year.

It is likely that fewer bus passes will be requested during the upcoming school year, although demand is difficult to estimate. At the moment, transit is free which eliminates the need for passes. However, it is possible that there may still be a need for low-income students to access schools or other potential gathering spots by transit, and there may be

need for free passes at some point. As such, staff recommends that the program continue as it would during a typical year. The amount of funds spent on bus passes would correspond to demand, so that if requests are minimal, a balance would pool up in the Measure 21b account. Staff also recommends that the WCCUSD and WCCTAC administrative allocations continue as in previous years.

One option for the WCCTAC Board to consider is to modify the SBPP program guidelines for the upcoming school year to allow middle school (free and reduced qualified) students access to the program. Staff recommends this change given available funding capacity.

While lower Measure J revenues have been forecasted for the future, CCTA has already set aside funds for the 21b program and made a two-year allocation in February of this year. As such, the amount of available funding for this program in the current fiscal year will not be affected by recent declines in Measure J revenues.

**TO:** WCCTAC Board

**MEETING DATE:** July 24, 2020

**FR:** Leah Greenblat, Project Manager

**RE:** I-80 Design Alternative Assessment: Scope of Work

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### **REQUESTED ACTION**

Information only.

### **BACKGROUND AND DISCUSSION**

At the completion of the West County High Capacity Transit Study, the WCCTAC Board supported a series of recommended next steps for each of the alternatives studied. To advance the express bus service concept on the I-80 corridor, one of the actions was to work with MTC and Caltrans at the regional level to improve the utility of the existing HOV lanes. WCCTAC followed the High Capacity study with the Express Bus Implementation Plan which considered bus on shoulder operations and improvements at interchanges to facilitate bus movements, both of which would require the involvement of other agencies to be implemented.

WCCTAC has been in discussion with CCTA and MTC about a study that could include a review of HOV lane functionality and express bus improvements. WCCTAC and CCTA prepared a draft scope of work for such a study in 2019.

In late June, WCCTAC staff received a draft scope of work for a Design Alternative Assessment (DAA) study funded by MTC and ACTC with CCTA serving as part of the project management team.

From the scope of work, MTC described the study as: “delivering a suite of near-term and low-cost operational efficiency projects to improve transit and carpool operations by reducing delay and serving more people in fewer vehicles.” The study’s purpose is described as: evaluating a range of improvement options to address congestion in the corridor, including HOV/managed lanes. The corridor limits are between the Carquinez Bridge in Crockett and the San Francisco-Oakland Bay in Oakland.”

The scope of work calls for a Technical Advisory Committee (TAC) that will meet regularly throughout the length of the study and is comprised of local agency staff from: jurisdictions along the I-80 corridor between Oakland and the Carquinez Bridge, transit providers, Caltrans, and WCCTAC. The scope of work does not call for the consultant team to conduct

public outreach or gather input. It also does not include presentations and updates to WCCTAC or local jurisdictions. Nevertheless, WCCTAC staff will provide periodic updates to the WCCTAC Board on the study's progress.

WCCTAC staff was given only a few days to review and comment on a draft scope so there was insufficient time to share it with the TAC and Board before submitting comments. WCCTAC staff requested that we be included on the project management team. Among other comments, WCCTAC staff also requested that the study evaluate the option of weekend HOV lanes, which the WCCTAC Board previously expressed interest in. While MTC declined to allow WCCTAC to join the management team, CCTA's Deputy Executive Director, Projects, Tim Haile, assured staff that he would be closely coordinating with WCCTAC.

Regarding weekend HOV lanes, MTC noted budget limitations prevented including the analysis in the scope but they agreed to include it as an optional task in case the budget permits.

MTC released a Request for Qualifications (RFQ) in early July. Proposals are due July 23, 2020. The study is anticipated to start this September with completion by February 2022.

**ATTACHMENTS:**

- A. I-80 DAA Scope of Work from MTC's Request for Qualifications

**Attachment A**  
**SCOPE OF WORK**

**Alameda and Contra Costa I-80 Design Alternative Assessment**

Interstate 80 (I-80) in Alameda and Contra Counties is consistently among the top congested corridors in the Bay Area. It serves as a key Transbay/Bay Bridge commute corridor that accommodates a diversity of travel patterns, connecting housing in the East Bay and as far as Napa, Solano and Sacramento, to jobs in San Francisco, Alameda County, and Silicon Valley. This corridor is heavily used by carpools and express buses during the commute hours, based on 2019 data, as much as 34 transbay buses per hour were observed.

As part of the Bay Bridge Forward effort, MTC is working with its partners to deliver a suite of near-term and low-cost operational efficiency projects to improve transit and carpool operations by reducing delay and serving more people in fewer vehicles. The purpose of the DAA is to evaluate a range of improvement options to address congestion in the corridor, including HOV/managed lanes. The corridor limits are between the Carquinez Bridge in Crockett and the San Francisco-Oakland Bay in Oakland. The assessment will identify and evaluate a range of near-term and mid-term operational improvements and demand management strategies, with a focus on improving higher occupancy modes of travel, such as express buses and carpools. The primary outcome of the DAA will be a set of near- and mid-term project concepts that could advance into project development and project delivery and would be competitive for funding opportunities.

**Study Limits**

The study limits of the DAA will be on I-80 in Alameda and Contra Costa Counties between the Solano and Contra Costa County line at the Carquinez Bridge and San Francisco-Oakland Bay Bridge Toll Plaza in Alameda County. The traffic operations analysis may need to extend beyond these limits to capture the effects of traffic in other parts of the corridor on the project as well as to better capture the operational effects of specific strategies. See Exhibit 1.

Exhibit 1 –Alameda and Contra Costa I-80 Corridor and Vicinity



### **Analysis Scenarios and Study Time Periods**

The analysis will focus on the peak direction of travel, i.e. westbound AM peak period, and eastbound PM peak period. At a minimum, study time periods shall cover the congestion duration.

Study Years:

- Existing Conditions (2019 – 2021, TBD) \*
- Near-Term Conditions (approx. 2026)

The project may consider looking at long-term effectiveness of strategies beyond 2026.

\* Note that with the impacts the Shelter-in-Place order due to COVID-19, CONSULTANT shall coordinate with MTC and its partner agencies in establishing a representative existing/baseline conditions.

### **Task 1. Project Management and Meetings**

CONSULTANT shall work with MTC, Alameda CTC and CCTA to refine the scope of work, schedule and budget during the initial phase of the project.

CONSULTANT shall meet and/or check-in through conference calls regularly with staff from MTC, Alameda CTC and Contra Costa Transportation Authority (CCTA), who will provide direction for the project. MTC will coordinate with Alameda CTC and CCTA to establish a Technical Advisory Committee (TAC) for this effort, which will consist of Caltrans, transit operators, city and county staff along this corridor. Meetings with the TAC will be held at regular intervals throughout the duration of the project, including a kick off meeting. In addition, CONSULTANT shall recommend a number of focus meetings in order to review deliverables and make decisions over the course of the task order, such as additional meetings with Caltrans and transit operators. For budgeting purpose, assume a total of twenty (20) meetings. Virtual/web-based meetings may be required in place of in-person meetings due to COVID-19 and social distancing requirements.

#### Task 1 Deliverables:

1. Final Scope of Work, Schedule and Budget
2. TAC Meeting agendas and minutes (up to 20)
3. Weekly Project Management meetings/check-ins
4. Monthly invoices and progress reports

### **Task 2. Project Goals and Evaluation Plan**

CONSULTANT shall develop a Project Goals and Evaluation Plan that articulates a vision for the corridor, and the Purpose, Need, and Goals for the project concepts that will result from the DAA. The Project Goals and Evaluation Plan should address the diversity of travel patterns in the corridor. CONSULTANT will use a screening and evaluation process to analyze project concepts that align with the project goals. The Project Goals and Evaluation Plan will summarize the team's approach and analysis tools for screening project concepts, developing evaluation criteria, estimating performance measures for project concepts, and identifying political and

legislative risks associated with project concepts. It will also describe the review process with the project management team and the TAC, as appropriate, for various deliverables of the DAA.

Task 2 Deliverables:

1. Project Goals
2. Draft Project Goals and Evaluation Plan
3. Final Project Goals and Evaluation Plan

**Task 3. Data Collection and Assessment**

CONSULTANT shall compile and assess available data from various sources that are relevant to the agreed-upon performance measures in the Project Goals and Evaluation Plan and determine the needs for additional data collection efforts.

Available data sources provided by MTC, Caltrans or web downloads include:

1. INRIX speed and travel time data
2. Swiftly Transit GPS data
3. PeMS volume and speed data
4. Vehicle occupancy and classification data
5. Caltrans Census mainline and ramp volumes
6. Streetlight Origin-destination data
7. Geometric and right-of-way (ROW) data
8. Commuter parking locations, supply, and occupancy data
9. Inventory of casual carpool locations
10. Relevant AC Transit and WestCAT Transbay ridership data and studies
11. Relevant BART ridership data and studies
12. Relevant data from other partner agencies

Additional new data collection may include freeway and ramp volume, and vehicle occupancy counts, where not currently available or to fill gaps in data, and floating car surveys. For the purposes of budgeting, CONSULTANT shall assume \$100,000 in the budget for additional field data collection.

Task 3 Deliverables:

1. Draft Transportation Data Assessment Memo
2. Final Transportation Data Assessment Memo
3. New Traffic Data

Note that with the impacts the Shelter-in-Place order due to COVID-19, CONSULTANT shall coordinate with MTC and its partner agencies in determining appropriate times to collect field data.

**Task 4. Draft and Final Existing Conditions Assessment**

Existing corridor characteristics, problems, deficiencies and constraints shall be identified before initiating the alternative development process of Task 5. Deficiencies shall include, but not be limited to, freeway operations, HOV lane performance, commuter parking facility access and

capacity, express bus operations, and ROW/physical constraints. CONSULTANT shall estimate the performance measures developed in Task 2 for existing conditions.

Task 4 Deliverables:

1. Draft Existing Conditions Assessment
2. Final Existing Conditions Assessment

**Task 5. Alternative Development & Evaluation**

This DAA shall identify a range of near-term and mid-term project concepts for consideration. Near-term projects may include, but not limited to, HOV lane access restrictions via restriping, HOV/bus queue jump lanes and shoulder running lanes, and HOV operating parameters such as days and hours of operations, or other concepts that would improve express bus operations getting to and from the freeway. CONSULTANT shall also assess for opportunities to enhance the existing I-80 Smart Corridor and consider new innovative technologies, with an emphasis on improving HOV and transit operations and encourage a mode shift.

Mid-term projects may include, but are not limited to, existing HOV lane conversion to express lane, or dual managed lanes (HOV/express lanes) in each direction, which may require conversion of an existing general purpose lane. The CONSULTANT shall provide support in the evaluation of HOV and managed lanes policies, such as hours and days of operations, the existing 2-seater exemption on this corridor, and vehicle occupancy (including an alternative to increase minimum occupancy vehicle requirements, such as an HOV5+ managed lane). The equity impacts of various policies shall be taken into consideration when possible.

CONSULTANT shall also identify transportation demand management strategies, including, but not limited to, first and last mile strategies, alternative modes, improved park and rides to shared mobility hubs, new and improved express bus services, opportunities for commuter parking and other improvements for ridesharing/vanpooling.

CONSULTANT shall use recently completed studies as a reference, including Transbay Tomorrow (AC Transit), the San Pablo Avenue Corridor Project (the Alameda County Transportation Commission), the West Contra Costa County Express Bus Implementation Plan (West Contra Costa Transportation Advisory Committee, February 2020), the West County High Capacity Transit Study (WCCTAC 2017) and the Countywide Express Bus Study (CCTA 2017).

CONSULTANT shall apply the screening and evaluation methodology from the Final Project Goals and Evaluation Plan to a range of project concepts and fully document the trade-offs and risks inherent to each concept. CONSULTANT shall develop high-level cost estimates for project concepts at this stage since cost may be a screening criteria.

The alternative development process shall also consider prioritizing strategies, phasing of individual strategies and appropriate packages of strategies. Preliminary layout and typical cross sections shall be developed as part of this task.

Task 5 Deliverables:

1. Draft Alternative Development Memorandum

2. Final Alternative Development Memorandum
3. “Short list” of project concepts that will be further analyzed in Task 6

### **Task 6. Traffic Forecasts and Operations Analysis**

CONSULTANT shall propose appropriate traffic operations analysis tool(s) for the study. Upon approval of the selected analysis tool(s), CONSULTANT shall develop hourly traffic demand profiles and a calibrated operations analysis model reflective of existing traffic conditions.

Traffic operations analysis for the various alternatives, including a no-build scenario, shall be conducted for the near-term (2026). CONSULTANT shall develop and apply a growth rate to develop near-term traffic forecasts for the corridor, based on MTC’s Travel Model One (adopted for Plan Bay Area 2040). Loaded networks of Travel Model One and other related model files will be provided by MTC.

Traffic operations analyses will generally be required only for the peak travel direction and time period, which is westbound AM and eastbound PM. Depending on the alternative concept, high level analysis, such as volume-to-capacity analysis may be needed at key sections along the corridor may be required for the off-peak direction of travel, i.e. westbound PM peak period and eastbound AM peak period. In addition, in light of SB 743, VMT analysis may be appropriate in the alternative evaluation.

CONSULTANT shall develop reasonable mode-shift assumptions to reflect enhancements such as express bus services and commuter parking facilities and the availability of an express lane or shoulder for use by buses. CONSULTANT shall also determine any additional mode shift required to off-set negative general purpose lane impacts related to general purpose lane conversion scenarios.

#### Task 6 Deliverables:

1. Draft Existing Traffic Operations and Travel Demand Model Calibration Memo
2. Final Existing Traffic Operations and Travel Demand Model Calibration Memo
3. Draft Operations Model Calibration Memo
4. Final Operations Model Calibration Memo
5. Draft Travel Demand Forecast and Traffic Operations Analysis Report
6. Final Travel Demand Forecast and Traffic Operations Analysis Report
7. Analysis model input and output files

### **Task 7. Design Alternative Assessment and Documentation**

A draft DAA technical memorandum shall be prepared for full study partner review, with review of MTC, Alameda CTC, CCTA, and the TAC at a minimum. The draft memo shall document the results of tasks 4 through 7, including an executive summary, assumptions, alternative development and screening process, analysis methods, performance outcomes of the short-listed project concepts, and cost estimates. The DAA documentation shall also include statement description of project goals and needs, developed in Task 3.

Based upon feedback from MTC, partner agencies, and the TAC, the final DAA memo shall identify the preferred project concept for this segment of I-80 and develop an initial

implementation plan. Preliminary layouts, typical cross sections and other graphical illustrations of the preferred project concept shall be included as appendices in the final memo. In addition, the appropriate phasing of the preferred project concept, and packaging of the individual elements where appropriate, shall be included in the final memo.

**Task 7 Deliverables:**

1. Draft DAA Report
2. Final DAA Report
3. Technical memo with responses to comments on the Draft DAA

**Task 8. As-Needed Optional Tasks**

At MTC’s discretion, CONSULTANT may be requested to perform additional tasks as described below. All required services will be authorized on a task order basis. CONSULTANT is not required to develop a budget estimate for this optional task.

1. Provide technical assistance in the evaluation of the San Francisco-Oakland Bay Bridge (SFOBB) Toll Plaza HOV Hours of Operations analysis
2. Provide technical assistance in SFOBB congestion pricing analysis, and assessment on pricing coordination between the I-80 express lanes
3. Perform additional data collection and field observations.
4. Evaluate express lane revenue potential.
5. Conduct analysis of limited weekend HOV hours.
6. Conduct analysis of strategies on the SFOBB, such as a managed lane, two-way tolling, and/or bus lane.
7. As-needed support in developing a project delivery plan.
8. Additional presentations to key stakeholders, Committees/Commission, etc., as needed.

**Preliminary Task Order Schedule**

<u>Task</u>	<u>Due Date *</u>
Task 1: Project Management and Meetings	September 2020 – February 2022
Task 2: Draft and Final Project Goals and Evaluation Plan	November 2020
Task 3: Data Collection and Assessment	February 2021
Task 4: Draft and Final Existing Conditions Assessment	May 2021
Task 5: Alternative Development & Evaluation	October 2021
Task 6: Traffic Forecast and Operations Analysis	October 2021
Task 7: DAA and Documentation	February 2022
Task 8: As-Needed Optional Tasks	TBD

\* Assume notice to proceed by September 2020.

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El Cerrito

Hercules

June 29, 2020

Pinole

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

RE: June 2020 WCCTAC Board Meeting Summary

Richmond

Dear Randy:

The WCCTAC Board, at its meeting on June 26, 2020 took the following actions that may be of interest to CCTA:

San Pablo

1. Approved the WCCTAC Fiscal Year 2021 Work Program, Budget, and Dues for review by the member agencies.
2. Approved FY 20-21 Measure J 19b allocations for WestCAT and AC Transit.

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

Sincerely,

A handwritten signature in black ink that reads "John Nemeth". The signature is written in a cursive, flowing style.

John Nemeth  
Executive Director

AC Transit

cc: Tarien Grover, CCTA; John Cunningham, TRANSPAC; Colin Piethe, TRANSPLAN; Lisa Bobadilla, SWAT; Matt Todd, CCTA

BART

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