

MEETING NOTICE AND AGENDA

DATE & TIME: October 23, 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 (same link as shown above) to join the webinar at the noticed meeting time: <https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJydlBoYk0yYWVlZWVlWHZ4Zz09>

Phone:

Dial the following number, 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.

CONSENT CALENDAR

3. **Minutes of September 25, 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 September 2020. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** *None (No attachment; information only).*
7. **Title Change for Project Manager Position.** The Executive Director recommends that the position of Project Manager be changed to Transportation Planning Manager. The job description would otherwise stay the same, as would the salary range. *(Attachment; Recommended Action: Approve Resolution 20-06).*

8. **FY 2019-2020 Annual STMP Report.** WCCTAC staff prepared an annual summary of its activities related to the Subregional Transportation Mitigation Program (STMP) as required by state law. (*Attachment; Recommended Action: Receive report*).
9. **Purchasing and Procurement Policy.** Both WCCTAC's auditor and WCCTAC's counsel have recommended the adoption of a Purchasing and Procurement Policy. The draft Policy is consistent with, but more detailed than, WCCTAC's Joint Power's Agreement. It largely reflects current agency practice but will help to codify that practice and provide more consistency and clarity. (*Attachment; Recommended Action: Approve Resolution 20-07*).

REGULAR AGENDA ITEMS

10. **West County Bay Trail Update.** Sean Dougan from the East Bay Regional Park District (EBRPD) will provide an overview of the status of the Bay Trail in West Contra Costa including the project to extend the pathway from Hercules to the Lone Tree Point staging area. (*Sean Dougan – EBRPD Staff; No Attachment; Recommended Action: Information only*).
11. **Impact of Reduced Measure J Revenues on West County Programs.** The COVID-19 pandemic has reduced Measure J sales tax revenues and has also impacted forecasts of future revenues. This has affected Measure J programs in West Contra Costa to varying degrees, depending upon program details. Staff will review the impact of reduced sales tax revenue on certain key programs. (*John Nemeth; Attachment; Recommended Action: Information only*).
12. **Richmond Ferry Status Report and Service Recommendation.** In May 2020, the Water Emergency Transportation Authority (WETA) provided an overview of potential future schedules to the WCCTAC Board. At the time, Richmond Ferry service had been suspended. The WCCTAC Board urged WETA to re-open the service. Staff from WETA will provide an update on how the service is performing, its upcoming promotion to boost ridership, and some financial details. The Board is also being asked to make a recommendation about whether to either continue service through the winter or suspend it temporarily to conserve Measure J dollars. (*Thomas Hall – WETA Staff, Attachment; Recommended Action: Make a service recommendation to WETA and CCTA*).

STANDING ITEMS

13. **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

14. General Information Items.

- a. Letter to CCTA Executive Director with September 25, 2020 Summary of Board Actions
- b. Acronym List

15. Adjourn. The next regular meeting is: December 11, 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 September 25, 2020**

MEMBERS PRESENT: Chris Kelley, Chair (Hercules); Roy Swearingen, Vice-Chair (Pinole); Chris Peeples (AC Transit); Rita Xavier (San Pablo); Ben Choi (Richmond); Paul Fadelli (El Cerrito); Tom Butt (Richmond); Demnlus, Johnson III (Richmond)

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

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:02am

Public Comment: n/a

CONSENT CALENDAR

Motion by **Director Swearingen**; seconded by **Director Peoples**

Yes- C. Kelley, T. Butt, C. Peeples, B. Choi, R. Xavier, R. Swearingen, P. Fadelli, D. Johnson III

No- none

Abstentions- none

Motion passed unanimously

Item #3. *Approved* Minutes of July 24, 2020 Board Meeting.

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

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

Item #6. *Received* information regarding Payment of Invoices over \$10,000: *none*

Item #7. *Approved* Resolution 20-05: San Pablo Avenue Multimodal Corridor Project, Phase 2 Funding Agreement.

REGULAR AGENDA ITEMS

ITEM/DISCUSSION	ACTION
Item #8: Project Rankings for a Measure J Allocation Plan	<i>Information Only</i> Hisham Noemi - CCTA, provided information about reduced Measure J sales tax revenue due to the COVID-19 pandemic. He also reviewed the criteria, and project rankings for the Measure J Allocation Plan which prioritizes capital project funding.

<p>Item #9: San Pablo Avenue Bridge Replacement over BNSF – Update</p>	<p><i>Information Only</i> Tamara Miller - City of Pinole, Matt Todd - Grey Bowen Scott, and Jason Jurrens - Quincy Engineering, presented an update on the status of the San Pablo Avenue Bridge Replacement over BNSF, including the challenges and progress that has been made thus far. While the bridge has not yet been designed, the team noted that it will include new bike and pedestrian facilities.</p> <p>Alan Flanagan, Pinole resident, shared his concerns about natural transmission lines at the head of the Pinole Bridge. He stated that he has spoken to PG&E and is concerned that if there is an earthquake, those line could be damaged and the community at risk. He proposed ensuring that automatic safety valves are in place in the near the project to keep the community safe during a seismic event.</p>
<p>Item #10: Bike to Wherever Days / E-Bike Rebate Program</p>	<p><i>Information Only</i> Coire Reilly - WCCTAC Staff, shared information about this year’s Bike to Work Day, which was rebranded as Bike to Wherever Days. He included descriptions, and some images, of events in West County. He also introduced a pilot program in Contra Costa County to encourage people to purchase an electric bike through rebate incentives.</p>

Meeting Adjourned: 9:36 am

TO: WCCTAC Board

DATE: October 23, 2020

FR: John Nemeth, Executive Director

RE: **Monthly Update on WCCTAC Activities**

San Francisco Bay Trail – Lone Tree Point Gap Closure

At its October meeting, the WCCTAC Board will receive a presentation from the East Bay Regional Park District (EBRPD) on the status of the Bay trail in West County and the ongoing Lone Tree Point Gap Closure Project.

The EBRPD is currently constructing a 1/2-mile paved section of the San Francisco Bay Trail from its terminus at Victoria by the Bay in the City of Hercules to the northern property boundary of the Park District’s Lone Tree Point staging area. The \$2.5M construction contract was awarded in November 2019, with construction starting in January 2020. The project is anticipated to be complete in March 2021.

The trail’s construction requires earthwork and installation of a 200 ft. clear span bridge to avoid impacting impact an existing wetland. The project also includes: a non-signalized, at-grade crossing of Pacific Avenue, a spur trail connection along Pacific Avenue, pavement improvements to the entrance of the shoreline portion of Lone Tree Point, the planting of 30 oak trees, and installation of a restroom facility.



Richmond Parkway Study Concept

At its last two meetings, the WCCTAC TAC discussed the prospect of a study of the Richmond Parkway Corridor. A combination of factors have contributed to the interest in examining the corridor, including: increased industrial and warehousing development; nearby in-fill residential development; changing traffic patterns associated with existing and planned changes on I-580; a relative lack of planned improvements or transit options; and pedestrian and bicycle connectivity issues heightened by gaps in accessing the Bay Trail and the local active transportation network. At the direction of the WCCTAC TAC, staff has been reaching out to potential study and funding partners (County, Richmond, CCTA, MTC, and Caltrans) to discuss a possible scope of work and to develop a refined cost estimate. Should the study concept evolve further, WCCTAC staff would bring this item to the Board for its consideration at an upcoming meeting.

San Pablo Avenue Multi-Modal Study, Phase 2

Following adoption by all parties of a multi-agency funding agreement between WCCTAC, CCTA, and the Alameda County Transportation Commission (ACTC), WCCTAC is ready to begin the next phase of the multimodal, cross-jurisdictional study of San Pablo Avenue from Downtown Oakland to Hilltop in Richmond. Phase 1 included substantial public outreach, which will now be utilized to conduct additional technical analysis. During Phase 2, the study effort will continue to involve work with staff from multiple agencies along the corridor and will incorporate multiple check-ins with the WCCTAC Board, along with a final presentation of the study's findings to the City Councils in Contra Costa County along the corridor. The West County portion of the study is expected to be completed in 18 months.



General Ledger Monthly Budget Report

User: kellys
 Printed: 10/13/2020 9:35:16 AM
 Period 01 - 03
 Fiscal Year 2021



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
7700	WCCTAC Operations							
770-7700-41000	Salary	518,071.00	0.00	518,071.00	75,390.40	442,680.60	442,680.60	85.45
770-7700-41200	PERS Retirement	0.00	0.00	0.00	44,491.71	-44,491.71	-44,491.71	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	12,495.67	-12,495.67	-12,495.67	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	325.26	-325.26	-325.26	0.00
770-7700-41400	Dental	0.00	0.00	0.00	844.79	-844.79	-844.79	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	270.00	-270.00	-270.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	585.30	-585.30	-585.30	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	1,091.85	-1,091.85	-1,091.85	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	5,175.39	-5,175.39	-5,175.39	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	172.48	-172.48	-172.48	0.00
770-7700-41911	Liability Insurance	5,156.00	0.00	5,156.00	0.00	5,156.00	5,156.00	100.00
	Salary and Benefits	523,227.00	0.00	523,227.00	140,842.85	382,384.15	382,384.15	73.08
770-7700-43500	Office Supplies	5,500.00	0.00	5,500.00	938.87	4,561.13	4,561.13	82.93
770-7700-43501	Postage	1,800.00	0.00	1,800.00	215.55	1,584.45	1,584.45	88.03
770-7700-43520	Copies/Printing/Shipping/Xerox	4,000.00	0.00	4,000.00	813.90	3,186.10	3,186.10	79.65
770-7700-43600	Professional Services	59,825.00	0.00	59,825.00	8,339.64	51,485.36	51,485.36	86.06
770-7700-43900	Rent/Building	22,500.00	0.00	22,500.00	5,481.98	17,018.02	17,018.02	75.64
770-7700-44000	Special Department Expenses	10,000.00	0.00	10,000.00	0.00	10,000.00	10,000.00	100.00
770-7700-44320	Travel/Training Staff	3,000.00	0.00	3,000.00	0.00	3,000.00	3,000.00	100.00
	Service and Supplies	106,625.00	0.00	106,625.00	15,789.94	90,835.06	90,835.06	85.19
7700	Expense	629,852.00	0.00	629,852.00	156,632.79	473,219.21	473,219.21	75.13
	WCCTAC Operations	629,852.00	0.00	629,852.00	156,632.79	473,219.21	473,219.21	75.13
7720	WCCTAC TDM							
772-7720-41000	Salary	301,869.00	0.00	301,869.00	39,803.53	262,065.47	262,065.47	86.81
772-7720-41200	PERS Retirement	0.00	0.00	0.00	31,053.09	-31,053.09	-31,053.09	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	6,522.43	-6,522.43	-6,522.43	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	470.57	-470.57	-470.57	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	245.38	-245.38	-245.38	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	569.90	-569.90	-569.90	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	5,175.38	-5,175.38	-5,175.38	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	57.24	-57.24	-57.24	0.00

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
772-7720-41911	Liability Insurance <i>Salary and Benefits</i>	5,156.00 307,025.00	0.00 0.00	5,156.00 307,025.00	0.00 83,897.52	5,156.00 223,127.48	5,156.00 223,127.48	100.00 72.67
772-7720-43300	MembershipsSubscriptions	1,610.00	0.00	1,610.00	0.00	1,610.00	1,610.00	100.00
772-7720-43500	Office Supplies	19,000.00	0.00	19,000.00	255.68	18,744.32	18,744.32	98.65
772-7720-43501	TDM Postage	0.00	0.00	0.00	100.31	-100.31	-100.31	0.00
772-7720-43502	TDM Postage	950.00	0.00	950.00	0.00	950.00	950.00	100.00
772-7720-43520	CopiesPrintingShippingXerox	11,000.00	0.00	11,000.00	2,655.63	8,344.37	8,344.37	75.86
772-7720-43600	Professional Services	68,000.00	0.00	68,000.00	13,202.67	54,797.33	54,797.33	80.58
772-7720-43900	RentBuilding	22,500.00	0.00	22,500.00	5,481.95	17,018.05	17,018.05	75.64
772-7720-44000	Special Department Expenses	120,077.00	0.00	120,077.00	1,505.69	118,571.31	118,571.31	98.75
772-7720-44320	TravelTraining Staff <i>Service and Supplies</i>	1,155.00 244,292.00	0.00 0.00	1,155.00 244,292.00	195.00 23,396.93	960.00 220,895.07	960.00 220,895.07	83.12 90.42
7720	Expense WCCTAC TDM	551,317.00 551,317.00	0.00 0.00	551,317.00 551,317.00	107,294.45 107,294.45	444,022.55 444,022.55	444,022.55 444,022.55	80.54 80.54
7730	STMP							
773-7730-41000	Salary <i>Salary and Benefits</i>	55,000.00 55,000.00	0.00 0.00	55,000.00 55,000.00	0.00 0.00	55,000.00 55,000.00	55,000.00 55,000.00	100.00 100.00
773-7730-44000	Special Department Expense <i>Service and Supplies</i>	3,171,955.00 3,171,955.00	0.00 0.00	3,171,955.00 3,171,955.00	0.00 0.00	3,171,955.00 3,171,955.00	3,171,955.00 3,171,955.00	100.00 100.00
7730	Expense STMP	3,226,955.00 3,226,955.00	0.00 0.00	3,226,955.00 3,226,955.00	0.00 0.00	3,226,955.00 3,226,955.00	3,226,955.00 3,226,955.00	100.00 100.00
7740	WCCTAC Special Projects							
774-7740-44000	Special Department Expense <i>Service and Supplies</i>	260,000.00 260,000.00	0.00 0.00	260,000.00 260,000.00	0.00 0.00	260,000.00 260,000.00	260,000.00 260,000.00	100.00 100.00
7740	Expense WCCTAC Special Projects	260,000.00 260,000.00	0.00 0.00	260,000.00 260,000.00	0.00 0.00	260,000.00 260,000.00	260,000.00 260,000.00	100.00 100.00
Expense Total		4,668,124.00	0.00	4,668,124.00	263,927.24	4,404,196.76	4,404,196.76	0.9435

General Ledger Monthly Budget Report

User: kellys
 Printed: 10/13/2020 9:34:22 AM
 Period 01 - 03
 Fiscal Year 2021



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
0000	Non Departmental								
773-0000-34325	Pinole STMP Fees	0.00	0.00	0.00	-8,037.00	8,037.00	0.00	8,037.00	0.00
773-0000-34330	Richmond STMP Fees	0.00	0.00	0.00	-166,444.00	166,444.00	0.00	166,444.00	0.00
773-0000-34335	San Pablo STMP Fees	0.00	0.00	0.00	-5,744.00	5,744.00	0.00	5,744.00	0.00
	Licenses and Permits	0.00	0.00	0.00	-180,225.00	180,225.00	0.00	180,225.00	0.00
770-0000-34111	Member Contributions	0.00	0.00	0.00	-181,160.00	181,160.00	0.00	181,160.00	0.00
770-0000-39906	Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
772-0000-39906	Other Revenue	0.00	0.00	0.00	-45,840.13	45,840.13	0.00	45,840.13	0.00
774-0000-39906	Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	-227,000.13	227,000.13	0.00	227,000.13	0.00
0000	Revenue	0.00	0.00	0.00	-407,225.13	407,225.13	0.00	407,225.13	0.00
0000	Non Departmental	0.00	0.00	0.00	-407,225.13	407,225.13	0.00	407,225.13	0.00
7700	WCCTAC Operations								
770-7700-34111	Member Contributions	-523,670.00	0.00	-523,670.00	0.00	-523,670.00	0.00	-523,670.00	100.00
	Intergovernmental	-523,670.00	0.00	-523,670.00	0.00	-523,670.00	0.00	-523,670.00	100.00
770-7700-39906	Other Revenue	-69,856.00	0.00	-69,856.00	0.00	-69,856.00	0.00	-69,856.00	100.00
	Miscellaneous Revenue	-69,856.00	0.00	-69,856.00	0.00	-69,856.00	0.00	-69,856.00	100.00
7700	Revenue	-593,526.00	0.00	-593,526.00	0.00	-593,526.00	0.00	-593,526.00	100.00
7700	WCCTAC Operations	-593,526.00	0.00	-593,526.00	0.00	-593,526.00	0.00	-593,526.00	100.00
7720	WCCTAC TDM								
772-7720-33403	Grants	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	100.00
	Grants	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	100.00
7720	Revenue	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	100.00
7720	WCCTAC TDM	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	100.00
7730	STMP								
773-7730-34320	Hercules STMP Fees	-2,100,000.00	0.00	-2,100,000.00	0.00	-2,100,000.00	0.00	-2,100,000.00	100.00
773-7730-34330	Richmond STMP Fees	-537,000.00	0.00	-537,000.00	0.00	-537,000.00	0.00	-537,000.00	100.00

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
773-7730-34335	San Pablo STMP Fees <i>Licenses and Permits</i>	-230,000.00 -2,867,000.00	0.00 0.00	-230,000.00 -2,867,000.00	0.00 0.00	-230,000.00 -2,867,000.00	0.00 0.00	-230,000.00 -2,867,000.00	100.00 100.00
773-7730-36102	Interest - LAIF <i>Use of Property and Money</i>	-50,000.00 -50,000.00	0.00 0.00	-50,000.00 -50,000.00	0.00 0.00	-50,000.00 -50,000.00	0.00 0.00	-50,000.00 -50,000.00	100.00 100.00
7730	Revenue STMP	-2,917,000.00 -2,917,000.00	0.00 0.00	-2,917,000.00 -2,917,000.00	0.00 0.00	-2,917,000.00 -2,917,000.00	0.00 0.00	-2,917,000.00 -2,917,000.00	100.00 100.00
7740	WCCTAC Special Projects								
774-7740-39906	Other Revenue <i>Miscellaneous Revenue</i>	-260,000.00 -260,000.00	0.00 0.00	-260,000.00 -260,000.00	0.00 0.00	-260,000.00 -260,000.00	0.00 0.00	-260,000.00 -260,000.00	100.00 100.00
7740	Revenue WCCTAC Special Projects	-260,000.00 -260,000.00	0.00 0.00	-260,000.00 -260,000.00	0.00 0.00	-260,000.00 -260,000.00	0.00 0.00	-260,000.00 -260,000.00	100.00 100.00
Expense Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

TO: WCCTAC Board

MEETING DATE: October 23, 2020

FR: John Nemeth, Executive Director

RE: Title Change for Project Manager Position

REQUESTED ACTION

Approve Resolution 20-06 authorizing the Executive Director to change the title of a Project Manager position to “Transportation Planning Manager”.

BACKGROUND AND DISCUSSION

WCCTAC currently has two positions labelled “Project Manager”. Staff is proposing that one of these positions be renamed, “Transportation Planning Manager”. There are multiple reasons for this proposed change. The new proposed name is preferred by the staff person who currently holds the position. It makes a distinction between the two Project Manager positions which have varying duties. It more accurately describes the position, which is focused on transportation planning activities. Lastly, staff believes that if this position becomes vacant in the future, the new title provides more specificity and clarity and is better for recruitment. There are no proposed changes to the salary schedule.

ATTACHMENTS:

A: Resolution 20-06

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**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 12-06**

**APPROVING TITLE CHANGE OF THE PROJECT MANAGER POSITION TO
THE TRANSPORTATION PLANNING MANAGER POSITION, APPROVING
AMENDMENTS TO THE PERSONNEL POLICIES MANUAL AND OTHER
WCCTAC DOCUMENTS TO REFLECT THE TITLE CHANGE, AND
APPROVING AN AMENDMENT TO WCCTAC'S SALARY SCHEDULE TO
REFLECT THE CHANGE IN TITLE IN CONFORMANCE WITH CALIFORNIA
CODE OF REGULATIONS, TITLE 2, SECTION 570.5**

WHEREAS, WCCTAC currently has a Project Manager position; and

WHEREAS, the WCCTAC Executive Director has evaluated the job description for the Project Manager position and has determined that the job function and duties better fit the title of Transportation Planning Manager; and

WHEREAS, the WCCTAC Board of Directors desires to change the title of the Project Manager position to Transportation Planning Manager; and

WHEREAS, the change in title will not result in any change in salary or benefits for the position but will more accurately reflect the job duties and functions of the position; and

WHEREAS, the WCCTAC Board of Directors has determined that the change in title of the Project Manager position to Transportation Planning Manager with the change reflected in WCCTAC's salary schedule and other agency documents including the personnel policies manual is proper and in the best interests of WCCTAC.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the West Contra Costa Transportation Advisory Committee:

1. Does hereby authorize the change in title of the Project Manager position to Transportation Planning Manager, effective immediately.
2. Does hereby authorize the Executive Director to make all revisions in WCCTAC documents including the personnel policies manual to reflect the title change.
3. Does hereby approve an amendment to WCCTAC's salary schedule to reflect the change in title from Project Manager to Transportation Planning Manager, effective immediately.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on October 23, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Chris Kelley, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher J. Kokotaylo, General Counsel

3603886.1

TO: WCCTAC Board

MEETING DATE: October 23, 2020

FR: Leah Greenblat, Project Manager

RE: **FY 2019-2020 STMP Annual Report**

REQUESTED ACTION

Receive the FY 2019-2020 STMP Annual Report.

BACKGROUND AND DISCUSSION

California Government Code Section 66006 specifies that, for fees like WCCTAC's Subregional Transportation Mitigation Program (STMP), oversight agencies shall submit a public report to their board on an annual basis. WCCTAC staff has prepared a report, attached, covering FY 2019-2020 during which the 2019 STMP Program Update was in place. The report identifies the amount of fee revenues collected as well as other information required by statute. Upon acceptance by the Board, WCCTAC staff will share the report with the City Managers of our member agencies and with the WCCTAC TAC.

ATTACHMENTS:

A. FY 2019-2020 STMP Annual Report

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FY 2019-2020 Annual STMP Report

California state law requires WCCTAC to provide an annual report on its Subregional Transportation Mitigation Program (STMP) as part of the Mitigation Fee Act, with certain information included, as follows:

i. A brief description of the type of fee in the account or fund.

The STMP is a mechanism for regional collaboration in West County. It was established to comply with the countywide Measures C and J Growth Management Program requirements for a mitigation program to fund improvements needed to meet the transportation demands resulting from growth. WCCTAC is a sub-regional transportation agency charged with administering the program to fund sub-regional transportation improvement projects in West Contra Costa County. WCCTAC's jurisdiction encompasses the western portion of Contra Costa County, including unincorporated areas as well as the cities of El Cerrito, Hercules, Pinole, Richmond and San Pablo.

ii. The amount of the fee.

In 2006, the WCCTAC Board adopted the STMP program and fee schedule. The 2006 program permitted the indexing of the fee to account for inflation; however, there was not consistent indexing over time by member jurisdictions. The 2019 STMP Update reconciled these differences. Under the 2019 STMP Update, the annual fees are adjusted annually, effective July 1. Currently, all West County jurisdictions collect fees unless a development is subject to an earlier development agreement or vesting tentative map approved previously which utilized an earlier fee schedule. See Attachment 1 for past STMP fee schedules.

FY 2019-2020 STMP Fees

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

FY 2019-2020 STMP Fees

(Provided for informational purposes only.)

Type of Fee	STMP Fee per Unit	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. trip)	\$ 7,762	

iii. **The beginning and ending balance of the account or fund.**

FY 2019-2020 STMP Fund Balances	
July 1, 2019 (beginning of FY)	\$3,263,711.73
June 30, 2020 (end of FY)	\$3,829,491.82

iv. **The amount of the fees collected and the interest earned.**

In FY 2019-20, WCCTAC received \$1,321,742.53 in STMP fees and earned \$74,670.06 in interest which is kept in the STMP account. (In FY 18-19 WCCTAC received \$1,094,703 in STMP fees).

v. **An identification of each public improvement on which fees were expended in the reporting fiscal year and the amount of the expenditures on each improvement.**

Expenditure	STMP Funds Expended
STMP Management	\$50,000.00
Consultant Services for STMP Nexus Study Update	\$10,632.50
I-80/San Pablo Dam Rd.	\$270,000.00
BART: Del Norte Modernization Improvements	\$500,000.00
Total Expenditures	\$ 830,632.50

- vi. **An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) of subdivision (a) of Section 66001 of the Government Code, and the public improvement remains incomplete.**

Current STMP Projects with Committed STMP Funds			
Project	Committed STMP Funds	Remaining STMP Funds Committed, as of 7/1/20	Approximate Date Construction Begins
Hercules Intermodal Transit Center	\$750,000	\$750,000	Not Provided
BART: Del Norte Modernization	\$1,500,000	\$0	Under Construction
Pinole: San Pablo Ave. Bridge Replacement Project	\$1,600,000	\$1,600,000	7/1/2023
Pinole: Bay Trail Gap Closure at Tennent Ave.	\$150,000	\$150,000	7/1/2023
Richmond: I-80/Central Ave. Ph. 2	\$750,000	\$750,000	3/1/2022*

*An extension request is anticipated.

- vii. **A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan.**

There were no loans during FY 2019-20. The sole interfund transfer was for \$50,000 WCCTAC’s administration of the program. The dollar amount is consistent with FY 2019-20 adopted WCCTAC budget and the amount permitted via the 2019 STMP update ordinance and Master Cooperative Agreement.

- viii. **The amount of refunds made pursuant to subdivision (e) of Section 66001 and any allocations pursuant to subdivision (f) of Section 66001.**

There were no refunds granted during FY 2019-20.

Under the 2019 STMP Update, four percent of STMP funds collected annually may be allocated to WCCTAC for administrative expenses. In FY 2019-20, \$50,000 in STMP funds were allocated to WCCTAC for program administration expenses.

ATTACHMENT 1: PRIOR STMP FEE SCHEDULES

FY 2018-2019 STMP Fees

Type of Fee	STMP Fee per Unit	STMP Fee per Square ft.
Single Family	\$ 2,595.00	
Multi Family	\$ 1,648.00	
Senior Housing	\$ 701.00	
Hotel (per room)	\$ 1,964.00	
Church		\$ 1.58
Retail		\$ 1.82
Office		\$ 3.51
Industrial		\$ 2.45
Storage Facility		\$ 0.53
Hospital		\$ 4.21
Other (per AM pk hr. trip)	\$ 3,507	

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 20-07**

**APPROVING AND ADOPTING THE WEST CONTRA COSTA
TRANSPORTATION ADVISORY COMMITTEE PURCHASING AND
PROCUREMENT POLICY**

WHEREAS, WCCTAC does not currently have a formal purchasing and procurement policy; and

WHEREAS, the purpose of a purchasing and procurement policy is to outline the guiding principles, rules, and standards applicable to all purchases of goods, services, and supplies made by WCCTAC; and

WHEREAS, WCCTAC staff and the General Counsel have prepared a draft purchasing and procurement policy (the “Policy”) for the WCCTAC Board of Directors’ consideration; and

WHEREAS, the Policy is designed to clarify the purchasing authority for WCCTAC staff and promote full and open competition among potential vendors, promote fairness and transparency in the WCCTAC’s purchasing system, and ensure that WCCTAC is receiving the best value when making purchase; and

WHEREAS, the Policy is informed by and incorporates applicable laws, regulations, and best practices applicable to public procurements; and

WHEREAS, the Policy expands on the requirements contained in the WCCTAC JPA and is consistent with all such requirements; and

WHEREAS, the Policy includes standards of conduct and guidelines regarding conflicts of interest to ensure improper considerations do not influence WCCTAC purchasing decisions; and

WHEREAS, the WCCTAC Board of Directors has reviewed the Policy and has determined that it is in the best interests of WCCTAC to adopt the Policy.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the West Contra Costa Transportation Advisory Committee hereby declares as follows:

1. The above recitals are true and correct and are hereby incorporated into this Resolution.
2. The Policy, attached as Exhibit A, is hereby incorporated by reference and approved and adopted.
3. The WCCTAC Executive Director is authorized to adopt any necessary administrative policies and procedures to implement the Policy.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on October 23, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Chris Kelley, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher J. Kokotaylo, General Counsel

3609711.1

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE PURCHASING AND PROCUREMENT POLICY

(effective as of _____)

I. PURCHASING AND PROCUREMENT POLICY OVERVIEW

The purpose of this policy is to outline the guiding principles, rules, and standards applicable to all purchases of goods, services, and supplies made by the West Contra Costa Transportation Advisory Committee (“WCCTAC”).

II. CONTRACTING PRINCIPLES

The requirements contained in this policy are informed by several guiding principles. Adherence to these principles ensures that WCCTAC’s purchases are consistent with applicable legal requirements and best practices and that public funds are expended responsibly. This policy is designed to: 1) promote full and open competition among potential vendors; 2) provide the best overall value to WCCTAC; 3) ensure fairness and transparency in WCCTAC’s purchasing system; and 4) comply with the law and best practices.

III. STANDARDS OF CONDUCT/ETHICAL CONSIDERATIONS

A. CODE OF CONDUCT

Employees are responsible for providing access to WCCTAC procurement opportunities in a fair and impartial manner to all responsible suppliers, vendors, and contractors. In addition, all employees shall behave in a manner that avoids improprieties or the appearance of improprieties to maintain the public’s confidence in the integrity of WCCTAC’s purchasing system.

B. CONFLICT OF INTEREST

If an employee has a real or apparent conflict of interest, such employees shall not participate in the selection, award, or administration of any contract, including those

supported by a federal award or funding, that implicates that conflict of interest. If an employee participates in making a contract where such employee has a real or apparent conflict of interest, such conflict may nullify or void a contract. As nullification or voiding of a contract is a serious matter with potentially significant consequences for WCCTAC, every employee is responsible for recognizing and reporting a potential conflict of interest in timely manner.

A conflict of interest may arise when the employee has a direct financial interest in, or would receive a direct or material benefit arising from a contract. Employees shall not be financially interested in any contract made by them in their official capacity, as such terms are defined in California Government Code Sections 1090 et seq. and 87100 et seq.. Prohibited interests include interests of immediate family members, domestic partners, and their respective employers or prospective employers.

Employees shall report any potential or actual conflict of interest to the Executive Director or to the General Counsel as soon as a conflict is suspected or discovered. If employees are uncertain about whether they have a conflict of interest regarding a particular contract, the employees shall consult the General Counsel as soon as practicable.

It is important to note that consultants of a public entity are considered public officials under Government Code section 1090 and are subject to the requirements therein.

Employees should consult the General Counsel on potential conflict of interest issues with respect to WCCTAC's third-party consultants and contractors.

C. CONDUCT WITH VENDORS

All employee interactions with vendors shall be conducted in a fair, open, and transparent manner. Employees shall:

- i. Refrain from showing favoritism to vendors or being unduly influenced by external factors outside the criteria outlined in this policy.
- ii. Select all vendors on the basis of meeting appropriate and fair criteria in accordance with the requirements of this policy.

D. NO GRATUITIES

No WCCTAC employee shall solicit, demand, accept, or agree to accept, and shall avoid the appearance of accepting, a gift of goods or services, payment, loan, advance, deposit of money, or employment offer presented, promised in return for, or in anticipation of favorable consideration in a WCCTAC procurement.

E. INTERNAL CONTROLS

Employees shall comply with WCCTAC's internal control procedures. The policies guiding these internal control procedures are as follows:

- i. Employees must have or seek proper signature authority and expenditure authority for all transactions to ensure proper tracking and appropriate level of approval for all expenditures.
- ii. Duties must be segregated to diminish the risk and/or appearance of any improprieties. The Executive Director is responsible for separation of duties in an effort to negate any improprieties or the appearance of improprieties. If an employee has a question regarding separation of duties, he/she should reach out to the Executive Director for clarification.
- iii. Employees must create and maintain adequate documents and records supporting compliance with WCCTAC's procurement policies and procedures for all transactions and retain those records in accordance with WCCTAC's record retention schedule.

IV. CONTRACTING AUTHORITY

A. APPROVAL AUTHORITY

All WCCTAC expenditures and purchases must be approved by either the Executive Director, the Executive Director's authorized representative or the Board of Directors. No expenditure shall be submitted or recommended to the Board of Directors except upon approval of the Executive Director or his or her authorized representative. Contract approval authority is distinct from budgetary approval authority. All WCCTAC expenditures and purchases, regardless of amount, must be included and/or contemplated

in the WCCTAC's budget approved by the Board of Directors or otherwise approved by the Board of Directors.

B. MONETARY THRESHOLDS

(See Appendix A for a reference chart depicting monetary thresholds by category).

The following monetary approval thresholds apply to expenditures/purchases that do not qualify as public works projects pursuant to the Public Contract Code.

1. **Executive Director** - Any expenditure, purchase, or contract (single-year or multi-year) valued under \$10,000 may be approved by the Executive Director, provided that the funding for the purchase or contract is authorized in the budget approved by the Board of Directors.
2. **Board of Directors** - Any expenditure, purchase, or contract (single-year or multi-year) that exceeds ten thousand dollars (\$10,000) shall be authorized and approved by resolution of the Board of Directors.

V. TYPES OF PROCUREMENTS

In the course of conducting WCCTAC business, WCCTAC is required to make a variety of different types of purchases. The type of purchase dictates the policies and procedures for procuring and formalizing the purchase. Before employees make a purchase, they should identify the type of purchase and the proper method for completing that purchase.

A. PURCHASES OF GOODS/SUPPLIES

This category of purchases includes the purchase of tangible durable and non-durable goods by WCCTAC. Examples of these types of purchases include office supplies or furniture. These types of purchases are distinct from the purchase of non-tangible services.

B. SERVICES

This category of purchases includes the hiring of individuals, firms, or entities to perform services for the benefit of WCCTAC. There are two categories of services: general services and consultant/professional services.

1. *General Services*—General services are non-professionalized services that are often purchased to maintain or service WCCTAC’s equipment or facilities. Examples of these types of services include office equipment maintenance, cleaning services, or IT support services.
2. *Consultant/Professional Services*—Consultant/Professional services are specialized services where WCCTAC hires an individual or firm to perform professional or technical tasks. Examples of these types of services include planning and engineering services, audit services, and accounting services.

C. PUBLIC WORKS AND CONSTRUCTION

Public works projects include projects involving the “construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly-owned, leased, or operated facility.” Examples of these projects are renovation of existing and construction of new facilities, and significant road and street improvements. WCCTAC does not generally enter into contracts for public works projects.

VI. METHODS OF PROCUREMENT

A. OVERVIEW

The type of purchase and the amount of a purchase dictates the method of procurement. Smaller and less complex purchases involve less stringent competitive requirements. Conversely, more valuable and more complex purchases require stricter, more formalized competitive processes. (See Appendix A for a reference chart outlining the method of procurement by type and amount of purchase)

B. INFORMAL PROCUREMENT

1. *Micro Purchases*—Micro purchases need not be awarded competitively, but the price must be determined to be fair and reasonable. Micro Purchases do not require advertising or solicitation of quotes/bids. However, seeking multiple quotes/bids, even when not required, is a best practice and helps to ensure that WCCTAC receives better pricing for its purchases. Micro

purchasing may be used for purchases of goods/general services valued under \$2,500.

2. *Informal Solicitation*—Informal solicitation involves seeking three (3) written quotes from potential vendors. These written quotes may be informally documented, such as through emails between WCCTAC employees and potential vendors. Informal solicitation may be used for purchases of goods, general services, and consultant/professional services valued at \$10,000 or less.

C. FORMAL PROCUREMENT

1. *Formal Bidding*—

- (a) **Public Works.** For public works procurements, WCCTAC must comply with the provisions of the California Public Contract Code.
- (b) **Non-Public Works.** Under formal bidding procedures, in a formal competitive proposal process, WCCTAC must: (i) prepare a request for proposal document identifying the project requirements, vendor qualifications, and evaluation factors; (2) send the RFP to an adequate number of qualified sources as determined by the Executive Director; (3) post the RFP on WCCTAC’s website at least ten (10) days prior to the deadline for receipt of proposals; and (4) establish and implement procedures for evaluation of proposals. Proposals must be submitted to WCCTAC by a predetermined time and date as outlined in the RFP. Formal competitive proposals shall be used for purchases of goods, general services, consultant/professional services and any other services valued at more than \$10,000.

D. COOPERATIVE PROCUREMENT

Cooperative purchasing allows WCCTAC to buy goods or services based on a competitively bid contract prepared by another public agency, when that other agency and the vendor(s) agreed in advance to a cooperative process. Use of purchasing

cooperatives is encouraged as a way to obtain goods and services by aggregating volume, securing value pricing, and reducing administrative overhead. Measured use of purchasing cooperatives can significantly reduce the time and resources needed to competitively purchase goods and services. The following list summarizes the requirements and relevant considerations applicable to cooperative procurements.

1. *Competitive Purchasing*—Cooperative purchasing programs should be based on competitively awarded contracts that substantially comply with WCCTAC’s procurement procedures outlined in this policy.
2. *Purchasing Cooperatives*—There are numerous purchasing cooperatives that WCCTAC can evaluate to use for a particular procurement. Some leading cooperatives include state contracts such as California Multiple Award Schedules (CMAS); the Department of General Services (DGS); OMNIA Partners (Formerly U.S. Communities Cooperative Purchasing); Sourcewell (formerly National Joint Powers Alliance); NASPO ValuePoint (formerly WSCA-NASPO); the National Cooperative Purchasing Alliance (NCPA); and, federal General Services Agency (GSA) procurements (GSA Advantage for State and Local Governments).
3. *Value Analysis*—Purchases using any given cooperative need not be based on the absolute lowest pricing and may consider factors in addition to price, such as the time and/or resources needed for WCCTAC to independently competitively bid for the good or service.
4. *Time Limit*—The cooperative competitive bidding process that WCCTAC seeks to utilize must have occurred within twenty-four (24) months from the date WCCTAC seeks to obtain the goods or services.
5. *Piggyback Contracting*—Subject to the appropriate approval authority and if in the best interest of WCCTAC, WCCTAC may enter into contracts for goods and services, the pricing and terms of which have been previously established by another public agency or purchasing cooperative. However,

care must be taken to ensure all of WCCTAC's contracting standards are satisfied. Sometimes the underlying contract or commitment originally made to a purchasing cooperative or other agency is difficult to find; however, care must be taken to ensure WCCTAC is protected via a contract.

Employees should consult with the General Counsel's Office for guidance on meeting WCCTAC's contracting requirements for cooperative procurements.

E. SOLE SOURCE PROCUREMENT

Regardless of the estimated cost of a purchase, WCCTAC is not required to engage in a competitive procurement process, either formal or informal, under Section V when a competitive procurement is infeasible for the reasons articulated in this section. In all cases, WCCTAC must verify and document that a particular procurement meets the criteria for a sole source identified below, and the use of sole source must be approved by the Executive Director.

In order to utilize a sole source procurement, at least one of the following statements must be true: (1) The item is only available from one source; (2) After solicitation of a number of sources, the competition is determined inadequate; and/or (3) one of the conditions described below applies:

- (a) Unique or Innovative Concept—The vendor demonstrates a unique or innovative concept or capability not available from another source. “Unique or Innovative Concept” means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to WCCTAC from only one source and has not in the past been available to WCCTAC from another source;
- (b) Patents or Restricted Data Rights—Patent or data rights restrictions preclude competition;

- (c) Substantial Duplication Costs—In the case of a subsequent contract for the continued development or production of highly specialized equipment or products and/or major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition;
- (d) Unacceptable Delay—In the case of a subsequent contract for the continued development or production of highly specialized equipment or products and/or major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling WCCTAC's needs.

F. EMERGENCY PROCUREMENT

Emergency procurements are those purchases necessary to avoid or mitigate a clear and imminent threat or danger where delay could result in loss of life or danger to health, welfare, or property or threaten the continued operation of WCCTAC. Contracts awarded under this Section do not require adherence to WCCTAC's standard procurement requirements outlined in this policy.

Contracts awarded pursuant to an emergency as defined under this section require that the Executive Director present a report to the Board of Directors, at the next available meeting, describing the emergency, the actions taken, and the number and dollar amount of contracts awarded.

G. EXEMPT PROCUREMENTS

This Section outlines types of procurements that are exempt from the standard competitive requirements outlined in this policy and also includes special considerations related to those exempt procurements. Despite the fact that a procurement may be exempt, WCCTAC may still conduct negotiations as to price, delivery and terms in connection with the award of a contract that does not require a competitive process. Nothing in this section shall preclude the solicitation of competitive bids or proposals

when possible. The following is a list of procurements that are exempt from the competitive requirements outlined in this Policy.

1. Emergency procurements as defined in Section VI(F) above;
2. Specified materials or equipment that can be obtained from only one source and there is no adequate substitute in accordance with the criteria outlined in Section VI(E) above;
3. Legal, financial or other professional services that are highly specialized;
4. Cooperative procurements described in Section VI(D);
5. Procurements funded by grants, donations or gifts when any special conditions require the purchase of particular materials and/or services;
6. Purchase of surplus property owned by another public entity, or payment to other public entities or utilities;
7. Membership dues, conventions, training, travel arrangements, or advertisements in magazines, newspapers, or other media; and
8. Where competitive bids or proposals have been solicited and no bid or proposal has been received. In such situations the Executive Director may proceed to have the goods procured or services performed without further competitive bidding.

VII. SPECIAL POLICIES, PROGRAMS, AND CONSIDERATIONS

A. PURCHASES WITH FEDERAL/STATE FUNDS

When purchasing goods and services involving the use of federal grant funds or the use of state of California funds, WCCTAC may be required to follow provisions of federal or state law, regulations, and policy depending upon the specific source of the federal or state funds. Employees should consult with the General Counsel on any questions regarding application of state requirements to particular purchases.

APPENDIX A

Type of Purchase	Cost	Approval Authority	Documentation	Procurement Method
Goods/General Services	Under \$2,500	Executive Director	Purchase Order/Invoice	Micro Purchase
Goods/General Services/Professional Consultant	\$10,000 or less	Executive Director	Contract	Informal Solicitation
Goods/General Services/Professional Consultants	Over \$10,000	Board of Directors	Contract	Formal Bidding

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TO: WCCTAC Board

DATE: October 23, 2020

FR: John Nemeth, Executive Director

RE: **Impact of Reduced Measure J Revenue Forecast on West County Programs**

REQUESTED ACTION

Information only.

BACKGROUND AND DISCUSSION

At the September WCCTAC Board meeting, CCTA staff delivered a presentation on the plan to prioritize capital projects given lower sales tax revenues due to the COVID-19 pandemic. This report is intended to give the Board an overview of the impact of lower sales tax revenues on Measure J *programs* in West County.

Measure J sales tax revenues were 3.25% lower in FY19-20 than in FY18-19 (\$93.5M vs \$96.6M). Sales tax revenues in the current year (FY 20-21) are projected to be \$76.5M, which is about 18% lower than in FY19-20. The impact of this reduced revenue, for the current year and for the future, varies by program. Some key Measure J programs are listed below along with a brief discussion of each.

Local Street and Road Maintenance

Measure J Programs 11b and 23b provide return-to-source funds for local street and road maintenance in West County. These funds are allocated after the end of the fiscal year once jurisdictions satisfy their checklists. The FY19-20 allocation was 3.25% lower than in FY18-19, given lower sales tax revenues. If the current Measure J revenue forecast holds, local return-to-source funds could be 18% lower next fiscal year. Fortunately, the CCTA's current revenue forecast was conservative. Actual revenues now appear likely to exceed the forecast, so the negative impact may not be this great.

Pedestrian, Bicycle and Trail Facilities (PBTF); Transportation for Livable Communities (TLC)

The next call for projects for Measure J Programs 13b/26b (PBTF) and Programs 12b/25b (TLC) funding would likely have been in FY22 in the absence of the pandemic. That call for projects, however, has been put on indefinite hold while the Authority monitors sales tax revenue. In addition, the allocation of PBTF and TLC funds that have already been programmed to capital projects has also been put on hold. Funding for capital project will be prioritized according to CCTA's Allocation Plan, which was discussed by Hisham Noeimi at the last WCCTAC Board meeting.

Bus Service

Measure J Programs 14b (Bus Service), 16b (Express Bus), and 19b (Additional Bus Service) all provide annual funding to bus operators in West County. Funds are programmed at the beginning of the fiscal year. If actual revenues during the fiscal year come in higher than CCTA's budgeted revenues, which is often the case, some additional funding is provided in the following year as a reconciliation. Given the uncertainties about Measure J revenues in the current fiscal year, the Authority only programmed six months of funding for Programs 14, 16 and 19. Program 14 funding in the first half of this fiscal year is 7.3% lower than last year (annualized \$4.3M vs \$4.7M). Program 16 funding is lower by about the same percentage (annualized \$3.7M vs \$4.0M), and Program 19b is lower by 9.1% (annualized \$1.9M vs \$2.1M). If sales tax revenue forecasts for the current year are revised upward, the funding to operators in the second half of the year could be higher.

Student Bus Pass Program

Measure J Program 21b (Safe Transportation for Children) is the source that supports West County's low-income Student Bus Pass Program. Roughly every two years, the WCCTAC Board requests that CCTA set aside an allocation of funds. The last allocation, in January 2020, was \$1.47M, which was just 1.7% lower than the previous two-year allocation of \$1.495M. Funds in this program are provided as a reimbursement for the purchase of bus passes. However, given that the West Contra Costa Unified School District (WCCUSD) is currently operating with a distance-learning format, there has been little demand from students to access school and, consequently, little demand for bus passes. As a result, there may be minimal invoicing this fiscal year. The impact of the pandemic on this program could be to add to program reserves. WCCTAC staff will provide a more detailed update on the status of the Student Bus Pass Program at the December Board Meeting.

Transportation for Seniors and People with Disabilities

Measure J Program 15b (Transportation for Seniors and People with Disabilities) and 20b (Additional Transportation for Seniors and People with Disabilities) funds are programmed near the beginning of the fiscal year, like the bus service programs. Due to the uncertain revenue projections for FY 20-21, the Authority allocated just six months of funding for these programs as well. Program 15 funding to operators was down 7.6% this year (annualized \$4.0M vs \$4.3), while Measure J 20b funding to operators was 4.4% lower (\$565K vs \$591K). As with bus service funding, if the sales tax revenue forecasts are revised upward, the programmed funding to operators in the second half of the year could be higher.

Travel Training

In March 2019, WCCTAC launched a travel training program for seniors and the disabled using Measure J 28b (Subregional Needs) funds. Since WCCTAC allocated a fixed amount of \$100,000 to this effort from an existing balance, changes in Measure J sales tax revenue will not affect the funding capacity of this program. While the pandemic has not impaired the program's funding, it has greatly complicated the program itself given its interactive and hands-on nature. As a result, WCCTAC suspended this effort in May 2020 but could resume it in the future when the activity becomes safer. WCCTAC has spent approximately half of the funds, while the remainder remain committed to this program for now.

Transportation Demand Management (TDM)

Measure J Program 17 (Commute Alternatives) provides funding for Transportation Demand Management (TDM). The Authority allocates funds at the beginning of the fiscal year. WCCTAC and CCTA then develop a cooperative agreement and WCCTAC invoices CCTA for expenses. In FY20-21, WCCTAC received 12.4% less in Measure J funds than in FY19-20 (\$170K vs \$194K) due to the lower sales tax revenue forecasts. When combined with the Air District's TFCA funds, the total amount available in West County for TDM activities was only 1.4% less in the current fiscal year, since TFCA funding increased from the prior year. However, Measure J funds are much more flexible and can be used to cover a broader range of staff time and overhead. The steep drop in the Measure J allocation was a key factor in forcing cost cutting in WCCTAC's FY20-21 operating budget.

Ferry Service

For many years, after the passage of Measure J, there was no active ferry service in West County. As a result, Measure J Program 22b (Ferry Service) funds were not used and a positive balance grew in the account, which now stands at \$16.2M. Given this positive balance, there are sufficient funds to operate the Richmond Ferry in the near term, regardless of sales tax revenue fluctuations. However, continued weaker than expected sales tax revenues and/or higher than expected operating costs, could both impact the long-term funding capacity of the Measure J 22b program. In the current fiscal year, the allocation to WETA for Richmond Ferry service was \$3.59M. Meanwhile, the program will add about \$1.76M in sales tax revenues to the balance this fiscal year if the Authority's current forecast holds. At the October WCCTAC Board meeting, staff from WETA will provide more detail about the status of Richmond Ferry service, including financial details.

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TO: WCCTAC Board **MEETING DATE:** October 23, 2020
FR: John Nemeth, Executive Director
RE: Richmond Ferry Status Report and Service Recommendation

REQUESTED ACTION

Receive a status report and provide a recommendation on whether to continue Richmond Ferry service over the next several months or suspend service until the spring.

BACKGROUND AND DISCUSSION

The onset of the COVID-19 pandemic resulted in a drop in Richmond Ferry ridership beginning in February 2020 and deepening in March. As a result, WETA suspended the service, just as it did with other commuter routes such as the Harbor Bay and South San Francisco services. It continued operating the Vallejo and Oakland/Alameda services, both of which operate all-day and have historically higher ridership.

The WCCTAC Board, at its May meeting, received an overview of potential future schedules for the Richmond Ferry, once service was resumed. The Board's primary direction to WETA staff was to resume service as quickly as feasible. WETA did resume Richmond Ferry service on June 15, 2020.

Since the resumption of service, ridership has been low throughout the WETA system as the ongoing pandemic continues to negatively impact transit. WETA ridership is currently 92 percent below its seasonal average systemwide. Richmond ridership is 90 percent below its seasonal average from last year. To boost ridership on its services, the WETA Board is planning to initiate a late fall and early winter promotion. This could include fare discounts, increased employer outreach, marketing, and other efforts to reach and incentivize riders.

Staff from WETA will provide the WCCTAC Board with recent ferry performance information, including trends and comparison to other ferry services. They will also provide additional details about the planned WETA promotion.

WETA relies on a close working relationship with WCCTAC and CCTA on the Richmond Ferry service given that operations are dependent upon Measure J dollars and passenger fares to support operating costs. In FY 20-21, WETA budgeted a share of its Federal CARES Act funds for Richmond service to backfill anticipated lower passenger fares and augment the available Measure J subsidy for the year.

In addition to being briefed about the ferry's status, the WCCTAC Board is being asked to confirm that it would like to continue service over the next few months. The alternative would be to recommend suspension of service until the spring of 2021 to preserve Measure J dollars. If WCCTAC recommends the continuation of service, it is likely that no action by CCTA would be necessary. If WCCTAC recommends temporary suspension, it may require a further action by the Authority.

El Cerrito

Hercules

September 25, 2020

Pinole

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

RE: September 2020 WCCTAC Board Meeting Summary

Richmond

Dear Randy:

The WCCTAC Board, at its meeting on September 25, 2020 took the following actions that may be of interest to CCTA:

San Pablo

1. Approved Resolution 20-05 for the San Pablo Avenue Multimodal Corridor Project, Phase 2 Funding Agreement.

The Board also received the following updates:

Contra Costa
County

- CCTA Staff provided an overview of the draft capital project rankings for the Measure J Allocation Plan.
- Staff and consultants from the City of Pinole provided an update on the San Pablo Avenue Bridge Replacement over BNSF.

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

Sincerely,



BART

John Nemeth
Executive Director

cc: Tarienne Grover, CCTA; Colin Piethe, TRANSPAN; Lisa Bobadilla, SWAT; Matt Todd, TRANSPAC

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