



TECHNICAL ADVISORY COMMITTEE MEETING NOTICE & AGENDA

DATE & TIME: Thursday, April 8, 2021 • 9:00 AM – 11:00 AM

REMOTE ACCESS: <https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJyd1-BoYk0yYWVlZWVlWHZ4Zz09>

MEETING ID#: 732 105 8840

PASSWORD (if requested): WCCTAC2020

Remote Participation Only

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

Pursuant to the Governor’s Executive Order N-29-20, TAC members: Yvetteh Ortiz, Mike Roberts, Tamara Miller, Denee Evans, Alan Panganiban, Rob Thompson, Nathan Landau, Jamar Stamps, and Celestine Do may be attending this meeting via teleconference, as may WCCTAC Alternate TAC Members. Any votes conducted during the teleconferencing session will be conducted by roll call.

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

Phone Participation

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

+1 669 900 6833

Meeting ID: 732 105 8840

Password: 066620

Public Comment

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

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

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

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

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

1. **CALL TO ORDER and MEMBER ROLL CALL**

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

2. **PUBLIC COMMENT**

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

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

3. **CONSENT CALENDAR**

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

A. **Minutes from March 11, 2021**

Recommendation: Approve as presented.

Attachment: Yes.

B. **Minutes from March 23, 2021 Special Meeting**

Recommendation: Approve as presented

Attachment: Yes

4. **REGULAR AGENDA ITEMS**

A. **WCCTAC FY 2022 Draft Work Program.**

Description: Each year, staff provides the TAC with a draft of the work program for the upcoming fiscal year and solicits feedback. The draft work program, along with the draft budget and proposed dues, will be presented to the WCCTAC Board at the May meeting. Following the Board's review, these will all be provided to each member agency for review and comment. The work program, budget and dues will be brought back to the WCCTAC Board in June for final approval.

Recommendation: Provide feedback on the Draft FY 2022 WCCTAC Work Program.

Attachment: Yes

Presenter/Lead Staff: John Nemeth, WCCTAC Staff

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

B. **FY 21-22 Annual STMP Fee Adjustment**

Description: The 2019 STMP Update allows for WCCTAC to annually adjust its STMP fees in accordance with the Engineering News-Record Construction Cost Index for the San Francisco

* Estimated time for consideration is given as a service to the public. Please be advised that an item on the agenda may be considered earlier or later than the estimated time. Agenda-2

Bay Area for the 12-month period ending with the February index. That rate this year is 2.4%. The new FY 21-22 fee rates and the Quarterly Reporting Form are provided. It is TAC members' responsibility to provide this new rate information to their local staff who work with STMP.

Recommendation: Information only.

Attachment: Yes

Presenter/Lead Staff: Leah Greenblat, WCCTAC Staff.

Estimated Time:* **9:30 AM**, (10 minutes)

C. Bike to Wherever Days

Description: The regional coalition that plans Bike to Work Day has decided to follow last year's model and promote "Bike to Wherever Days" due to coronavirus restrictions. For the month of May, bicycling will be promoted and specifically May 21 will be Bike to Wherever Day. Tote bags will be distributed to libraries and bike shops. There will be no in-person tabling events. Staff will provide a brief update.

Recommendation: Information only.

Attachment: No

Presenter/Lead Staff: Coire Reilly, WCCTAC Staff.

Estimated Time:* **9:40 AM**, (10 minutes)

5. STANDING ITEMS

A. Technical Coordinating Committee (TCC) Report

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

Recommendation: None.

Attachment: No

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

Estimated Time:* **9:50 am** (5 minutes)

B. Staff and TAC Member Announcements

Description: TAC members or WCCTAC staff can make general comments or announcements

Recommendation: Receive update.

Attachment: No

Presenter/Lead Staff: WCCTAC Staff and TAC Members

Estimated Time:* **9:55 am** (5 minutes)

6. ADJOURNMENT

Description / Recommendation: Adjourn to the next regularly scheduled meeting of the TAC on Thursday, March 11, 2021. (The next regular meeting of the WCCTAC Board is Friday, February 26, 2021.)

Estimated Time:* **10:00 am**

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- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTAC TAC meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Valerie Jenkins at 510.210.5930 prior to the meeting.
 - If you have special transportation requirements and would like to attend the meeting, please call the phone number above at least 48 hours in advance to make arrangements.
 - Handouts provided at the meeting are available upon request and may also be viewed at WCC-TAC's office.
 - Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
 - A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.

El Cerrito

WCCTAC TAC Meeting Action Minutes

Hercules

MEETING DATE: March 11, 2021

Pinole

MEMBERS PRESENT: Jamar Stamps, Contra Costa County; Mike Roberts, Hercules; Celestine Do, BART; Tamara Miller, Pinole; Yvetteh Ortiz, El Cerrito; Denee Evans, Richmond; Nathan Landau, AC Transit.

Richmond

GUESTS: Bill Pinkham, CBPAC West County Representative; Robert Reber, City of Hercules

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

San Pablo

ACTIONS LISTED BY: WCCTAC Staff

Contra Costa
County

ITEM	ITEM/DISCUSSION	ACTION/SUMMARY
1.	Call to Order	The meeting was called to order at 9:02 a.m.
2.	Public Comment	None.
3.	Consent Calendar: a. Action Minutes from February 11, 2021– Approve as presented.	Roberts moved, Stamps seconded, and the motion to approve the Consent Calendar was approved unanimously.

AC Transit

Regular Agenda Items

BART

WestCAT

4A.	Upcoming 2021 STMP Call for Projects	Leah Greenblat sought direction on the upcoming 2021 STMP Call for Projects. The TAC agreed that WCCTAC must have received STMP fees and reporting forms before disbursing funds; that each sponsor may submit no more than two applications; and that no sponsor can apply for more than half of the available funds, with at least three projects to be recommended for funding. The TAC agreed to the following scoring criteria:
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		<ol style="list-style-type: none"> 1. Project Readiness. (readiness to construct ranks higher than design) Max. 5 pts 2. Readiness to spend STMP dollars. Max. 10 pts. 3. Share of the funding gap: (Is this the last money needed to implement a phase?) Max. 5pts 4. Disadvantaged communities. Max 5 pts. 5. Improves subregional alternative mode network. Max. 5 pts.
4B.	Annual STMP Fee Adjustment	Leah Greenblat explained that preparations have begun for implementing the Annual STMP Fee Adjustment that goes into effect on July 1. TAC members from participating jurisdictions will need to alert local staff of the fee schedule change.
4C.	Program for Arterial System Synchronization (PASS) Call for Projects	Leah Greenblat alerted TAC members to MTC's current call for projects and explained that due to COVID impacts and staff limitations, WCCTAC was not planning on applying for funding for weekday signal timing changes on the San Pablo Avenue corridor.
5A.	TCC Update	Leah Greenblat shared that BART's Ricki Wells and the County's Jamar Stamps were elected Chair and Vice-Chair. The TCC received a presentation on CCTA's submittal for funding for MTC's Safe and Seamless Quick Strike Project.
5B.	Staff and TAC Member Announcements	Bill Pinkham announced that May 21 is Bike to Anywhere Day and Coire Reilly noted that Summer Bike Challenge pop-up events are planned but TAC members should let him know if their jurisdictions have concerns about outdoor events. Joanna Pallock announced that Richmond Promise was looking for summer internships for its mentees.
6.	Adjournment	The meeting adjourned at 11:00 AM.

El Cerrito

WCCTAC TAC Meeting Action Minutes

Hercules

MEETING DATE: March 23, 2021

Pinole

MEMBERS PRESENT: Jamar Stamps, Contra Costa County; Celestine Do, BART; Tamara Miller, Pinole; Yvetteh Ortiz, El Cerrito; Denee Evans, Richmond; Nathan Landau, AC Transit; Allan Panganiban, San Pablo.

Richmond

GUESTS: Bill Pinkham, CBPAC West County Representative; Ryan Lau and Mika Miyasato, AC Transit; Patrick Phelan, Richmond; Jimmie Zhao and Sarah Kolarik, San Pablo; Adam Dankberg and Gina Nguyen, Kimley-Horn; Matt Kelly, CCTA; Alexander David S. Peter, Rich City Rides

San Pablo

STAFF PRESENT: John Nemeth, Leah Greenblat

Contra Costa
County

ACTIONS LISTED BY: WCCTAC Staff

AC Transit

ITEM	ITEM/DISCUSSION	ACTION/SUMMARY
1.	Call to Order	The meeting was called to order at 3:35 PM.
2.	Public Comment	None.
Regular Agenda Items		
3.	San Pablo Avenue Multimodal Corridor Study Phase 2	Mr. Dankberg gave a presentation to the TAC, reviewed options for potential cross-sections to be used as the basis for evaluating segments along the corridor. The consultant team asked the TAC select three of the five options to use as the basis for further analysis of all segments of the corridor. The TAC provided direction on the cross-section options.
5B.	Staff and TAC Member Announcements	None
6.	Adjournment	The meeting adjourned at 5:11 PM.

BART

WestCAT

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**WCCTAC
FISCAL YEAR 2021-22
DRAFT WORK PROGRAM**

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

Planning and Programming (General Operations)

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

MEASURE J PROGRAMMING

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

SUB-REGIONAL PLANNING AND FUNDING

2. Continue working with CCTA and WCCTAC member agencies on issues related to COVID-19 recovery, particularly involving projects or transportation services with Measure J funding streams.
3. Participate in regional, countywide, sub-regional, and local efforts related to planning, funding, and delivery of priority capital projects in West County.
4. Continue participation in the I-580 Open Road Tolling, HOV project led by MTC.
5. Continue to seek funding for advancing the recommendations in the recently adopted West Contra Costa County Express Bus Implementation Plan.
6. Work with CCTA on the development of an update to the West County Action Plan.
7. Monitor Action Plan compliance by reviewing certain proposed projects, General Plans or Amendments, and work to advance goals, objectives and actions contained in the West County Action Plan.

I-80 CORRIDOR

8. Participate in follow-up, evaluation, troubleshooting, and TAC meetings related to the Integrated Corridor Mobility (ICM) project.

9. Serve on the Technical Advisory Committee for the I-80 Design Alternatives Assessment process, led by CCTA, ACTC, and MTC, and keep the TAC and Board informed.
10. Work with MTC, Caltrans, and other agencies to promote capital improvements that may benefit transit in West County (such as bus on shoulder)
11. Work with Hercules, CCTA, and CCJPA on securing funding for the Regional Intermodal Transportation Center in Hercules.
12. Provide updates to the WCCTAC Board on I-80 issues as needed.

OTHER SUB-REGIONAL ACTIVITIES

13. Continue work on Phase 2 of the San Pablo Avenue Multimodal Corridor Study with CCTA and ACTC and local jurisdictions.
14. Serve on BART's TAC for the Caltrans-funded Berkeley-El Cerrito Corridor Access Plan (BECCAP)
15. Continue advancement of recommendations of the West County High-Capacity Transit Study.
16. Based on the 2015 Cooperative Agreement, participate with WETA, CCTA and Richmond on annual review of the Richmond ferry's ridership, marketing, fare policy, access issues, and capital needs.

GRANTS

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

FORMAL BODIES

18. Manage or participate in meetings of the: WCCTAC Board, WCCTAC TAC, I-80 Smart Corridor TAC, CCTA Board, CCTA Countywide Bicycle and Pedestrian Advisory Committee (CBPAC), CCTA Administration and Projects Committee (APC), CCTA Paratransit Coordinating Committee (PCC), CCTA Technical Coordinating Committee (TCC), CCTA Growth Management Task Force, and the Caltrans District 4 Pedestrian Advisory Committee.

Special Projects

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

1. Resume the Travel Training Program funded by Measure J 28b funds. This will involve teaching groups and individuals to use fixed route transit (BART, buses, ferry), ADA and non-ADA paratransit, and other mobility services.
2. Pending decision on Caltrans Sustainable Transportation Planning Grant application, initiate and manage the Richmond Parkway Environmental Justice and Regional Mobility Study.

Transportation Demand Management (TDM)

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

1. Manage the Commute Incentives Program, which includes: employer outreach and programs, tabling at community events, transit incentives, funding for bike racks and lockers, funding for EV charging stations
2. Continue to implement partnership with smartphone app-based trip planner, Metropia/GoEZY
3. Manage the West County "Pass2Class" program that provides free transit passes to students at the beginning of the school year
4. Manage the Countywide Guaranteed Ride Home, Try Transit, and Secure Your Cycle Programs.
5. Co-lead Bike to Wherever Days 2022 with other regional partners
6. Support Local Agency Climate Action plans and efforts that aim to improve access to bicycling, pedestrian facilities, transit, and emerging mobility technology such as a shared bicycles and cars, electric bicycles, scooters, and autonomous vehicles.
7. Work with community groups and employers to explore the feasibility of providing bicycle repair education classes and bicycle safety awareness to increase bicycling as a viable mode of transportation.

8. Implements strategy to encourage telework/work from home policies and flexible work hour policies with Contra Costa Employers.
9. Continue to coordinate micro-mobility (scooters, bike rental) planning and implementations around the West County Region, in close partnership with the cities and county.
10. Work with transit providers to provide digital incentive options, where possible

Sub-regional Transportation Mitigation Fee Program (STMP)

WCCTAC acts as the trustee for the development impact fees collected by the West County cities and the unincorporated areas of the County. An updated program went into effect on July 1, 2019. Under the updated program, STMP funds are to be used for twenty pre-identified, regionally-benefitting capital projects. In the upcoming fiscal year, WCCTAC will:

1. Collect, administer, and track funds and reporting forms.
2. Provide monitoring reports on revenue collected and status of local reporting.
3. Develop funding agreements with project sponsors for any Board-approved funding allocations.
4. Potentially issue a call for projects based on the fund balance and Board direction, and disburse funds to eligible, Board-approved projects.
5. Respond to inquiries from local agencies and members of the public.
6. Review and process appeal and exemption requests.

Office Administration

In the upcoming fiscal year, staff will:

1. Maintain, update, and expand content on the WCCTAC website.
2. Conduct an in-house evaluation of employee salaries and benefits as compared to peer agencies.
3. Revise, update, and adjust work practices as needed to ensure consistency with public health guidelines, agency effectiveness, and compliance with Brown Act requirements.

TO: WCCTAC TAC

MEETING DATE: April 8, 2021

FR: Leah Greenblat, Project Manager

RE: **FY 21-22 Annual STMP Fee Adjustment**

REQUESTED ACTION

Information only.

BACKGROUND AND DISCUSSION

The 2019 STMP Update became effective on July 1, 2019. The Master Cooperative Agreement, signed by all partner agencies, specifies an automatic annual fee adjustment so that the fees keep up with construction related inflation. The agreement specifies that the fee adjustment is based on the Engineering News Record’s February San Francisco Bay Area Construction Cost Index that covers the prior twelve months. This year that rate was 2.4%. (By way of comparison, last year the adjustment was 5.6%.) WCCTAC staff is in the process of notifying the partner agencies of this impending annual fee adjustment which becomes effective July 1.

The FY 20-21 and FY 21-22 STMP fees are shown below.

FY 20-21 STMP Fee Rates		
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	

FY 21-22 STMP Fee Rate		
Type of Fee	STMP Fee per Unit	STMP Fee per Square ft.
Single Family	\$ 5,881	
Multi Family	\$ 2,897	
Senior Housing	\$ 1,588	
Hotel (per room)	\$ 3,764	
Storage Facility		\$ 0.82
Retail / Service		\$ 7.13
Industrial		\$ 6.01
Office		\$ 9.43
Other (per AM pk hr trip)	\$ 7,948	

The STMP Quarterly Reporting form for FY 21-22 is included as an attachment. Local agency staff should begin using this version to report STMP fees after July 1, 2021.

ATTACHMENT

A. FY 2021-2022 STMP Quarterly Reporting Form

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

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

Check Appropriate Box:

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

Fiscal Year: _____
Reporting Period: _____

All sections of the report must be completed.
Attach check, payable to WCCTAC, to this report.
Submit check and completed transmittal report to:

Fee Submittal Due Date: _____
Jurisdiction's Name: _____
Contact Name: _____
Contact Email: _____

No development to report this period. OR **Notes:**
Insert below the # of Units or # of Sq. Ft. to calculate the amt. of fee collected.
List each project or project component separately. Add rows as needed.

Type of Fee	Project Address	Development Name	STMP Fee per Unit	STMP Fee per Square ft.	Total # Units or Sq. Ft.	STMP \$ Collected
Single Family			\$ 5,881			\$ -
Multi Family			\$ 2,897			\$ -
Senior Housing			\$ 1,588			\$ -
Hotel (per room)			\$ 3,764			\$ -
Storage Facility				\$ 0.82		\$ -
Retail / Service				\$ 7.13		\$ -
Industrial				\$ 6.01		\$ -
Office				\$ 9.43		\$ -
Other (per AM pk hr trip)			\$ 7,948			\$ -
TOTAL FEES COLLECTED:						\$ -

This should be the amount of your check to WCCTAC. ↗

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

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

During the reporting period, has your agency granted:

- 1. STMP Fee Credits to any development? Yes No
- 2. STMP Fee Waivers/Exemptions to any development? Yes No

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

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

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

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

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

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