

MEETING NOTICE AND AGENDA

DATE & TIME: June 28, 2024 • 8:00 AM – 10:00 AM

LOCATION: City of El Cerrito, Council Chambers
10890 San Pablo Avenue (at Manila Ave)
El Cerrito, California (Accessible by AC Transit #72, #72M & #72R)

REMOTE ACCESS:

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJyd1BoYk0yYWVlZWVlWHZ4Zz09>
Meeting ID: 732 105 8840

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 During the Meeting

Public comment during the meeting can be in person or via Zoom. Those wishing to comment in person should fill out a speak card. Participants wishing to comment via Zoom should indicate interest by using the hand raising function on Zoom or by physically raising their hands.

The ability to participate and observe via Zoom or teleconference is predicated on those technologies being available and functioning without technical difficulties. Should they not be available or become non-functioning or should the WCCTAC Board encounter technical difficulties that make those platforms unavailable, the WCCTAC Board will proceed with business in person unless otherwise prohibited by law.

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. Comments may be submitted by email to vjenkins@wcctac.org.

1. Call to Order and Board Member Roll Call. (Rita Xavier – 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 April 26, 2024, 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 May 2024. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** Paid an invoice to Fehr and Peers in the amount of \$16,465.71 for Richmond Parkway planning work funded by a Caltrans grant. *(No Attachment; Information only).*
7. **Purchase order for the Pass2Class Program.** Staff is seeking Board authorization to use a purchase order to buy AC Transit bus passes for Pass2Class, which is part of the 511 Contra Costa TDM Program. *(Attachment; Recommended Action: Approve Resolution 23-05).*
8. **Authorization for WCCTAC Executive Director to Establish On-Call Consultant Bench for Grant Writing and Preparation.** In response to a Request for Qualifications (RFQ), WCCTAC staff received and reviewed consultant proposals for on-call services for grant writing and preparation. WCCTAC staff seeks authorization from the WCCTAC Board for its Executive Director to negotiate and enter into on-call agreements with the four highest ranking consultants. *(Attachment; Recommended Action: Adopt Resolution No. 24-06).*
9. **Programming of Measure J Program 19b Funds for FY 2025.** Each year the CCTA provides an allocation estimate of Program 19b funds and the WCCTAC Board provides direction on programming the funds. WCCTAC staff provided a programming recommendation to the WCCTAC TAC which has forwarded a recommendation to the Board. *(Attachment; Recommended Action: Approve WCCTAC staff and TAC recommendation for programming Measure J 19b funds for FY 24-25.)*
10. **WCCTAC FY 2025 Work Program, Budget, and Dues Resolution.** Staff presented information about the FY 2025 Work Program, Budget, and Dues to some Board members in May (there was not a quorum of the Board). Staff circulated these documents to member agencies, received no comments, and is now seeking final Board approval. The only recent change is that staff has highlighted, in bold text, the activities in the Work Program that it expects that staff will spend most of its time focused on *(Attachment; Recommended Action: Adopt Resolution 23-07).*

11. **CBPAC Citizen Representative Recruitment.** WCCTAC is seeking a West County resident to be appointed to CCTA's Countywide Bicycle and Pedestrian Advisory Committee. Application details can be found in the attached staff report. The nominee will be brought to the July WCCTAC Board meeting. *(Coire Reilly, WCCTAC Staff; Attachment; Recommended Action: Information only)*

REGULAR AGENDA ITEMS

12. **Updated Salary Schedule for Fiscal Year 2025.** The WCCTAC salary schedule will be updated to reflect a cost-of-living adjustment for Fiscal Year 2025, subject to the Board's approval of the Fiscal Year 2025 WCCTAC budget. *(Kris Kokotaylo, WCCTAC Counsel; Attachment; Recommended Action: Adopt Resolution 23-08).*
13. **Richmond-San Rafael Bridge Forward Updates: Bridge Path Pilot Project Modification, Study of EB HOV lane, Richmond Parkway Interchange, and Open Road Tolling at the Bridge Toll Plaza.** MTC will provide an update on recent progress and anticipated next steps for projects related to its Richmond-San Rafael Bridge Forward efforts. *(Ingrid Supit, MTC staff; PowerPoint Attachment in website; Recommended Action: Receive update and provide feedback.)*
14. **CCTA Audit of the City of Richmond's Paratransit Service.** Earlier this year, the CCTA initiated an audit of the City of Richmond's paratransit program, reviewing both finances and service delivery. It recently concluded the audit and presented recommendations to the CCTA's Paratransit Coordinating Council (PCC) and Board. The staff report to the CCTA Board is included as background information. *(Rashida Kamara, CCTA staff and Laurie Talbert, AMG staff; Attachment; Recommended Action: Receive information.)*

STANDING ITEMS

15. **Board and Staff Comments.**
 - a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
 - b. Report from CCTA Representatives (*Directors Fadelli & Kelley*)
 - c. Executive Director's Report
 16. **General Information Items.**
 - a. Letter to CCTA Executive Director with Summary of Board Actions for April 26, 2024
 - b. Acronym List
 17. **Adjourn.** Next regular meeting is July 26, 2024 @ 8:00 a.m.
-

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

**West Contra Costa Transportation Advisory Committee
Board of Directors Meeting
Meeting Minutes – April 26, 2024**

MEMBERS PRESENT: R. Xavier, Chair (San Pablo), C. Sasai (Pinole), P. Fadelli, (El Cerrito), C. Kelley (Hercules), E. Martinez, (Richmond), T. Hansen (WestCAT), R. Saltzman (BART), S. Bana (Richmond), C. Jimenez (Richmond)

STAFF PRESENT: John Nemeth, Leah Greenblat, Alex Mog (counsel)

ACTIONS LISTED BY: WCCTAC staff

Meeting Called to Order: 8:00 a.m.

Public Comment: None

CONSENT CALENDAR

Motion by ***Director Kelley***; seconded by ***Director Martinez***

Yes- R. Xavier, C. Kelley, P. Fadelli, C. Sasai, T. Hansen, E. Martinez, R. Saltzman, S. Bana

No- None

Abstention- None

Motion passed unanimously.

Item #3. *Approved:* Minutes of March 22, 2024, Board Meeting.

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

Item #5. *Received:* Financial Reports for March 2024.

Item #6. *Received:* Payment for invoices over \$10,000 - Invoice to Fehr and Peers in the amount of \$16,984.97 for Richmond Parkway planning work funded by a Caltrans grant.

Item #7. *Received:* FY 24-25 Annual Subregional Transportation Mitigation Program (STMP) Fee Adjustment of 0.7%.

Item #8. *Adopted:* WCCTAC re-appointed Allan Panganiban as a West County Representative to the CCTA's TCC for a two-year term.

REGULAR AGENDA ITEMS

ITEM/DISCUSSION	ACTION
Item # 9 Richmond Ferry Update	<i>Information Only</i> Michael Gougherty, of WETA staff, provided an update on the Richmond Ferry. He reviewed ridership information and then discussed service levels. He noted that his agency had examined service cut options to potentially reduce spending levels. WETA's preference, however,

	was to focus on promotions and partnerships to boost ferry ridership.
Item #10 County Connection's "One Seat Ride" Program	<i>Information Only</i> John Sanderson, of County Connection staff, shared information regarding the County Connection's "One Seat Ride" program. He explained that it was a type of cost sharing partnership between transit agencies in Contra Costa County that allows for ADA paratransit trips outside of individual services areas.
Item #11 TDM Update and Draft Work Program for Fiscal Year 2025	<i>Information Only</i> John Nemeth, of WCCTAC staff, updated the Board on TDM 2.0 and proposed TFCA Policy. He explained that the CCTA Board has not yet approved the new policy but was likely to at its meeting in July. Mr. Nemeth then walked through the elements of the TDM Program describing which pieces would stay and which pieces would remain. He also described how TFCA funding was likely to flow once the new policy is approved.

Meeting Adjourned: 9:30 a.m.

TO: WCCTAC Board

DATE: June 28, 2024

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

Rolling Out WCCTC

Effective July 1, the start of the new fiscal year, staff will be rolling out our new “doing business as” name, the West Contra Costa Transportation Commission. Some of the changes are already underway, including the agency website which has already partly transitioned. The new website URL (www.WCCTC.gov) will be up and running shortly and the existing WCCTAC website address will redirect people to it. Staff will also be issued new email addresses, but emails sent to the old addresses will still be redirected to the new ones. Business cards with the new name have been designed, and are being ordered, and a new letterhead design is being finalized. At the beginning of July, WCCTAC staff will send announcements to our member agencies and our many partners to spread the news.



Consultant Bench for Grant Writing and Preparation

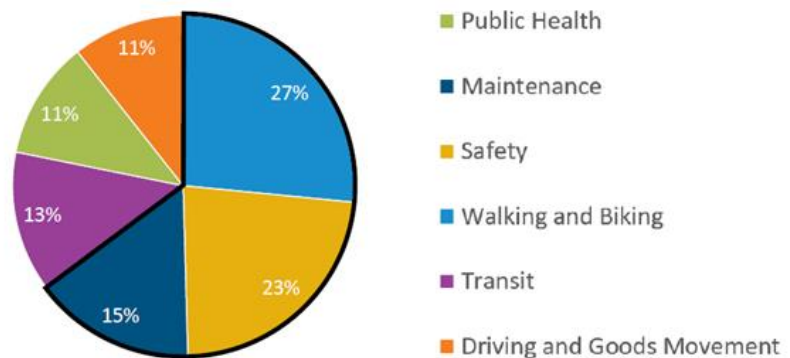
In January, the WCCTAC Board authorized staff to issue a Request for Qualifications (RFQ) for on-call consultant support to assist with grant applications for West County projects. The Board also set aside \$75k in Measure J 28b funds for this purpose. Last month, staff reported that we were pleasantly surprised to have received nine proposals in response to the RFQ. WCCTAC recommended establishing contracts with four of these firms, including: AMG, Fehr and Peers, Kimley-Horn, and Toole Design. As follow-up, WCCTAC staff is also holding debriefing conversations with the firms that were not selected. At the June meeting, staff is seeking Board authorization to allow the Executive Director to enter into agreements with these four firms. WCCTAC’s counsel has been involved in the drafting of agreements.

The Richmond Parkway Transportation Plan (RPTP)

On June 3, WCCTAC staff held a meeting with the RPTP's Technical Advisory Committee which is composed of staff from: MTC, the East Bay Regional Park District, West County Wastewater, the Cities of Richmond and San Pablo, Contra Costa County, AC Transit, WestCAT, Supervisor Gioia's office, and CCTA.

The group reviewed the draft prioritized strategies and began to identify agencies responsible for their implementation. As part of the next phase of work, the consultant team will prepare detailed analysis of the prioritized strategies. This should help agencies to advance to move the projects forward. This work could include quantitative analysis and some preliminary design which can help with grant applications, policy development, or the identification of next step tasks. Simultaneously, the consultant team is just beginning work on the plan's draft. That work will continue over the summer with an expected release in the late summer or early fall.

Online Survey Votes by Category¹



Summer Bike Challenge in Full Swing



The Summer Bike Challenge, a part of the 511 Contra Costa TDM Program, is currently happening across Contra Costa County. The challenge gives participants a list of local landmarks to reach by bike. It also involves in-person events in each city where participants can receive gift cards and other giveaways for bicycling that day. On top of that, the program includes weekly raffle prizes and an iPad grand prize, with winners from each city in the county. The challenge runs all summer. Residents can find their city's game board and sign up here:

<https://511contracosta.org/sbc/>

General Ledger Monthly Budget Report

User: CeciliaN
Printed: 6/3/2024 5:13:48 PM
Period 11 - 11
Fiscal Year 2024



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
7700	WCCTAC Operations								
770-7700-41000	Salary	0.00	569,435.00	569,435.00	285,612.69	283,822.31	0.00	283,822.31	49.84
770-7700-41200	PERS Retirement	0.00	0.00	0.00	92,483.87	-92,483.87	0.00	-92,483.87	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	63,098.46	-63,098.46	0.00	-63,098.46	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	185.91	-185.91	0.00	-185.91	0.00
770-7700-41400	Dental	0.00	0.00	0.00	2,727.26	-2,727.26	0.00	-2,727.26	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	3,200.00	-3,200.00	0.00	-3,200.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	3,503.39	-3,503.39	0.00	-3,503.39	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	5,219.43	-5,219.43	0.00	-5,219.43	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	8,976.47	-8,976.47	0.00	-8,976.47	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	1,318.46	-1,318.46	0.00	-1,318.46	0.00
770-7700-41911	Liability Insurance	0.00	4,639.00	4,639.00	0.00	4,639.00	0.00	4,639.00	100.00
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	756.11	-756.11	0.00	-756.11	0.00
	Salary and Benefits	0.00	574,074.00	574,074.00	467,082.05	106,991.95	0.00	106,991.95	18.64
770-7700-43500	Office Supplies	0.00	4,600.00	4,600.00	4,493.79	106.21	0.00	106.21	2.31
770-7700-43501	Postage	0.00	1,600.00	1,600.00	347.28	1,252.72	0.00	1,252.72	78.30
770-7700-43520	CopiesPrintingShippingXerox	0.00	3,300.00	3,300.00	2,113.89	1,186.11	0.00	1,186.11	35.94
770-7700-43600	Professional Services	0.00	69,510.00	69,510.00	67,881.21	1,628.79	0.00	1,628.79	2.34
770-7700-43900	RentBuilding	0.00	22,500.00	22,500.00	20,188.17	2,311.83	0.00	2,311.83	10.27
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	3,128.73	6,871.27	0.00	6,871.27	68.71
770-7700-44320	TravelTraining Staff	0.00	2,500.00	2,500.00	306.14	2,193.86	0.00	2,193.86	87.75
	Service and Supplies	0.00	114,010.00	114,010.00	98,459.21	15,550.79	0.00	15,550.79	13.64
	Expense	0.00	688,084.00	688,084.00	565,541.26	122,542.74	0.00	122,542.74	17.81
7700	WCCTAC Operations	0.00	688,084.00	688,084.00	565,541.26	122,542.74	0.00	122,542.74	17.81
7720	WCCTAC TDM								
772-7720-41000	Salary	0.00	0.00	0.00	184,662.47	-184,662.47	0.00	-184,662.47	0.00
772-7720-41200	PERS Retirement	0.00	0.00	0.00	66,980.78	-66,980.78	0.00	-66,980.78	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	35,475.12	-35,475.12	0.00	-35,475.12	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	1,632.69	-1,632.69	0.00	-1,632.69	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	1,328.59	-1,328.59	0.00	-1,328.59	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	2,649.86	-2,649.86	0.00	-2,649.86	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	6,859.80	-6,859.80	0.00	-6,859.80	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	405.82	-405.82	0.00	-405.82	0.00
	Salary and Benefits	0.00	0.00	0.00	299,995.13	-299,995.13	0.00	-299,995.13	0.00
772-7720-43500	Office Supplies	0.00	0.00	0.00	1,546.43	-1,546.43	0.00	-1,546.43	0.00

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
772-7720-43501	TDM Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	0.00	0.00	2,428.74	-2,428.74	0.00	-2,428.74	0.00
772-7720-43600	Professional Services	0.00	0.00	0.00	36,022.31	-36,022.31	0.00	-36,022.31	0.00
772-7720-43900	RentBuilding	0.00	0.00	0.00	20,188.17	-20,188.17	0.00	-20,188.17	0.00
772-7720-44000	Special Department Expenses	0.00	0.00	0.00	115,246.60	-115,246.60	0.00	-115,246.60	0.00
772-7720-44320	TravelTraining Staff	0.00	0.00	0.00	0.50	-0.50	0.00	-0.50	0.00
	Service and Supplies	0.00	0.00	0.00	175,432.75	-175,432.75	0.00	-175,432.75	0.00
	Expense	0.00	0.00	0.00	475,427.88	-475,427.88	0.00	-475,427.88	0.00
7720	WCCTAC TDM	0.00	0.00	0.00	475,427.88	-475,427.88	0.00	-475,427.88	0.00
7730	STMP								
773-7730-41000	Salary	0.00	80,000.00	80,000.00	80,000.00	0.00	0.00	0.00	0.00
	Salary and Benefits	0.00	80,000.00	80,000.00	80,000.00	0.00	0.00	0.00	0.00
773-7730-44000	Special Department Expense	0.00	6,391,144.00	6,391,144.00	176,468.18	6,214,675.82	0.00	6,214,675.82	97.24
	Service and Supplies	0.00	6,391,144.00	6,391,144.00	176,468.18	6,214,675.82	0.00	6,214,675.82	97.24
	Expense	0.00	6,471,144.00	6,471,144.00	256,468.18	6,214,675.82	0.00	6,214,675.82	96.04
7730	STMP	0.00	6,471,144.00	6,471,144.00	256,468.18	6,214,675.82	0.00	6,214,675.82	96.04
7740	WCCTAC Special Projects								
774-7740-43600	Professional Services	0.00	0.00	0.00	281,384.79	-281,384.79	0.00	-281,384.79	0.00
774-7740-44000	Special Department Expense	0.00	519,994.00	519,994.00	18.00	519,976.00	0.00	519,976.00	100.00
	Service and Supplies	0.00	519,994.00	519,994.00	281,402.79	238,591.21	0.00	238,591.21	45.88
	Expense	0.00	519,994.00	519,994.00	281,402.79	238,591.21	0.00	238,591.21	45.88
7740	WCCTAC Special Projects	0.00	519,994.00	519,994.00	281,402.79	238,591.21	0.00	238,591.21	45.88
Expense Total		0.00	0.00	7,679,222.00	1,578,840.11	6,100,381.89	0.00	6,100,381.89	79.4401

General Ledger Monthly Budget Report

User: CeciliaN
Printed: 6/3/2024 5:08:40 PM
Period 11 - 11
Fiscal Year 2024



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
0000	Non Departmental								
773-0000-34310	County STMP Fees	0.00	750,000.00	-750,000.00	-112,815.43	-637,184.57	0.00	-637,184.57	84.96
773-0000-34315	El Cerrito STMP Fees	0.00	250,000.00	-250,000.00	-94,241.70	-155,758.30	0.00	-155,758.30	62.30
773-0000-34320	Hercules STMP Fees	0.00	40,000.00	-40,000.00	-68,127.00	28,127.00	0.00	28,127.00	-70.32
773-0000-34325	Pinole STMP Fees	0.00	40,000.00	-40,000.00	-127,906.89	87,906.89	0.00	87,906.89	-219.77
773-0000-34330	Richmond STMP Fees	0.00	750,000.00	-750,000.00	-2,884,163.21	2,134,163.21	0.00	2,134,163.21	-284.56
773-0000-34335	San Pablo STMP Fees	0.00	300,000.00	-300,000.00	-62,244.00	-237,756.00	0.00	-237,756.00	79.25
	Licenses and Permits	0.00	2,130,000.00	-2,130,000.00	-3,349,498.23	1,219,498.23	0.00	1,219,498.23	-57.25
770-0000-36102	Interest	0.00	0.00	0.00	2,652.68	-2,652.68	0.00	-2,652.68	0.00
773-0000-36102	Interest	0.00	15,000.00	-15,000.00	-286,844.19	271,844.19	0.00	271,844.19	-1,812.29
	Use of Property and Money	0.00	15,000.00	-15,000.00	-284,191.51	269,191.51	0.00	269,191.51	-1,794.61
770-0000-34111	Member Contributions	0.00	584,874.00	-584,874.00	-421,392.00	-163,482.00	0.00	-163,482.00	27.95
770-0000-39906	Other Revenue	0.00	121,687.00	-121,687.00	-34,623.58	-87,063.42	0.00	-87,063.42	71.55
772-0000-39906	Other Revenue	0.00	0.00	0.00	-410,956.45	410,956.45	0.00	410,956.45	0.00
774-0000-39906	Other Revenue	0.00	519,994.00	-519,994.00	-190,817.79	-329,176.21	0.00	-329,176.21	63.30
	Miscellaneous Revenue	0.00	1,226,555.00	-1,226,555.00	-1,057,789.82	-168,765.18	0.00	-168,765.18	13.76
	Revenue	0.00	3,371,555.00	-3,371,555.00	-4,691,479.56	1,319,924.56	0.00	1,319,924.56	-39.15
0000	Non Departmental	0.00	3,371,555.00	-3,371,555.00	-4,691,479.56	1,319,924.56	0.00	1,319,924.56	-39.15
Expense Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 23-05**

**AUTHORIZING THE WCCTAC EXECUTIVE DIRECTOR TO PURCHASE AC
TRANSIT BUS PASSES FOR THE PASS2CLASS PROGRAM , IN THE AMOUNT
NOT TO EXCEED SEVENTY THOUSAND DOLLARS (\$70,000)**

WHEREAS, the West Contra Costa Transportation Advisory Committee (“WCCTAC”) manages the 511 Contra Costa transportation demand management (“TDM”) program for West Contra Costa County; and

WHEREAS, Pass2Class provides West County students with bus passes at the beginning of the school year and requires the purchase of a large number of physical passes; and

WHEREAS, Pass2Class is one of the TDM program’s largest annual programs; and

WHEREAS, the WCCTAC Board provides general direction to implement TDM program elements; and

WHEREAS, the WCCTAC Board desires to authorize the purchase of bus passes for Pass2Class as part of the TDM program.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors of the West Contra Costa Transportation Advisory Committee does hereby authorize the Executive Director or designee to purchase bus passes for Pass2Class as part of the TDM program in an amount not to exceed \$70,000.

2. The Executive Director or designee is authorized to make all approvals and take all actions necessary or appropriate to carry out the intent of this Resolution.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 28, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Rita Xavier, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher Kokotaylo, General Counsel

3770143.1

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 24-06**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE CONSULTING
SERVICES AGREEMENTS FOR ON-CALL CONSULTING SERVICES
CONTRACTS WITH AMG, FEHR AND PEERS, KIMLEY-HORN, AND TOOLE
DESIGN**

WHEREAS, the West Contra Costa Transportation Advisory Committee (“WCCTAC”) seeks to establish a bench of on-call consultant firms for On-Call Transportation Grant Writing and Grant Preparation Services with Supporting Outreach, Planning/Engineering and Analytical Support Services; and

WHEREAS, WCCTAC issued and advertised the availability of a Request for Qualifications (“RFQ”) for grant writing and preparation consulting services; and

WHEREAS, WCCTAC staff received, evaluated and reviewed responses from nine consulting firms; and

WHEREAS, in accordance with the California Government Code and other applicable laws, WCCTAC staff carefully reviewed the qualifications and proposals of ANG, Fehr and Peers, Kimley-Horn and Toole Design (Selected Bench) and determined that the four possess the necessary quality, fitness, capacity, experience and expertise to provide the services sought by WCCTAC and were the most qualified firms that responded to the RFQ; and

WHEREAS, the WCCTAC Board of Directors desires to authorize WCCTAC’s Executive Director , or designee to negotiate acceptable and fair prices for the consultant’s services; and

WHEREAS, the WCCTAC Board of Directors previously adopted Resolution No. 2024-03 authorizing the use of \$75,000 of Measure J, 28b funds for future transportation grant writing and preparation purposes; and

WHEREAS, the consultant fees will currently be paid for with Measure J 28b funds and, if authorized by the WCCTAC Board of Directors, potentially other funding sources in the future; and

WHEREAS, the award of a consulting services agreement is exempt from the California Environmental Quality Act (“CEQA”) in that it is not a discretionary project pursuant to Title 14, the California Code of Regulations (“CEQA Guidelines”), Section 15301.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The WCCTAC Board of Directors hereby authorizes the Executive Director to enter into consulting services agreements, in a form approved by the General Counsel, with AMG,

Fehr and Peers, Kimley-Horn and Toole Design, for on-call consulting services for grant writing and preparation for up to five years in the amount not to exceed \$75,000.

2. Any funds expended under the consulting services agreements must have been previously budgeted and appropriated by the WCCTAC Board of Directors.

3. The Executive Director (or his designee) is authorized to make all approvals and take all actions necessary or appropriate to carry out and implement the terms of the consulting services agreements and take all actions necessary to implement the intent of this Resolution.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 28, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Rita Xavier, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher Kokotaylo, General Counsel

TO: WCCTAC Board

MEETING DATE: June 28, 2024

FR: Coire Reilly, Program Manager

RE: Fiscal Year 2025 Measure J 19b Funds for WestCAT and AC Transit

REQUESTED ACTION

Approve Fiscal Year 2025 Measure J Program 19b allocation for WestCAT and AC Transit.

BACKGROUND AND DISCUSSION

Measure J Program 19b, *Additional Bus Service Enhancements*, dedicates 2.2% of total annual sales tax revenues to enhance local bus service in West County. The WCCTAC Board has a policy to allocate 80% of this available funding to AC Transit and 20% to WestCAT. Typically, the operators submit claim forms annually to clarify how the funds available will be used in the upcoming year. As with the past three years, WCCTAC and CCTA staff have bypassed the claim form requirement considering the ongoing post-pandemic impacts on transit funding.

Based on the split, the amount of Program 19b funds available in FY 2025 for AC Transit is \$2,101,632. WestCAT would receive \$477,408. In a new practice, CCTA will retain \$12,960 for its own program management expenses.

Staff recommends Board approval of these funding allocations for the two transit operators.

Attachments:

A. CCTA Program 19b chart for FY 2025

PROGRAM: 19b - West County Additional Bus Services			FY 2025	
Sales Tax Revenue Estimate			\$120,000,000	
	%	Year		
Original Program Revenue Estimate	2.20%		\$2,640,000	
Revised Program Revenue Estimate	2.160%		\$2,592,000	
Previous Year Allocation Adjustment			\$ -	
CCTA Program Management	0.5%	of Program Total	(\$12,960)	
Available for Allocation (Programmed by WCCTAC)			\$2,579,040	
Note: The revised program revenue percentage is based on WestCAT's "capitalization" of a portion of program funds in the 2009 Strategic plan. AC Transit's allocation is held harmless from this "capitalization" so its allocation is based on the original program percentage of 2.2%				
FY 2024-2025				
Agency	Coop #	Percent of Program	100% Amount	90% Amount
AC Transit	60.00.02	calc 1 below	\$ 2,101,632	\$ 1,891,469
WestCAT	60.00.04	calc 2 below	\$ 477,408	\$ 429,667
Total Allocation			\$ 2,579,040	\$ 2,321,136

Calc 1: AC Transit receives 80% of original program revenue (2.2%)

Calc 2: WestCAT receives remainder based on revised program revenue (2.16%)

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION 23-07**

**ADOPTION OF FISCAL YEAR 2024-2025 WORK PROGRAM, BUDGET, AND
MEMBER DUES**

WHEREAS, the West Contra Costa Transportation Advisory Committee (“WCCTAC”) is a joint exercise of powers authority formed pursuant to Government Code Section 6500, et. seq. by and between the City of El Cerrito, the City of Hercules, the City of Pinole, the City of Richmond, the City of San Pablo, Contra Costa County, Alameda-Contra Costa Transit District (“AC Transit”), San Francisco Bay Area Rapid Transit (“BART”), and West Contra Costa Transit Authority (“WestCAT”); and

WHEREAS, the WCCTAC Joint Exercise of Powers Agreement (“Agreement”) authorizes WCCTAC to: annually adopt a work program along with a budget setting forth all operational expenses, together with an apportionment of expenses allocated to each member agency; make and enter into contracts; apply for and accept grants; develop and administer the Transportation Demand Management (“TDM”) Program; and act as fiscal agent for the Subregional Transportation Mitigation Fee Program (“STMP”); and

WHEREAS, the Fiscal Year 2024-2025 proposed work program, budget, and member agency dues were circulated for review by the member agencies, and all comments received were duly noted and addressed.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Board of Directors of WCCTAC adopts the Fiscal Year 2024-2025 work program, budget, and member agency dues, and as shown in the attachments to this Resolution, which are incorporated herein by reference.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 28, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____

Rita Xavier, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form: _____

Kristopher J. Kokotaylo, General Counsel

**WCCTAC
FISCAL YEAR 2024-25
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. The activities highlighted in **bold** are expected to occupy the greatest amount of staff time.

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 smaller 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)

COUNTY-WIDE AND REGIONAL PLANNING AND FUNDING

2. **Work with CCTA on the development of the Countywide Transportation Plan.**
3. **Work with the CCTA and member agencies on the development of new and updated Community-based Transportation Plans in West Contra Costa County.**
4. Work with Contra Costa County Public Works on its Vision Zero Technical Advisory Committee.
5. 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.
6. **Partner with CCTA on the development of training sessions to assist local jurisdictional staff with Growth Management Program checklist compliance.**
7. Participate in regional, countywide, sub-regional, and local efforts related to planning, funding, and delivery of priority capital projects in West County.
8. Monitor the Link21 effort to improve and coordinate the regional rail network in Northern California and provide input as needed.

9. Monitor and keep the TAC and Board informed about SB 1031 and the details of a potential regional funding measure.
10. Find opportunities to advocate for transit funding to support existing services.
11. Participate in follow-up activities related to the countywide Accessible Transportation Strategic Plan.
12. Assist local jurisdictions in the implementation of a low stress bike network in West County through the identification of funding opportunities.

I-80 and I-580 CORRIDORS

13. Continue to monitor and participate, if possible, in MTC's Bus on Shoulder Study and advocate for its implementation on I-80, consistent with the recommendations in WCCTAC's West County Express Bus Implementation Plan.
14. Continue to monitor the progress of implementing the recommendations in MTC's I-80 Design Alternatives Assessment and keep the WCCTAC TAC and Board informed. This includes the implementation of transit, bike lane and pedestrian improvements on Richmond Parkway at the Richmond Parkway Transit Center
15. Continue to monitor and participate in MTC's implementation of HOV lanes on I-580. This work also includes modifications at the westbound Richmond Parkway off-ramp.
16. Continue to monitor and participate in MTC's implementation of open-tolling on the east end of the Richmond-San Rafael Bridge.
17. Continue to monitor and participate, if possible, in MTC, BATA and Caltrans analysis and recommendations for the westbound shoulder of the Richmond-San Rafael Bridge.
18. Continue to work with CCTA, the City of Richmond, and other regional partners to mitigate traffic impacts on local streets in communities adjacent to I-580 and the Richmond-San Rafael Bridge.
19. Work with MTC, Caltrans, and other agencies to promote capital improvements that may benefit transit in West County.
20. Work with Hercules, CCTA, and CCJPA on securing funding for the Hercules Hub, formerly known as the Regional Intermodal Transportation Center, in Hercules.
21. Work with CCTA to identify funding or address other project development needs for key projects such as the San Pablo Dam Rd interchange or Central Ave. phase 2.

22. Provide updates to the WCCTAC Board on I-80 corridor issues as needed.
23. Continue to monitor and update the WCCTAC TAC and Board on AC Transit's Realign Project.

SUB-REGIONAL ACTIVITIES

24. Continue advancement of recommendations of the West County High-Capacity Transit Study, the West Contra Costa County Express Bus Implementation Plan and the San Pablo Avenue Multimodal Corridor Study, Phase 2.
25. Based on the 2015 Cooperative Agreement, participate with WETA, CCTA and Richmond on the annual review of the Richmond ferry's ridership, service levels, marketing, fare policy, access issues, and capital needs. Keep the TAC and Board informed about Richmond Ferry service considerations. Keep the TAC and Board informed about CCTA ferry expansion studies, especially as it relates to Hercules.
26. Monitor plans for and construction of transit-oriented development and supporting access improvements at both El Cerrito BART Stations and work with BART and El Cerrito.
- 27. Work with CCTA, AC Transit and the cities of El Cerrito, Richmond, and San Pablo about the development of a scope of work for Phase 3 of the San Pablo Avenue Multimodal Corridor Study which focuses on outreach to businesses and community members to advance the concepts identified in Phase 2.**
28. Explore the creation of a Transportation Management Association (TMA) with El Cerrito, Richmond, and BART.

FUNDING OPPORTUNITIES

- 29. Monitor grant opportunities, inform member agencies, provide letters of support to member agencies, and facilitate prioritization of West County candidate projects for grants. Some examples of grant opportunities include Active Transportation Infrastructure Investment Program (ATIIP) which focuses on building networks of connected bicycle and pedestrian infrastructure improvements, 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.**
- 30. Finalize the selection of a consultant bench to assist WCCTAC staff with preparing grant applications.**
31. Monitor and apply as appropriate for Regional Measure 3 funds for Richmond Parkway and San Pablo Avenue projects.

32. Advocate for the inclusion of planned West County transportation projects in future funding measures (e.g., Bay-Area and County-wide).
33. Seek funding to advance and implement the projects recommended in Phase 2 of the San Pablo Avenue Multimodal Corridor Study with CCTA and ACTC and local jurisdictions.
34. Take the lead in applying for grants for planning and implementation of multi-jurisdictional improvements, in partnership with member agencies.

FORMAL BODIES

35. Manage or participate in meetings of the: WCCTAC Board, WCCTAC TAC, CCTA Board, CCTA Countywide Bicycle and Pedestrian Advisory Committee (CBPAC), CCTA Administration and Projects Committee (APC), CCTA Paratransit Coordinating Committee (PCC), the Active Transportation Specific Plan (ATSP) Task Force, the West County Mobility Management Group, the West County Senior Coalition, 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. Subject to staffing considerations and funding availability, manage the Travel Training Program funded by Measure J 28b. This will involve teaching groups and individuals to use fixed route transit (BART, buses, ferry), ADA and non-ADA paratransit, and other mobility services. Explore other funding sources for the program.**
- 2. Finalize the Caltrans-funded, draft Richmond Parkway Transportation Plan, also known as the Richmond Parkway Environmental Justice and Regional Mobility Plan.**

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.

Currently, CCTA is working to amend the policies and procedures for disbursing TFCA funds for TDM. The CCTA may also modify focus areas in the TDM program to put more emphasis on reducing VMT. The following section of the workplan is subject to change and may depend on funding availability. Additionally, WCCTAC may deliver some of these activities in

conjunction with CCTA and potentially with the support of CCTA's on-call consultant team.

In the upcoming fiscal year, the TDM program will:

- 1. Manage the Employer-Based Trip Reduction 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. Manage the West County "Pass2Class" program that provides free transit passes to students at the beginning of the school year.
3. Manage the Commuter Benefit program, which includes the countywide programs Guaranteed Ride Home, Try Transit, Take 10, and Secure Your Cycle Programs.
4. Co-lead Bike to Wherever Days 2025 with other regional partners.
5. Support Local Agency Climate Action plans and efforts that aim to improve access to bicycling, pedestrian facilities, transit, and emerging mobility technology such as shared bicycles and cars, electric bicycles, scooters, and autonomous vehicles.
6. Assist in the promotion of the new City of Richmond e-shuttle service that allows students and seniors to ride for free.
7. Implement the Summer Youth Pass program, which provides discounted bus passes for youth during summer months.
8. Investigate incentive program for the Richmond bikeshare.

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. Manage calls for projects based on Board direction, and allocate 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.
7. Monitor and update, as needed, the expiration dates of existing STMP funding agreements.
- 8. Complete the required five-year review and update of the 2019 STMP and its nexus study.**
- 9. Develop a detailed schedule for the replacement of the 2019 STMP Next Study, and draft an RFP for consultant support.**

Administration

In the upcoming fiscal year, staff will:

1. Complete any remaining activities related to the implementation of WCCTAC's new "Doing Business As" name: the West Contra Costa Transportation Commission.
2. Complete approval process for the 2023 amendments to the Joint Powers Agreement, and assist jurisdictions with this effort, as needed.
- 3. Hire a new Administrative Assistant given the planned retirement of current staff.**
4. Maintain and update content on the agency's website.
5. Continue to evaluate work practices and meetings to consider what should be in-person vs virtual.
6. Continue digitizing and organizing WCCTAC records including funding agreements, resolutions, minutes, and Board and TAC meeting packets.
7. Explore office options and/or prepare for lease renewal.

**DETAIL: WCCTAC Operations FY
2024-25 DRAFT Final Budget**

Activity	Actual FY 2022-2023	Original FY 2023-2024	Estimated 2023-2024	Proposed 2024-2025	Notes
REVENUES					
34111 Member Contributions	556,329	584,874	584,874	600,461	(a)
36102 Interest - LAIF	753	-	1,901	-	
39906 Other - Measure J (20b & 21b)	30,617	32,737	28,875	33,000	(b)
Other - Measure J 28b	65,119	53,950	17,859	-	(c)
Caltrans Planning Grant		35,000	25,000	30,000	(d)
TOTAL REVENUES	652,818	706,561	658,509	663,461	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	544,159	569,435	516,088	527,125	(e)
41911 Liability Insurance	4,639	4,639	4,639	4,759	
Total Salaries, Benefits & Insurance	548,798	574,074	520,727	531,884	
Professional Services					
43600 Professional Services					
Financial - City of San Pablo	20,558	21,000	21,299	22,000	
IT / VOIP phone	11,842	13,160	12,650	13,500	
Audit	15,065	13,250	15,097	15,500	
Attorney Services	15,561	15,000	16,985	18,000	
Accounting Services	4,855	6,100	5,204	6,000	
Other	1,635	1,000	350	500	
Total Professional Services	69,516	69,510	71,585	75,500	
Special Department Expenses					
44000 Special Dept. Expense					
Contingency	2,762	10,000	2,829	15,000	(f)
Total Special Department Expenses	2,762	10,000	2,829	15,000	
Training & Mileage					
44320 Training/Mileage	1,549	2,500	1,655	2,500	
Total Training/Mileage	1,549	2,500	1,655	2,500	
Office Expenses & Supplies					
43500 Office Supplies	5,007	4,600	5,294	5,500	
43501 Postage	1,292	1,600	424	1,000	
43520 Printing, Copier Lease	3,040	3,300	2,962	3,300	
43900 Rent/Building	22,043	22,500	22,290	22,800	
Total Office Expense & Supplies	31,382	32,000	30,970	32,600	
TOTAL EXPENSES	654,007	688,084	627,766	657,484	
REVENUES - EXPENSES	(1,189)	18,477	30,743	5,977	

Beginning Fund Balance \$146,210

Ending Fund Balance \$152,187

Reserve - Undesignated \$120,000

Reserve - Accumulated Vacation \$20,000

Available Balance above Reserve \$12,187

Notes:

- (a) FY 25 dues are proposed to be increased by 2.6%.
- (b) A portion of Measure J program funds can be used to cover administrative expenses.
- (c) Measure J28b funds are for travel training. Spending levels in FY24-25 are TBD
- (d) Caltrans grant (Richmond Parkway) that can cover some staff time
- (e) Lower FY24 and FY25 expenses are the result of staffing changes
- (f) Contingency per Board Reserve Policy.

DETAIL: TDM
FY 2022-23 DRAFT Final Budget

Activity	Actual 2022-2023	Original 2023-2024	Estimated 2023-2024	Proposed 2024-2025	Note
REVENUES					
33403 Grants	587,778	571,133	571,133	589,000	(a)
33403 Grant Reallocation	252,561	-	-	-	
36102 Interest - LAIF	-	-	-	-	
TOTAL REVENUES	840,339	571,133	571,133	589,000	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	325,333	348,187	346,241	250,634	(b)
41911 Liability Insurance	4,639	4,639	4,639	4,750	
Total Salaries, Benefits, and Insurance	329,972	352,826	350,880	255,384	
Professional Services					
43600 Professional Services					(c) (d)
<i>Financial and IT Services</i>	26,900	28,000	27,222	28,000	
<i>Audit</i>	-	-	-	-	
<i>Attorney Services</i>	-	1,000		1,000	
<i>Accounting Services</i>	6,741	7,000	6,741	7,000	
<i>Program-related services</i>	9,165	14,280	9,165		
<i>Consultant-provided staffing</i>				40,000	
<i>Other</i>	350	-	-	-	
Total Professional Services	43,156	50,280	43,128	76,000	
TDM Program Work					
44000 Program Expenses					(e)
<i>Commute Incentives / Marketing</i>	183,437	131,127	145,130	219,316	
<i>TFCA Special Project</i>	252,561				
Total TDM Program Work	435,998	131,127	145,130	219,316	
Travel & Training					
44320 Travel/Training/Mileage	1,019	3,000	1,942	5,000	
44330 Memberships/Subscriptions	725	-	600	-	
Total Travel/Training	1,744	3,000	2,542	5,000	
Office Expenses & Supplies					
43500 Office Supplies	1,607	1,500	2,319	2,500	
43501 TDM Postage	2,648	3,000	2,175	3,000	
43520 Printing, Copier Lease	3,680	6,600	2,669	5,000	
43900 Rent / Building	21,534	22,800	22,290	22,800	
Total Office Exp & Supplies	29,469	33,900	29,453	33,300	
TOTAL EXPENSES	840,339	571,133	571,133	589,000	
REVENUES - EXPENSES	-	-	-	-	

Beginning Fund Balance 0
Ending Fund Balance 0

Notes:

- (a) Funds are a combination of Measure J Program 17 and Air District Funds (TFCA)
- (b) Lower salary expense is the result of leaner staffing
- (c) Some expenses under Professional Services now accounted for under Commute Incentives
- (d) Additional consultant support is intended to mitigate the impacts of leaner staffing

DETAIL: STMP
FY 2024-25 DRAFT Final Budget

Activity	Actual FY 2022-2023	Original FY 2023-2024	Estimated 2023-2024	Proposed FY2024-25	Note
REVENUES					
34310 County STMP Fees	2,174,516	750,000	102,600	100,000	
34315 El Cerrito STMP Fees	238,416	250,000	-	50,000	
34320 Hercules STMP Fees	-	40,000	68,000	50,000	
34325 Pinole STMP Fees	20,067	40,000	6,400	10,000	
34330 Richmond STMP Fees	1,281,778	750,000	2,183,000	782,000	
34335 San Pablo STMP Fees	504,868	300,000	62,240	1,071,000	
36102 Interest - LAIF	153,942	15,000	290,000	75,000	
TOTAL REVENUES	4,373,587	2,145,000	2,712,240	2,138,000	(a)
EXPENSES					
Salary & Benefits					
41000s Salary & Benefits (STMP Admin)	75,000	80,000	80,000	85,000	
Total Salaries and Benefits	75,000	80,000	80,000	85,000	(b)
Funding of STMP Projects					
43600 Prof. Services					
Total Prof. Services	-	-	-	-	
44000 Project Funding					
2006 STMP Program:					
San Pablo Ave. Bridge (Pinole)	18,980	1,518,168	15,602	1,502,566	
Pinole Bay Trail at Tennent Ave.		61,556	-	61,556	
Richmond I-80/Central Ave. Ph.2		700,000	-	700,000	
Cycle 1 2019 STMP Projects:					
Appian Wy Complete St- PE		100,000		100,000	
Bay Trail: Pinole Pt. to Pt. Wilson		500,000	-	500,000	
Richmond Ferry to Bridge		241,000	-	241,000	
Hercules RITC: Utility/Track/Signal		300,000		300,000	
EC Plaza: Fare gates / Elevator	250,000	500,000	-	500,000	
Del Norte TOD: Complete Sts.	150,000	1,189,980		1,039,980	
SPA Bridge (City of San Pablo)		668,000	152,931	515,069	
Cycle 2 2019 STMP Program:					(c)
Pinole Tennent Av, Bay Trail				645,000	
El Cerrito: Ohlone Grwy. Uptown				180,000	
SPA Transit Corridor				325,000	
El Cerrito Plaza, East-West Bkwy				239,000	
Rodeo to Crockett Bay Trail				1,200,000	
Richmond: I-80/Central Av (Ph. 2)				1,111,000	
Hercules Hub Final Design	137,562	612,440	7,935	1,266,942	
BART: El Cerrito Plaza-Access				800,000	
Total Project Funding	556,542	6,391,144	176,468	11,227,112	
TOTAL EXPENSES	631,542	6,471,144	256,468	11,312,112	
REVENUES - EXPENSES	3,742,045	(4,326,144)	2,455,772	(9,174,112)	

Beginning Fund Balance 14,816,387

Ending Fund Balance 5,642,274

Notes:

- (a) STMP receipts are forecasted based on local jurisdictions' estimates and past submittals.
- (b) 4% of cumulative STMP revenues can be used for admin, but a max. of \$85K will be used in FY24-25.
- (c) The Cycle 2 STMP awards occurred after the development of the FY 23-24 budget.

DETAIL: Other Reimbursable (Special Projects)
FY 2024-25 DRAFT Final Budget

Activity	Actual FY 2022-23	Original FY 2023-24	Estimated FY 2023-2024	Proposed FY 2024-25	Note
REVENUES					
33403 Grants					
36102 Interest - LAIF					
39906 Other Grants					
<i>Student Bus Pass Admin, WCCUSD</i>	48,962	60,000	51,875	60,000	(a)
<i>WCCUSD, closeout from FY20/21</i>	22,496				
<i>Student Bus Pass Program - J Swett</i>	57,454	50,000	40,450	42,000	(b)
<i>Misc Travel Training (non salary)</i>	2,739	3,000	-	-	
<i>San Pablo Ave. Corridor Study</i>	-	9,829	-	-	(c)
<i>Richmond Prkwy Corridor Study</i>	-	397,165	190,780	371,850	(d)
TOTAL REVENUES	131,651	519,994	283,105	473,850	
EXPENSES					
Special Project Expenses					
43600 Professional Services					
Total Professional Services					
44000 Projects					
<i>Student Bus Pass Admin, WCCUSD</i>	48,962	60,000	51,875	60,000	(a)
<i>WCCUSD, closeout from FY20/21</i>	22,496				
<i>Student Bus Pass Program - J Swett</i>	57,454	50,000	40,450	42,000	(b)
<i>Misc Travel Training (non salary)</i>	2,739	3,000	-	-	
<i>San Pablo Ave. Corridor Study</i>	-	9,829	-	-	(c)
<i>Richmond Prkwy Corridor Study</i>	-	397,165	190,780	371,850	(d)
Total Special Project Expenses	131,651	519,994	283,105	473,850	
TOTAL EXPENSES	131,651	519,994	283,105	473,850	
REVENUES - EXPENSES	-	-	-	-	
Beginning Fund Balance				-	
Ending Fund Balance				-	

Notes:

- (a) Funds shown are for program administration alone.
- (b) Funds shown represent entire Measure J allocation
- (c) Phase 2 has concluded. A follow-up phase, in partnership with CCTA, could be funded by RM3
- (d) Study is expected to spend the remainder of funds in the upcoming fiscal year.

**SUMMARY OF ALL ACCOUNTS FY
2024-2025 DRAFT Final Budget**

Activity	Actual FY 2022-23	Original FY 2023-24	Estimated FY 2023-24	Proposed FY 2024-25	Note
REVENUES					
33403 Grants (TDM)	587,778	571,133	571,133	589,000	
33403 TDM Grant Reallocation	252,561			-	
34111 Member Contributions	556,329	584,874	584,874	600,461	
343xx STMP Fees	4,219,645	2,130,000	2,422,240	2,063,000	
36102 Interest (LAIF)	154,695	15,000	291,901	75,000	
39906 Other Grants (non-measure J)	-	441,994	215,780	401,850	
39906 Measure J for Student Bus Pass Program	128,912	110,000	92,325	102,000	
39906 Measure J 20b, 21b, 28b for Admin	65,119	86,687	46,734	33,000	
TOTAL REVENUES	5,965,039	3,939,688	4,224,987	3,864,311	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	944,492	997,622	942,329	862,759	
41911 Liability Insurance	9,278	9,278	9,278	9,518	
Total Salaries, Benefits & Insurance	953,770	1,006,900	951,607	872,277	
Professional Services					
43600 Professional Services					
<i>Financial Services</i>	47,458	49,000	48,521	50,000	
<i>IT Services</i>	11,842	13,160	12,650	13,500	
<i>Audit</i>	15,065	13,250	15,097	15,500	
<i>Attorney Services</i>	15,561	16,000	16,985	19,000	
<i>Accounting Services</i>	11,596	13,100	11,945	13,000	
<i>Program Related Services (TDM)</i>	9,165	14,280	9,165	-	
<i>Consultant-provided staffing (TDM)</i>				40,000	
<i>Other</i>	1,985	1,000	350	500	
Total Professional Services	112,672	119,790	114,713	151,500	
Special Expenses (Project / Program Funding)					
44000 Special Dept. Expense					
<i>Incentives / Marketing (TDM)</i>	183,437	131,127	145,130	219,307	
<i>TFCA Special Project</i>	252,561	-	-	-	
<i>Misc. STMP Project Funding</i>	556,542	6,391,144	176,468	11,227,112	
<i>Student Bus Pass Program - WCCUSD</i>	71,458	60,000	51,875	60,000	
<i>Student Bus Pass Program - J Swett</i>	57,454	50,000	40,450	42,000	
<i>San Pablo Ave Corridor Study</i>	-	9,829	-	-	
<i>Richmond Prkwy Corridor Study</i>	-	397,165	215,780	371,850	
<i>Contingency (WCCTAC Operations)</i>	2,762	10,000	2,829	15,000	
Total Special Expenses	1,124,214	7,049,265	632,532	11,935,269	
Travel & Training					
44320 Travel/Training/Mileage/Mbrshp	2,568	5,500	3,597	7,500	
Total Travel/Training	2,568	5,500	3,597	7,500	
Office Expenses & Supplies					
43500 Office Supplies	6,614	6,100	7,613	8,000	
43501 Postage	1,292	1,600	424	1,000	
43502 TDM Postage	2,648	3,000	2,175	3,000	
43520 Printing, Copier Lease	6,720	9,900	5,631	8,300	
43900 Rent/Building	43,577	45,300	44,580	45,600	
Total Office Exp & Supplies	60,851	65,900	60,423	65,900	
TOTAL EXPENSES	2,254,075	8,247,355	1,762,872	13,032,446	
REVENUES - EXPENSES	3,710,964	(4,307,667)	2,462,115	(9,168,135)	
Beginning Fund Balance				14,962,597	
Ending Fund Balance				5,794,462	

Notes:

See notes in the attached detail sheets by account.

DRAFT
FY2025 DUES STRUCTURE

WCCTAC Member Agency	Percent Share	Proposed FY 25 Dues
City of El Cerrito	9.1%	\$55,911
City of Hercules	9.1%	\$55,911
City of Pinole	9.1%	\$55,911
City of Richmond	27.2%	\$167,733
City of San Pablo	9.1%	\$55,911
Contra Costa County	9.1%	\$55,911
AC Transit	9.1%	\$55,911
BART	9.1%	\$55,911
WestCAT	9.1%	\$55,911
<i>discount</i>		<i>(\$14,560)</i>
WestCAT Subtotal		\$41,351
Total	100.0%	\$600,461

TO: WCCTAC Board

DATE: June 28, 2024

FR: Coire Reilly, Program Manager

RE: CBPAC Citizen Representative

ANNOUNCEMENT

The West Contra Costa Transportation Advisory Committee (WCCTAC) is seeking a Citizen Representative to serve on Contra Costa Transportation Authority's (CCTA) Countywide Bicycle and Pedestrian Advisory Committee.

The Citizen Representative advises CCTA on issues regarding bicycling, micromobility, scooter/bikeshare, and pedestrians, and helps the Authority carry out its responsibilities as a congestion management agency. The Citizen Representative must live in West Contra Costa County and act as a spokesperson for the residents of West Contra Costa County. The appointment is for a two-year term, which can be renewed.

The CBPAC usually meets on the 4th Monday of every other month at 11am at the CCTA offices in Walnut Creek.

Interested parties should submit **two references** (with email, phone number, and affiliation) and submit a **written response**, no longer than one page, to Coire Reilly at creilly@wcctac.org answering the following two questions:

1. What experience do you have that would make you an effective Citizen Representative for the CBPAC?
2. Why would you like to be the Citizen Representative for the CBPAC?

Please share this announcement in your networks with people who you think would make a great West County Citizen Representative. Applicants should submit their information to creilly@wcctac.org by COB July 8. The WCCTAC TAC will review nominees at its July 11 meeting and make recommendations to the Board for its July 28 meeting.

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 23-08**

**APPROVING AN AMENDMENT TO THE WEST CONTRA COSTA
TRANSPORTATION ADVISORY COMMITTEE'S SALARY SCHEDULE TO
REFLECT A COST OF LIVING ADJUSTMENT IN CONFORMANCE WITH
CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5**

WHEREAS, the West Contra Costa Transportation Advisory Committee ("WCCTAC") is a joint exercise of powers authority formed pursuant to Government Code Section 6500, et. seq. by and between the City of El Cerrito, the City of Hercules, the City of Pinole, the City of Richmond, the City of San Pablo, Contra Costa County, Alameda-Contra Costa Transit District ("AC Transit"), San Francisco Bay Area Rapid Transit ("BART"), and West Contra Costa Transit Authority ("WestCAT"); and

WHEREAS, the WCCTAC Board of Directors has considered and approved a fiscal year 2025 budget that includes a 2.9% cost of living adjustment for all WCCTAC employee classifications; and

WHEREAS, the WCCTAC Board of Directors has determined that a 2.9% cost of living adjustment is appropriate given recent increases in the Bay Area cost of living; and

WHEREAS, the WCCTAC Board of Directors finds that the cost of living adjustment 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 approve an amendment to WCCTAC's Salary Schedule to include a 2.9% increase for all employee classifications, effective July 1, 2024, as attached in Exhibit A.
2. Does hereby authorize the Executive Director to take all actions necessary to effectuate the intent of this Resolution including any necessary revisions to WCCTAC documents and any other necessary actions.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 28, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Rita Xavier, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher Kokotaylo, General Counsel

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

Monthly Salary Schedule

(effective July 1, 2024)

JOB CLASS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Executive Director	\$13,917	\$14,612	\$15,342	\$16,111	\$16,915	\$17,762	\$18,651
Transportation Planning Manager	\$9,455	\$9,928	\$10,424	\$10,945	\$11,494	\$12,069	\$12,671
Project Manager	\$9,455	\$9,928	\$10,424	\$10,945	\$11,494		
TDM Program Manager (to be vacant)	\$8,076	\$8,480	\$8,905	\$9,351	\$9,818	\$10,309	\$10,824
Administrative Assistant	\$5,674	\$5,983	\$6,287	\$6,593	\$6,898		
Travel Training Coordinator (currently vacant)	\$35-\$50 per hour						

Planning Committee **STAFF REPORT**

Meeting Date: June 06, 2024

Subject	Measure J Audit of the City of Richmond's (City) Paratransit Financials and Service Delivery
Summary of Issues	<p>At its January 22, 2024 Paratransit Coordinating Council (PCC) meeting, the members approved staff's recommendation for the Authority to approve the scope-of-work (SOW) to audit the City's Paratransit financials and service delivery, using previously allocated Measure J Program 15 funds allocated to the City in the amount not-to-exceed \$32,000.</p> <p>At its February 21, 2024 meeting, the Authority Board approved funding an audit of the City's Paratransit program.</p> <p>The audit commenced in early March 2024, and the Audit Team has completed a draft report including recommendations. The audit findings validate the need for the Authority to lay out a Corrective Action Plan (CAP) for the City and for the City to make significant changes to its delivery of Paratransit services or to turn the service over to a different entity for delivery.</p>
Recommendations	Staff seeks approval of the draft report and recommendations from the Measure J audit of the City's Paratransit financials and service delivery.
Staff Contact	Rashida Kamara
Financial Implications	None
Options	The Authority Board could elect to not approve this request.
Attachments (See PC Packet dated 6/6/24 for	A. Measure J Audit, City's Paratransit - Draft Report

Attachments A and B; Attachment C is New)	<p>B. Letter from the City, dated May 9, 2024</p> <p>C. Presentation – <i>New (PC Meeting Handout)</i></p>
Changes from Committee	<i>None</i>

Background

Measure J Program 15 provides funding for countywide transportation service for seniors and people with disabilities. The Measure J Transportation Expenditure Plan (TEP) approved by Contra Costa County voters in 2004 is the guiding document for spending the half-cent sales tax collected to support various transportation projects and programs. Program 15 is specific to transportation services for seniors and people with disabilities. The TEP directs specific distribution percentages to certain operators and sub-regions of Contra Costa County. Program 20b funds are subregional, programmed by West Contra Costa Transportation Advisory Committee, and provide for an expansion of Measure J Program 15 funded services.

The Fiscal Year 2023-24 Measure J Program 15 – Countywide Transportation Services for Seniors and People with Disabilities claim forms were received by each of the seven eligible operators. The claims were subsequently reviewed by the PCC Claims Review Subcommittee (Subcommittee).

At the June 12, 2023 special meeting, the PCC approved the claims from six of the seven operators, with the exception of the claim from the City of Richmond, and directed staff to seek approval of Resolution 23-16-G from the Authority Board authorizing the annual allocations for Program 15.

The Subcommittee took additional steps in reviewing the City's Program 15 claim and recommended not to approve it. The Subcommittee further recommended that the Authority conduct a financial and performance audit on the City's Measure J Program 15 services.

At its January 22, 2024 meeting, the PCC approved staff's recommendation for the Authority to approve the SOW to conduct an audit of the City's Paratransit financials and

service delivery, using previously allocated Measure J Program 15 funds allocated to the City in an amount not-to-exceed \$32,000. At its February 21, 2024 meeting, the Authority Board authorized staff to conduct an audit of the City's Paratransit program with the Measure J Program 15 funds previously allocated to the City.

The audit commenced in early March 2024 and included the following areas of review for a period of five fiscal years:

- Claims Submittal & Compliance
- Budget
- Key Performance Indicators
- Program Design & Delivery
- Marketing, Outreach & Feedback

To assess the five areas of review, the Audit Team conducted the following:

- Audit kick-off call with the City to introduce the partners and request documentation
- Document review and follow-up
- Audit of marketing activities and transit service information at senior centers and medical offices in the City
- Working group call for questions and answers with City staff
- Site visit to observe the administrative and dispatch functions and ride along with clients

Following review of documentation received and information collected as part of the audit process, the Audit Team completed a draft report. The audit draft report includes key takeaways, an assessment of the current state of the program, and issues identified within each of the review areas with recommendations for each issue noted. The key recommendations of the report are summarized as follows:

- The City should assign a new, full-time program administrator to prioritize and implement recommended corrections; and
 - Authority staff should lay out a CAP for the City's program; and
 - As part of program corrections, the City should assess the cost and

potential benefits of transitioning its Paratransit service delivery to a contracted vendor; or

- Alternatively, a new West County entity could take over the program.

Authority staff have met with City staff to go over the key findings and recommendations. The City's response letter is included as Attachment B. At the May 20, 2024 PCC meeting, the PCC approved the recommendations in the draft audit report and advanced consideration to the Authority Board.

Authority staff will work collaboratively with the City in its evaluation of the two recommended options and select the solution that is the most cost-effective, timely, and delivers the best service to existing and potential clients. The current level of service will be maintained by the City while staff assesses the recommended options.

Staff seeks approval of the draft report and recommendations from the Measure J audit of the City's Paratransit financials and service delivery.

El Cerrito

Hercules

May 15, 2024

Pinole

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

RE: April 2024 WCCTAC Board Meeting Summary

Richmond

Dear Tim:

The WCCTAC Board, at its meeting on April 26, 2024, took the following actions, which may be of interest to the Authority:

San Pablo

1. Re-appointed Allan Panganiban as the West County Representative for CCTA's Technical Coordinating Committee (TCC) Appointment, for a two-year term.
2. Received information about the FY 24-25 Subregional Transportation Mitigation Program (STMP) Fee adjustment of 0.7%.
3. Received information about the Richmond Ferry, County Connection's "One Seat Ride" Program, and the status of the TDM program.

Contra Costa
County

Sincerely,



John Nemeth
Executive Director

AC Transit

cc: Tarien Grover, CCTA

BART

WestCAT

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)
ATSP: Accessible Transportation Strategic Plan
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
CBTP: Community Based Transportation Plan
CCTA: Contra Costa Transportation Authority
CEQA: California Environmental Quality Act
CIL: Center for Independent Living
CMAAs: 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
DAA: Design Alternatives Assessment
DEIR: Draft Environmental Impact Report
EBRPD: East Bay Regional Park District
EIR: Environmental Impact Report
EIS: Environmental Impact Statement
EPCs: Equity Priority Communities
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
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
RTO: Regional Transportation Objective
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 Authority