

MEETING NOTICE AND AGENDA

DATE & TIME: December 12, 2025 • 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*)

REMOTE ACCESS:

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJydIBoYk0yYWVhZWVlWHZ4Zz09>

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 speaker 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 WCCTC Board encounter technical difficulties that make those platforms unavailable, the WCCTC Board will proceed with business in person unless otherwise prohibited by law.

Written Comment

Written comments are 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 WCCTC Board. Comments may be submitted by email to mcarrasco@WestContraCostaTC.gov.

1. **Call to Order and Board Member Roll Call.** (*Cameron Sasai - 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 October 24, 2025, Board Meeting.** *(Attachment; Recommended Action: Approve).*
4. **Monthly Update on WCCTC Activities.** *(Attachment; Information only).*
5. **Financial Reports.** The reports show the Agency's revenues and expenses for October 2025. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** Disbursement of \$43,500 in Measure J 21b funds to John Swett Unified School District for their yellow school bus program, approved by WCCTC Board at its July 2025 meeting. *(No Attachment; Information only).*
7. **Proposed 2026 Board and TAC Meeting Calendar.** Board meetings are proposed for the usual fourth Friday of the month, from 8-10 am, and TAC meetings are proposed for the second Thursday of the month, from 9-11 am. The regular exceptions to this general rule, in August, November, and December, are shown in the attachment. *(Attachment; Recommended Action: Approve).*
8. **Extension of STMP Funding Agreement for the El Cerrito del Norte TOD Complete Streets Improvement Project.** In September 2021, the Commission and the city entered into a STMP funding agreement for \$1,189,980.00 that has now expired. The city seeks an extension of the agreement to December 31, 2026. WCCTC staff supports this request. *(Attachment; Recommended Action: Approve Resolution 2025-14 authorizing the Executive Director to make an addendum to the original funding agreement to extend its expiration date while maintaining the same parameters, scope of work, and funding level as the original agreement).*

REGULAR AGENDA ITEMS

9. **Richmond Greenway Gap Closure – Local Match Grant Funding.** The City of Richmond has applied for a \$700,000 Caltrans Sustainable Communities Planning Grant to advance the Greenway Gap Closure project to a 30% design. Staff recommends authorizing Measure J 28b funds to cover the required local match of \$80,290 if the grant is awarded. *(John Nemeth – WCCTC Staff; Attachment; Recommended Action: Adopt Resolution 2025-15).*
10. **2027 STMP Nexus Study and Program Update: Allocation of STMP Funds and Award of Primary Consultant Contract.** Following a Request for Proposals, and after review by a subcommittee of the WCCTC TAC, Fehr and Peers is the recommended consultant to

work with WCCTC to develop the 2027 STMP Nexus Study and Program Update. The 2019 STMP's Project List included Project #20 to fund this work. (*Leah Greenblat – WCCTC Staff, Attachment: Scope of Work and Resolutions; Recommended Action: Adopt Resolution 2025-16 to allocate STMP \$396,970 in funds for the project; and Adopt Resolution 2025-17 to authorize WCCTC's Executive Director to enter into a consultant agreement with Fehr & Peers for \$343,570*).

11. **STMP Call for Projects.** With an estimated \$6 million in unprogrammed STMP revenues available, staff recommends initiating a new Call for Projects. The TAC reviewed the matter in November and expressed support for moving forward at this time. If authorized, staff will work with the TAC to finalize the Call materials and schedule before issuing the Call. (*John Nemeth – WCCTC Staff; Attachment; Recommended Action: Authorize staff to initiate a 2025 STMP Call for Projects*).
12. **Board Attendance and Quorum Reliability.** Staff seeks Board direction on potential strategies to improve attendance and ensure reliable quorums at WCCTC Board meetings. This follows prior Board discussion expressing concern about inconsistent attendance and the need for more predictable participation. (*John Nemeth – WCCTC Staff; Attachment; Recommended Action: Provide direction to staff on strategies to improve Board attendance*).

STANDING ITEMS

13. **Board and Staff Comments.**
 - a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement and Announcements)
 - b. Report from CCTA Representatives (*Directors Kelley & Xavier*)
 - c. Executive Director's Report
14. **General Information Items.**
 - a. Letter to CCTA Executive Director with Summary of Board Actions for October 24, 2025
 - b. Acronym List
15. **Adjourn.** Next regular meeting is January 23, 2026 @ 8:00 a.m.

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- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTC Board meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Mia Carrasco 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 WCCTC'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 Commission
Board Meeting
Meeting Minutes: October 24, 2025**

MEMBERS PRESENT: R. Saltzman, Vice-Chair (El Cerrito), C. Kelley (Hercules); B. Ghosh (BART); C. Zepeda (Richmond); T. Hansen (WestCAT) M. McCalley (AC Transit)

STAFF PRESENT: J. Nemeth, C. Reilly, L. Greenblat, M. Carrasco, K. Kokotaylo (contract counsel)

ACTIONS LISTED BY: WCCTC staff

MEETING CALLED TO ORDER: First info item began at 8:09. At 8:13 a quorum was met.

PUBLIC COMMENT: None

CONSENT CALENDAR

Motion by **C. Kelley**, seconded by **T. Hansen**

Yes - C. Kelley, B. Ghosh, T. Hansen, R. Saltzman, C. Zepeda, M. McCalley

No - None

Motion passed unanimously

Item #3: Minutes of September 26, 2025, Board Meeting

Item #4: Monthly Update on WCCTC Activities

Item #5: Financial Reports for September 2025

Item #6: Info about Payment of Invoices over \$10,000 - \$12,500 to Clipper (Cubic Transportation Systems) as part of the TDM Program.

REGULAR AGENDA ITEMS

ITEM/DISCUSSION	ACTION
Item #7 El Cerrito Plaza BART TOD Project - Update	<i>Information Only</i> Rachel Factor (BART) and Jarrett Mullen (El Cerrito) provided an update on the TOD project at the El Cerrito Plaza BART Station. The presentation included an overview of proposed development on the site as well as public projects associated with this effort. Commissioners asked questions about project details and talked about the need for station access options, including microtransit and AC Transit bus service.

Item #8 Consideration of Meeting Stipends for Board Members	WCCTC staff stated that recent changes to the Joint Powers Agreement allowed the Board to create meeting stipends for its members. While some Board members supported the concept in theory, other were opposed and the Board did not ask staff to take any action. Board members also spent some time discussing Board member attendance and the need for it to improve.
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MEETING ADJOURNED: The meeting adjourned at 9:46 AM

MEETING DATE: December 12, 2025

TO: West Contra Costa Transportation Commission

FROM: John Nemeth, Executive Director

SUBJECT: Monthly Update on WCCTC Activities

CCTA Board Workshop



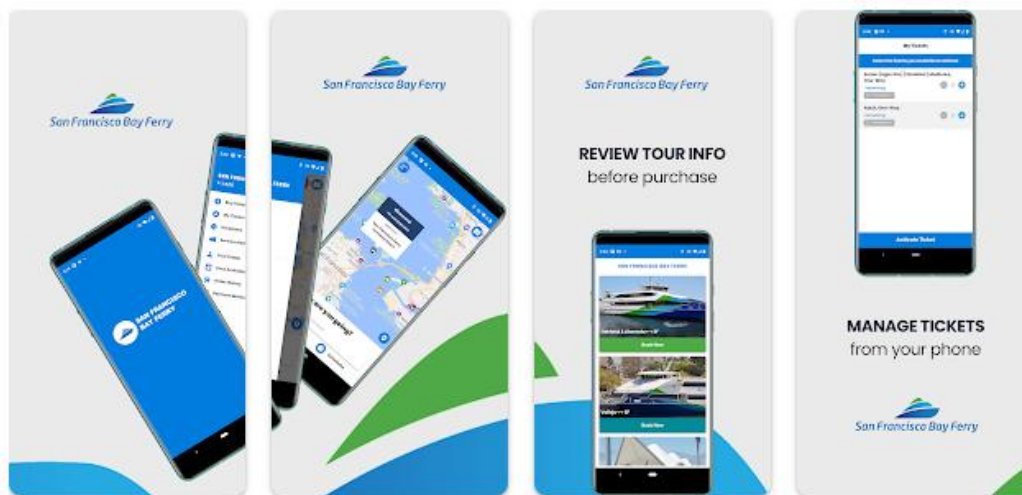
On November 20 and 21, the CCTA held a Board Workshop in Oakley. Both of WCCTC's representatives attended, along with the WCCTC Executive Director. CCTA staff emphasized the growing need to renew the Measure J half-cent sales tax. While Measure J runs through 2034, bonding against the Measure allowed CCTA to build or commit most of its capital projects much earlier in the Measure's lifespan.

CCTA staff and consultants provided an overview of current transportation conditions in the County, highlighting how some trends have shifted since the pandemic. They also noted that the process to develop a new transportation expenditure plan will begin in 2026 and will include engagement with the public, cities, stakeholders, and transit agencies.

Presentation to Contra Costa County Transportation Working Group

WCCTC staff were recently invited to present to attendees of the Contra Costa County Office of Emergency Services Transportation Working Group on November 20. Leah Greenblat, Transportation Planning Manager, provided an overview of WCCTC's history, responsibilities, and recent planning studies. Coire Reilly, Program Manager, reviewed the variety of transportation programs WCCTC administers, such as the Transportation Demand Management program (TDM) in West County, the Student Bus Pass Program, and programs that serve seniors and people with disabilities. Because the focus of the group is transportation during emergencies, Coire received questions about whether TDM services might be useful in an emergency. Staff appreciated the opportunity to share information about WCCTC.

Richmond Ferry Take 10 Incentive Launching



WCCTC's Transportation Demand Management Program, 511 Contra Costa, is launching a new Take 10 incentive for the Richmond – San Francisco Ferry route. With this incentive, commuters can receive a week's worth of free trips (10 tickets) to take the ferry to and from work instead of driving. The tickets are delivered via San Francisco Bay Ferry's app and can only be used on the Richmond – San Francisco line.

The program website and application had a soft launch earlier this month and are now now open (link below). Staff plans to promote the program in the beginning of the new year.

This program is funded by Measure J and the Air District. More information, including how to get to the Richmond Ferry Terminal by bus, bike, and shuttle, can be found here:

www.511cc.org/ferry.

For any questions on this, or any of the other Take 10 program offerings, please contact Program Manager Coire Reilly, creilly@511contracosta.org.

Try Transit Restored as a Countywide Program

Last year, CCTA revised its policy governing the allocation of Transportation Funds for Clean Air (TFCA), shifting the application process from a countywide model to subregional submissions. As a result, several long-standing countywide 511 Contra Costa programs, including Try Transit (\$25 Clipper cards), Secure Your Cycle (\$20 BikeLink accounts), and Take 10 (ten free long-distance bus trips), became available only in West Contra Costa.

Last month, the four subregions collaborated on a solution to restore Try Transit, the largest and most widely used of the affected programs, to countywide availability. By combining Measure J Program 17 funds from multiple subregions, the program is once again accessible to commuters who live, work, or attend college anywhere in Contra Costa County. More information is available at www.511cc.org/trytransit.

Future Board Meeting Topics in Early 2025

At the October 24, 2025 WCCTC Board meeting, at least one Board member suggested inviting MTC staff to provide an update on the Clipper 2.0 program. Staff has reached out to MTC and is working to arrange a presentation early in the year. In addition, at least one Board member requested an overview of Senate Bill 63 (the Connect Bay Area Act) which authorizes a regional sales tax measure, currently planned for November 2026, to provide funding for transit. Staff is working on receiving an update on this subject around the March timeframe.

General Ledger Monthly Budget Report

User: LindaL@sanpabloca.gov
Printed: 11/12/2025 2:54:26 PM
Period 04 - 04
Fiscal Year 2026



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
7700	WCCTAC Operations								
770-7700-41000	Salary	0.00	0.00	0.00	118,884.36	-118,884.36	0.00	-118,884.36	0.00
770-7700-41200	PERS Retirement	0.00	0.00	0.00	77,406.41	-77,406.41	0.00	-77,406.41	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	14,775.73	-14,775.73	0.00	-14,775.73	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	1,308.92	-1,308.92	0.00	-1,308.92	0.00
770-7700-41400	Dental	0.00	0.00	0.00	647.16	-647.16	0.00	-647.16	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	405.00	-405.00	0.00	-405.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	871.10	-871.10	0.00	-871.10	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	1,712.12	-1,712.12	0.00	-1,712.12	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	12,645.65	-12,645.65	0.00	-12,645.65	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	280.12	-280.12	0.00	-280.12	0.00
	Salary and Benefits	0.00	0.00	0.00	228,936.57	-228,936.57	0.00	-228,936.57	0.00
770-7700-43500	Office Supplies	0.00	0.00	0.00	1,057.96	-1,057.96	0.00	-1,057.96	0.00
770-7700-43520	CopiesPrintingShippingXerox	0.00	0.00	0.00	943.03	-943.03	0.00	-943.03	0.00
770-7700-43600	Professional Services	0.00	0.00	0.00	37,359.41	-37,359.41	0.00	-37,359.41	0.00
770-7700-43900	RentBuilding	0.00	0.00	0.00	7,290.01	-7,290.01	0.00	-7,290.01	0.00
770-7700-44320	TravelTraining Staff	0.00	0.00	0.00	3,997.59	-3,997.59	0.00	-3,997.59	0.00
	Service and Supplies	0.00	0.00	0.00	50,648.00	-50,648.00	0.00	-50,648.00	0.00
	Expense	0.00	0.00	0.00	279,584.57	-279,584.57	0.00	-279,584.57	0.00
7700	WCCTAC Operations	0.00	0.00	0.00	279,584.57	-279,584.57	0.00	-279,584.57	0.00
7720	WCCTAC TDM								
772-7720-41000	Salary	0.00	0.00	0.00	48,114.44	-48,114.44	0.00	-48,114.44	0.00
772-7720-41200	PERS Retirement	0.00	0.00	0.00	49,810.47	-49,810.47	0.00	-49,810.47	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	7,818.80	-7,818.80	0.00	-7,818.80	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	325.50	-325.50	0.00	-325.50	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	282.85	-282.85	0.00	-282.85	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	697.70	-697.70	0.00	-697.70	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	7,910.98	-7,910.98	0.00	-7,910.98	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	79.34	-79.34	0.00	-79.34	0.00
	Salary and Benefits	0.00	0.00	0.00	115,040.08	-115,040.08	0.00	-115,040.08	0.00
772-7720-43500	Office Supplies	0.00	0.00	0.00	1,364.45	-1,364.45	0.00	-1,364.45	0.00
772-7720-43501	TDM Postage	0.00	0.00	0.00	312.00	-312.00	0.00	-312.00	0.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	0.00	0.00	839.80	-839.80	0.00	-839.80	0.00
772-7720-43600	Professional Services	0.00	0.00	0.00	20,354.87	-20,354.87	0.00	-20,354.87	0.00
772-7720-43900	RentBuilding	0.00	0.00	0.00	6,952.04	-6,952.04	0.00	-6,952.04	0.00

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
772-7720-44000	Special Department Expenses	0.00	0.00	0.00	19,703.85	-19,703.85	0.00	-19,703.85	0.00
772-7720-44320	TravelTraining Staff	0.00	0.00	0.00	286.19	-286.19	0.00	-286.19	0.00
	Service and Supplies	0.00	0.00	0.00	49,813.20	-49,813.20	0.00	-49,813.20	0.00
	Expense	0.00	0.00	0.00	164,853.28	-164,853.28	0.00	-164,853.28	0.00
7720	WCCTAC TDM	0.00	0.00	0.00	164,853.28	-164,853.28	0.00	-164,853.28	0.00
7730	STMP								
773-7730-43600	Professional Services	0.00	0.00	0.00	1,365.00	-1,365.00	0.00	-1,365.00	0.00
	Service and Supplies	0.00	0.00	0.00	1,365.00	-1,365.00	0.00	-1,365.00	0.00
	Expense	0.00	0.00	0.00	1,365.00	-1,365.00	0.00	-1,365.00	0.00
7730	STMP	0.00	0.00	0.00	1,365.00	-1,365.00	0.00	-1,365.00	0.00
7740	WCCTAC Special Projects								
774-7740-44000	Special Department Expense	0.00	0.00	0.00	75,089.00	-75,089.00	0.00	-75,089.00	0.00
	Service and Supplies	0.00	0.00	0.00	75,089.00	-75,089.00	0.00	-75,089.00	0.00
	Expense	0.00	0.00	0.00	75,089.00	-75,089.00	0.00	-75,089.00	0.00
7740	WCCTAC Special Projects	0.00	0.00	0.00	75,089.00	-75,089.00	0.00	-75,089.00	0.00
Expense Total		0.00	0.00	0.00	520,891.85	-520,891.85	0.00	-520,891.85	0

General Ledger Monthly Budget Report

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Period 04 - 04
Fiscal Year 2026



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
0000	Non Departmental								
773-0000-34310	County STMP Fees	0.00	0.00	0.00	-10,097.05	10,097.05	0.00	10,097.05	0.00
773-0000-34320	Hercules STMP Fees	0.00	0.00	0.00	-90,532.00	90,532.00	0.00	90,532.00	0.00
773-0000-34330	Richmond STMP Fees	0.00	0.00	0.00	-111,723.80	111,723.80	0.00	111,723.80	0.00
773-0000-34335	San Pablo STMP Fees	0.00	0.00	0.00	-6,908.00	6,908.00	0.00	6,908.00	0.00
	Licenses and Permits	0.00	0.00	0.00	-219,260.85	219,260.85	0.00	219,260.85	0.00
770-0000-34111	Member Contributions	0.00	0.00	0.00	-214,730.00	214,730.00	0.00	214,730.00	0.00
770-0000-39906	Other Revenue	0.00	0.00	0.00	-3,606.76	3,606.76	0.00	3,606.76	0.00
772-0000-39906	Other Revenue	0.00	0.00	0.00	-134,931.23	134,931.23	0.00	134,931.23	0.00
774-0000-39906	Other Revenue	0.00	0.00	0.00	-75,089.00	75,089.00	0.00	75,089.00	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	-428,356.99	428,356.99	0.00	428,356.99	0.00
	Revenue	0.00	0.00	0.00	-647,617.84	647,617.84	0.00	647,617.84	0.00
0000	Non Departmental	0.00	0.00	0.00	-647,617.84	647,617.84	0.00	647,617.84	0.00
Expense Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

WCCTC 2026 BOARD AND TAC MEETINGS



Board Meeting - 8 A.M.



TAC Meeting - 9 A.M.



Holidays

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
January					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
February	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
March	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
April	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
May	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
June	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
July				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
August	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
September	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	1	2	3
	4	5	6	7	8	9	10
October	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
November	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
December	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

MEETING DATE: December 12, 2025

TO: West Contra Costa Transportation Commission

FROM: Leah Greenblat, Transportation Planning Manager

SUBJECT: **Extension of STMP Funding Agreement for the El Cerrito del Norte
TOD Complete Streets Improvement Project**

REQUESTED ACTION

Adopt Resolution 2025-14 authorizing the Executive Director to make an addendum to the original funding agreement for the El Cerrito del Norte TOD Complete Streets Improvement Project to extend its expiration date while maintaining the same parameters, scope of work, and funding level as the original agreement.

BACKGROUND AND DISCUSSION

At its September 17, 2021, meeting, the WCCTC Board adopted Resolution 21-04 allocating STMP funds and authorizing the WCCTC Executive Director to enter into a funding agreement with the City of El Cerrito for its El Cerrito del Norte Transit Oriented Development (TOD) Complete Streets Improvement Project. The resulting funding agreement expired on September 18, 2024. The City of El Cerrito submitted one invoice in May 2024 and anticipates soon submitting a second invoice for work conducted during the timeframe of the original agreement.

WCCTC staff confirmed with the city staff that the project continues to progress and that the city seeks an extension of the funding agreement. The design process has taken longer than anticipated due to the complexities of working with multiple stakeholders and within Caltrans ROW. Additionally, the project site is within a developed area, where unforeseen underground obstructions, aging infrastructure, and other complex site conditions were encountered leading to delays.

The initial construction timeframe for the project was one year, beginning in Spring 2024 and ending Spring 2025. However, construction is now scheduled to be substantially completed by December 2025 with minor additional work being completed in early 2026. El Cerrito city staff have requested that the original funding agreement be revised to extend its expiration date to December 31, 2026. To extend the agreement, WCCTC's legal counsel advises that an addendum be added to the original agreement.

ATTACHMENTS:

- A. Resolution 2025-14

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
DOING BUSINESS AS
WEST CONTRA COSTA TRANSPORTATION COMMISSION
RESOLUTION NO. 25-14**

**AUTHORIZING THE WCCTC EXECUTIVE DIRECTOR TO EXECUTE AN
ADDENDUM TO EXTEND THE EXPIRATION DATE OF THE EXISTING
SUBREGIONAL TRANSPORTATION MITIGATION PROGRAM (STMP)
FUNDING AGREEMENT WITH THE CITY OF EL CERRITO FOR THE EL
CERRITO DEL NORTE TOD COMPLETE STREETS IMPROVEMENT PROJECT**

WHEREAS, the Board of Directors of WCCTC is authorized to allocate Subregional Transportation Mitigation Program (STMP) funds; and

WHEREAS, the 2019 Update of the STMP's Nexus Study included Project 15: Del Norte Area TOD Public Infrastructure Improvements; and

WHEREAS, the STMP explicitly allows funding for Del Norte TOD Complete Streets Improvement Project (the Project); and

WHEREAS, on May 28, 2021, the Board of Directors of WCCTC approved an allocation of \$1,189,980 in STMP funds to the City of El Cerrito for the Project; and

WHEREAS, WCCTC and the City of El Cerrito entered into a Cooperative Funding Agreement effective September 18, 2021 to account for this allocation of STMP funds to the City of El Cerrito for the Project; and

WHEREAS, as of December 1, 2025, the City of El Cerrito has invoiced and received payment from WCCTC for \$150,000.00 leaving a balance of \$1,039,980.00; and

WHEREAS, the City of El Cerrito experienced a series of project delays due to the project's complex location and the coordination needs among stakeholders; and

WHEREAS, the Cooperative Funding Agreement expired on September 18, 2024; and

WHEREAS, both parties seek to extend the funding agreement to December 31, 2026 and maintain all other parameters of the original agreement; and

WHEREAS, the Board of Directors of WCCTC desires to authorize the WCCTC Executive Director to implement an extension of the Cooperative Funding Agreement to designate an expiration date of December 31, 2026.

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

1. Does hereby authorize and direct the Executive Director to execute an addendum to the existing STMP Cooperative Funding Agreement with the City of El Cerrito for the El Cerrito Del Norte TOD Complete Streets Improvement Project to extend the agreement's expiration date to December 31, 2026 pursuant to the terms of the original Cooperative Agreement attached hereto and incorporated herein by reference as Exhibit A, in a form approved by the General Counsel; and
2. Does hereby authorize the Executive Director to make all approvals and take all actions necessary or appropriate to carry out and implement the terms of the STMP Cooperative Funding Agreement Addendum and to administer the West Contra Costa Transportation Advisory Committee's obligations, responsibilities and duties to be performed under the Cooperative Funding Agreement and Addendum.

The foregoing Resolution was adopted by the WCCTC Board at a regular meeting on December 12, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Cameron Sasai, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher J. Kokotaylo, General Counsel

3203330.1

Addendum 1 to

**COOPERATIVE FUNDING AGREEMENT BETWEEN
WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
DOING BUSINESS AS
WEST CONTRA COSTA TRANSPORTATION COMMISSION
AND
THE CITY OF EL CERRITO**

for

Subregional Transportation Mitigation Program (STMP) Funding For The City Of El Cerrito's El Cerrito Del Norte Transportation Oriented Development (TOD) Complete Streets Improvement Project

This First Addendum to the Subregional Transportation Mitigation Program (STMP) Cooperative Funding Agreement for the City of El Cerrito's El Cerrito del Norte Transportation Oriented Development (TOD) Complete Streets Improvement Project, effective date of 9/18/2021, between the West Contra Costa Transportation Commission (WCCTC), a Joint Powers Agency existing under the laws of the State of California, and the City of El Cerrito (City), a municipal agency, (together sometimes referred to as "Parties") is entered into as of December 15, 2025.

RECITALS

WHEREAS, the Parties executed a Cooperative Funding Agreement for STMP Funding for the El Cerrito del Norte TOD Complete Streets Improvement Project with an effective date 9/18/2021 (Agreement), to appropriate \$1,189,980 in 2019 Subregional Transportation Mitigation Fee Program (2019 STMP) funds to the City for use towards the El Cerrito del Norte TOD Complete Streets Improvement Project (Project); and

WHEREAS, at its December 12, 2025 meeting, the WCCTC Board of Directors approved extending the timeframe of the Agreement to December 31, 2026; and

WHEREAS, the Parties desire to make an addendum to the Agreement to provide the City with the additional time authorized by the WCCTC Board of Directors; and

WHEREAS, the Executive Director of WCCTC and City Manager of El Cerrito, are authorized to execute Addendum No. 1 to the Agreement in a form approved by their respective General Counsels.

NOW, THEREFORE, the Parties hereby agree as follows:

1. Exhibit A, Scope-of-Work, of the Agreement shall be modified to revise Section 7 Project Close-Out from Fall 2024 to Winter 2026-27; and

2. Exhibit A, Scope of Work, of the Agreement shall be modified to revise Section 8 to change the estimated completion date of the STMP funded portion of the Project from September 30, 2024 to December 31, 2026; and
3. With the exception of the foregoing, all other terms and conditions in the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this Addendum to be duly executed and attested by their respective officers, duly authorized so to act, as of the date set forth in the first paragraph of this Agreement.

**West Contra Costa Transportation
Commission**

City of El Cerrito

John Nemeth, Executive Director

Karen Pinkos, City Manager

Approve as to Form:

Approved as to Form:

Kristopher Kokotaylo, General Counsel

Sky Woodruff, City Attorney

MEETING DATE: December 12, 2025

TO: West Contra Costa Transportation Commission

FROM: John Nemeth, Executive Director

SUBJECT: **Richmond Greenway Gap Closure – Local Match Grant Funding**

REQUESTED ACTION

Adopt Resolution 25-15 authorizing the use of Measure J 28b Subregional Needs funds to provide the City of Richmond’s required 11.47% local match, estimated at \$80,290, should its Caltrans Sustainable Communities Planning Grant be awarded.

BACKGROUND AND DISCUSSION

The City of Richmond is applying for a Caltrans Sustainable Communities Planning Grant to advance the design of the Richmond Greenway Gap Closure project. The Richmond Greenway is a regionally significant active transportation corridor connecting the Ohlone Greenway, the Bay Trail, the Richmond-San Rafael Bridge, and BART.

The project would construct a direct, grade-separated bicycle and pedestrian crossing over a complex confluence of barriers, including Union Pacific Railroad right-of-way, Carlson Boulevard, and 23rd Street. The improvement would close a longstanding, one-mile gap in the Greenway and enhance connectivity, safety, and access for people biking and walking throughout West County.

The City of Richmond is seeking the program’s maximum award of \$700,000 to advance the project from concept to 30% design. The concept design was completed in 2023 through a prior Caltrans-funded effort. Achieving the 30% milestone is important for positioning the project for future state and federal capital funding. The project is also one of Richmond’s recently identified “Five Star Projects” submitted to CCTA.

WCCTC staff collaborated closely with City staff in preparing the grant application. This included developing the scope, identifying eligible tasks, preparing cost estimates, and shaping the narrative to reflect Caltrans’ program goals. The partnership leveraged each agency’s strengths and enabled the application to be completed on a short timeline. Access to a WCCTC-provided local match also makes the effort more feasible for the City.

Caltrans requires an 11.47% local match, which for a \$700,000 request totals \$80,290. Measure J 28b (“Subregional Needs”) funds are an appropriate and flexible source for match funding, particularly for projects that leverage outside resources and advance long-standing

West County priorities. The current 28b uncommitted balance is estimated at approximately \$560,000 as of Dec 31, 2025.

Providing the match would strengthen Richmond's competitiveness for the grant, support a regionally significant active transportation project, and help advance WCCTC's long-standing goal of completing the Richmond Greenway corridor.

If the grant is awarded, the City of Richmond would manage the project. WCCTC's commitment would be limited to the local match. The contribution would be a one-time expense and would not affect WCCTC's operating budget. If the grant is not awarded, no funds would be provided.

NEXT STEPS

Caltrans is expected to announce Sustainable Communities awards in summer 2025. If Richmond's application is successful, staff will facilitate the disbursement of these Measure J funds in coordination with Richmond and the CCTA.

ATTACHMENT

A: Resolution 25-15

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
(dba WEST CONTRA COSTA TRANSPORTATION COMMISSION)**

RESOLUTION NO. 25-15

**AUTHORIZING THE USE OF \$80,290 IN MEASURE J 28b SUBREGIONAL NEEDS
FUNDS TO PROVIDE LOCAL MATCH FOR THE CITY OF RICHMOND'S
CALTRANS SUSTAINABLE COMMUNITIES GRANT APPLICATION FOR THE
RICHMOND GREENWAY GAP CLOSURE PROJECT**

WHEREAS, the West Contra Costa Transportation Commission (WCCTC) supports the development of transportation projects that enhance connectivity, safety, access, and mobility for residents throughout West Contra Costa County; and

WHEREAS, the City of Richmond applied for a Caltrans Sustainable Communities Planning Grant to advance the Richmond Greenway Gap Closure project from concept to 30% design; and

WHEREAS, the project would create a grade-separated bicycle and pedestrian crossing over 23rd Street and improve non-motorized access across Carlson Boulevard and the Union Pacific Railroad right-of-way, thereby closing a longstanding gap in the regional Richmond Greenway and strengthening connections to the Ohlone Greenway, the Bay Trail, BART, and the Richmond–San Rafael Bridge; and

WHEREAS, the City of Richmond is requesting the program's maximum award of \$700,000, and Caltrans requires a local match of 11.47%, estimated at \$80,290; and

WHEREAS, WCCTC staff collaborated closely with City of Richmond staff in preparing the grant application and previously informed the City that WCCTC could potentially provide the required match, contingent on Commission approval, which would make the effort more feasible for the City of Richmond; and

WHEREAS, Measure J 28b Subregional Needs funds are flexible funds intended to support project development and activities that leverage state and federal resources, and an allocation for the Richmond Greenway Gap Closure project is consistent with this purpose; and

WHEREAS, WCCTC's Measure J 28b account is projected to have an uncommitted balance of approximately \$560,000 as of December 31, 2025, and the recommended match allocation would not affect WCCTC's operating budget; and

WHEREAS, providing the local match would strengthen Richmond's competitiveness for the grant, advance a regionally significant active transportation project, and support long-standing WCCTC goals to complete the Richmond Greenway corridor.

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

1. Authorizes the allocation of up to \$80,290 in Measure J 28b Subregional Needs funds to serve as the required local match for the City of Richmond's Caltrans Sustainable Communities Planning Grant application for the Richmond Greenway Gap Closure project.
2. Specifies that this allocation is contingent upon the City of Richmond receiving the Caltrans grant; if the grant is not awarded, no allocation shall be made.
3. Authorizes the Executive Director to facilitate the disbursement of Measure J funds in partnership with the City of Richmond and the CCTA.

The foregoing Resolution was adopted by the WCCTC Board at a regular meeting on December 12, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By:

Cameron Sasai, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher Kokotaylo, General Counsel

MEETING DATE: December 12, 2025

TO: West Contra Costa Transportation Commission

FROM: Leah Greenblat, Transportation Planning Manager

SUBJECT: **2027 STMP Nexus Study and Program Update: Scope of Work, Funding and Award of Contract**

REQUESTED ACTION

1. Approve Resolution 2025-16 authorizing an expenditure of STMP funds not to exceed \$396,970 for the development of the 2027 STMP Nexus Study and Program Update and authorizing the Executive Director to approve, as may be needed, supplemental consultant services and use of contingency funds.
2. Approve Resolution 2025-17 authorizing the Executive Director to execute a consulting service agreement with Fehr and Peers to develop the 2027 STMP Nexus Study and Program Update for \$343,570 and in a form approved by general counsel.

BACKGROUND AND DISCUSSION

The West County Subregional Transportation Mitigation Program (STMP) is a fee program designed to fund regionally beneficial transportation projects, including roadway, transit, bicycle, and pedestrian improvements, which address increased travel demand resulting from new development in West Contra Costa County.

The program ensures that new development contributes a fair share toward needed transportation infrastructure. As required by Measure J, the countywide half-cent transportation sales tax measure, each jurisdiction in Contra Costa County must maintain a development fee impact program.

The STMP is a fee mechanism providing funds to construct transportation improvements with a nexus to new residential, commercial, and industrial development. While cities and the County are responsible for collecting the fees, other public agencies may be eligible to receive STMP funds for qualified projects. For example, WCCTC's transit agency members are not participants in the fee mitigation program but are eligible to receive funding under the existing program.

WCCTC is empowered to coordinate and administer revenue for the regional transportation improvements funded by these fees. WCCTC established a fee program for West Contra Costa County in 1997, updated it in 2006, and updated it last in 2019. In accordance with the

Mitigation Fee Act, and recent state legislation, WCCTC is legally required to update the Nexus Study every eight years. Under the 2019 STMP Update, WCCTC has held two cycles for funding requests and anticipates a third and fourth final cycle before transitioning to the next update of the STMP. Since 2016, the Commission has allocated \$16.9 million for local transportation projects.

Consultant Selection Process:

In July 2025, the Commission authorized WCCTC staff to release a Request for Proposals (RFP) seeking consultant services to assist with the nexus study and program update. WCCTC received one proposal in response to the RFP from Fehr and Peers, the consultancy that worked on the 2019 STMP Update. A committee of WCCTC staff and staff from Contra Costa County and the Cities of Richmond and San Pablo reviewed the proposal and recommended to the WCCTC TAC that the proposal be considered and the TAC concurred at its November 2025 meeting. WCCTC staff have worked with the consultant team to further refine the proposal's scope of work.

Scope of Work:

The upcoming update will revise the program to reflect legal and regulatory changes, update project priorities and cost estimates, improve fee collection and disbursement processes, review administrative processes, and establish a legally defensible nexus for continued fee collection.

The scope of work also includes developing an online tool to help staff at member agencies calculate, track and submit quarterly reporting forms, and to assist WCCTC staff in tracking fee submittals. Additional deliverables will include revised Administrative Guidelines, an improved system for fee tracking and reporting, tracking funded projects, and an implementation strategy for transitioning from the current program to an updated program.

The consultant's scope of work (Exhibit A of Resolution 2025-17) addresses the topics outlined in the RFP. It calls for the consultant to work closely with WCCTC staff, the Technical Advisory Committee (TAC), local jurisdictions, and the Commission throughout the process. It includes preparation of written updates to facilitate keeping member agencies' elected officials and staff current with WCCTC's progress as well as one individual meeting with each of the city councils and Board of Supervisors to consider the adoption of the program update.

Study Project Costs:

The 2019 STMP included Project #20: Future Nexus Study Updates which included a set aside of \$500,000 for Nexus Study work. The next update will consider how much funding will be available for a future update (circa 2035). Like other projects in the STMP, the 2027 STMP Update provides an opportunity to revise cost estimates for future nexus study and program updates to reflect latest information.

WCCTC staff notes that work related to the consultant's scope of work may involve the need to consult with WCCTC's legal, website and IT consultants and an overall contingency has

been incorporated; all of which is reflected in total project cost. The STMP Nexus Study and Program Update cost breakdown is summarized in the table below:

Overall Budget for 2027 STMP Nexus Study and Program Update		
Fehr and Peers	Primary scope of work	\$343,570
Other WCCTC service providers	Legal and IT	\$20,000
Subtotal		\$363,570
Contingency	10% of subtotal	\$36,400
Total not to exceed budget		\$396,970

WCCTC staff foresees that some of the costs for coordination of its own consultants (legal, web and IT) may be accommodated via existing agreements, but in the event that this cannot be accommodated, funds are included in the budget to ensure coordination. At the study's conclusion, any budgeted, but unused STMP funds will be returned to the general STMP account for distribution for other STMP projects.

Timeline:

While the RFP anticipated that the update would take approximately 12 months, the consultant is proposing an 18-month schedule in order to accommodate the variety of public meetings desired (TAC, Commission, cities, Board of Supervisors). Additionally, built into the schedule throughout the process are check-ins with local staff, WCCTC TAC, and Commission. WCCTC staff anticipates that the update would be completed and a final version presented to all of the cities, Board of Supervisors and Commission by late spring of 2027 and the 2027 STMP Update could go into effect on July 1, 2027.

ATTACHMENTS:

- A. Resolution 2025-16
- B. Resolution 2025-17 (with Fehr and Peer's Scope of Work)

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
DOING BUSINESS AS
WEST CONTRA COSTA TRANSPORTATION COMMISSION
RESOLUTION NO. 25-16**

**AUTHORIZING AN ALLOCATION OF SUBREGIONAL
TRANSPORTATION MITIGATION PROGRAM (STMP) FUNDS FOR THE 2027
STMP NEXUS STUDY AND PROGRAM UPDATE**

WHEREAS, the Board of Directors of WCCTC is authorized to allocate West County Subregional Transportation Mitigation Program (STMP) funds; and

WHEREAS, WCCTC manages the STMP on behalf of West Contra Costa County cities and the County;

WHEREAS, state law requires WCCTC to conduct a nexus study for the STMP, at least every eight years;

WHEREAS, the last STMP nexus study was completed in 2019; and

WHEREAS, the 2019 Update of the STMP's Nexus Study included Project 20: Future Nexus Study Updates; and

WHEREAS, the STMP explicitly allows for funding for the 2027 STMP Nexus Study and Program Update (the Project); and

WHEREAS, WCCTC issued a request for proposals for consultant services to develop the Project;

WHEREAS, based on its analysis, WCCTC staff estimates the Project's not-to-exceed budget of \$396,970; and

WHEREAS, the Board of Directors of WCCTC desires to allocate \$396,970 in STMP funds to complete the Project.

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

1. Does hereby authorize the allocation of STMP funds in the amount of \$396,970 to fund the Project.

The foregoing Resolution was adopted by the WCCTC Board at a regular meeting on December 12, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Cameron Sasai, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher J. Kokotaylo, General Counsel

3203330.1

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
DOING BUSINESS AS
WEST CONTRA COSTA TRANSPORTATION COMMISSION
RESOLUTION NO. 25-17**

**AWARDING A CONSULTING SERVICES CONTRACT TO FEHR AND PEERS
AND AUTHORIZING THE WCCTC EXECUTIVE DIRECTOR TO EXECUTE A
CONTRACT IN A FORM APPROVED BY GENERAL COUNSEL, IN THE
AMOUNT OF THREE HUNDRED FORTY THREE THOUSAND FIVE
HUNDRED AND SEVENTY DOLLARS (\$343,570)**

WHEREAS, the West Contra Costa Transportation Commission (WCCTC) manages the West Contra Costa Subregional Transportation Mitigation Fee Program (STMP) on behalf of West Contra Costa County cities and the County; and

WHEREAS, state law requires WCCTC to conduct a nexus study for the STMP at least every eight years; and

WHEREAS, the last STMP nexus study was completed in 2019; and

WHEREAS, WCCTC requires professional services of a qualified consultant to prepare its 2027 Subregional Transportation Mitigation Program Nexus Study and Program Update (“Project”); and

WHEREAS, WCCTC issued a request for proposals (RFP) for consultant services to prepare the Project; and

WHEREAS, WCCTC staff and a subcommittee of the WCCTC Technical Advisory Committee (TAC) evaluated the proposal submitted by Fehr & Peers and found that it met the required qualifications as outlined in the RFP; and

WHEREAS, the WCCTC TAC at its November 2025 meeting agreed to forward a recommendation to the Commission to hire Fehr & Peers to prepare the Project; and

WHEREAS, in accordance with the California Government Code and other applicable laws, WCCTC staff carefully reviewed the qualifications and proposal of Fehr & Peers and determined that Fehr & Peers possesses the necessary quality, fitness, capacity, experience and expertise to provide the services sought by WCCTC; and

WHEREAS, by Resolution 25-16, WCCTC allocated \$396,970 in STMP funds towards the total Project which also included funds for an overall project contingency and fees for WCCTC’s IT and legal consultants; and

WHEREAS, WCCTC staff negotiated an acceptable and fair price for the consultant's services of \$343,570 as outlined in Exhibit A, attached hereto and incorporated herein by reference 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 Board of Directors of the West Contra Costa Transportation Commission does hereby award a consulting services contract in the amount of \$343,570, conditioned upon Fehr & Peers timely executing a consulting services agreement, in a form approved by WCCTC General Counsel, and submitting all required documents, including but not limited to, all required exhibits, certificates of insurance, and endorsements, in accordance with the consulting services agreement; and

2. The Board of Directors of the West Contra Costa Transportation Commission does hereby direct the Executive Director or his designee to issue a notice of award to Fehr & Peers; and

3. The Executive Director (or his designee) is hereby authorized and directed, on behalf of the Board of Directors of the West Contra Costa Transportation Commission, to execute a consulting services agreement on behalf of the West Contra Costa Transportation Commission, in a form approved by the General Counsel, upon timely submission by Fehr & Peers of the signed agreement; and

4. 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 agreement and to administer the West Contra Costa Transportation Commission's obligations, responsibilities and duties to be performed under the agreement.

The foregoing Resolution was adopted by the WCCTC Board at a regular meeting on December 12, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Cameron Sasai, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher Kokotaylo, General Counsel
2794460.1

EXHIBIT A

Task 1: Review and Refine the Scope

Fehr & Peers will meet with WCCTC staff to review and refine the scope of services including development of a working schedule and a budget by task. As part of the work plan, we will identify the role of the consultant team members, WCCTC staff, WCCTC TAC and other stakeholders. We will provide WCCTC staff with a list of data needs from key agencies. We will confirm communications and project organization procedures and ensure a common understanding of the project tasks.



Deliverables

- △ Final scope of services including refined work scope, budget by task, schedule and work plan.
- △ List of data needs.
- △ Kick off meeting.

Task 2: Review Existing STMP Nexus Study & Program

Fehr & Peers will review the 2019 STMP nexus study and identify circumstances where the nexus study may need to be updated for compliance with current elements of the Mitigation Fee Act (Government Code Section 66000, et.seq.) and other applicable laws. This will include a review of the fee calculation methods used in the 2019 study, such as the use of AM peak hour trip rates in converting forecasted growth to Dwelling Unit Equivalents (DUEs), as well as the screening criteria used to define the types of projects eligible for inclusion in the fee program, and consideration of whether it might be beneficial to adjust those methods. We will also gather information from the WCCTC Project Manager summarizing the funds collected and disbursed.

Fehr & Peers will meet with the WCCTC Project Manager to discuss the current status of the overall fee program administration process, including information about administrative and legal expenses in running the program, the use of the Administrative Guidelines, quarterly reporting forms, the fee submittal tracking system, and the procedures for disbursing fee revenues to local project sponsors, and will summarize the issues identified. At a meeting with the TAC, we will gather input from that group about their experiences with the STMP fee, both in terms of their local procedures for collecting the fee and their experience as a project sponsor receiving STMP funds. Building off of the insights gained from the WCCTC Project Manager and from the TAC, Fehr & Peers will interview staff from two of the local member agencies (our initial thinking is this would be Contra Costa County and one of the cities, pending guidance from WCCTC) to gain insight into their internal procedures for calculating, collecting, and tracking the STMP fee, for handling funding agreements and invoicing, and for communicating with WCCTC staff. Based on the input received, we will develop a set of potential improvements to streamline the fee administration process and discuss those with WCCTC staff.

Subconsultant EPS will research and develop a comparison of transportation impact fees from other relevant jurisdictions, including fees from the CCTA's other Regional Transportation Planning Committees (RTPCs), local transportation fees being collected by the WCCTC member agencies, and transportation fees from up to three additional jurisdictions that could provide insight and guidance for WCCTC.

Deliverables

- △ Summary of review of 2019 nexus study.
- △ Summary of input received about STMP administrative process and description of potential improvements.
- △ Memorandum showing comparison of development fees in other relevant jurisdictions.
- △ Meeting with TAC to gather input on their experiences with fee administration processes and to discuss and confirm potential changes to the fee methodology, project screening criteria and/or the administrative procedures.

Task 3: Review 2019 STMP's List of Projects & Cost Estimates

Fehr & Peers will coordinate with staff from local jurisdictions to identify the current status of the capital improvement projects included in the 2019 STMP. Some projects may have been completed, others may be in the design or construction phases, and others may not yet be underway. This will also include information about the amount of any STMP funds the project has received. As part of this process, we will also collect current information about the estimated cost of each project, as available from each sponsoring agency.

Deliverables

- △ Status memo on projects and estimated costs included in the existing program's project list.

Task 4: Transportation Impact Analysis

Our understanding is that the current definition of the types of capital improvement projects that could be included in the STMP and the list of specific capital improvement projects currently in the STMP has generally served the program well and continues to be viewed by the member agencies as a good representation of their priorities for regional investments in West County. Assuming this conclusion is confirmed through the methodology review described in Task 2 and the project list review described in Task 3, our approach will be to start with the existing project list and gather information from the member agencies as needed to support the addition of similar projects to the list. This will involve collaborating with the member agencies as they identify changes to the existing STMP project definitions and potential additional projects they believe would align with the program's priorities, as well as reviewing documents completed since 2019 related to future transportation needs in West County including Transportation Impact Studies for proposed developments, subarea transportation studies by individual jurisdictions and agencies, the CCTA Integrated Transit Plan, and the CCTA Draft 2023 West County Action Plan. Applying a similar filter as was used to develop the 2019 project list, we will summarize additional projects identified that fit within the existing STMP framework.

The result of this effort will be a draft project list for the updated STMP that can also serve as a project tracking mechanism for use by WCCTC staff. The list will be in a searchable and editable electronic format, and for each project will include a unique identification number, project name and description, document reference, phasing (if known), total project cost estimate, project sponsor, and anticipated delivery schedule (if known). Additional information about the nexus analysis results for each project will be added later upon completion of later tasks. At this point, it is assumed that the project list will be an Excel spreadsheet. While it is not possible within the limits of this nexus study update to anticipate all possible future uses of the project list, the spreadsheet will be built and formatted with sensitivity to how WCCTC staff have needed to keep track of changes in project definitions and funding status over time. For example, while the main project list will be kept simple enough to be meaningful as a public-facing document, each project on the main list will link to separate tabs containing more details about the project definition and status, which WCCTC staff

can use to keep track of changes in the project's definition or phasing, changes in sponsoring agency information, changes in cost or funding agreement status, and other attributes.

Consistent with the approach in the 2019 STMP and many other Nexus studies, the determination of existing deficiencies will be done through a review of existing available data on transportation conditions in the West County area. Once the likely list of capital improvement projects is known, we will review available transportation data to determine if any of the capital improvement projects are at a location identified as an existing deficiency. Primary sources of data about existing transportation conditions will be CCTA's data dashboard on Congestion Management Program network monitoring, as well as the Transportation Impact Studies and other recent West County planning studies described immediately above. It is not anticipated that brand new data collection will be conducted as part of this study.

Deliverables

- △ Draft updated STMP project list/tracking spreadsheet, for review with member agencies and stakeholders.
- △ Final updated STMP project list.
- △ Two meetings with TAC to review and confirm project list.
- △ Meeting with Board to review project list and discuss basic methodology.
- △ Technical documentation of data reviewed and evaluated to determine the status of existing deficiencies at the STMP project locations.

Task 5: Determination of Development Potential

Fehr & Peers will use the current available version of the CCTA countywide travel demand model to establish the potential growth in residential and non-residential development in West County. (Note that the countywide travel demand model is the trip-based model that CCTA has maintained for many years; an earlier version of this model was used in the 2019 nexus study and a current version is now available. CCTA has also recently developed an activity-based bi-county model, although the Authority has committed to continuing to maintain the trip-based countywide model. One of the purposes of an activity-based model is to evaluate complex policies such as dynamic roadway pricing. The STMP nexus study will not need to evaluate complex policy options, and the limited resources available for the nexus study should be used on efficient methods that are aligned with the study's needs, so our recommendation is to use the current version of the trip-based countywide travel model.) The model contains estimates of future growth consistent with ABAG's Plan Bay Area 2050; we will summarize that information for the West County subarea and review it with the local agency staff to confirm that the growth projections appear reasonable. Some adjustments may be needed depending on local agency input; this scope of work assumes that those adjustments will be relatively minor. This estimate of future growth potential will be a critical piece of the nexus analysis and the establishment of new fee levels in later tasks.

Deliverables

- △ Draft and Final memorandum documenting West County development potential.

Task 6: Develop Cost Estimates for the Program's New List of Projects

Based on the list of projects described in Task 4, we will collect information from the project sponsors about cost estimates available for those projects. The cost estimates will be made consistent for the current year. In situations where more up-to-date cost estimates are not available from the project sponsor, we can apply

cost-escalation factors to bring the older costs up to current levels, and we will consult with our design engineers to advise us on typical costs for certain project types and to confirm that the resulting estimates are in a reasonable range. If WCCTC staff decide that a more detailed and comprehensive refresh of the cost estimates is warranted, we can engage a local civil/structural engineering partner to develop new estimates.

Deliverables

- △ Cost estimates to be incorporated into the List of Projects.

Task 7: Method for Calculating Fees & Allocating Costs by Development Type

The nexus methodology used in the current STMP (per the 2019 nexus report) is generally aligned with current Mitigation Fee Act requirements and practices; that methodology and alternative approaches will be discussed with WCCTC staff and the TAC members to determine the methodology that will be employed in this 2026 STMP update to establish the nexus relationships for each project type.

In the 2019 nexus study, the large majority of STMP projects were multi-modal in nature and the nexus percentage for those projects was based not on modeling results but rather on the proportional growth in West County population and employment. Only four of the 20 STMP projects in 2019 were analyzed using the CCTA countywide travel demand model to capture the proportion of usage on those facilities coming from new development, and the resulting Nexus percentages were actually very similar to the proportional population and employment growth percentage used for the multi-modal projects. For this 2026 nexus update, in the spirit of keeping the analytical process straightforward and in recognition that new STMP projects are likely to also be predominantly multimodal, this scope assumes that the primary nexus method will continue to be based on proportional population and employment growth. The reasonableness of this value will be confirmed by looking at the future year CCTA countywide travel demand model results and calculating the average growth in usage on the major routes in West County. If the types of projects proposed for addition to the STMP warrant more detailed modeling procedures, we will discuss that with WCCTC staff, and modify the scope accordingly.

The nexus results will be combined with the project cost estimates and the anticipated growth potential described above to establish an initial set of fee amounts by land use category. These initial set of fee amounts will be discussed with WCCTC staff and WCCTC legal counsel, to determine how to appropriately address several legal and administrative issues. Examples of the issues to be discussed with staff and legal counsel include:

- △ Setting an administrative component of the fee to help cover WCCTC's costs for administering the program, and discussing whether it could be appropriate to include an additional administrative fee component for local jurisdiction fee administration costs.

- △ Reviewing the land use categories currently used in the STMP program and discussing whether an adjusted set of categories might be appropriate, depending on the availability of data to support fees for different categories. Additionally, consideration will be given to AB 602 and whether residential development should be charged fees based on the square footage of each unit or based on a per-unit amount. As part of the fee comparison prepared in Task 2, the consultant team will look at how other



nearby agencies are addressing the relationship between unit size and the associated transportation impacts and fees, and will discuss the considerations involved with WCCTC staff. For the purposes of this scope, it is assumed that the STMP fee will continue to be charged on a per-unit basis.

- △ Identifying how recent legal changes affect how fees are applied to specific land use types, such as ADUs, affordable housing, and transit-oriented development. One specific action is to identify an amount of fee reduction that will be applied to transit-

oriented residential developments that meet the criteria described in SB 358. Similar to the process recently undertaken by Contra Costa County to develop a fee reduction percentage applicable to their AOB fee programs, Fehr & Peers will conduct an analysis of up to six transit-accessible locations in West County and use the MXD+ tool to estimate the trip generation effects of residential developments located in such transit-oriented areas. The results of this analysis will be used to develop a fee reduction percentage that would be appropriate for the STMP.

Deliverables

- △ Results of nexus analysis and initial set of fee amounts by land use category, for discussion with WCCTC staff and legal counsel.
- △ One meeting with TAC to review land use projections, calculation methods, initial nexus results and fee amounts.
- △ One meeting with Board to review initial nexus results and fee amounts.

Task 8: Guidelines for the Application of Fees

Fehr & Peers will update and expand the STMP Administrative Guidelines to help WCCTC and local agency staff as they implement the fee program. In addition to explaining the program requirements, the expanded Guidelines will address implementation issues identified by WCCTC and local agency staff in Task 2. Subconsultant EPS will advise the team, drawing upon their experience in helping agencies administer many different types of fees; some of the implementation methods used for other types of fees, such as habitat conservation fees, may be helpful here. Based on our current understanding of common implementation questions, we anticipate that the expanded Guidelines will address at least the following topics (others may be added as a result of Task 2):

- △ Defining how the fee applies to a development project that involves re-use of an existing building or relocation of an existing business, and how trip credits can be calculated and tracked.
- △ Defining how fees would be calculated for projects meeting the definition of transit-oriented residential development.
- △ Defining the current legal requirements for fee exceptions or reductions that apply to specific types of land uses.

- △ Guidance on calculating fees for developments that are outside of standard STMP land use categories, and how the “Other” category is intended to be used.
- △ Defining the process for an applicant to appeal a fee calculation.
- △ Guidance on the circumstances under which consultation between the local agency and WCCTC is recommended before a fee calculation is finalized.
- △ Defining the process for annual fee adjustments and local agencies’ responsibilities for those adjustments.

In addition to the expanded Administrative Guidelines, we see a need for materials that educate local agency staff and developers about the purpose of the STMP program. We will prepare an STMP program fact sheet and a FAQs document, suitable for use on the WCCTC website and for electronic distribution, to answer typical questions about the program and to help when new local agency staff need training and on-boarding.

WCCTC staff have expressed a need for improved procedures for collecting and tracking the fees, to reduce errors and make the process more efficient. We hope to discuss with WCCTC staff the possibility of setting up an online dashboard that would allow local agencies to submit the quarterly forms and fees electronically, and that would allow WCCTC staff to quickly verify that the reports have been submitted and funds collected appropriately and to efficiently generate quarterly and annual reports. An online system would be a change from current practice and would need to be set up in a way that is consistent with WCCTC’s current IT system and online security procedures. Therefore, the specific scope elements for this option need to be defined based on discussions with WCCTC staff, and this effort is being treated as an optional task, outside of the base scope of work. We think this could be a valuable way to address several of the “pain points” experienced by WCCTC and local agency staff in implementing the STMP.

Deliverables

- △ Updated and expanded STMP Administrative Guidelines
- △ STMP program fact sheet and FAQs
- △ Optional: Online dashboard for fee collection, tracking, and reporting

Task 9: Development of a Strategic Expenditure Plan

Fehr & Peers will develop a prioritization approach and rationale based on Project Readiness, Project Funding and Project Effectiveness for the projects eligible for funding by the updated program. The prioritization approach will be reviewed with the TAC and the Board.

Based on annual average fee collections since the 2019 STMP update and the updated fee amounts proposed in the 2026 STMP, we will prepare a rough estimate of fee revenue over the next five years of the new STMP. This estimate can be used by WCCTC staff and TAC to sketch out an initial project funding timeline for the projects that score highly on the prioritization approach. Based on experience with local and subregional fee programs, fee collections can vary substantially from year to year depending on broader economic conditions and the sequencing of development projects, both of which are difficult to predict far in advance, and the transportation project development and delivery process involves many uncertainties. For these reasons, we recommend doing



fee revenue estimates only for a five-year period, and maintaining flexibility in the fee program's expenditure plan so that it can adapt to changing circumstances and agency needs. It is typically good practice to keep the fee program's expenditure plan documented separately from the nexus report, to allow flexibility for the expenditure plan to be updated as circumstances evolve (which will likely be more frequent than a full nexus update).

Deliverables

- △ Memorandum on project prioritization approach.
- △ Estimate of five-year fee revenues and initial timeline of funding for projects ranking high on prioritization process.
- △ One meeting with TAC to discuss strategic prioritization approach.
- △ One meeting with Board to discuss strategic prioritization approach.

Task 10: Transitioning from Existing STMP to Updated Program

Fehr & Peers will work with the WCCTC staff, TAC and Board and local jurisdictions' counsel to identify the procedural steps needed to transition from the existing program to the updated program. The specifics will depend on the outcome of the nexus analysis, but if many of the projects currently on the STMP list will remain on the list, the transition to the updated program can be relatively straightforward, with the member agencies adopting new resolutions documenting the new project list and fee amounts. Consideration will be given to how to handle projects from the current STMP program that have received fund allocations that have not yet been utilized. While the specific documents needed cannot be fully known at this time, based on past experience with the 2019 STMP we expect that we will develop a presentation to local jurisdictions describing the STMP updates and explaining how the updated program will be adopted and implemented, and we will assist the WCCTC legal counsel and local jurisdictions' counsel as they prepare draft resolutions and make modifications to the current multi-party agreement to reflect the updated program.

Deliverables

- △ Presentation materials describing the STMP updates and explaining how the updated program will be implemented.
- △ Assistance to counsel as they prepare an updated multi-party agreement and draft resolutions.

Task 11: Produce Draft & Final Report

Fehr & Peers will prepare a draft nexus report documenting the analytical steps taken in support of the updated STMP program, as described in the previous tasks in this scope of work, the findings from those analytical steps, and how those analytical steps and findings align with the requirements of the Mitigation Fee Act (Government Code Section 66000, et.seq.). The report will first be reviewed with WCCTC staff and legal counsel, and then reviewed with the TAC, and will then be presented in Draft Final form to the WCCTC Board.

Deliverables

- △ Draft, draft final, and final versions of nexus report.
- △ One meeting with TAC to present draft report and draft Administrative Guidelines and receive their comments.
- △ One meeting with Board to present draft final report.

Task 12: Project Management, Presentations & Working Sessions

Fehr & Peers will initiate the project with a kick-off meeting with WCCTC staff and the consultant team, at which point the group will discuss and confirm the work scope, schedule, communication protocols, and coordination expectations. The Fehr & Peers team will have at least monthly check-in calls with the WCCTC Project Manager throughout the course of the project (with the flexibility to schedule calls more frequently during periods when additional coordination would be helpful). We will prepare agendas for the calls and follow up with notes about action items. Monthly invoices and associated progress reports will be submitted to the WCCTC Project Manager.

There will be coordination with the TAC throughout the course of the Project, and periodic updates will be presented to the Board. Based on the scope outlined here, we have estimated six TAC meetings and four Board meetings, as noted in the Deliverables section under each relevant task and as shown on the schedule. We understand that these meetings may shift a bit as the project progresses depending on WCCTC priorities and the review time for deliverables.

The result of this study process will be the adoption of an updated STMP program by the local jurisdictions. To facilitate this, the notes from the regular team meetings will be formatted as periodic summary updates that can be distributed to local City Councils and used by WCCTC Board and TAC members to keep them informed of the process. Near the conclusion of the process, the local agency governing bodies will consider adopting the updated STMP. For the purposes of this scope, we have assumed that we would participate in meetings with each of the governing bodies (one with the County Board of Supervisors and five with the City Councils of the five cities).

Deliverables

- △ Kick-off meeting and ongoing coordination meetings with WCCTC PM.
- △ Refined schedule for major project tasks and deliverables, updated periodically.
- △ Six meetings with WCCTC TAC (shown in the Deliverables section of each relevant task).
- △ Four meetings with WCCTC Board (shown in the Deliverables section of each relevant task).
- △ Presentation materials for the meetings with TAC and Board.
- △ Periodic summary updates available for distribution to local agencies (including City Managers and Planning Directors) via email.
- △ Participation in up to six meetings with local agency governing bodies as part of the adoption process, including preparation of presentation materials for those meetings.

WCCTC STMP Fee Calculator and Collection

Management Tool

SCOPE OF WORK

Fehr & Peers will implement a web-based tool to manage the Subregional Transportation Mitigation Program (STMP) fee calculation and submission process. The goals of the tool are that it be easy to use and reduce manual workload and improve efficiency.

Task 1: Definition and Coordination

Task 1.1 Tool Definition and Coordination

Throughout this process, Fehr & Peers will schedule bi-weekly status meetings by conference call, as needed. Fehr & Peers will discuss on-going and upcoming tasks and discuss current issues that could affect schedule and budget.

Deliverables:

- In coordination with WCCTC project staff, organize bi-weekly meetings
- Meeting agendas and meeting notes, as necessary

Task 2. Tool Design and Development

Task 2.1 User Interface and Data System Design

Fehr & Peers will develop sketches or other visual demonstrations (e.g., wireframes) for the primary user interfaces (data entry form, fee calculator, payment record screen, dashboard, etc.). The details of this interface will determine how we will record and store data. This data will be stored in a structured, centralized database designed to ensure consistency, ease of retrieval, and long-term maintainability.

The user interface and database system will be developed with the goal of being integrated into the WCCTC website. To assist with this, the tool will be compatible with, and integrated into, the WordPress platform. WordPress is an ideal choice for this tool because it can be easily managed by WCCTC's existing consultants and allows updates to be made without requiring extensive technical expertise. These advantages ensure that the system can be maintained by multiple staff members and consultants over time. Additionally, because WordPress may possibly serve as the foundation for a new WCCTC website at some point in the future, the tool will integrate smoothly within WCCTC's broader web platform.

Scope of relevant features:

The data entry form will enable local agency staff to enter project details required for STMP fee calculation and submission. It will include fields that capture project information relevant to STMP fee requirements.

Linked to the data entry form, the fee calculator will automatically compute applicable STMP fees based on the submitted project information. It will reference the latest WCCTC STMP fee schedule and formulas and handle special cases that require alternative rates. Results will be presented in a clear, itemized format so users can review each fee component before submission.

Both the data entry form and fee calculator will be accessible only to authorized users from participating jurisdictions who have been assigned accounts by WCCTC.

Additionally, one or more dedicated interfaces will be available exclusively to WCCTC staff and administrators. These interfaces will allow staff to review, track, and update fee payments received, and to generate reports about the fees collected by jurisdiction and by type of use.

Reviews and Modifications:

Fehr & Peers will present a preliminary design of the tool to WCCTC project staff for review and will receive their comments. We will then make revisions and develop a new draft design of the tool and will share that with WCCTC staff for one additional set of comments, at which point the design will be considered finalized and implementation will begin.

Deliverables:

- Visuals for previewing proposed user interfaces
- Description of data structure and storage requirements

Task 2.2 Implementation of Tool

Fehr & Peers will develop the functionality required to support fee calculation, fee submission, record management, and report generation. This will include building secure data-processing routines, implementing validation logic based on WCCTC's STMP requirements, and configuring user roles and permissions to ensure that only eligible agency staff can appropriately access and update records.

Deliverables:

- Completed implementation of application functions within WordPress
- Brief technical memorandum documenting the tool's features and guidance on how to use it
- Transmittal of the project files and basic instructions necessary for running the tool

Optional Task 3: Tool Testing and Deployment Support

WCCTC may ask their website consultants to incorporate the tool into the development environment of the WCCTC website and conduct testing to determine that the tool is ready for deployment. If further assistance is needed from Fehr & Peers as part of the testing and deployment process, Fehr & Peers can be available on a time-and-materials basis to provide support.

WCCTC STMP Fee Calculation and Collection Management Tool

		Fehr & Peers			Labor Hours	Direct Labor Costs	Direct Costs	Total
		Julie Morgan Principal	Gaby Picado-Aguilar Senior Planner	William Chen, Applications Developer				
Tasks	Billing Rate	\$400.00	\$220.00	\$255.00				
Task 1 - Definition and Coordination								
1.1 Coordination		2	4	8	14	\$3,720	\$190	\$3,910
Task 2 - Tool Design and Development								
2.1 User interface and data system design		2	6	16	24	\$6,200	\$310	\$6,510
2.2 Tool implementation and documentation		4	12	60	76	\$19,540	\$980	\$20,520
Total		8	22	84	114	\$29,460	\$1,480	\$30,940

Notes:

Actual billing rate at the time of service may vary depending on the final staffing plan at the time the project starts; the overall fee will not be exceeded.

Mileage is billed at the IRS rate plus 10% handling fee.

All other direct expenses are billed with 10% handling fee.

Other direct costs such as computer, communications, and technology security charges are billed as a percentage of labor.

Rates and staff are subject to change at any time, without notice, and within the total budget shown.

WCCTC STMP Update & Nexus Study + Supporting Program Materials

		Fehr & Peers (Prime)							Labor Hours	Direct Labor Costs	Direct Costs	Subtotal	EPS (Sub)		Labor Hours	Labor Costs	Total Labor Hours	Total Costs
		Julie Morgan Principal	Sam Tabibnia Senior Technical Advisor	Gaby Picado-Aguilar Senior Planner	Bruno Lertora Senior Engineer	Project Planner	Design Engineer	Project Coordinator					Teifion Rice-Evans Principal	Senior Analyst				
Tasks	Billing Rate	\$400.00	\$335.00	\$220.00	\$220.00	\$185.00	\$300.00	\$165.00					\$350.00	\$220.00				
Task 1 - Review & Refine Scope																		
1.1 Kick-off meeting, refine scope & schedule		6	4	12	4			3	29	\$7,755	\$390	\$8,145			0	\$0.00	29	\$8,145.00
Task 2 - Review Existing Nexus Study & Program																		
2.1 Review current program & current legislative requirements + recommend methodology changes		6		8	4	12		4	34	\$7,920	\$400	\$8,320			0	\$0.00	34	\$8,320.00
2.2 Gather input on administrative procedures & develop recommended improvements		6		12	4	16		5	43	\$9,705	\$490	\$10,195	4	6	10	\$2,720.00	53	\$12,915.00
2.3 Prepare comparison of fees in other jurisdictions								0	0	\$0	\$0	\$0	6	24	30	\$7,380.00	30	\$7,380.00
Task 3 - Review Current Projects & Cost Estimates																		
3.1 Summarize status of current projects & cost estimates + funding		2		8	2	24		5	41	\$8,265	\$410	\$8,675			0	\$0.00	41	\$8,675.00
Task 4 - Transportation Impact Analysis & Project List																		
4.1 Review prior studies & work with local agencies to develop updated project list		10	4	30	4	66		14	128	\$27,340	\$1,370	\$28,710			0	\$0.00	128	\$28,710.00
4.2 Determine existing deficiencies at project locations		2		4	2	20		4	32	\$6,480	\$320	\$6,800			0	\$0.00	32	\$6,800.00
Task 5 - Determination of Development Potential																		
5.1 Summarize future growth from CCTA travel model		4	4	12	2	12		4	38	\$8,900	\$450	\$9,350			0	\$0.00	38	\$9,350.00
Task 6 - Cost Estimate Updates for New Projects																		
6.1 Update cost estimates to current year		2		8		16	16	3	45	\$10,815	\$540	\$11,355			0	\$0.00	45	\$11,355.00
Task 7 - Fee Calculation Methodology & Nexus Allocation																		
7.1 Confirm nexus percentages		2		8	2	16		4	32	\$6,620	\$330	\$6,950			0	\$0.00	32	\$6,950.00
7.2 Development of fee reduction factors for transit-oriented development		2		6	8	36		7	59	\$11,695	\$580	\$12,275			0	\$0.00	59	\$12,275.00
7.3 Initial fee calculations & discussion of administrative issues		8	4	16	4	32		8	72	\$16,180	\$810	\$16,990			0	\$0.00	72	\$16,990.00
Task 8 - Guidelines for Application of Fees																		
8.1 Update Administrative Guidelines		8		8	8	40		8	72	\$15,440	\$770	\$16,210	12	24	36	\$9,480.00	108	\$25,690.00
8.2 Develop program fact sheet & FAQs		2		4		20		3	29	\$5,875	\$290	\$6,165			0	\$0.00	29	\$6,165.00
Task 9 - Development of Strategic Expenditure Plan																		
9.1 Develop project prioritization approach & rough estimate of five-year funding timeline		8		16	4	40		9	77	\$16,485	\$820	\$17,305			0	\$0.00	77	\$17,305.00
Task 10 - Program Transition																		
10.1 Presentation materials describing STMP updates		8		8		24		5	45	\$10,225	\$510	\$10,735			0	\$0.00	45	\$10,735.00
Task 11 - Draft & Final Nexus Report																		
11.1 Document nexus findings		8	4	20	8	40		10	90	\$19,750	\$990	\$20,740			0	\$0.00	90	\$20,740.00
Task 12 - Project Management, Presentations & Working Sessions																		
12.1 Ongoing monthly coordination meetings & monthly invoicing + project management		24		30				19	73	\$19,335	\$970	\$20,305			0	\$0.00	73	\$20,305.00
12.2 Meetings with WCCTC TAC (6) & Board (4)		40		40				10	90	\$26,450	\$1,320	\$27,770			0	\$0.00	90	\$27,770.00
12.3 Presentation materials for TAC & Board meetings		6		20		32		23	81	\$16,515	\$830	\$17,345			0	\$0.00	81	\$17,345.00
12.4 Presentation materials & participation in six governing body meetings		24		32		40		20	116	\$27,340	\$1,370	\$28,710			0	\$0.00	116	\$28,710.00
Total		178	20	302	56	486	16	168	1,226	\$279,090	\$13,960	\$293,050	22	54	76	\$19,580.00	1,302	\$312,630.00

Notes:

Actual billing rate at the time of service may vary depending on the final staffing plan at the time the project starts; the overall fee will not be exceeded.

Mileage is billed at the IRS rate plus 10% handling fee.

All other direct expenses are billed with 10% handling fee.

Other direct costs such as computer, communications, and technology security charges are billed as a percentage of labor.

Rates and staff are subject to change at any time, without notice, and within the total budget shown.

MEETING DATE: December 12, 2025

TO: West Contra Costa Transportation Commission

FROM: John Nemeth, Executive Director

SUBJECT: **STMP Call for Projects**

REQUESTED ACTION

Authorize staff to issue a Call for Projects for the Subregional Transportation Mitigation Fee Program (STMP), making \$6 million available for programming.

BACKGROUND AND DISCUSSION

The Subregional Transportation Mitigation Fee Program (STMP) collects development-impact fees throughout West Contra Costa County to help fund capital projects that address the transportation impacts of new growth. The program is administered by WCCTC on behalf of the cities and the County, and the WCCTC Board allocates funds to eligible projects identified in the adopted 2019 Nexus Study.

In the recent STMP era, WCCTC has issued Calls for Projects roughly every two years, with cycles held in 2016, 2018, 2021, and 2023. This regular cadence has provided predictable opportunities for jurisdictions to advance key projects and to leverage local funding in competitive regional, state, and federal grant programs.

TAC Recommendation

At its November 13, 2025, meeting, the WCCTC Technical Advisory Committee (TAC) discussed the timing of the next Call for Projects and expressed support for proceeding with a Call in early 2026. TAC members noted that several jurisdictions have STMP-eligible projects positioned to benefit from new funding.

Available Funding

As of late 2025, the STMP fund balance includes approximately \$6 million available for programming. Staff recommends retaining an additional \$600,000 for upcoming Nexus Study work, and for administrative expenses over the next couple of years.

Funding Process

Historically, the WCCTC TAC has developed the framework for each Call for Projects, including the submittal window, the number of proposals each sponsor may submit, and the evaluation criteria used to shape a TAC recommendation. This process has consistently produced a technically grounded, consensus-based TAC recommendation for Board consideration. All of

the funding requests are provided to the Board, which can accept or modify the TAC's recommendation.

Board Input Requested: Maximum Grant Amount

For this Call for Projects, staff seeks Board direction on whether to establish a maximum grant request per project, and if so, at what level. This is a key policy question with program-level implications.

A lower maximum request ensures that funding is distributed across many jurisdictions and to a broader mix of projects. However, eliminating the cap or setting it at a high level, could allow the TAC to recommend and/or the Board to consider concentrating resources strategically on a smaller number of projects with a high degree of readiness.

Clear direction on this question from the Board will help staff and the TAC shape the Call package and ensure that the process reflects Board priorities.

NEXT STEPS

If the Board authorizes staff to proceed, staff will work with the TAC at its January meeting to develop a full Call package, including schedule, eligibility guidance, and evaluation criteria. Once finalized, the Call for Projects would be released to all eligible project sponsors. Staff would then receive and review applications using the TAC's criteria, support the TAC in forming a consensus recommendation, and present both the full application list and the TAC recommendation to the WCCTC Board for allocation decisions. Following Board action, staff would work with project sponsors to execute funding agreements.

MEETING DATE: December 12, 2025
TO: West Contra Costa Transportation Commission
FROM: John Nemeth, Executive Director
SUBJECT: **Board Member Attendance and Quorum Reliability**

REQUESTED ACTION

Provide direction to staff on recommendations to improve attendance and quorum reliability.

BACKGROUND

At the October 2025 meeting, the Board expressed concern about ongoing challenges in securing reliable quorums for WCCTC Board meetings. The Board directed the Executive Director to:

1. Send a reminder letter to Board Members and Alternates regarding attendance expectations;
2. Discuss the matter with the Technical Advisory Committee (TAC) and report back with potential strategies; and
3. Agendize the subject for the December 12, 2025 Board meeting.

Staff issued the attendance reminder letter in early November (Attachment A) and consulted with the TAC at its November meeting. This report provides an overview of recent attendance patterns and summarizes TAC recommendations.

Attendance Summary (2024–2025)

WCCTC has held 20 Board meetings since January 2024. Each year includes 10 regular meetings, although the December 2025 meeting has not yet been held and one regular meeting was cancelled due to lack of pressing business. However, two special meetings were added in 2024, resulting in the 20 total meetings shown below.

A summary of meeting attendance levels is provided in the table:

# of Attendees	# of Meetings
Full Meeting, (10-11 members)	2
Quorum +, (7-9 members)	10
Quorum Minimum, (6 members)	4
No Quorum	4

Of the four meetings without a quorum, one was a field trip meeting in San Francisco, where the absence of a quorum did not affect business.

Four meetings had only the minimum number of members present, and most of these meetings did not begin on time due to late arrivals or last-minute attendance confirmations. Ten meetings had greater attendance than the minimum for a quorum, although only two meetings had 10 or more of the 11 regular appointed members present.

Participation of Alternates

Alternate participation has been limited. Across 44 opportunities for an Alternate to attend in place of a primary Board Member, Alternates attended in their stead only 8 times (21%). If the County is excluded, the Alternate participation rate rises to 40%, though is still relatively low.

Some member agencies do not have designated Alternates or have Alternates who cannot easily participate. WCCTC staff can assist primary Board Members in notifying Alternates of the need to attend, but only staff receives information about an expected absence in advance of the meeting.

TAC Discussion and Recommendations

At the November TAC meeting, staff and the TAC considered the Board's concerns and gathered some suggestions. These represent ideas for the Board's consideration and are not necessarily formal recommendations of the full TAC.

A. Outlook Calendar Invitations for the Entire Year

Once the Board adopts the annual meeting schedule in December, staff could send electronic calendar invitations for all meeting dates to Board Members and Alternates. This would reserve dates early, provide automated reminders, and mirror practices used by other agencies.

B. Earlier Quorum Checks

WCCTC staff could begin quorum checks one week prior to each meeting, rather than the week of. This could allow more time to coordinate Alternates and provide insight into quorum numbers sooner.

C. Improved Attendance Visibility in Meeting Minutes

WCCTC could refine meeting minutes to show attendance by:

- Listing all jurisdictions and representatives in a table; and
- Using check marks or similar notation to indicate those present.

This approach is used by several other regional bodies and could help reinforce expectations for regular participation. At present, WCCTC simply lists the members who attended.

D. Attendance Summary Info

Periodically, WCCTC staff could provide some general aggregated attendance information, such as the information in this staff report, to keep the Board apprised.

E. Improving Alternate Use

WCCTC staff could work with City Manager and General Managers to ensure that primary Board Members designations are current, that Alternates have been designated where possible, and that there are communication mechanisms to activate Alternates.

F. Light Refreshments

WCCTC staff could provide refreshments, such as coffee, tea, or light food items, as it has done historically. However, the City of El Cerrito has renewed its request that no food or drink be brought into Council Chambers, except for beverages in sealed thermoses. Any refreshments provided would need to be consumed in the foyer and staff would need to remind attendees of the Chamber rules and help ensure compliance with these restrictions.

These suggestions listed above would not require changes to the Board's Rules and Procedures. The fiscal impact is minimal. If the Board chooses to provide light refreshments the cost would be nominal and would be absorbed within WCCTC's operating budget.

NEXT STEPS

Staff will implement any of these, or any other, suggestions recommended by the Board.

October 24, 2025

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

RE: October 24, 2025, WCCTC Meeting Summary

Dear Tim:

The WCCTC Board meeting on October 24, 2025, took the following actions, which may be of interest to the Authority:

1. Received an update on the El Cerrito Plaza BART TOD Project.
2. Decided not to further consider Board Member meeting stipends.

Sincerely,



John Nemeth
Executive Director

cc: Tarien Grover, CCTA
Tiffany Gephart, Grey-Bowen-Scott
Irina Nalitkina, Grey-Bowen-Scott
Robert Sarmiento, DCD Contra Costa County
Chris Weeks, SWAT

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
CMP: Congestion Management Program
CSMP: Corridor System Management Plan
CCTSAP: Contra Costa Transportation Safety Action 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
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 (legal name)
WCCTC: West Contra Costa Transportation Commission
WETA: Water Emergency Transportation Authority