

El Cerrito

MEETING NOTICE AND AGENDA

Hercules

DATE & TIME: Friday, May 19, 2017, 8:00 a.m. – 10:00 a.m.

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

Pinole

1. Call to Order and Self-Introductions. (Janet Abelson –Chair)

Richmond

2. Public Comment. The public is welcome to address the Board on any item that is not listed on the agenda. *Please fill out a speaker card and hand it to staff.*

San Pablo

3. Proclamation Honoring Isabella Zizi, Bike Commuter of the Year (BCOY). Isabella Zizi, a resident of Richmond, commutes by bike to Albany where she works at Gathering Tribes, a Native American arts, crafts & jewelry store. She was selected by 511 Contra Costa as the Contra Costa County Bike Commuter of the Year. This is the third year in a row that a resident of West County has been chosen to represent the County.

Contra Costa
County

CONSENT CALENDAR

4. Minutes of April 28, 2017 Board Meeting. (Attachment; Recommended Action: Approve)

5. Monthly Update on WCCTAC Activities. (Attachment; Information Only)

AC Transit

6. Financial Reports. The financial report for the April 2017 could not be obtained in time from the City of San Pablo and will be provided at the subsequent meeting.

BART

7. Payment of Invoices over \$10,000. WCCTAC paid an invoice in the amount of \$56,623.27 to WSP-Parsons Brinckerhoff. (No Attachment; Information Only)

WestCAT

8. Comments on Draft 2040 Plan Bay Area. MTC released a draft of 2040 Plan Bay Area, the regional transportation plan. Staff prepared a draft comment letter and sought feedback from the TAC. The TAC encouraged its submittal. (Attachment; Recommended Action: AUTHORIZE Executive Director to submit comment letter).

- 9. Fiscal Audit and Memorandum of Internal Control for Fiscal Year 2015.** The accounting firm of Maze and Associates prepared the fiscal audit for WCCTAC for fiscal year 2015. (*Attachments provided to Board members: A Basic Financial Statements for Year Ended June 30, 2015, B. Memorandum on Internal Controls and Required Communications for Year Ended June 30, 2014; Recommended Action: APPROVE*)
- 10. Resolution Recommending to the Contra Costa Transportation Authority the Allocation of Measure J Transportation for Livable Communities and One Bay Area Grant Program Safe Routes to School Funds.** At its March and April meetings, the WCCTAC Board made recommendations for Measure J TLC and Safe Routes to School grant funding. This resolution formalizes those recommendations. (*Attachment; Recommended Action: APPROVE Resolution 17-04*)
- 11. AC Transit and WestCAT's Fiscal Year Claims for Measure J Program 19b Additional Bus Service Enhancements.** Measure J's Program 19b provides dedicated funding to AC Transit and WestCAT to enhance bus service in West County. The amount of available Program 19b funds in FY 18 is \$1,541,195 for AC Transit and \$350,272 for WestCAT for a total of \$1,891,467. AC Transit will use their funds to support service on Lines: 76, 70, 71, 72, 72R, 72M, 376, LA, L/LC. WestCAT will apply their funds towards supporting a new and expanded schedule of local services which will improved time transfer connections between local and express routes at the Hercules Transit Center and elsewhere along the San Pablo Avenue Corridor. (*Attachments; Recommended Action: APPROVE the 19b Claims for FY18*)

REGULAR AGENDA ITEMS

- 12. Draft Fiscal Year 2018 Work Program, Budget and Dues:** The proposed Work Program for Fiscal Year 2018 is included along with the draft budget. The budget is divided into four different funds based on distinct purposes and revenue sources. The dues for next year are proposed to be the same as the "normal" dues that prevailed from FY08 to FY12. Staff recommends approval of these documents for circulation to member agencies with the aim of final Board adoption in June at the next Board meeting. (*John Nemeth – WCCTAC Staff; Attachments; Recommended Action: Review and Comment. AUTHORIZE release for member agency review*)
- 13. West County High Capacity Transit Study: Final Report and Future Actions.** The study is now complete. In April, the Board asked to continue discussion on next steps given time constraints at the last meeting. (*Leah Greenblat-WCCTAC Project Manager, and John Nemeth-WCCTAC Executive Director; Attachments: Staff Report and Final Study Report, the later provided separately with Board Agenda Packet. Recommended Actions: 1.) Receive presentation; 2.) Accept the Final West County High Capacity Transit Study Report as complete; and 3.) Provide direction to staff on the advancement of study alternatives*)

14. San Pablo Avenue Bridge Replacement over BNSF Railroad – Complete Street

During the recent process of allocating OBAG 2 and Measure J TLC funds, the WCCTAC Directors from Hercules and Pinole highlighted the importance of the bridge project over the BNSF Railroad. The Board Chair recommended that the WCCTAC Board receive a briefing. While this will not change the OBAG 2 and Measure J TLC funding recommendations, it will allow the Board to better understand this project. Staff from the City of Pinole will provide an overview. *(Tamara Miller-City of Pinole Staff; No Attachments; Recommended Action: Information Only)*

STANDING ITEMS

15. Board and Staff Comments.

- a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
- b. Report from CCTA Representatives (*Directors Abelson & Butt*)
- c. Executive Director's Report

16. General Information Items.

- a. Letters to CCTA Executive Director with April 28, 2017 Summary of Board Actions
- b. Acronym List

17. Adjourn. Next meeting is: June 23, 2017 @ 8:00 a.m.

in the El Cerrito City Hall Council Chambers, located
at 10890 San Pablo Avenue, El Cerrito

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

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**West Contra Costa Transportation Advisory Committee
Board of Directors Meeting
Meeting Minutes: April 28, 2017**

MEMBERS PRESENT: Janet Abelson, Chair (El Cerrito); Cecilia Valdez, Vice-Chair (San Pablo); Tom Butt, (Richmond); Gayle McLaughlin (Richmond); Roy Swearingen (Pinole); Chris Peeples (AC Transit); Maureen Powers (WestCat); Lateefa Simon (BART); Eduardo Martinez (Richmond); Chris Kelly (Hercules)

STAFF PRESENT: John Nemeth, Joanna Pallock, Valerie Jenkins, Leah Greenblat, Danelle Carey, Kris Kokotaylo (Legal Counsel)

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:00am

Meeting Adjourned: 9:17am

Public Comment: N/A

Consent Calendar: Motion by *Director Peeples*, seconded by *Director Swearingen*; motion passed unanimously.

3. Minutes of the March 24, 2017 Board Meeting

4. Monthly Update on WCCTAC Activities.

5. Financial Reports for March, 2017.

6. Payment of Invoices over \$10,000. *None*

ITEM/DISCUSSION	ACTION
<p>Item #7 West County High Capacity Transit Study: Funding Strategies, Outreach Summary and Draft Final Report.</p>	<p>Information Only. Rebecca Kohlstrand of WSP-Parsons Brinckerhoff presented information on the West County High Capacity Transit Study. This included an overview of the outreach to city councils, the results of the online survey, and the potential funding strategies for projects included in the report. The Board asked for the item to be continued to a future meeting to allow for a longer discussion of next steps.</p>
<p>Item #8 Measure J TLC-Grant Funding Recommendations Follow-up.</p>	<p>Motion by <i>Director Peeples</i>; seconded by <i>Director Martinez</i> to accept staff's recommendations regarding the allocation of \$1.2 million of TLC funds. Yes -J. Abelson, G. McLaughlin, C. Peeples, L. Simon, C. Kelly, T. Butt, C. Valdez, M. Powers, E. Martinez No- None Abstention- R. Swearingen</p>

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TO: WCCTAC Board

DATE: May 19, 2017

FR: John Nemeth, Executive Director

RE: Update on WCCTAC Activities



City of El Cerrito Hosts a Workshop on Lyft for Seniors

The City of El Cerrito Senior Center hosted a seminar on Wednesday, May 10th to teach people how to use the Lyft app for ride services. Over 150 people attended this very popular workshop. A Lyft representative gave a one hour presentation with lots of time for questions. The interest level shows that these types of ride services have plenty of potential patrons.

Lyft has a special program that partners with service agencies and senior housing groups to offer a rides for those who do not have a smart phone or just prefer a more personal touch. This program is called Lyft Concierge. Currently there is no Lyft Concierge partnership in West County but WCCTAC staff is looking into options and will make a presentation to the Board in the near future.

Bike Commuter of the Year (BCOY)

Isabella Zizi, a resident of Richmond CA, commutes by bike to Albany, where she works at Gathering Tribes, a Native American arts, crafts and jewelry store. She enjoys riding with Rich City Rides and has been on their Ride of Silence, their Winter Solstice Ride, and on Our Power rides. She used to live on the Richmond Greenway, before it was a greenway. “It was just dirt and rocks. It has been transformed, and I love the connections it provides. The edible garden, the murals, it is so cool to see everything come to life and be open to the whole community.” Riding around Richmond, she says, she gets to build better connections with her neighbors and strengthen friendships.

Its Isabella’s down-to-earth and matter-of-fact approach to bicycling that inspires those around her to ride. It’s her personal favorite way to get around, and she encourages others to ride - including her family.



Isabella is very involved as an advocate, as an organizing member of Idle No More SF Bay, and a founder of the Bay Area chapter of Earth Guardians. She’s leading Idle No More’s 2017 Refinery Healing walks, an event connecting communities impacted by fossil fuels and encouraging conversations around clean air, water, soil and a safe environment.

I-80 Smart Corridor TAC

The Technical Advisory Committee for the I-80 Smart Corridor (ICM) project met on May 10th at the Caltrans District 4 headquarters in Oakland. David Man, the corridor manager, noted that preliminary data has shown a small decrease in the number of collisions on the freeway and a small decrease in travel time in the westbound direction. A full after-study to evaluate the impact of the project will begin in the fall of this year.

The “adaptive” aspect of ramp metering, which adjusts to local conditions, was recently initiated in April. Meanwhile the arterial management component of the project (San Pablo Avenue) has not yet been fully implemented. The transition of maintenance responsibility to local jurisdictions, for projects elements outside of the Caltrans right-of-way, occurred on May 15th. CCTA is providing funding to local jurisdictions to cover the cost of this maintenance.

The 23rd Annual Bike to Work Day



On May 11th, thousands of Bay Area residents pedaled to work in celebration of the 23rd annual Bay Area Bike to Work Day. West County hosted fifteen (15) energizer stations throughout El Cerrito, El Sobrante, San Pablo, Richmond and Hercules. Pictured above are energizer stations hosted by the City of El Cerrito and the City of San Pablo. Staff will provide more details to the WCCTAC Board in a future update.

If you have interest in hosting an energizer station for next year's Bike to Work Day (2018), please contact Danelle Carey, TDM Program Manager, at 510-210-5932 or dcarey@wcctac.org.

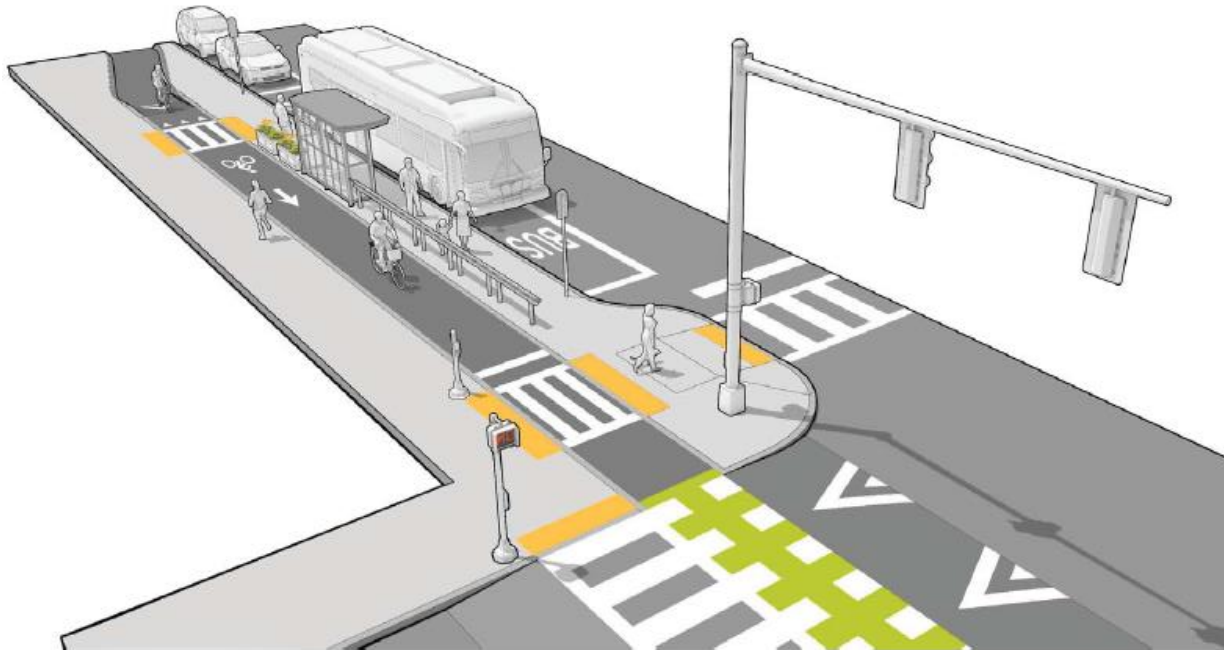
New Pinole Business and WCCTAC TDM

Tropical Smoothie Cafe, located at 1424 Pinole Valley Road, in Pinole is open for business. The Cafe reached out to the WCCTAC TDM Program as required by the City of Pinole's new business check list. TDM staff conducted a site visit and provided relevant transportation information for employees and visitors of the new store. There are bicycle racks available outside of the store for those who prefer to use active transportation to grab a custom smoothie or lunch.



AC Transit Complete Streets Guidelines

AC Transit has embarked on the development of a set of guidelines for local agencies and staff to help plan and design street rights-of-way. The designs include facilities for pedestrians, bicyclists, buses and autos. AC Transit's consultant team recently provided the WCCTAC TAC with an overview of the work. The consultant team plans to coordinate closely with numerous stakeholders throughout the development process. While AC Transit does not typically have control over street configurations, it does have an interest in designs that allow buses to move safely and efficiently while also considering the needs of other modes. The TAC's engaging discussion will continue when the consultants bring back examples from their draft guidelines in a few months.



WCCTAC Audit Update

WCCTAC recently completed its FY15 audit, which is included in this month's board packet. Staff is targeting the fall of this year with completion of the FY16 audit and the beginning of 2018 with completion of the FY17 audit. Staff and the auditor are already working in earnest on the audit for FY16. The addition this year of contract accountant, Paula Troy, who works in WCCTAC's office one day per week, is helping to improve accounting procedures and will help to expedite audit work.

TO: WCCTAC Board

DATE: May 19, 2017

FR: Leah Greenblat, Project Manager

RE: Comments on Draft 2040 Plan Bay Area

REQUESTED ACTION

Authorize staff to submit a comment letter to MTC regarding Draft 2040 Plan Bay Area.

BACKGROUND AND DISCUSSION

The Metropolitan Transportation Commission recently released its draft 2040 Plan Bay Area Plan and now is soliciting comments on it. While CCTA staff is undertaking a separate, formal review of the entire draft 2040 Plan Bay Area document, WCCTAC staff wanted to use this opportunity to alert MTC of WCCTAC's West County High Capacity Transit Study and its data indicating that existing and future transit demand surpasses the capacity of the currently planned transit improvements in West County. WCCTAC staff prepared a letter, attached, which the WCCTAC TAC reviewed. The draft letter was well-received by the TAC which encouraged its submittal with a few edits that were incorporated into the attached draft.

Attachment:

A. Draft comment letter to MTC on Draft 2040 Plan Bay Area

El Cerrito

May 12, 2017

Hercules

Steve Heminger, Executive Director
Metropolitan Transportation Commission
Attn: Plan Bay Area Correspondence
Bay Area Metro Center
375 Beale Street, Suite 800
San Francisco, CA 94105-2066

Pinole

RE: Comments on the 2040 Plan Bay Area Draft Plan

Dear Mr. Heminger:

Richmond

Thank you for the opportunity to provide comments on the 2040 Plan Bay Area Draft Plan. While this Draft Plan was being developed, the West Contra Costa Transportation Advisory Committee (WCCTAC) undertook a transit study for the I-80 corridor, which expands upon the strategies identified in the Draft Plan.

San Pablo

The West County High Capacity Transit Study (funded with participation from MTC, BART and CCTA) analyzed transit needs and opportunities in West Contra Costa County to plan for future population growth and to address severe congestion on I-80. As you are aware, the I-80 corridor in Alameda and Contra Costa Counties is repeatedly ranked as one of the most severely congested freeways in the Bay Area. The CCTA projected that between 2010 and 2040, the PM peak hour traffic volumes on I-80 (in Richmond, just north of I-580) would increase by approximately 22 percent. A Caltrans study found that I-80 carries the third highest truck volume in the Bay Area and serves as a primary connector to transcontinental truck routes.

Contra Costa
County

Due to the nature of the I-80 corridor in West Contra Costa County, there is no opportunity for interstate expansion. Available corridor level operational and capacity improvements have already been implemented (e.g. the now degraded HOV3+ lanes and the I-80/San Pablo Avenue Integrated Corridor Mobility project). The I-80 congestion not only impacts the quality of life of West County residents and workers, but also affects Bay Area freight traffic and the economic vitality of the entire Bay Area region. Given these interstate capacity limitations and the impacts of increasing congestion, WCCTAC conducted the West County High Capacity Transit Study which found that additional and expanded express bus, bus rapid transit and other fixed guideway transit worked together to increase mobility, with the potential to improve economic development opportunity in the corridor, while providing benefits to low income communities.

AC Transit

BART

WestCAT

WCCTAC and the jurisdictions of West Contra Costa want to make sure that Plan Bay Area does not underestimate the existing and future transit need in West County. The West County study found that a forecasted growth in transit ridership of nearly 19,000 riders (from 38,880 current riders) by 2040 cannot be accommodated without substantial investment. As an example, BART's Richmond

line suffers from overcrowding and the El Cerrito del Norte BART Station is quickly reaching capacity. If no changes are made, that station will not be able to accommodate the short-term, let alone the long-term, ridership demand.

With acute awareness of the challenge in the I-80 corridor, the West County study developed investment alternatives that can form a stronger, high-capacity transit network to:

- reduce vehicle miles traveled
- improve air quality
- reduce congestion on local streets
- increase capacity for goods movement on I-80 and
- accommodate existing, near and long-term demand for high-capacity transit

Two of these alternatives are already included in the 2040 Plan Bay Area Draft (San Pablo Avenue BRT and the Regional Intermodal Transit Center in Hercules). We would like the Commission to be aware, however, that the study suggests the need for a greater level of transit investment and includes additional projects, such as:

- Expanded express bus service to San Francisco and El Cerrito Del Norte BART;
- New express bus service from West Contra Costa County into major northern Alameda County destinations (Berkeley, Emeryville, Oakland);
- A Rapid Bus/BRT operating along 23rd Street that would better link Richmond, San Pablo, Pinole and Hercules to U.C. Berkeley's Richmond Field Station and the soon-to-be-operating Richmond WETA Ferry Terminal; and
- A potential BART extension to the north from the Richmond BART Station (one stop to San Pablo near Contra Costa College or further to Hercules).

Thank you again for the opportunity to comment on and plan for West County's and our region's transportation future.

Sincerely,

John Nemeth
Executive Director, WCCTAC

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**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 17-04**

**RECOMMENDING TO CONTRA COSTA TRANSPORTATION
AUTHORITY THE ALLOCATION OF MEASURE J
TRANSPORTATION FOR LIVABLE COMMUNITIES AND
ONE BAY AREA GRANT PROGRAM SAFE ROUTES TO SCHOOL FUNDS**

WHEREAS, the Board of Directors of the West Contra Costa Transportation Advisory Committee (“WCCTAC”) is authorized to make recommendations to the Contra Costa Transportation Authority (“CCTA”) regarding the allocation of One Bay Area Grant program Safe Routes to School (“Safe Routes to School”) and Measure J Transportation for Livable Communities (“TLC”) funds to qualifying projects in West Contra Costa County; and

WHEREAS, the WCCTAC Technical Advisory Committee (“TAC”) reviewed applications submitted by agencies for the allocation of Safe Routes to School and TLC funds for proposed projects; and

WHEREAS, on March 24, 2017, the Board of Directors of WCCTAC considered the TAC recommendations for the allocation of Safe Routes to School and TLC funds and reviewed the proposed projects submitted by agencies for the allocations of such funds and directed staff to forward WCCTAC’s recommendation for the allocation of such funds to CCTA; and

WHEREAS, following the March 24, 2017 WCCTAC meeting, additional TLC funds became available for allocation to proposed project; and

WHEREAS, on April 28, 2017, the Board of Directors of WCCTAC considered the TAC recommendations for the allocation of the additional TLC funds and reviewed the proposed projects submitted by agencies for the allocations of such funds and directed staff to forward WCCTAC’s recommendation for the allocation of such additional funds to CCTA.

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

1. Does hereby ratify its recommendations to CCTA for the allocation of Safe Routes to School and TLC funds made on March 24, 2017 and April 28, 2017, with such recommendations attached hereto and incorporated herein by reference as Exhibit A; and
2. The Executive Director is authorized to make all approvals and take all actions necessary or appropriate to carry out and implement the terms of this Resolution.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on May 19, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Janet Abelson, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher J. Kokotaylo, General Counsel

2813049.1



Alameda-Contra Costa Transit District

May 10, 2017

Joanna Pallock
Project Manager
WCCTAC
6333 Potrero Avenue
El Cerrito, CA 94530

Re: Measure J 19b FY 2017-18 Funds Request

Dear Joanna,

AC Transit is requesting \$1,541,195 in FY 2017-18 Measure J Program 19b funds to support our existing services in Western Contra Costa County. The attached spreadsheet provides route specific-operating costs and revenues. Although operating revenues have stabilized we remain concerned that any fiscal challenges could render the lines vulnerable to service cuts. These lines provide service nearly 6 million riders annually, 70 percent of whom are low income. Additionally, these routes connect Communities of Concern with essential services including employment centers, retail establishments, schools, health care providers in Western Contra Costa County.

If you need additional information concerning this matter please contact me at 510-891-5405 or eng@actransit.org.

Sincerely,

A handwritten signature in blue ink that reads 'Evelyn Ng'.

Evelyn Ng
Senior Capital Planning Specialist



Western Contra Costa
Transit Authority

April 28, 2017

Ms. Joanna Pallock, Project Manager
WCCTAC
6333 Potrero Avenue
El Cerrito, CA 94530

RE: Measure J Program 19b Funding

Dear Ms. Pallock,

WestCAT proposes to claim the entire FY17-18 allocation of \$350,272 in Program 19b funding to support the new and expanded schedule of local services which will have the effect of improving timed transfer connections between WestCAT local and express routes at the Hercules Transit Center, and elsewhere along the San Pablo Avenue corridor. Program 19b funding will be combined with other newly appropriated funds from California's Cap and Trade program, to increase the frequency of service and to reduce headways on the local feeder bus routes throughout the WestCAT service area.

Please let me know if you need any additional detail about this funding proposal, or about the services.

Regards,

Charles Anderson
General Manager

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TO: WCCTAC Board

DATE: May 19, 2017

FR: John Nemeth, Executive Director

RE: Draft Fiscal Year 2018 Work Program, Budget, and Dues

REQUESTED ACTION

Staff recommends review and approval of the Draft Fiscal Year 2018 Work Program, Budget and Dues documents for circulation and review by member agencies. Staff will bring the draft final budget to the Board for adoption at the June 23, 2016 meeting.

BACKGROUND AND DISCUSSION

Fiscal Year 2017 Accomplishments

WCCTAC had a number of successes in Fiscal Year 2017, with some key highlights as follows:

- Disbursed \$2,614,725 in STMP fees to five separate projects: the Hercules RITC Path to Transit, the Richmond BART intermodal, the Richmond BART east side improvements, El Cerrito Ohlone Greenway improvements, and the I-80/San Pablo Dam Rd. Interchange.
- Allocated an additional \$500,000 in Measure J 28b funds to the El Cerrito Ohlone Greenway Improvements project using Measure J 28b funds.
- Facilitated West County's response to the OBAG 2, and Measure J call for projects, which resulted in an allocation of funds to 13 separate projects.
- Completed the West County High Capacity Transit Study, within budget.
- Issued an RFP, selected a consultant team, and began the STMP Nexus Study and Strategic Plan Update.
- Initiated the West County Accessible Transportation Study; Continued efforts to enhance mobility management by facilitating the West County Mobility Management Group.
- Developed an agreement to finally allow the John Swett Unified School District to begin receiving their programmed Measure J 21b funds (low-income student bus pass program).
- Oversaw Bike to Work Day for all of Contra Costa County.
- Worked with a WCCTAC Board ad hoc subcommittee to develop WCCTAC Board Bylaws, establish Rosenberg's Rules of Order for meetings, and update the Personnel Manual.
- Participated in a variety of planning and coordination activities, often as part of a Technical Advisory Committee, including:
 - I-80 SMART Corridor TAC;

- Managed Lanes Implementation Plan process (MLIP) at MTC;
- AC Transit Major Corridors Study;
- CCTA Express Bus Study;
- BCDC's Adapting to Rising Tides for Contra Costa County
- San Pablo Avenue from Rodeo to Crockett Complete Streets Study;
- CCTA's Technical Coordinating Committee (TCC), Countywide Bike Pedestrian Advisory Committee (CBPAC), and Paratransit Coordinating Committee (PCC);

Fiscal Year 2018 Work Program

The proposed work program is included as Attachment A. In Fiscal Year 2018, some key initiatives will include:

- At the direction of the Board, pursuing the advancement of alternatives and recommendations in the West County High Capacity Transit Study;
- Managing a new STMP Nexus Study and Strategic Plan; continuing improvements to STMP administration and tracking;
- Working with the Alameda County Transportation Commission (ACTC), AC Transit, Caltrans, Oakland, Berkeley, Emeryville, Albany, El Cerrito, Richmond, and San Pablo on the San Pablo Avenue Multimodal Corridor Project;
- Completing the West County Accessible Transportation Study;
- Participating in a countywide Mobility Management Strategic Plan process led by CCTA;
- Participating in a countywide TDM Strategic Plan process led by CCTA;
- Managing the "Try Transit" clipper card program for employees and students attending qualifying colleges in Contra Costa County.

Budget Background

The budget for WCCTAC is divided into four distinct funds. The proposed draft budgets for each of these funds, as well as an overall summary budget, are included in Attachment B:

- General Operations - funded mainly by member agency dues,
- TDM - funded by CMAQ, TFCA, and Measure J funds,
- STMP - funded by development fees, and
- Other Reimbursable (Special Projects) - funded by grants or other special sources.

Review of Current Fiscal Year 2017 Budget

The current fiscal year was a notable one for the STMP fund. WCCTAC received over \$1,000,000 in revenue and was able to disburse \$2,614,725 to five separate projects given the available fund balance. Staff is also beginning using some STMP funds for the STMP Nexus Study and Strategic Plan Update, as directed by the Board.

WCCTAC is projected to be about 1% under budget in the General Operations fund for the current Fiscal Year 2017. Staff spent slightly more on benefits than forecasted, and on postage. However, this was offset by lower than expected expenditures for the audit, furniture and equipment, and special expenses (contingency).

In the TDM fund, WCCTAC is projecting that it will spend about 13% less than budgeted amount. This is largely due to lower than expected commute incentive program expenditures. WCCTAC will seek to roll unspent TDM grant funds from Fiscal Year 2017 into the upcoming Fiscal Year 2018.

In the Other Reimbursable (Special Projects) fund, WCCTAC completed its West County High Capacity Transit Study during the current fiscal year. As a result, it will wrap up both its expenditures on the consultant team and its receipt of grant revenues from partner agencies. In this fund category, WCCTAC also passed through Measure J funding to the West Contra Costa Unified School District for Student Bus Program administration as it does each year.

Draft Fiscal Year 2018 Budget

STMP proceeds have increased in recent years and, based on discussions with local jurisdictions, are estimated to grow in Fiscal Year 2018. If they increase as expected it will allow WCCTAC to allocate \$2,600,000 to eligible projects, an amount roughly similar to what it disbursed in the current fiscal year. The STMP budget also includes funds for the potential completion of the STMP Nexus Study and Strategic Plan during the upcoming fiscal year.

The proposed budget for WCCTAC General Operations in Fiscal Year 2017 is 7.8% higher than Fiscal Year 2016. This partly reflects a 3.0% COLA, the potential for merit-based salary increases, and a small shift in the hours worked in the TDM program to WCCTAC Operations. Staff proposes to use of some Measure J program funds in the 20b and 21b categories to cover a small portion of administrative costs as it did in the current year. WCCTAC will also use some funds in the STMP program for administration, as is allowed under the ordinance.

The TDM program is expecting to receive less funds than usual, as the CCTA has kept some funds in reserve in order to complete the countywide TDM Masterplan.

After several years of revenues exceeding expenses, by Fiscal Year 2013, the WCCTAC General Operations had accumulated a surplus cash balance of \$462,192. Since this balance was unnecessarily high and above the board-approved reserve amount, staff lowered dues from between Fiscal Years 2013-2017 in order to allow expenses to exceed revenues in to bring down this balance. These lower dues have brought the fund balance down to a projected \$78,472 by the end of the current fiscal year. The budget for WCCTAC General Operations in Fiscal Year 2017 is expected to reduce the cash balance by an additional \$16,371, bringing it down to \$62,101 above the board-approved reserve. It is now staff's aim to begin more closely aligning expenses and revenues each year now that the surplus cash balance has been reduced.

Fiscal Year 2018 Proposed Dues

Member agency dues support WCCTAC's General Operations. For Fiscal Year 2017, staff recommends dues of \$42,772 for regular members, the same dues that prevailed from FY2008-2012. This is a small increase over last year's due. The table in Attachment C shows the recent dues history.

Staff recommends that WestCAT receive a discount of \$14,560, as it has for the last several years. This issue has been discussed on a number of occasions and the Board has always opted to maintain the discount. It can be revisited again next year.

Attachments:

- A. Proposed Fiscal Year 2017 Agency Work Program
- B. Proposed Fiscal Year 2017 Budget
- C. Proposed Fiscal Year 2017 Dues Schedule

DRAFT
WCCTAC FY 2017-2018
WORK PROGRAM

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

Planning and Programming (General Operations)

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

1. Program and administer West County's Measure J project and programs, including but not limited to:
 - a. Transportation for Seniors and People with Disabilities (Measure J 15b, 20b)
 - b. Additional Bus Transit Enhancements (Measure J 19b)
 - c. Low Income Student Bus Pass Program (Measure J 21b)
 - d. Sub-regional needs (Measure J 28b)

2. Participate in regional, countywide, sub-regional, and local planning and implementation efforts, as included in the West County Action Plan, including:

ROADWAY IMPROVEMENTS

- a. I-80 Smart Corridor (Integrated Corridor Mobility) follow-up, evaluation, and ongoing special TAC meetings.
- b. Managed Lanes Improvement Program (MLIP) on I-80, including express lanes.
- c. I-80 Interchange at San Pablo Dam Road and Central Avenue.

TRANSIT IMPROVEMENTS

- d. San Pablo Avenue Multimodal Corridor Project led by the Alameda County Transportation Commission (ACTC).
- e. Pursue advancement of recommendations contained in the West County High Capacity Transit Study, as directed by the Board.
- f. Hercules Regional Intermodal Transit Center planning and implementation.
- g. Richmond and Hercules ferry planning, implementation and funding identification.
- h. Coordination of local senior and disabled transportation efforts, including management and completion of the West County Measure J Accessible Transportation Study.
- i. Managed Lanes Improvement Program (MLIP) on I-80 as it relates to express bus performance and capacity.

BICYCLE/PEDESTRIAN/COMPLETE STREETS

- j. Complete Streets efforts, such as Rumrill Blvd. and 13th Street in Richmond.
- k. Bay Trail and other bike path/trail planning and development.
- l. Safe Routes to School Program and Contra Costa County's Accountable Healthy Communities (AHC) Initiative and Walk and Bike Leaders (WABL) for Clean Air.

GENERAL ACTIVITY

- m. Continue to participate in BCDC Adapting to Rising Tides (as related to transportation facilities in Contra Costa)
 - n. General Plan Updates and local specific plans
 - o. Complete Actions Plans for inclusion in the Countywide Plan and develop future revisions in consultation with CCTA that that reflect a shift from the use of level-of-service metrics to vehicle miles travelled.
 - p. Support the development of an updated Transportation Expenditure Plan (TEP), if initiated by CCTA in the upcoming fiscal year.
3. Monitor grant opportunities, inform members about these opportunities, assist with grant applications, and facilitate prioritization of West County candidate projects for grants. Some examples of grant opportunities in the upcoming fiscal year include: Active Transportation Program (ATP) grants, and the State Transportation Improvement Program (STIP).
 4. As part of its routine operations, WCCTAC staff will manage or participate in Board and Committee meetings, including the: WCCTAC Board, WCCTAC TAC, I-80 Smart Corridor TAC, CCTA Board, CCTA Countywide Bicycle and Pedestrian Advisory Committee (CBPAC), CCTA Administration and Projects Committee (APC), CCTA Paratransit Coordinating Committee (PCC), CCTA Technical Coordinating Committee (TCC), CCTA OBAG Subcommittee, and potentially the Caltrans District 4 Pedestrian Advisory Committee.

Transportation Demand Management (TDM).

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

1. Manage the Commute Incentives Program, which includes:
 - employer outreach and programs,
 - transit incentives,
 - funding for bike racks and lockers,
 - funding for EV charging stations,
 - "Pass 2 Class" student transit ticket program,
 - Buy one, Get one (BOGO) SolTrans ticket program;
 - "Try Transit" clipper card program for employees and students attending qualifying colleges in Contra Costa County.

2. Manage the Countywide Guaranteed Ride Home Program.
3. Coordinate the Countywide “Text-your-Commute” challenge
4. Coordinate and plan the Countywide Bike to Work Day events.
5. Coordinate with the Regional 511 Rideshare and 511 Contra Costa.
6. Coordinate and support the Real-time Rideshare Pilot Program.
7. Support Local Agency Climate Action Plans.
8. Participate in the development of a Countywide TDM Strategic Plan.

Sub-regional Transportation Mitigation Fee Program (STMP).

WCCTAC acts as the trustee for the developer impact fees collected by the West County cities and the unincorporated areas of the County. These funds are to be used for work on eleven pre- identified, regionally-benefitting capital projects. In the upcoming fiscal year, WCCTAC will:

1. Manage the development of the STMP Nexus Study and Strategic Plan update.
2. Administer funds, oversee contractual agreements, and disburse funds to projects.
3. Issue periodic calls for projects based on fund balance and Board direction.
4. Respond to inquiries from local agencies.

Other Reimbursable Projects

As a Joint Powers Agency, WCCTAC is able to apply for and receive various grants that advance the transportation goals of West Contra Costa. WCCTAC can also serve as a lead for certain studies or projects using other agency contributions. In the upcoming fiscal year, WCCTAC will manage and complete the West County Measure J Mobility Study.

Office Administration.

WCCTAC’s administration is funded through member dues, a portion of TDM funds, as well as other sources. In the upcoming fiscal year, WCCTAC will:

1. Complete the Annual Work Program, Budget and Audit.
2. Develop and implement internal organization planning tools.
3. Consider alternative financial services options.
4. Provide staff development and training opportunities.
5. Maintain and expand content on the WCCTAC website.

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**WCCTAC FY 2017-2018 DRAFT Budget
Summary of All Accounts**

Activity	Actual FY 2014-15	Original FY 2015-16	Estimated FY 2015-16	Proposed FY 2016-17	Note
REVENUES					
33403 Grants	609,445	624,909	624,909	526,564	
34111 Member Contributions	388,684	421,775	421,775	455,932	
343xx STMP Fees	552,657	912,500	1,068,004	2,052,000	
36102 Interest	12,681	7,500	16,899	12,000	
39906 Other Revenue	689,849	483,581	483,581	68,000	(a)
TOTAL REVENUES	2,253,316	2,450,265	2,615,168	3,114,496	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	724,790	793,907	758,537.00	797,576	(b)
41911 Liability Insurance	7,888	7,888	7,888	8,676	
Total Salaries, Benefits & Insurance	732,678	801,795	766,425	806,252	
Professional Services					
43600 Professional Services	136,751	237,094	91,811	338,260	
<i>Financial and IT Services</i>	43,889	39,660	39,022	41,000	
<i>Audit</i>	4,255	11,000	6,700	7,500	
<i>Attorney Services</i>	32,197	20,000	17,647	19,500	
<i>Web Site Overhaul</i>	6,985	-	-	-	
<i>Accounting Services</i>	10,678	15,600	14,645	15,600	
<i>STMP Nexus Study and Strategic Plan</i>	-	250,000	25,000	225,000	
<i>Other</i>	9,128	2,000	1,983	2,000	
Total Professional Services	136,751	237,094	91,811	338,260	
Special Expenses (Project / Program Funding)					
44000 Special Dept. Expense	820,132	3,564,952	3,308,980	2,795,598	
<i>Commute Incentives / Marketing</i>	116,586	179,371	137,000	117,598	
<i>Misc. STMP Project Funding</i>	-	2,827,000	2,614,725	2,600,000	(c)
<i>Student Bus Pass Program</i>	63,760	65,000	65,600	68,000	
<i>High Capacity Transit Study</i>	635,089	483,581	483,581	-	(d)
<i>Ops Contingency</i>	4,697	10,000	8,074	10,000	
Total Special Expenses	820,132	3,564,952	3,308,980	2,795,598	
Travel & Training					
44320 Travel/Training/Mileage/Mbrshp	9,840	9,500	8,997	7,200	
Total Travel/Training	9,840	9,500	8,997	7,200	
Office Expenses & Supplies					
43500 Office Supplies	273	500	3,557	500	
43501 Postage	493	700	2,100	2,200	
43502 TDM Postage	1,781	2,000	745	1,500	
43520 Printing, Copier Lease	7,053	4,900	6,527	7,500	
43530 Furniture, Equipment	28	2,500	822	1,250	
43900 Rent/Building	39,403	38,100	40,636	42,200	
Total Office Exp & Supplies	49,031	48,700	54,387	55,150	
TOTAL EXPENSES	1,748,432	4,662,041	4,230,600	4,002,460	
REVENUES - EXPENSES	504,884	(2,211,776)	(1,615,432)	(887,964)	
			Beginning Fund Balance	2,483,930	
			Ending Fund Balance	1,595,966	

Notes:

- (a) Revenue in this category is based mainly on contributions to the High Capacity Transit Study by partner agencies
- (b) Salary & benefits includes 3.0% COLA and potential merit increases.
- (c) Estimate of STMP funding available this year for allocation to eligible projects
- (d) The High Capacity Transit Study is now complete

See also the notes in the attached detail sheets by account.

**DETAIL: WCCTAC Operations
FY 2017-18 DRAFT Budget**

Activity	Actual FY 2015-2016	Original FY 2016-2017	Estimated 2016-2017	Proposed 2017-2018	Note
REVENUES					
34111 Member Contributions	388,684	421,775	421,775	455,932	(a)
36102 Interest - LAIF	430	-	-	-	
39906 Other - Measure J (20b & 21b)	15,000	31,494	31,464	40,783	(b)
TOTAL REVENUES	404,114	453,269	453,239	496,715	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	373,554	375,643	379,820	409,948	(c)
41911 Liability Insurance	3,944	3,944	3,944	4,388	
Total Salaries, Benefits & Insurance	377,498	379,587	383,764	414,336	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	19,817	19,830	19,258	20,500	
<i>Audit</i>	7,280	11,000	6,700	7,500	
<i>Attorney Services</i>	31,989	18,000	17,647	18,500	
<i>Web Site Overhaul</i>	6,985	-	-	-	
<i>Accounting Sevices</i>	7,308	7,800	7,348	7,800	
Total Professional Services	73,379	56,630	50,953	54,300	
Special Department Expenses					
44000 Special Dept. Expense					
<i>Contingency</i>	4,697	10,000	8,074	10,000	(d)
Total Special Department Expenses	4,697	10,000	8,074	10,000	
Travel & Training					
44320 Travel/Training/Mileage	4,954	6,000	5,770	5,200	
Total Travel/Training/Mileage	4,954	6,000	5,770	5,200	
Office Expenses & Supplies					
43500 Office Supplies	5,307	4,000	3,562	4,000	
43501 Postage	493	700	2,100	2,200	
43520 Printing, Copier	3,912	3,700	3,175	3,800	
43530 Furniture & Equipment	28	2,500	822	1,250	
43900 Rent/Building	17,269	17,300	17,471	18,000	
Total Office Expense & Supplies	27,009	28,200	27,130	29,250	
TOTAL EXPENSES	487,537	480,417	475,691	513,086	
REVENUES - EXPENSES	(83,423)	(27,148)	(22,452)	(16,371)	

Beginning Fund Balance \$218,472

Ending Fund Balance \$202,101

Reserve - Undesignated \$120,000

Reserve - Accumulated Vacation \$20,000

Available Balance above Reserve \$62,101

Notes:

- (a) FY 18 dues are proposed to be the same as the "normal" (FY08-FY12) dues.
- (b) A portion of Measure J program funds can be used to cover administrative expenses.
- (c) Includes a proposed COLA of 3.0% based on Bay Area CPI, and potential merit increases.
Also includes a small shift in total work hours from TDM to WCCTAC ops
- (d) Contingency per Board Reserve Policy.

DETAIL: TDM
FY 2017-18 DRAFT Budget

Activity	Actual 2015-2016	Original 2016-2017	Estimated 2016-2017	Proposed 2017-2018	Note
REVENUES					
33403 Grants	609,445	624,909	624,909	526,564	(a)
36102 Interest - LAIF	-	-	-	-	
TOTAL REVENUES	609,445	624,909	624,909	526,564	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	341,236	378,264	338,717	337,628	(b)
41911 Liability Insurance	3,944	3,944	3,944	4,338	
Total Salaries, Benefits, and Insurance	345,180	382,208	342,661	341,966	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	24,072	19,830	19,764	20,500	
<i>Attorney Services</i>	-	2,000	-	1,000	
<i>Accounting Services</i>	3,370	7,800	7,297	7,800	
<i>Other</i>	9,128	2,000	1,983	2,000	
Total Professional Services	36,570	31,630	29,044	31,300	
TDM Program Work					
44000 Program Expenses					
<i>Commuter Incentives / Marketing</i>	116,586	179,371	137,000	117,598	
Total TDM Program Work	116,586	179,371	137,000	117,598	
Travel & Training					
44320 Travel/Training/Mileage/Membershp	4,886	3,500	3,227	2,000	
Total Travel/Training	4,886	3,500	3,227	2,000	
Office Expenses & Supplies					
43500 Office Supplies	273	500	3,557	500	
43501 TDM Printing	3,253	-	3,046	3,500	
43502 TDM Postage	1,781	2,000	745	1,500	
43520 Printing, Copier Lease	3,800	4,900	3,481	4,000	
43900 Rent / Building	22,134	20,800	23,165	24,200	
Total Office Exp & Supplies	31,241	28,200	33,994	33,700	
TOTAL EXPENSES	534,463	624,909	545,926	526,564	
REVENUES - EXPENSES	74,982	-	78,983	-	

Beginning Fund Balance **0**

Ending Fund Balance **0**

Notes:

- (a) Lower grant funds due to CCTA reserve for countywide TDM strategic plan
- (b) Includes a proposed COLA increase of 3.0% based on Bay Area CPI, and some potential for merit increases
Budgted amount reflects small shift in total work hours from TDM to WCCTAC ops

**DETAIL: STMP
FY 2017-18 DRAFT Budget**

Activity	Actual FY 2015-2016	Original FY 2016-2017	Estimated 2016-2017	Proposed FY2017-18	Note
REVENUES					
34310 County STMP Fees	-	150,000	36,198	40,000	
34315 El Cerrito STMP Fees	-	85,000	315,986	1,200,000	
34320 Hercules STMP Fees	144,710	140,000	-	50,000	
34325 Pinole STMP Fees	-	50,000	-	25,000	
34330 Richmond STMP Fees	385,506	400,000	678,703	700,000	
34335 San Pablo STMP Fees	5,190	80,000	20,218	25,000	
36102 Interest - LAIF	17,251	7,500	16,899	12,000	
TOTAL REVENUES	552,657	912,500	1,068,004	2,052,000	(a)
EXPENSES					
Salary & Benefits					
41000s Salary & Benefits (STMP Admin)	10,000	40,000	40,000	50,000	(b)
Total Salaries and Benefits	10,000	40,000	40,000	50,000	
Funding of STMP Projects					
43600 Prof. Services					
<i>Nexus Study and Strategic Plan</i>	-	250,000	25,000	225,000	(c)
<i>Other</i>	-	-	-	-	
Total Prof. Services		250,000	25,000	225,000	
44000 Project Funding	-	-	-	-	
<i>BART - Richmond Intermodal</i>			87,725		
<i>Richmond - BART East Side</i>	-	527,000	527,000	-	
<i>Hercules - Path to Transit</i>	-	1,000,000	1,000,000	-	
<i>El Cerrito - Ohlone Greenway</i>	-	300,000	300,000	-	
<i>I-80 San Pablo Dam Road Interchange</i>			700,000	-	
<i>Other Miscellaneous Projects</i>	-	1,000,000	-	2,600,000	(d)
Total Project Funding	-	2,827,000	2,614,725	2,600,000	
TOTAL EXPENSES	10,000	3,117,000	2,679,725	2,875,000	
REVENUES - EXPENSES	542,657	(2,204,500)	(1,611,721)	(823,000)	
		Beginning Fund Balance		865,000	
		Ending Fund Balance		42,000	

Notes:

- (a) STMP receipts are showing improvement. TAC aided in producing STMP estimates
- (b) Expenses are for costs to administer the program up to 2% of project expenses.
- (c) Expenses are for a new Nexus Study and Strategic Plan.
- (d) Specific projects to be funded in the upcoming Fiscal Year can be determined by the Board

**DETAIL: OTHER REIMBURSABLE
FY 2017-18 DRAFT Budget**

Activity	Actual FY 2015-16	Original FY 2016-17	Estimated FY 2016-2017	Proposed FY 2017-18	Note
REVENUES					
33403 Grants					
36102 Interest - LAIF					
39906 Other Revenue					
<i>Measure J -Student Bus Pass</i>	63,760	65,000	65,600	68,000	(a)
<i>Measure J 28b - Transit Study</i>	212,758	168,242	168,242		(b)
<i>BART - Transit Study</i>	192,998	107,002	107,002		(b)
<i>CCTA - Transit Study</i>	192,998	107,002	107,002		(b)
<i>MTC - Transit Study</i>	36,335	36,335	36,335		(b)
TOTAL REVENUES	698,849	483,581	484,181	68,000	
EXPENSES					
Special Project Expenses					
43600 Professional Services	-	-	-	-	
<i>Regional Studies/Projects</i>	-	-	-	-	
<i>Other</i>	-	-	-	-	
Total Professional Services	-	-	-	-	
44000 Projects					
<i>Student Bus Pass Program</i>	63,760	65,000	65,600	68,000	(a)
<i>High Capacity Transit Study</i>	635,089	418,581	418,581	-	(b)
Total Special Project Expenses	698,849	483,581	484,181	68,000	
TOTAL EXPENSES	698,849	483,581	484,181	68,000	
REVENUES - EXPENSES	-	-	-	-	

Beginning Fund Balance

Ending Fund Balance

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Notes:

- (a) Revenues and expenses are for those anticipated under the Student Bus Pass Program (Measure J 21b).
- (b) Revenues and expenses are for the West County High Capacity Transit Study.

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DRAFT
WCCTAC FY2018 DUES STRUCTURE

WCCTAC Member Agency	Percent Share	Proposed FY 16 Dues
City of El Cerrito	9.1%	\$42,772
City of Hercules	9.1%	\$42,772
City of Pinole	9.1%	\$42,772
City of Richmond	27.2%	\$128,316
City of San Pablo	9.1%	\$42,772
Contra Costa County	9.1%	\$42,772
AC Transit	9.1%	\$42,772
BART	9.1%	\$42,772
WestCAT	9.1%	\$42,772
<i>discount</i>		(<i>\$14,560</i>)
WestCAT Subtotal		\$28,212
<i>Total</i>	<i>100.0%</i>	<i>\$455,932</i>

Recent Dues History

For a Regular 9.1% Share Member:

Fiscal Year	Dues Amount
FY 08-09	\$42,772
FY 09-10	\$42,772
FY 10-11	\$42,772
FY 11-12	\$42,722
FY 12-13	\$36,675
FY 13-14	\$25,482
FY 14-15	\$36,675
FY 15-16	\$36,675
FY 16-17	\$39,975
Proposed FY 17-18	\$42,772

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TO: WCCTAC Board

DATE: May 19, 2017

FR: John Nemeth, Executive Director and
Leah Greenblat, Project Manager

RE: West County High Capacity Transit Study: Final Report and Future Actions

REQUESTED ACTION

1. Receive presentation;
2. Accept the Final West County High Capacity Transit Study Report as complete; and
3. Provide direction to staff on the advancement of study alternatives

BACKGROUND AND DISCUSSION

Study Status

At its April meeting, the Board received a presentation on the draft Final Report of the West County High Capacity Transit Study which was also circulated for review and comment. Staff now seeks the Board's acceptance of the Final Report, which will conclude the study process.

Staff further seeks direction from the Board on next steps for the study's alternatives. While this matter was raised at the previous meeting, the Board requested that the discussion be continued to a future meeting given time constraints.

WCCTAC's Role

Although WCCTAC does not construct capital projects or operate transit services, it can use its planning, coordination, and funding role to assist in the advancement of projects and service improvements. Some examples include: advocacy and support, incorporating projects into local and regional plans, identifying and positioning projects for funding, and working further with partners to refine projects.

Current Guidance

At this time, WCCTAC's Action Plan provides some guidance, but because this study is new, that guidance is limited. For example, the latest version of the West County Action Plan (2014) provides direction to improve bus transit, especially on San Pablo Avenue. It also calls for the implementation of the Regional Intermodal Transit Center at Hercules. However, there is little or no specific Board guidance regarding the advancement of the Express Bus improvements, the 23rd Street BRT, or BART alternatives. If the Board would like to pursue any of these alternatives further, WCCTAC staff needs direction from the Board so that its activities are consistent with Board's intent.

Opportunities

WCCTAC could work with its transit agency and local partners to advance some or all of these alternatives. This work could include facilitating inclusion in: future expenditure plans, the STMP Nexus Study Update, regional and local plans, and future action plans; supportive policies; and participation in project development. WCCTAC also controls some sources of funding, such as Measure J's 28b fund and STMP. While these sources are modest (especially 28b), they could be used strategically to seed and cultivate early phases of projects.

Opportunities can also arise unexpectedly and understanding the Board's general direction is helpful to staff. In the case of the upcoming San Pablo Multi-modal Corridor Study, led by Alameda County Transportation Commission, staff assumed that the Board might be interested in pursuing bus improvements on San Pablo Avenue in partnership with other agencies. Staff brought this issue to the Board for affirmation and authorization to participate. However, when future opportunities arise, staff would stand on firmer ground with clear Board direction.

Board and Member Agency Roles

Advancement of the study's alternatives would also require the involvement of West County's jurisdictions and elected officials. As noted by the study's consultant, the implementation of alternatives (especially the more capital intensive ones), requires a sustained effort over many years. WCCTAC's Board of Directors, member agencies and staff would need to engage executive level leadership at the regional (MTC, Caltrans) and local (CCTA) levels to develop a regional funding strategy. Local jurisdictions would need to adopt and/or implement land use plans and policies that support transit, especially near where these major investments might occur.

Chapter Six, "Moving Forward", of the Final Report of the West County High Capacity Transit Study provides more detail on the array of actions that may be needed to implement each of the study's alternatives.

ATTACHMENT:

- A. May 2017 Draft Final Report of the West County High Capacity Transit Study (included as a separate attachment with the Board packet). The document will also be posted on WCCTAC's website at <http://www.wcctac.org/>

WCCTAC

West Contra Costa Transportation Advisory Committee

El Cerrito

May 8, 2017

Hercules

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

Pinole

RE: April WCCTAC Board Meeting Summary

Dear Randy:

Richmond

The WCCTAC Board, at its meeting on April 28, 2017 took the following actions that may be of interest to CCTA:

San Pablo

1. Receive a presentation on the draft Final Report for the West County High Capacity Transit Study and moved to continue discussion about possible next steps to the May 19, 2017 board meeting.

Contra Costa
County

2. Approved staff's recommendation on how to allocate \$1,200,000 in additional Measure J Transportation for Livable Communities (TLC) funding. Staff has forwarded the WCCTAC Board's complete recommendations on OBAG 2 Safe Routes to School and Measure J TLC funding to Authority staff.

AC Transit

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

Sincerely,

BART



John Nemeth
Executive Director

WestCAT

cc: Tarien Grover, CCTA; John Cunningham, TRANSPAC; Jamar Stamps, TRANSPLAN; Lisa Bobadilla, SWAT

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ACRONYM LIST. Below are acronyms frequently utilized in WCCTAC communications.

ABAG: Association of Bay Area Governments
ACCMA: Alameda County Congestion Management Agency (now the ACTC)
ACTC: Alameda County Transportation Commission (formerly ACCMA)
ADA: Americans with Disabilities Act
APC: Administration and Projects Committee (CCTA)
ATP: Active Transportation Program
BAAQMD: Bay Area Air Quality Management District
BATA: Bay Area Toll Authority
BCDC: Bay Conservation and Development Commission
Caltrans: California Department of Transportation
CCTA: Contra Costa Transportation Authority
CEQA: California Environmental Quality Act
CMAs: Congestion Management Agencies
CMAQ: Congestion Management and Air Quality
CMIA: Corridor Mobility Improvement Account (Prop 1B bond fund)
CMP: Congestion Management Program
CTP: Contra Costa Countywide Comprehensive Transportation Plan
CSMP: Corridor System Management Plan
CTC: California Transportation Commission
CTPL: Comprehensive Transportation Project List
DEIR: Draft Environmental Impact Report
EBRPD: East Bay Regional Park District
EIR: Environmental Impact Report
EIS: Environmental Impact Statement
EVP: Emergency Vehicle Preemption (traffic signals)
FHWA: Federal Highway Administration
FTA: Federal Transit Administration
FY: Fiscal Year
HOV: High Occupancy Vehicle Lane
ICM: Integrated Corridor Mobility
ITC or HITC: Hercules Intermodal Transit Center
ITS: Intelligent Transportations System
LOS: Level of Service (traffic)
MOU: Memorandum of Understanding
MPO: Metropolitan Planning Organization
MTC: Metropolitan Transportation Commission
MTSO: Multi-Modal Transportation Service Objective
NEPA: National Environmental Policy Act

O&M: Operations and Maintenance
OBAG: One Bay Area Grant
PAC: Policy Advisory Committee
PBTF- Pedestrian, Bicycle and Trail Facilities
PC: Planning Committee (CCTA)
PDA: Priority Development Areas
PSR: Project Study Report (Caltrans)
RHNA: Regional Housing Needs Allocation (ABAG)
RPTC: Richmond Parkway Transit Center
RTIP: Regional Transportation Improvement Program
RTP: Regional Transportation Plan
RTPC: Regional Transportation Planning Committee
SCS: Sustainable Communities Strategy
SHPO: State Historic and Preservation Office
SOV: Single Occupant Vehicle
STA: State Transit Assistance
STARS: Sustainable Transportation Analysis & Rating System
STIP: State Transportation Improvement Program
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