

MEETING NOTICE AND AGENDA

DATE & TIME: June 25, 2021 • 8:00 AM – 10:00 AM

REMOTE ACCESS:

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJydIBoYk0yYWVlZWVlWHZ4Zz09>

MEETING ID#: 732 105 8840

PASSWORD (if requested): WCCTAC2020

Shelter-In-Place Order and Teleconference

The Contra Costa County Health Officer issued an order directing residents to **shelter in place**, due to COVID-19. The order limits activity, travel, and business functions to only those that are essential.

Remote Participation Only

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

Pursuant to the Governor’s Executive Order N-29-20, Board members: Chris Kelley, Vincent Salimi, Rita Xavier, Tom Butt, Demnlus Johnson, Eduardo Martinez, Paul Fadelli, John Gioia, Jovanka Beckles, Lateefah Simon, and Maureen Powers may be attending this meeting via teleconference, as may WCCTAC Alternate Board Members. Any votes conducted during the teleconferencing session will be conducted by roll call.

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

Remote Viewing/Listening

Webinar:

To observe the meeting by video conference, utilizing the Zoom platform, please click on this link (same link as shown above) to join the webinar at the noticed meeting time: <https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJydIBoYk0yYWVlZWVlWHZ4Zz09>

Phone:

Dial the following number, enter the participant PIN followed by # to confirm:

+1 669 900 6833

Meeting ID: 732 105 8840

Password: 066620

El Cerrito

Hercules

Pinole

Richmond

San Pablo

Contra Costa
County

AC Transit

BART

WestCAT

Public Comment via Teleconference

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

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

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

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

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

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1. **Call to Order and Board Member Roll Call.** *(Chris Kelley – Chair)*
 2. **Public Comment.** The public is welcome to address the Board on any item that is not listed on the agenda.

CONSENT CALENDAR

3. **Minutes of May 28, 2021 Board Meeting.** *(Attachment; Recommended Action: Approve).*
4. **Monthly Update on WCCTAC Activities.** *(Attachment; Information only).*
5. **Financial Reports.** The reports show the Agency's revenues and expenses for May 2021. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** *None (No Attachment; Information only).*
7. **FY 2022 Allocation of Measure J 21b Funds (*Safe Transportation for Children*) to John Swett Unified School District (JSUSD).** Measure J Program 21b funds are used to cover a portion of the cost of contracted school bus service in the JSUSD service area. Funds are distributed annually, with amounts determined by an MOU between the JSUSD and WCCTAC. Reports on the number of students served by grade are provided to WCCTAC each year. However, due to the COVID-

19 pandemic, and no in-class teaching during the majority for FY21, staff is not requesting this data for the FY 2022 allocation (*Attachment; Recommended Action: Approve Allocation*).

8. **FY 2022 Work Program, Budget, and Dues Resolution.** At its May 2021 meeting, the WCCTAC Board approved the release of the draft work program, budget, and dues for Fiscal Year 2022 to member agencies. Staff received no comments on these documents and is now bringing them back to the Board for final approval. (*Attachments; Recommended Action: Adopt Resolution 21-02*).

REGULAR AGENDA ITEMS

9. **Updated Salary Schedule for FY 2022.** The WCCTAC salary schedule will be updated to reflect a cost-of-living adjustment for FY22, subject to the Board's approval of the FY22 WCCTAC budget. (*Attachments; Recommended Action: Adopt Resolution 21-03*).
10. **Update on San Pablo Ave. Multimodal Corridor Study, Phase 2.** At the conclusion of Phase 1, the WCCTAC Board recognized that additional technical analysis was needed for West County due mainly to the varying width of the right-of-way. The consultant has been working with the TAC to identify segments and cross-sections for analysis. This update will provide detailed information about cross-section options. (*Leah Greenblat – WCCTAC staff; Adam Dankberg – Kimley Horn. Attachment; Recommended Action: Review packet materials prior to meeting, receive presentation at the meeting, and provide feedback.*)
11. **TDM Update – Richmond Activities.** Staff will provide an update focused on Richmond-related TDM related activities including: the Richmond Electric Bike Sharing Program Gotcha/Bolt, the Richmond-San Francisco Ferry promotion, and promotions related bike use on the Richmond-San Rafael Bridge. (*Coire Reilly – WCCTAC Staff; No Attachment; Recommended Action: Information Only*).

STANDING ITEMS

12. **Board and Staff Comments.**
 - a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
 - b. Report from CCTA Representatives (*Directors Kelley & Butt*)
 - c. Executive Director's Report
13. **General Information Items.**
 - a. Letter to CCTA Executive Director with May 28, 2021 Summary of Board Actions
 - b. Acronym List

14. Adjourn. The next regular meeting is on July 23, 2021 @ 8:00 a.m.
The meeting will be held remotely (see next agenda for details)

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

**West Contra Costa Transportation Advisory Committee
Board of Directors Meeting
Meeting Minutes May 28, 2021**

MEMBERS PRESENT: Chris Kelley, Chair (Hercules); Demnlus Johnson III, Vice-Chair (Richmond); Rita Xavier (San Pablo); Paul Fadelli (El Cerrito); Tom Butt (Richmond); Jovanka Beckles (AC Transit); Lateefah Simon (BART); Melvin Willis (Richmond); Rebecca Saltzman (BART)

STAFF PRESENT: John Nemeth, Joanna Pallock, Coire Reilly, Leah Greenblat, Kris Kokotaylo (legal counsel)

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:00am

Public Comment: Bruce Beyaert, Chairman for TRAC, commended the City of Richmond for the actions to make it safer to walk or bike from the Richmond Ferry terminal to the Richmond-San Rafael Bridge pathway.

CONSENT CALENDAR

Motion by **Director Willis**; seconded by **Director Beckles** motion passed unanimously.

Yes- C. Kelley, D. Johnson III, R. Xavier, P. Fadelli, J. Beckles, M. Willis, L. Simon

No- none

Abstention- none

Motion passed unanimously

Item #3. Approved: Minutes of April 23, 2021 Board Meeting.

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

Item #5. Received: Financial Reports April 2021.

Item #6. Received: No Invoices over \$10,000.

Item #7. Approved: Purchase Order for the Pass2Class Program.

Item #8. Approved: Fiscal Year 2021-22 Measure J 19b Funds to WestCAT and AC Transit.

REGULAR AGENDA ITEMS

ITEM/DISCUSSION	ACTION
<p>Item #9 STMP Call for Projects: Funding Recommendations</p>	<p>John Nemeth, WCCTAC Executive Director, explained the TAC and staff’s recommendation for funding for Cycle 1 of the 2019 STMP Update Call for Projects.</p> <p>Motion by Director Simon; seconded by Vice-Chair Johnson, to approve the TAC and WCCTAC staff’s proposed funding allocations for the STMP projects.</p> <p>Motion passed unanimously.</p> <p>Yes- C. Kelley, D. Johnson III, R. Xavier, J. Beckles, M. Willis, P. Fadelli, L. Simon</p> <p>No- none</p> <p>Abstention- none</p>
<p>Item #10 Draft Fiscal Year 2022 Work Program, Budget, and Dues</p>	<p>John Nemeth, WCCTAC Executive Director, provided a review of the Draft Work Program, Budget, and Dues for Fiscal Year 2022. Staff requested the Board’s authorization to circulate the draft documents to members agencies for review and comment.</p> <p>Motion by Director Willis; seconded by Director Simon, to circulate draft documents to member agencies.</p> <p>Motion passed unanimously.</p> <p>Yes- C. Kelley, D. Johnson III, R. Xavier, J. Beckles, M. Willis, P. Fadelli, L. Simon</p> <p>No- none</p> <p>Abstention- none</p>
<p>Item #11 TDM Program Update</p>	<p>Information Only</p> <p>Coire Reilly, of WCCTAC Staff, provided an update on activities of the TDM program during the current year, including Bike to Wherever Day. He also provided a look-ahead to the activities of the next fiscal year when demand for certain programs may rebound post-pandemic.</p>

Meeting Adjourned: 10:00 am

TO: WCCTAC Board

DATE: June 25, 2021

FR: John Nemeth, Executive Director

RE: **Monthly Update on WCCTAC Activities**

El Cerrito BART Station Activities and WCCTAC

At either its July or September meeting, the WCCTAC Board will receive a comprehensive update on recent activities related to both BART stations in El Cerrito. The El Cerrito Del Norte Modernization project, which received some STMP funding from WCCTAC, was just completed this spring. The City of El Cerrito has also developed the El Cerrito del Norte TOD Complete Streets Improvements Project, which just received a STMP allocation from the WCCTAC Board. That project will provide \$13M worth of improvements to several streets in the Del Norte station area, and will include enhanced and new protected crosswalks, new context-sensitive bikeways, and bus boarding islands, along with vehicle circulation improvements. The new Mayfair development project is bringing 156 housing units and about 9,000 sq ft of retail to the El Cerrito Del North Station area. Meanwhile, BART also has transit-oriented development plans for the El Cerrito parking lot, and some planned improvements to the station itself (partly funded by WCCTAC's STMP).



Link 21 Public Workshop

On Thursday, June 17th, Link21 launched its public outreach phase with an online meeting focused on West Contra Costa County. About 60 people participated. WCCTAC Chair, Chris Kelley, gave introductory remarks emphasizing the importance of effective transit in the Bay Area. The Link21 effort is aimed at improving commuter rail services in the 21-county northern California mega-region. It's also exploring opportunities for a second BART transbay crossing, which could include space for commuter rail that would link the Capitol Corridor service in the East Bay to the Caltrain service on the Peninsula.

Getting Back on Transit

As directed by the WCCTAC Board, staff is gearing up to relaunch the Travel Training Program on July 1st. As part of that effort, staff has been tracking local transit operator safety protocols and capacity restrictions. This an evolving and rapidly changing landscape. As of now, WestCAT and AC Transit buses still have capacity limits (roughly 50%). BART has not set capacity limits due to the relative lack of riders. All transit systems continue to require masking. Both the Center for Disease Control and the Federal Transit Administration have been involved in setting COVID-19 related guidelines for transit.

Richmond eBike Program

The Richmond electric bicycle program, Gotcha powered by Bolt, launched on June 15th. Five docking stations are operational and more will be rolled out in the future. The 511 Contra Costa TDM program in West County is encouraging use of the ebikes by offering up to five free unlocks (\$2/each) per person. More information can be found here:

<https://ridegotcha.com/locations/richmond/>



General Ledger Monthly Budget Report

User: juned
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 Period 01 - 11
 Fiscal Year 2021



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
7700	WCCTAC Operations							
770-7700-41000	Salary	518,071.00	0.00	518,071.00	316,639.57	201,431.43	201,431.43	38.88
770-7700-41200	PERS Retirement	0.00	0.00	0.00	78,158.81	-78,158.81	-78,158.81	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	64,925.42	-64,925.42	-64,925.42	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	1,656.00	-1,656.00	-1,656.00	0.00
770-7700-41400	Dental	0.00	0.00	0.00	4,015.93	-4,015.93	-4,015.93	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	3,205.00	-3,205.00	-3,205.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	2,926.46	-2,926.46	-2,926.46	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	4,585.34	-4,585.34	-4,585.34	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	4,961.89	-4,961.89	-4,961.89	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	862.46	-862.46	-862.46	0.00
770-7700-41911	Liability Insurance	5,156.00	0.00	5,156.00	0.00	5,156.00	5,156.00	100.00
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	630.00	-630.00	-630.00	0.00
	Salary and Benefits	523,227.00	0.00	523,227.00	482,566.88	40,660.12	40,660.12	7.77
770-7700-43500	Office Supplies	5,500.00	0.00	5,500.00	2,773.52	2,726.48	2,726.48	49.57
770-7700-43501	Postage	1,800.00	0.00	1,800.00	482.69	1,317.31	1,317.31	73.18
770-7700-43520	Copies/Printing/Shipping/Xerox	4,000.00	0.00	4,000.00	2,731.29	1,268.71	1,268.71	31.72
770-7700-43600	Professional Services	59,825.00	0.00	59,825.00	55,680.89	4,144.11	4,144.11	6.93
770-7700-43900	Rent/Building	22,500.00	0.00	22,500.00	19,502.62	2,997.38	2,997.38	13.32
770-7700-44000	Special Department Expenses	10,000.00	0.00	10,000.00	2.00	9,998.00	9,998.00	99.98
770-7700-44320	Travel/Training Staff	3,000.00	0.00	3,000.00	324.51	2,675.49	2,675.49	89.18
	Service and Supplies	106,625.00	0.00	106,625.00	81,497.52	25,127.48	25,127.48	23.57
7700	Expense	629,852.00	0.00	629,852.00	564,064.40	65,787.60	65,787.60	10.44
7700	WCCTAC Operations	629,852.00	0.00	629,852.00	564,064.40	65,787.60	65,787.60	10.44
7720	WCCTAC TDM							
772-7720-41000	Salary	301,869.00	0.00	301,869.00	167,174.95	134,694.05	134,694.05	44.62
772-7720-41200	PERS Retirement	0.00	0.00	0.00	52,798.15	-52,798.15	-52,798.15	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	33,445.40	-33,445.40	-33,445.40	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	2,237.02	-2,237.02	-2,237.02	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	1,226.94	-1,226.94	-1,226.94	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	2,399.91	-2,399.91	-2,399.91	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	4,961.88	-4,961.88	-4,961.88	0.00

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
772-7720-41904	Life Insurance	0.00	0.00	0.00	286.14	-286.14	-286.14	0.00
772-7720-41911	Liability Insurance	5,156.00	0.00	5,156.00	0.00	5,156.00	5,156.00	100.00
	Salary and Benefits	307,025.00	0.00	307,025.00	264,530.39	42,494.61	42,494.61	13.84
772-7720-43300	MembershipsSubscriptions	1,610.00	0.00	1,610.00	575.00	1,035.00	1,035.00	64.29
772-7720-43500	Office Supplies	19,000.00	0.00	19,000.00	255.68	18,744.32	18,744.32	98.65
772-7720-43501	TDM Postage	0.00	0.00	0.00	217.46	-217.46	-217.46	0.00
772-7720-43502	TDM Postage	950.00	0.00	950.00	0.00	950.00	950.00	100.00
772-7720-43520	CopiesPrintingShippingXerox	11,000.00	0.00	11,000.00	4,949.19	6,050.81	6,050.81	55.01
772-7720-43600	Professional Services	68,000.00	0.00	68,000.00	55,415.06	12,584.94	12,584.94	18.51
772-7720-43900	RentBuilding	22,500.00	0.00	22,500.00	19,498.17	3,001.83	3,001.83	13.34
772-7720-44000	Special Department Expenses	120,077.00	0.00	120,077.00	30,967.94	89,109.06	89,109.06	74.21
772-7720-44320	TravelTraining Staff	1,155.00	0.00	1,155.00	707.18	447.82	447.82	38.77
	Service and Supplies	244,292.00	0.00	244,292.00	112,585.68	131,706.32	131,706.32	53.91
7720	Expense WCCTAC TDM	551,317.00	0.00	551,317.00	377,116.07	174,200.93	174,200.93	31.60
7730	STMP Salary	55,000.00	0.00	55,000.00	0.00	55,000.00	55,000.00	100.00
773-7730-41000	Salary	55,000.00	0.00	55,000.00	0.00	55,000.00	55,000.00	100.00
	Salary and Benefits	55,000.00	0.00	55,000.00	0.00	55,000.00	55,000.00	100.00
773-7730-44000	Special Department Expense	3,171,955.00	0.00	3,171,955.00	0.00	3,171,955.00	3,171,955.00	100.00
	Service and Supplies	3,171,955.00	0.00	3,171,955.00	0.00	3,171,955.00	3,171,955.00	100.00
7730	Expense STMP	3,226,955.00	0.00	3,226,955.00	0.00	3,226,955.00	3,226,955.00	100.00
	Expense Total	4,408,124.00	0.00	4,408,124.00	941,180.47	3,466,943.53	3,466,943.53	0.7865

General Ledger Monthly Budget Report

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 Period 01 - 11
 Fiscal Year 2021



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
0000	Non Departmental								
773-0000-34310	CC County STMP Fees	0.00	0.00	0.00	-2,916,655.24	2,916,655.24	0.00	2,916,655.24	0.00
773-0000-34315	El Cerrito STMP Fees	0.00	0.00	0.00	-278,595.00	278,595.00	0.00	278,595.00	0.00
773-0000-34325	Pinole STMP Fees	0.00	0.00	0.00	-25,694.10	25,694.10	0.00	25,694.10	0.00
773-0000-34330	Richmond STMP Fees	0.00	0.00	0.00	-761,204.31	761,204.31	0.00	761,204.31	0.00
773-0000-34335	San Pablo STMP Fees	0.00	0.00	0.00	-92,156.36	92,156.36	0.00	92,156.36	0.00
	Licenses and Permits	0.00	0.00	0.00	-4,074,305.01	4,074,305.01	0.00	4,074,305.01	0.00
770-0000-36102	Interest	0.00	0.00	0.00	-680.07	680.07	0.00	680.07	0.00
772-0000-36102	Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
773-0000-36102	Interest	0.00	0.00	0.00	-10,819.52	10,819.52	0.00	10,819.52	0.00
	Use of Property and Money	0.00	0.00	0.00	-11,499.59	11,499.59	0.00	11,499.59	0.00
770-0000-34010	STMP Administration	0.00	0.00	0.00	-55,000.10	55,000.10	0.00	55,000.10	0.00
770-0000-34111	Member Contributions	0.00	0.00	0.00	-523,670.00	523,670.00	0.00	523,670.00	0.00
770-0000-39906	Other Revenue	0.00	0.00	0.00	-20,020.15	20,020.15	0.00	20,020.15	0.00
772-0000-39906	Other Revenue	0.00	0.00	0.00	-263,964.53	263,964.53	0.00	263,964.53	0.00
773-0000-34010	STMP Administration	0.00	0.00	0.00	55,000.10	-55,000.10	0.00	-55,000.10	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	-807,654.68	807,654.68	0.00	807,654.68	0.00
0000	Revenue	0.00	0.00	0.00	-4,893,459.28	4,893,459.28	0.00	4,893,459.28	0.00
	Non Departmental	0.00	0.00	0.00	-4,893,459.28	4,893,459.28	0.00	4,893,459.28	0.00
7700	WCCTAC Operations								
770-7700-34111	Member Contributions	-523,670.00	0.00	-523,670.00	0.00	-523,670.00	0.00	-523,670.00	100.00
	Intergovernmental	-523,670.00	0.00	-523,670.00	0.00	-523,670.00	0.00	-523,670.00	100.00
770-7700-39906	Other Revenue	-69,856.00	0.00	-69,856.00	0.00	-69,856.00	0.00	-69,856.00	100.00
	Miscellaneous Revenue	-69,856.00	0.00	-69,856.00	0.00	-69,856.00	0.00	-69,856.00	100.00
7700	Revenue	-593,526.00	0.00	-593,526.00	0.00	-593,526.00	0.00	-593,526.00	100.00
	WCCTAC Operations	-593,526.00	0.00	-593,526.00	0.00	-593,526.00	0.00	-593,526.00	100.00
7720	WCCTAC TDM								

Account Number Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
772-7720-33403 Grants	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	100.00
Grants	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	100.00
7720 Revenue	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	100.00
WCCTAC TDM	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	100.00
7730 STMP	-2,100,000.00	0.00	-2,100,000.00	0.00	-2,100,000.00	0.00	-2,100,000.00	100.00
773-7730-34320 Hercules STMP Fees	-537,000.00	0.00	-537,000.00	0.00	-537,000.00	0.00	-537,000.00	100.00
773-7730-34330 Richmond STMP Fees	-230,000.00	0.00	-230,000.00	0.00	-230,000.00	0.00	-230,000.00	100.00
773-7730-34335 San Pablo STMP Fees	-2,867,000.00	0.00	-2,867,000.00	0.00	-2,867,000.00	0.00	-2,867,000.00	100.00
Licenses and Permits	-2,867,000.00	0.00	-2,867,000.00	0.00	-2,867,000.00	0.00	-2,867,000.00	100.00
773-7730-36102 Interest - LAIF	-50,000.00	0.00	-50,000.00	0.00	-50,000.00	0.00	-50,000.00	100.00
Use of Property and Money	-50,000.00	0.00	-50,000.00	0.00	-50,000.00	0.00	-50,000.00	100.00
7730 Revenue	-2,917,000.00	0.00	-2,917,000.00	0.00	-2,917,000.00	0.00	-2,917,000.00	100.00
STMP	-2,917,000.00	0.00	-2,917,000.00	0.00	-2,917,000.00	0.00	-2,917,000.00	100.00
Expense Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

TO: WCCTAC Board

MEETING DATE: June 25, 2021

FR: Joanna Pallock

RE: **FY 2022 Measure J 21b (Safe Transportation for Children) Funds to John Swett Unified School District (JSUSD).**

REQUESTED ACTION

Staff recommends that the WCCTAC Board approve the FY 2022 annual allocation of \$60,000 to the John Swett Unified School District (JSUSD).

BACKGROUND

As part of Program 21b, in the Measure J Expenditure Plan, both school districts in West County receive funds to provide free transportation to “free and reduced lunch qualified” students. Based on a formula created in 2009, the districts use these to subsidize school transportation. In the West Contra Costa Unified School District (WCCUSD) funds cover youth bus passes for local bus transit operators. In the JSUSD, funds are used to cover a portion of contracted school bus service.

Staff is recommending Board approve of \$60,000 in FY 2022 for JSUSD. This amount is based on an MOU between WCCTAC and JSUSD. Beginning next year, the funding formula will change per the MOU. In FY 2023, JSUSD will receive a percentage (5%) of the accumulated Measure J Program 21b funds. Next year, staff will bring a report to the Board explaining the funding methodology that will be in place from FY 2023 and the end of Measure J in 2034.

The cost of JSUSD’s school transit contract well exceeds \$60,000, but the Measure J funds are applied only to the share of the cost of transporting “free and reduced lunch” qualified recipients. As part of the MOU, the JSUSD does not require transportation fees from free and reduced lunch students.

NEXT STEPS

Upon Board approval, WCCTAC staff will disburse the Measure J Program 21b funds in the amount of \$60,000 for the FY 2022 allocation to JSUSD.

Attachments

A: Memo of Understanding (MOU) between WCCTAC and JSUSD

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A MEMORANDUM OF UNDERSTANDING BETWEEN THE JOHN SWETT UNIFIED SCHOOL DISTRICT AND THE WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE FOR THE ALLOCATION OF FUNDS FROM THE MEASURE J WEST COUNTY SAFE TRANSPORTATION FOR CHILDREN LOW INCOME STUDENT BUS PASS PROGRAM

This Memorandum of Understanding (this "AGREEMENT") is entered into on *March 24, 2017* and effective *March 24, 2017* by and between the West Contra Costa Transportation Advisory Committee ("WCCTAC"), and the John Swett Unified School District ("JSUSD"). WCCTAC and JSUSD are each individually referred to as a "Party" and collectively referred to as the "Parties."

RECITALS

WHEREAS, Measure C, Contra Costa County's transportation sales tax measure, passed in 1988 and provided for a sales tax to pay for transportation projects and programs; and

WHEREAS, the Measure C Sales Tax Renewal Ordinance (#88-01 as amended by #04-02, #06-01, and #06-02), hereinafter referred to as "Measure J", and the associated Transportation Expenditure Plan ("TEP") authorizes the Contra Costa Transportation Authority ("CCTA") to expend 0.725% of the Measure J sales tax revenues on the Program 21b West County Low Income Student Bus Pass Program for the establishment and operation of a program to subsidize transportation for low income students ("Program"); and

WHEREAS, CCTA has delegated the responsibility for programming funds allocated to Program 21b to WCCTAC, the Regional Transportation Planning Committee ("RTPC") in West Contra Costa County established under Measure C; and

WHEREAS, WCCTAC has established the following objectives of the Program to increase student attendance, promote equity, and enhance student access to jobs and after school activities through the provision of a bus subsidy; and

WHEREAS, West Contra Costa County is served by two school districts: West Contra Costa Unified School District ("WCCUSD") and JSUSD, and WCCTAC has elected to distribute the Program funds at 95% to WCCUSD and 5% to JSUSD, based in the proportion of low income students in each school district as measured using data related to student enrollment in the State of California's Free and Reduced Lunch Program; and

WHEREAS, WCCTAC has reviewed and met with staff and the School Board of JSUSD to determine that JSUSD operated a JSUSD contracted bus service for all students within the District prior to the implementation of Measure J; and

WHEREAS, JSUSD currently pays a portion of the transportation fare for students participating in the reduced-price meals program and 100% of the transportation fare for students participating in the free meals program; and

WHEREAS, JSUSD's programmed 5% share of the Program funds have not been distributed or expended since the inception of Measure J in 2009; and

WHEREAS, the Program balance of funds programmed to the JSUSD currently totals \$184,489 for years Fiscal Year ("FY") 2010 through FY 2015-2016; and

WHEREAS, WCCTAC approved the allocation of this balance of funds, as well as the annual allocation from revenues collected under Measure J, to allow JSUSD to receive \$60,000 each fiscal year until 2022; and

WHEREAS, after the balance funds is fully utilized JSUSD will receive annual revenues collected each year under Measure J, currently estimated to be approximately \$40,000 per year; and

WHEREAS, the Program funds allocated to JSUSD are to be expended based upon the following:

1. All students (TK-12th grade) participating in the reduced-price meals program and receiving subsidized transportation fees shall receive priority for Program funds. The funds are intended to eliminate the annual fees paid by these students for District-provided transportation;
2. Additional available funds may be used by the District to recover costs associated with fully subsidizing transportation fees for students who participate in the free meals program;
3. No Program funds are being set aside for administrative costs for JSUSD;
4. JSUSD will annually report to WCCTAC the total number of students participating in the reduced-price meals program receiving a full subsidy from the Program and the total number of students participating in the free meals program who receive a full subsidy from the Program.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the Parties agree as follows:

SECTION I

A. WCCTAC AGREES:

1. To facilitate the process of distributing annual Program funds to JSUSD in the amount of \$60,000 between FY 2016-2017 and FY 2021-2022. Following the 2022 annual funding allocation, the annual amount will be based upon annual Program revenue.
2. To issue Program funds for the FY 2016-2017 upon execution of this Agreement.

B. JSUSD AGREES:

1. To annually determine the number of students participating in the reduced-price meals program and the free meals program that are enrolled in the District's transportation program. JSUSD will first use Program funds to provide full subsidies for transportation fees for reduced-price meals students. Remaining Program funds may be used by the District to recover subsidies for transportation fees currently being fully provided to students participating in the free meals program. The amount of funds used by the District shall not exceed the cost of the subsidies for

transportation fees for students enrolled in the free and reduced meals program.

2. To administer the transportation services contract with the JSUSD transportation provider and notify WCCTAC upon any substantive revision to JSUSD's agreement with the transportation provider to provide services to JSUSD (i.e. more service is added or taken away, etc.).
3. To provide data and updates to WCCTAC on an annual basis.


SECTION II MICELLANEOUS PROVISIONS

THE PARTIES MUTUALLY AGREE:

1. Recitals: The above recitals are made a part of this Agreement are incorporated herein.
2. Funding: All obligations of WCCTAC under the terms of this Agreement are subject to WCCTAC receiving Program funds from CCTA.
3. Indemnification: Each Party shall solely be liable for any and all damages, including attorney's fees, resulting from the actions or omissions arising from its performance of the terms of this Agreement. Each Party (the "Indemnifying Party") shall indemnify, defend and hold harmless the other Party (the "Indemnified Parties") from and against any and all claims, demands, actions, losses, damages, assessments, charges, judgments, liabilities, costs and expenses (including reasonable attorneys' fees and disbursements) that may from time to time be asserted by third parties against the Indemnified Parties because of any personal injury, including death, to any person or loss of, physical damage to or loss of use of real or tangible personal property, to the extent caused by the negligence or misconduct of the Indemnifying Party, its agents, employees or contractors in the performance of this Agreement. For purposes of indemnification set forth in this Agreement, "Indemnified Parties" means the applicable party, its affiliates, successors and assigns and its and their employees, directors, officers, agents, and volunteers. The Indemnified Parties: 1) shall notify the Indemnifying Party in writing promptly upon learning of any claim or suit for which indemnification may be sought, provided that failure to do so shall have no effect except to the extent the Indemnifying Party is prejudiced thereby; 2) shall have the right to participate in such defense or settlement with its own counsel and at its own expense, but the Indemnifying Party shall have control of this defense or settlement; and 3) shall reasonably cooperate with the defense.
4. Good Faith Efforts and Partnership: The Parties shall use their best reasonable efforts to successfully implement this Agreement. Furthermore, the Parties shall use their best reasonable efforts to obtain any third-party consent, authorization, approval, and exemptions required in connection with the transactions contemplated herein. The relationship between the Parties shall not be that of partners, agents or joint ventures for one another, and nothing contained in this Agreement shall be deemed to constitute a partnership or agency agreement between them for any purposes, including, but not limited to federal income tax purposes. The Parties, in performing any of their obligations hereunder, shall be independent contractors or independent parties and shall discharge their contractual obligations at their own risk.


5. **Severability:** No provision of this Agreement shall be interpreted to require any unlawful action by either Party. If any section or clause of this Agreement is held to be invalid or unenforceable, then the meaning of that section or clause shall be construed so as to render it enforceable to the extent feasible. If no feasible interpretation would save the section or clause, it shall be severed from this Agreement with respect to the matter in question, and the remainder of the Agreement shall remain in full force and effect. However, in the event such a section or clause is an essential element of the Agreement, the Parties shall promptly negotiate a replacement that will achieve the intent of such unenforceable section or clause to the extent permitted by law.
6. **State of Law and Venue:** This agreement and all work performed thereunder shall be interpreted under and pursuant to the laws of the State of California. The Parties agree that the jurisdiction and venue of any dispute arising under this Agreement shall be the Superior Court of Contra Costa County.
7. **Delegation:** Neither party may assign or delegate any of its rights or obligations hereunder without first obtaining the written consent of the other party.
8. **Term:** This Agreement shall become effective on the Effective Date and shall expire one (1) year from the Effective Date (the "Expiration"). This Agreement shall automatically renew for successive one (1) year terms upon the Expiration and subsequent Expirations for the duration of the Measure J Program 21b unless either Party terminates this Agreement.
9. **Termination:** Either Party may terminate this Agreement, with or without cause, with 30 days' notice to the other Party.
10. **Successors and Assigns:** All of the terms, provisions and conditions of this Agreement hereunder, shall be binding upon and inure to the Parties hereto and their respective successors, assigns and legal representatives.
11. **Entire Agreement:** This Agreement represents the entire agreement of the Parties with respect to the subject matter hereof, and all such agreements entered into prior hereto are revoked and superseded by this Agreement, and no representations, warranties, inducements or oral agreements have been made by any of the Parties except as expressly set forth herein, or in other contemporaneous written agreements. This Agreement may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Agreement shall be void and of no effect.

WCCTAC:



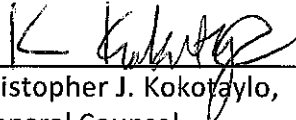
John Nemeth, Executive Director

JSUSD:



Rob Stockberger, JSUSD Superintendent

Approved as to Form and Content:




Kristopher J. Kokotaylo,
General Counsel

Date:
April 10, 2017

2795303.1

Approved as to Form and Content:



ASUSD General Counsel

Date:
April 10, 2017
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TO: WCCTAC Board

DATE: June 25, 2021

FR: John Nemeth, Executive Director

RE: Fiscal Year 2022 Work Program, Budget, and Dues Resolution

REQUESTED ACTION

Approve Resolution 21-02: FY 2022 Work Program, Budget, and Member Agency Dues.

DISCUSSION

On May 28, 2021, the WCCTAC Board approved the subject documents for circulation and review by member agencies. Staff did not receive any comments and the documents remain unchanged from the drafts.

Attachments:

A: Resolution 21-02

B: FY 2022 Work Program

C: FY 2022 Budget

D: FY 2022 Member Agency Dues Schedule

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

RESOLUTION 21-02

ADOPTION OF FISCAL YEAR 2021-2022 WORK PROGRAM, BUDGET, AND MEMBER DUES

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

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

WHEREAS, the Fiscal Year 2021-2022 proposed work program, budget, and member agency dues were circulated for review by the member agencies, and all comments received were duly noted and addressed.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Board of Directors of WCCTAC adopts the Fiscal Year 2021-2022 work program, budget, and member agency dues, and as shown in the attachments to this Resolution, which are incorporated herein by reference.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 25, 2021 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

By: _____
Chris Kelley, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form: _____
Kristopher J. Kokotaylo, General Counsel

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

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

Planning and Programming (General Operations)

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

MEASURE J PROGRAMMING

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

COUNTY-WIDE AND REGIONAL PLANNING AND FUNDING

2. Serve on the Growth Management Program Task Force to review program guidance documents and develop a VMT Mitigation Program for the County.
3. Work with CCTA on the development of an updated West County Action Plan.
4. Monitor Action Plan compliance by reviewing certain proposed projects, General Plans or Amendments, and work to advance goals, objectives and actions contained in the West County Action Plan.
5. Participate in regional, countywide, sub-regional, and local efforts related to planning, funding, and delivery of priority capital projects in West County.
6. Monitor the Link21 effort to improve the regional rail network in Northern California and provide input as needed.
7. Participate in follow-up activities, such as a task force, related to the Accessible Transportation Study to improve senior and disabled transportation countywide.
8. Continue following the work of the MTC Blue Ribbon Transit Recovery Task Force, and related legislative efforts, particularly as it relates to transit governance and the Network Manager concept.

I-80 and I-580 CORRIDORS

1. Participate in follow-up, evaluation, and troubleshooting related to the I-80 Smart Corridors (Integrated Corridor Mobility) project.
2. Serve on the Technical Advisory Committee for the I-80 Design Alternatives Assessment process, led by CCTA, ACTC, and MTC, and keep the TAC and Board informed.
3. Work with MTC, Caltrans, and other agencies to promote capital improvements that may benefit transit in West County (such as bus on shoulder).
4. Work with Hercules, CCTA, and CCJPA on securing funding for the Regional Intermodal Transportation Center in Hercules.
5. Provide updates to the WCCTAC Board on I-80 corridor issues as needed.
6. Continue participation in the I-580 Open Road Tolling and HOV project led by MTC.

SUB-REGIONAL ACTIVITIES

7. Continue work on Phase 2 of the San Pablo Avenue Multimodal Corridor Study with CCTA and ACTC and local jurisdictions.
8. Serve on BART's TAC for the Caltrans-funded Berkeley-El Cerrito Corridor Access Plan (BECCAP)
9. Continue advancement of recommendations of the West County High-Capacity Transit Study and the West Contra Costa County Express Bus Implementation Plan.
10. Based on the 2015 Cooperative Agreement, participate with WETA, CCTA and Richmond on annual review of the Richmond ferry's ridership, marketing, fare policy, access issues, and capital needs.
11. Monitor plans for transit-oriented development at the El Cerrito BART Station and work with BART and El Cerrito to maximize benefits and minimize disruptions.
12. Monitor and support the Richmond Greenway Gap Closure Study.

GRANTS

13. 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 include Active Transportation Program (ATP) grants for pedestrian and bicycle improvements, Program for Arterial System Synchronization (PASS) for adjusting signal timing, as well as federal 5310 grants for senior and disabled transportation.

FORMAL BODIES

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

Special Projects

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

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

Transportation Demand Management (TDM)

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

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

7. Work with community groups and employers to explore the feasibility of providing bicycle repair education classes and bicycle safety awareness to increase bicycling as a viable mode of transportation.
8. Implements strategy to encourage telework/work from home policies and flexible work hour policies with Contra Costa Employers.
9. Continue to coordinate micro-mobility (scooters, bike rental) planning and implementations around the West County Region, in close partnership with the cities and county.
10. Work with transit providers to provide digital incentive options, where possible.

Sub-regional Transportation Mitigation Fee Program (STMP)

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

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

Office Administration

In the upcoming fiscal year, staff will:

1. Maintain, update, and expand content on the WCCTAC website.
2. Conduct an in-house evaluation of employee salaries and benefits as compared to peer agencies.
3. Evaluate post-pandemic work and meeting practices.

**DETAIL: WCCTAC Operations FY
2021-22 DRAFT FINAL Budget**

Activity	Actual FY 2019-2020	Original FY 2020-2021	Estimated 2020-2021	Proposed 2021-2022	Notes
REVENUES					
34111 Member Contributions	523,670	523,670	523,670	531,744	(a)
36102 Interest - LAIF	4,160	-	-	-	
39906 Other - Measure J (20b & 21b)	29,706	29,706	29,706	30,147	(b)
Other - Measure J 28b	48,951	40,150	-	56,502	(c)
SB1 Grant - staff time	38,129	-	-	-	(d)
TOTAL REVENUES	644,616	593,526	553,376	618,393	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	511,599	518,071	474,056	538,707	(e)
41911 Liability Insurance	4,050	5,156	5,156	5,175	
Total Salaries, Benefits & Insurance	515,649	523,227	479,212	543,882	
Professional Services					
43600 Professional Services					
<i>Financial - City of San Pablo</i>	18,088	18,525	18,631	19,160	
<i>IT / VOIP phone</i>	8,761	8,500	9,115	9,400	
<i>Audit</i>	12,488	12,500	12,175	12,975	
<i>Attorney Services</i>	8,820	12,500	10,932	12,000	
<i>Accounting Services</i>	4,279	4,800	4,981	5,200	
<i>Other</i>	1,874	3,000	350	350	
Total Professional Services	54,310	59,825	56,184	59,085	
Special Department Expenses					
44000 Special Dept. Expense					
<i>Contingency</i>	3,810	10,000	-	10,000	(f)
Total Special Department Expenses	3,810	10,000	-	10,000	
Training & Mileage					
44320 Training/Mileage	3,566	3,000	985	4,800	(g)
Total Training/Mileage	3,566	3,000	985	4,800	
Office Expenses & Supplies					
43500 Office Supplies	6,742	5,500	3,507	4,800	
43501 Postage	1,718	1,800	950	1,500	
43520 Printing, Copier Lease	3,255	4,000	3,489	3,800	
43900 Rent/Building	21,231	22,500	22,012	23,025	
Total Office Expense & Supplies	32,946	33,800	29,958	33,125	
TOTAL EXPENSES	610,281	629,852	566,339	650,892	
REVENUES - EXPENSES	34,335	(36,326)	(12,963)	(32,499)	

Beginning Fund Balance \$206,895
Ending Fund Balance \$174,396

Reserve - Undesignated \$120,000
Reserve - Accumulated Vacation \$20,000
Available Balance above Reserve \$34,396

Notes:

- (a) FY 21 dues are proposed to be rased by 1.5%
- (b) A portion of Measure J program funds can be used to cover administative expenses.
- (c) Funds programmed by the Board for Travel Training work.
- (d) A portion of state grant funds (Express Bus Implementation Plan) were used to cover staff time.
- (e) Higher expenses are mainly due to the resumption of the travel training program
- (f) Contingency per Board Reserve Policy.
- (g) Professional development and milage/transit reimbursement was low in the current year due to COVID-19

DETAIL: TDM
FY 2021-22 DRAFT FINAL Budget

Activity	Actual 2019-2020	Original 2020-2021	Estimated 2020-2021	Proposed 2021-2022	Note
REVENUES					
33403 Grants	532,562	551,317	551,317	562,064	
36102 Interest - LAIF	-	-	-	-	
TOTAL REVENUES	532,562	551,317	551,317	562,064	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	309,793	301,869	298,579	317,825	
41911 Liability Insurance	3,358	5,156	5,156	5,175	
Total Salaries, Benefits, and Insurance	313,151	307,025	303,735	323,000	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	22,819	24,000	24,199	24,000	
<i>Audit</i>	-	-	-	-	
<i>Attorney Services</i>	406	1,000	-	1,000	
<i>Accounting Services</i>	4,541	6,000	3,100	6,000	
<i>Program-related services</i>	36,526	37,000	21,148	40,900	
<i>Other</i>	-	-	-	-	
Total Professional Services	64,292	68,000	48,447	71,900	
TDM Program Work					
44000 Program Expenses					
<i>Commute Incentives / Marketing</i>	83,621	120,077	90,800	117,939	
Total TDM Program Work	83,621	120,077	90,800	117,939	
Travel & Training					
44320 Travel/Training/Mileage	1,854	1,155	500	1,000	
43300 Memberships/Subscriptions		1,610	400	200	
Total Travel/Training	1,854	2,765	900	1,200	
Office Expenses & Supplies					
43500 Office Supplies	14,852	19,000	450	5,000	(a)
43502 TDM Postage	779	950	350	1,100	
43520 Printing, Copier Lease	8,629	11,000	7,500	18,900	(a)
43900 Rent / Building	21,383	22,500	22,012	23,025	
Total Office Exp & Supplies	45,643	53,450	30,312	48,025	
TOTAL EXPENSES	508,561	551,317	474,194	562,064	
REVENUES - EXPENSES	24,001	-	77,123	-	
		Beginning Fund Balance		0	
		Ending Fund Balance		0	

(a) Some items that were previously budgeted in Printing, Copier Lease are now coded as Office supplies

**DETAIL: STMP
FY 2021-22 DRAFT FINAL Budget**

Activity	Actual FY 2019-2020	Original FY 2020-2021	Estimated 2020-2021	Proposed FY2021-22	Note
REVENUES					
34310 County STMP Fees	69,252		2,916,655	100,000	
34315 El Cerrito STMP Fees	208,302		262,527	246,697	
34320 Hercules STMP Fees	772,328	2,100,000	-	446,300	
34325 Pinole STMP Fees	32,810		25,694	20,000	
34330 Richmond STMP Fees	186,802	537,000	761,204	100,000	
34335 San Pablo STMP Fees	57,768	230,000	91,851	700,000	
36102 Interest - LAIF	74,670	50,000	50,000	20,000	
TOTAL REVENUES	1,401,933	2,917,000	4,107,932	1,632,997	(a)
EXPENSES					
Salary & Benefits					
41000s Salary & Benefits (STMP Admin)	50,000	55,000	55,000	65,000	(b) (c)
Total Salaries and Benefits	50,000	55,000	55,000	65,000	
Funding of STMP Projects					
43600 Prof. Services					
Total Prof. Services	-	-	-	-	
44000 Project Funding					
<i>BART - Del Norte Modernization</i>	500,000	21,955	21,955	-	
<i>Hercules RITC - Ph.3 Design</i>		750,000	-	750,000	
<i>County-San Pablo Dam Rd. Sidewalk</i>	270,000				
<i>Pinole San Pablo Ave. Bridge</i>					
<i>Replacement</i>			-	1,600,000	
<i>Pinole Bay Trail Gap at Tennent Ave.</i>			-	100,000	
<i>Richmond I-80/Central Ave. Ph.2</i>				750,000	
<i>Cycle 1 STMP Projects</i>				3,750,000	(d)
Total Project Funding	770,000	771,955	21,955	6,950,000	
TOTAL EXPENSES	820,000	826,955	76,955	7,015,000	
REVENUES - EXPENSES	581,933	2,090,045	4,030,977	(5,382,003)	
			Beginning Fund Balance	5,719,401	
			Ending Fund Balance	337,398	

Notes:

- (a) STMP receipts are forecasted based on local jurisdictions' estimates and past submittals.
- (b) 4% of STMP revenues can be used for admin, but a max. \$65K will be used in FY22.
- (c) Funds for STMP administration are contingent on receipt of revenue
- (d) Pending Board's funding allocatin decisions on Cycle 1 applications.

**DETAIL: Other Reimbursable FY
2021-22 DRAFT FINAL Budget**

Activity	Actual FY 2019-20	Original FY 2020-21	Estimated FY 2020-2021	Proposed FY 2021-22	Note
REVENUES					
33403 Grants	-				
36102 Interest - LAIF					
39906 Other Grants					
<i>Student Bus Pass Admin, WCCUSD</i>	58,124	50,000	47,352	50,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	
<i>Express Bus Implementation Plan: Caltrans funds</i>	413,169			-	
<i>Express Bus Implementation Plan: CCTA Cash Match</i>	46,827			-	
<i>San Pablo Ave. Corridor Study</i>	50,000	150,000	30,000	120,000	(a) (b)
<i>Richmond Prkwy Corridor Study</i>				tbd	(c)
TOTAL REVENUES	628,120	260,000	137,352	230,000	
EXPENSES					
Special Project Expenses					
43600 Professional Services	-	-	-	-	
Total Professional Services	-	-	-	-	
44000 Projects					
<i>Student Bus Pass Admin, WCCUSD</i>	58,124	50,000	47,352	50,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	
<i>Express Bus Implementation Plan</i>	374,971	-	-	-	
<i>Express Bus Implementation Plan: Reimbursement for Staff Time</i>	38,198				
<i>Express Bus Implementation Plan: CCTA Cash Match</i>	46,827				
<i>San Pablo Ave. Corridor Study</i>	50,000	150,000	30,000	120,000	(a) (b)
<i>Richmond Prkwy Corridor Study</i>				tbd	(c)
Total Special Project Expenses	628,120	260,000	137,352	230,000	
TOTAL EXPENSES	628,120	260,000	137,352	230,000	
REVENUES - EXPENSES	-	-	-	-	

Beginning Fund Balance -
Ending Fund Balance -

Notes:

- (a) Funds from Measure J 28b, budgeted in FY19, will be paid directly to ACTC by CCTA.
- (c) Phase 2 of the San Pablo Ave. Corridor Study may occur over the course of two fiscal years.
- (d) Awaiting Caltrans decision on grant application.

SUMMARY OF ALL ACCOUNTS
FY 2021-2022 DRAFT FINAL Budget

Activity	Actual FY 2019-20	Original FY 2020-21	Estimated FY 2020-21	Proposed FY 2021-22	Note
REVENUES					
33403 Grants (TDM)	532,562	551,317	551,317	562,064	
34111 Member Contributions	523,670	523,670	523,670	531,744	
343xx STMP Fees	1,401,933	2,917,000	4,067,932	1,632,997	
36102 Interest	78,830	50,000	50,000	20,000	
39906 Other Grants	666,249	260,000	137,352	230,000	
Measure J 20b, 21b, 28b	116,786	69,856	29,706	86,649	
TOTAL REVENUES	3,320,030	4,371,843	5,359,977	3,063,454	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	871,392	874,940	827,635	921,532	
41911 Liability Insurance	7,408	10,312	10,312	10,350	
Total Salaries, Benefits & Insurance	878,800	885,252	837,947	931,882	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	40,907	42,525	42,830	43,160	
<i>Audit</i>	12,488	12,500	12,175	12,975	
<i>Attorney Services</i>	9,226	13,500	10,932	13,000	
<i>Accounting Services</i>	8,820	10,800	8,081	11,200	
<i>Program Related Services (TDM)</i>	36,526	37,000	21,148	40,900	
<i>Other</i>	1,874	3,000	350	350	
Total Professional Services	109,841	119,325	95,516	121,585	
Special Expenses (Project / Program Funding)					
44000 Special Dept. Expense					
<i>Incentives / Marketing (TDM)</i>	83,621	120,077	90,800	117,939	
<i>Misc. STMP Project Funding</i>	770,000	771,955	21,955	6,950,000	
<i>Student Bus Pass Program - WCCUSD</i>	58,124	50,000	47,354	50,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	
<i>Express Bus Implementation Plan</i>	459,996	-	-	-	
<i>San Pablo Ave Corridor Study</i>	50,000	150,000	30,000	120,000	
<i>Contingency (WCCTAC Operations)</i>	3,810	10,000	-	10,000	
Total Special Expenses	1,485,551	1,162,032	250,109	7,307,939	
Travel & Training					
44320 Travel/Training/Mileage/Mbrshp	5,420	5,765	1,885	6,000	
Total Travel/Training	5,420	5,765	1,885	6,000	
Office Expenses & Supplies					
43500 Office Supplies	21,594	24,500	3,957	9,800	
43501 Postage	1,718	1,800	950	1,500	
43502 TDM Postage	779	950	350	1,100	
43520 Printing, Copier Lease	11,884	15,000	10,989	22,700	
43900 Rent/Building	42,614	45,000	44,024	46,050	
Total Office Exp & Supplies	78,589	87,250	60,270	81,150	
TOTAL EXPENSES	2,558,201	2,259,624	1,245,727	8,448,556	
REVENUES - EXPENSES	761,829	2,112,219	4,114,250	(5,385,102)	

Beginning Fund Balance 5,929,395
Ending Fund Balance 544,293

Notes:

See notes in the attached detail sheets by account.

DRAFT FINAL
FY2022 DUES STRUCTURE

WCCTAC Member Agency	Percent Share	Proposed FY 22 Dues
City of El Cerrito	9.1%	\$49,664
City of Hercules	9.1%	\$49,664
City of Pinole	9.1%	\$49,664
City of Richmond	27.2%	\$148,992
City of San Pablo	9.1%	\$49,664
Contra Costa County	9.1%	\$49,664
AC Transit	9.1%	\$49,664
BART	9.1%	\$49,664
WestCAT	9.1%	\$49,664
<i>discount</i>		(<i>\$14,560</i>)
WestCAT Subtotal		\$35,104
Total	100.0%	\$531,744

Recent Dues History

For a Regular 9.1% Share Member:

Fiscal Year	Dues Amount
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
FY 17-18	\$42,772
FY 18-19	\$47,049
FY 19-20	\$48,930
Y 20-21	\$48,930

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 21-03**

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

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

WHEREAS, the WCCTAC Board of Directors has considered and approved a fiscal year 2021-2022 budget that includes a 3.5% cost of living adjustment for all WCCTAC employee classifications; and

WHEREAS, the WCCTAC Board of Directors has determined that a 3.5% cost of living adjustment is appropriate as the previous fiscal year 2021 budget did not include a cost of living adjustment; and

WHEREAS, the WCCTAC Board of Directors finds that the cost of living adjustment is proper and in the best interests of WCCTAC.

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

1. Does hereby approve an amendment to WCCTAC's Salary Schedule to include a 3.5% increase for all employee classifications, effective July 1, 2021, as attached in Exhibit A.
2. Does hereby authorize the Executive Director to take all actions necessary to effectuate the intent of this Resolution including any necessary revisions to WCCTAC documents and any other necessary actions.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

Monthly Salary Schedule

Fiscal Year 2021-2022

JOB CLASS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Executive Director	12626	13256	13919	14616	15345	16113	16920
Transportation Planning Manager	8578	9007	9456	9929	10427		
Project Manager	8578	9007	9456	9929	10427		
TDM Program Manager	7327	7693	8078	8483	8906		
Administrative Assistant	5148	5427	5703	5981	6258		
Travel Training Coordinator (temp, part-time)	\$35-\$50 per hour						

TO: WCCTAC Board

MEETING DATE: June 25, 2021

FR: Leah Greenblat, Project Manager

RE: **Update on San Pablo Ave. Multimodal Corridor Study, Phase 2**

REQUESTED ACTION

Review packet materials prior to meeting, receive presentation at the meeting, and provide feedback.

BACKGROUND AND DISCUSSION

When Phase 1 of the San Pablo Avenue Multimodal Corridor Study concluded, the WCCTAC Board and TAC recognized that additional technical analysis, specific to West County conditions, would be needed. Last year, a scope of work for Phase 2 was developed and reviewed by the WCCTAC TAC and Board. The Board directed staff to utilize \$150,000 in Measure J 28b funds, with the CCTA providing \$300,000 in matching funds, to complete the second phase of the study.

For Phase 2, WCCTAC again partnered with the Alameda County Transportation Commission (ACTC) and extended the Kimley-Horn consulting contract. The West County portion of this study begins at the El Cerrito/Alameda County border and extends to Hilltop in Richmond. While ACTC's Phase 2 work also includes more technical analysis, a significant portion is focused on preparing a demonstration project incorporating transit lanes and bicycle facilities on San Pablo Avenue.

In January 2021, the West County portion of Phase 2 began. The consultant team has met with the TAC on several occasions to confirm the limits of seven representative segments along the corridor that reflect the varying widths of the roadway. The TAC also reviewed potential cross-sections (which represent different options for the road) that could be quantitatively analyzed during later stages of this study. The number of potential cross-sections is numerous, but the study's budget requires selecting a limited number of alternatives to quantitatively study further. The consultant is facilitating a process for narrowing down possible alternatives for more detailed analysis that fits within the study's budget.

Attached to this staff report is the presentation that Adam Dankberg, with Kimley-Horn, will deliver at the WCCTAC Board meeting. Staff recommends that Board members review the material prior to the presentation.

For Phase 2, the consultant will focus on studying options for San Pablo Avenue and analyzing key issues and trade-offs. Upon completion of the Phase 2 study, the WCCTAC Board and local cities may have enough information to provide further direction. It is important to note that potential changes to San Pablo Avenue are currently conceptual. There is no defined project yet and no funding for implementation has been secured.

ATTACHMENTS:

A. June 25, 2021 presentation to the WCCTAC Board



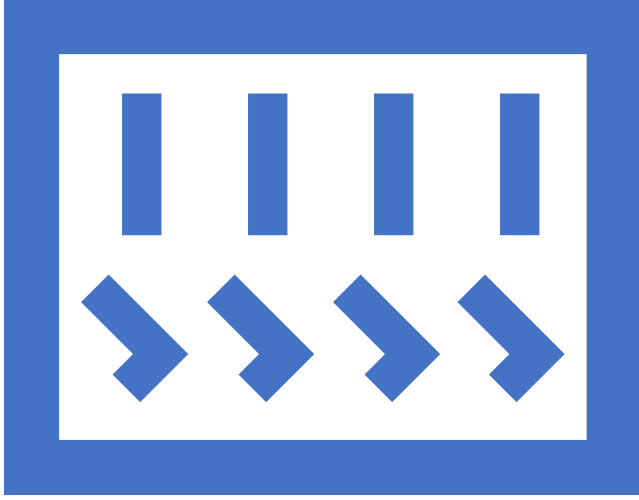
SAN PABLO AVENUE MULTIMODAL CORRIDOR STUDY PHASE 2

WCCTAC Board Presentation





Agenda

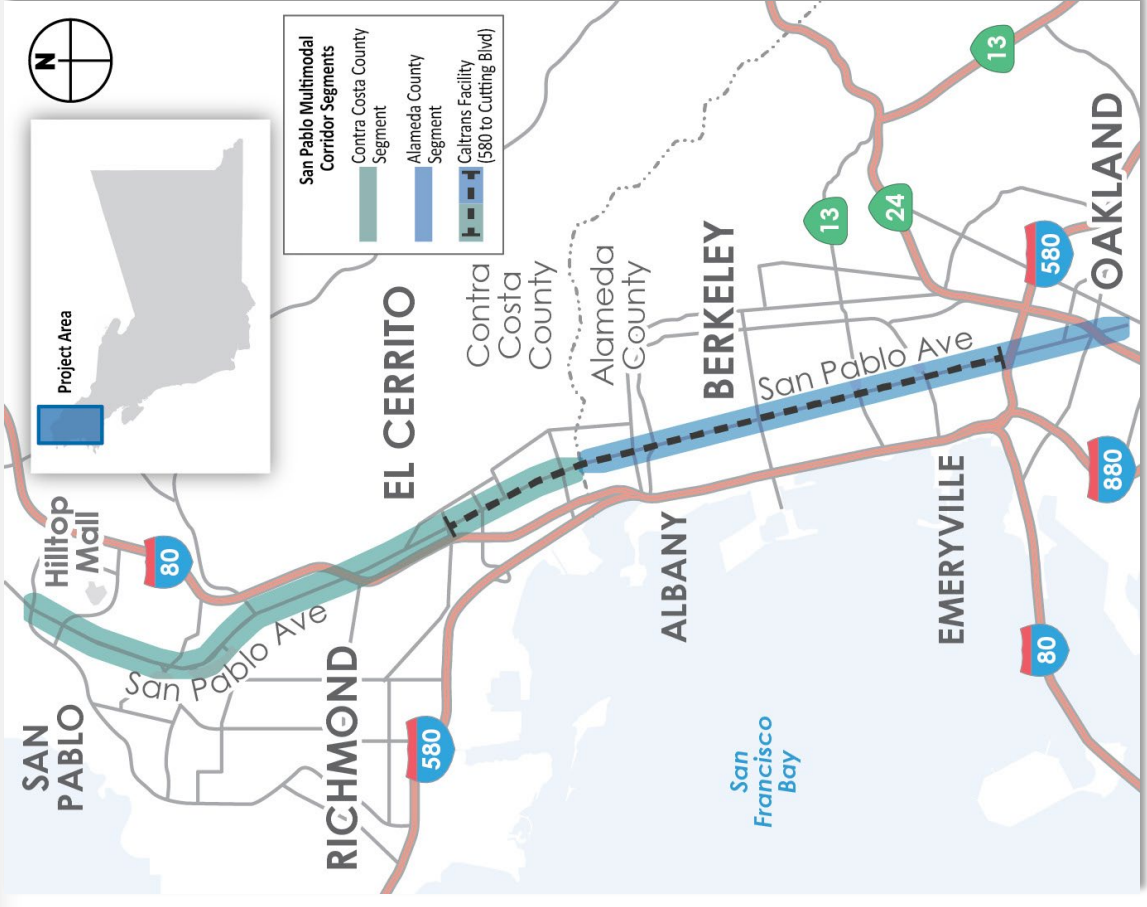


- Project Background and Need
- Project Process
- Alternatives for Consideration
- Next Steps



San Pablo Avenue Corridor Project Phase 1 Summary

- Started in Fall 2017 and concluded in Fall 2019
- Effort led by Alameda CTC with financial support and involvement by WCCTAC and CCTA
- Study area extended from downtown Oakland to Hilltop Mall





Phase 1 Accomplishments

Phase 1 Accomplishments

- Assessed existing conditions
- Identified corridor needs
- Developed concepts for a typical roadway cross-section width
- Evaluated alternative feasibility
- Conducted public engagement activities, including merchant and public surveys and held public open houses

Subsequent Project Efforts for Phase 2

Consider location-specific solutions given unique corridor characteristics in Contra Costa County, such as:

- Greater variability in curb-to-curb and ROW widths
- Higher auto volumes and commute directionality
- Lack of parallel bike network opportunities
- Differing corridor priorities

SAN PABLO AVENUE CORRIDOR PROJECT

Phase 1 Executive Summary

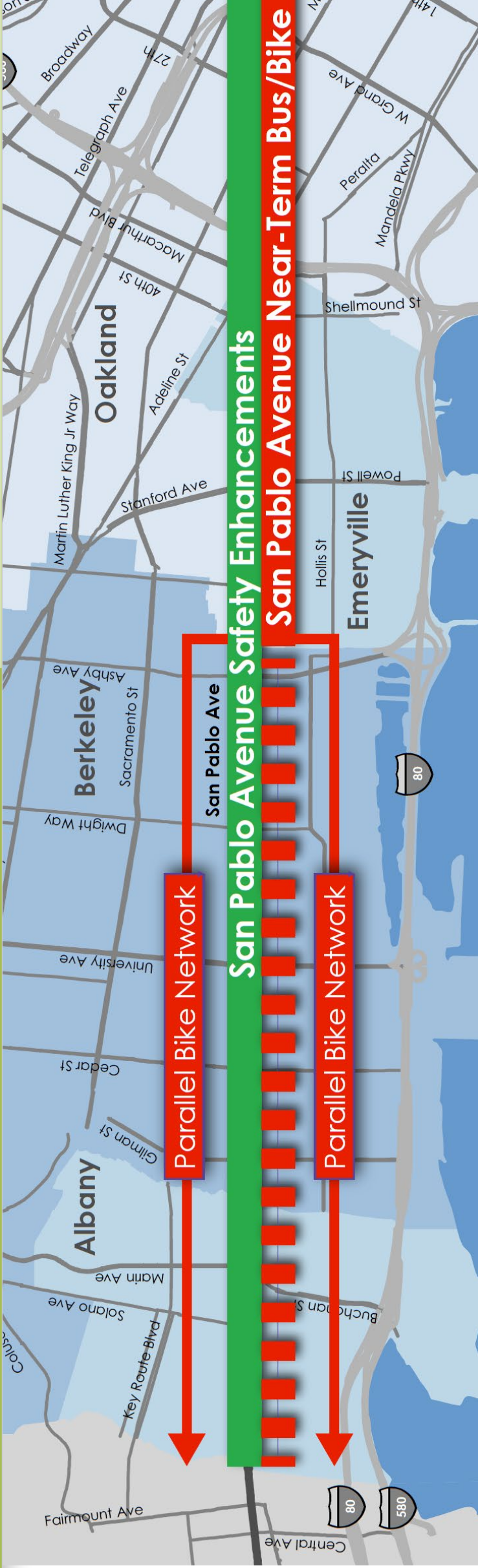
August 2020



The San Pablo Avenue Corridor Project identifies short- and long-term improvements to address the increasing multimodal demands along the San Pablo Avenue Corridor.



Phase 1 of the project was led by Alameda County Transportation Commission (Alameda CTC), in partnership with Contra Costa Transportation Authority (CCTA) and West Contra Costa Transportation Advisory Committee (WCCTAC).



Phase 2 in Alameda County

Alameda County Transportation Commission (Alameda CTC), in partnership with local jurisdictions, is advancing:

- **San Pablo Avenue Safety Enhancements:** provide near-term improvements that enhance safety for vulnerable road users while not modifying roadway allocation.
- **San Pablo Avenue Near-Term Bus/Bike Project:** evaluate feasibility of dedicated bus and bike lanes within Oakland and Emeryville. Improvements for in-lane bus stops in Berkeley and Albany. Improvement to parallel bike facilities.

Phase 2 in Contra Costa County

Process:

- Identify concept alternatives for specific locations in Contra Costa County
- Assess feasibility of concept alternatives and implications on parking and multimodal connectivity
- Quantitatively evaluate the performance of alternatives for transit and auto performance
- Consider Contra Costa-specific outreach feedback received in Phase 1
- Summarize evaluation findings

Desired Outcome:

- Identify a subset of viable alternatives that can be considered for advancement in future project phases and for which feasibility can be preserved as part of ongoing and future projects on the corridor





Project Need - Transit

Service on 72-series routes every 6.7 minutes south of Macdonald Ave

- 72 service to Hilltop Mall via Contra Costa College
- 72R service to Contra Costa College
- 72M service to Macdonald Ave

5 of top 10 ridership stops on Phase 1 corridor are in Contra Costa County, including the top 2 (El Cerrito del Norte, Contra Costa College)

- One of highest transit load points is just north of El Cerrito del Norte BART
- Approximately 12,500 riders per day on the Phase 1 corridor (2018)

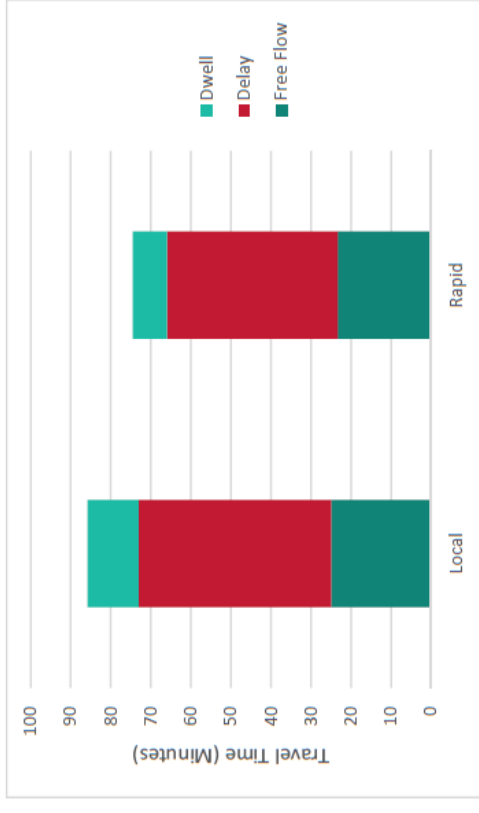
4 of the 7 slowest bus travel speed segments on Phase 1 corridor are in Contra Costa County

- Biggest bus bunching issue on corridor is just south of Contra Costa College
- In both peak periods, both local and Rapid buses spend more time delayed due to congestion than their free flow travel time and dwell combined (see figures at right)
- Bus is currently about 30% slower than auto and speeds have consistently been degrading

Figure 5: Components of Travel Time – AM Peak Southbound

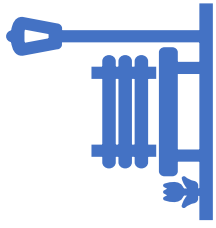


Figure 6: Components of Travel Time – PM Peak Northbound

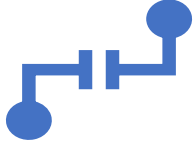




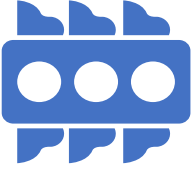
Project Need - Bicycle and Pedestrian



Very narrow sidewalks in northern portion of corridor (7 feet or less, including street trees)



Existing parallel network significantly degrades north of Barrett Avenue (Richmond)



Pedestrian volumes are very high (more than 50 per leg in the peak hour) at several intersections



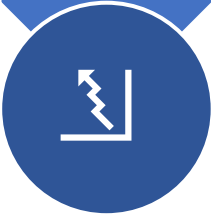
High level of traffic stress (Level 4) for bicyclists



Long gaps (up to ¼ mile) in select locations between protected pedestrian crossings of San Pablo Avenue



Project Need - Auto



Highest peak-hour/peak-direction volumes of anywhere on corridor (around El Portal Dr). However, most segments in Contra Costa County are similar to Alameda County at between 900 and 1,200 cars per direction in the peak hour



Several short segments lie on high injury network (mainly in Richmond). Highest contributor to collisions is unsafe speed



Largest potential market for shift from auto to bus identified as between Alameda-Contra Costa County line and El Cerrito-Richmond border



Highest volume and proportion of pass-through trips occurs between El Cerrito-Richmond border and Road 20. For the corridor as a whole, 1/3 of auto trips are just passing through



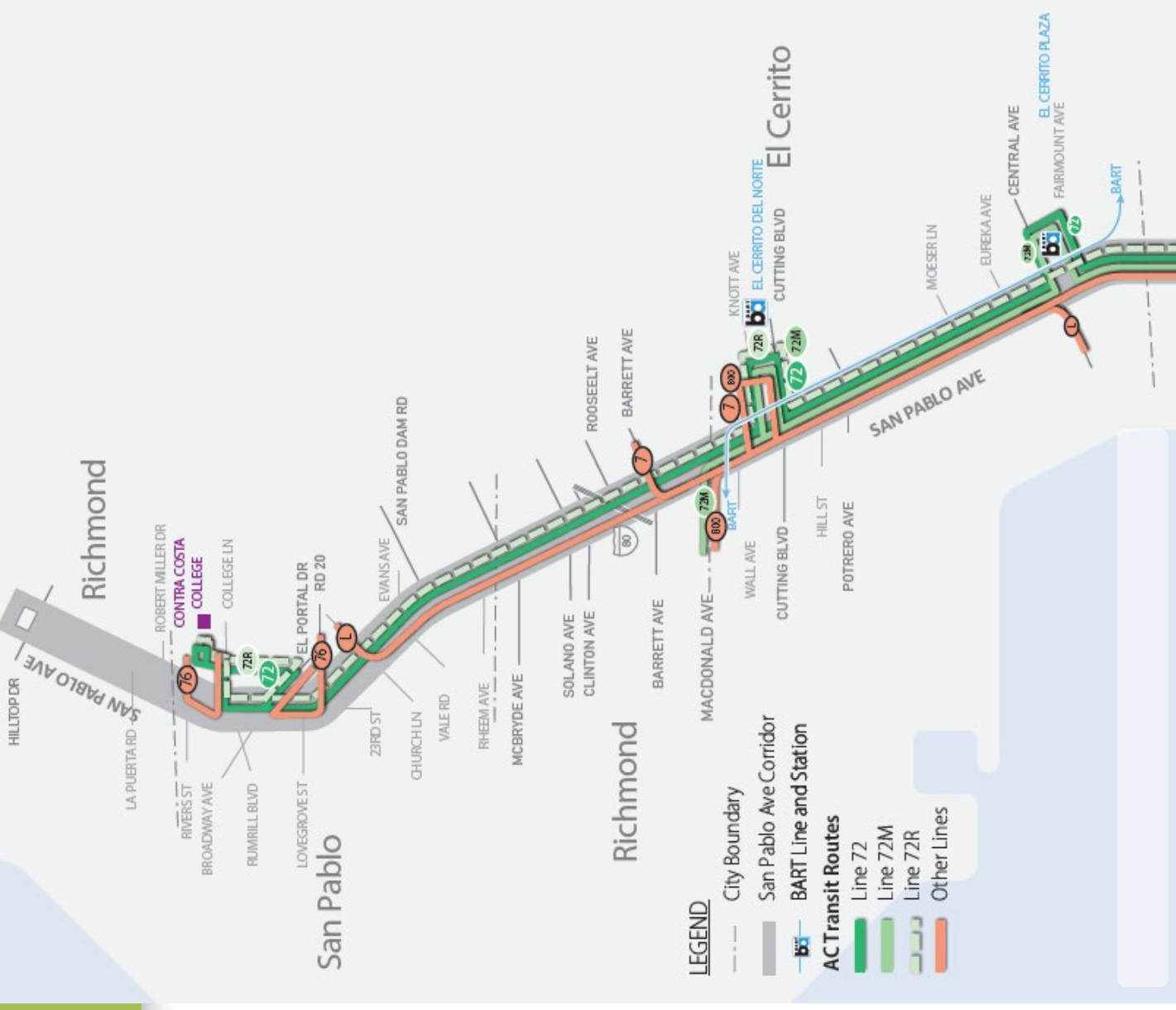
Project Need – Phase 1 Outreach

- Intercept survey, community meetings, online survey, and focus groups held to obtain input on Phase 1 alternatives
 - 43%-47% of respondents (among Contra Costa residents, by City) preferred alternative with bus lanes on SPA
 - 32%-37% of respondents preferred alternative with bike lanes on SPA
 - 28%-36% of respondents preferred existing conditions
 - Very low response rate in City of San Pablo
- Outreach to merchants conducted earlier in Phase 1
 - Limited number of responses in Contra Costa County
 - Highest priorities for corridor as a whole were auto parking and commercial loading



Existing Transit Services on San Pablo Avenue

- AC Transit provides Local, School, Transbay, and Rapid service in the corridor
 - Line 72/72R/72M: Cumulative 9 trips per hour per direction south of MacDonal Ave
 - Other transit routes on San Pablo Ave: Line 7, Line 76, Line 800, Transbay Line L, Solano Transbay Line G
- WestCAT provides service to Contra Costa College via San Pablo Ave on Route C3
- Other transit services access San Pablo Ave briefly to serve El Cerrito BART stations
 - WestCAT
 - U.C. Berkeley Bear Transit Shuttle
 - Golden Gate Transit
 - Solano Express
 - Vine Transit



Existing Bike Facilities

- Bike lanes are provided for the following corridor segments:
 - San Pablo Dam Rd to Road 20
 - El Portal to La Puerta Rd

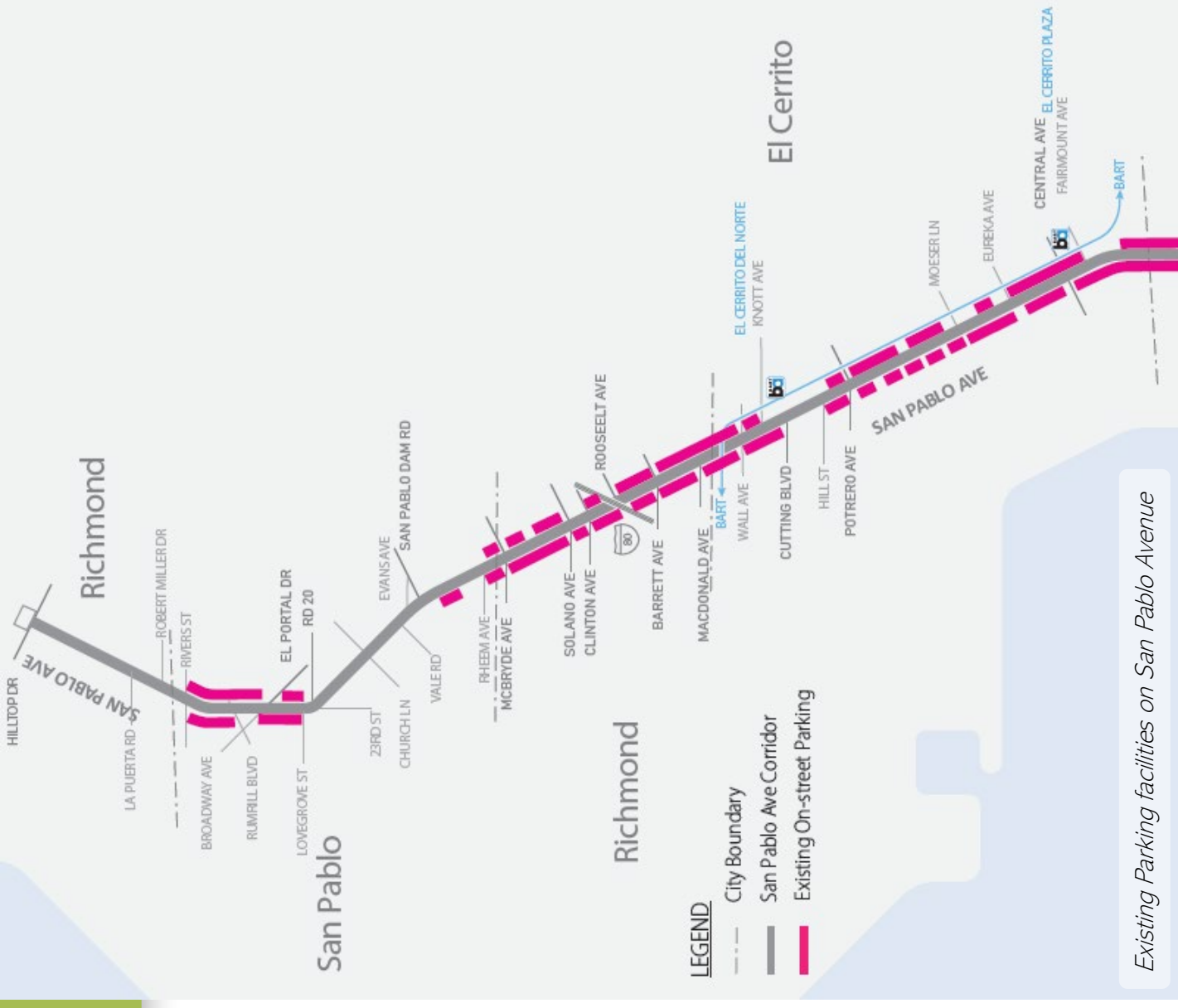


Existing Bike Lanes on San Pablo Avenue

Existing Parking Facilities

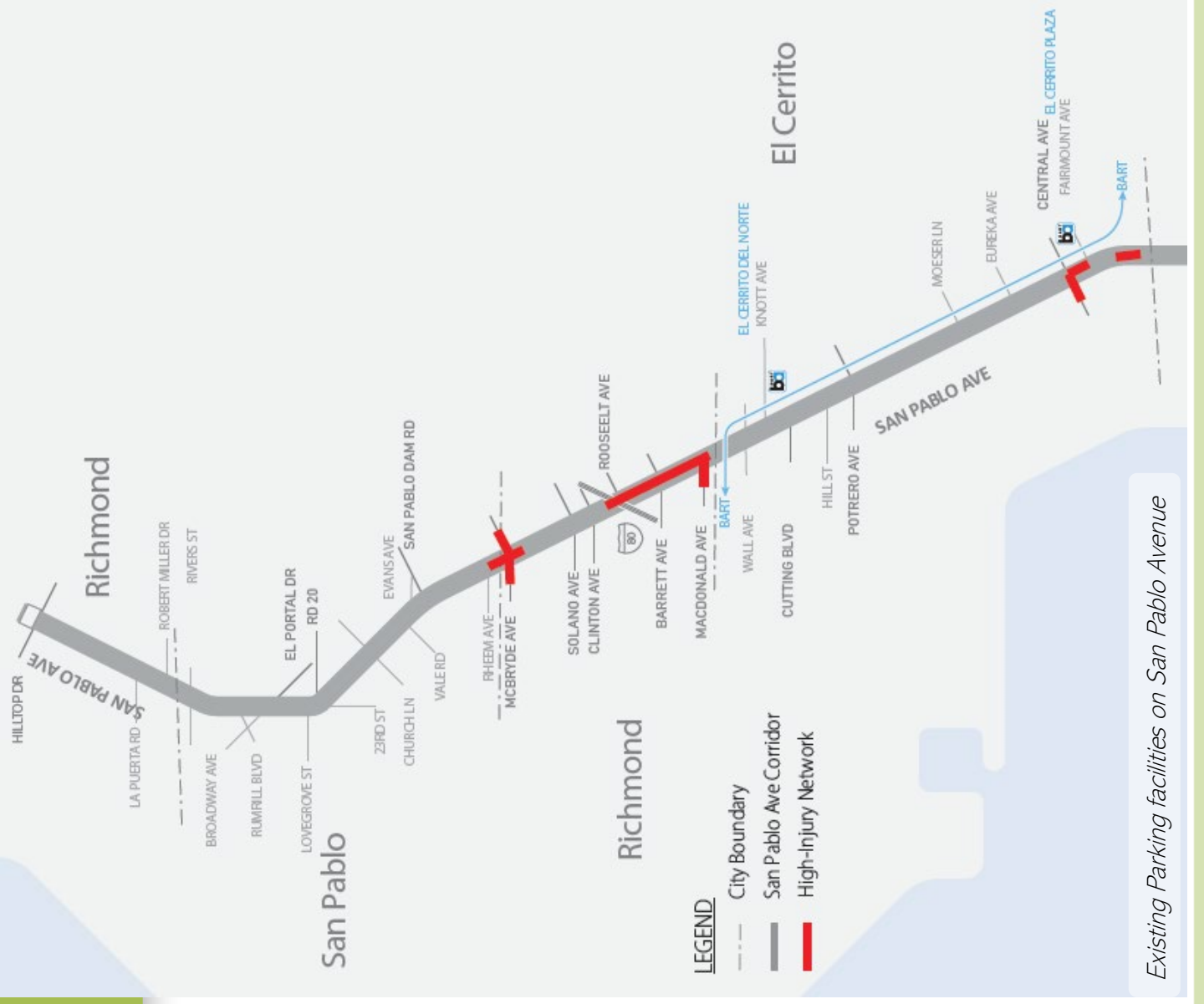
On-street parking was provided consistently throughout the corridor project limits with exception of transit dedicated areas and the following blocks:

- Between Rheem Ave and Road 20 in both directions
- Between Clinton Ave and Solano Ave NB only
- Between Hill St and Cutting Blvd in both directions



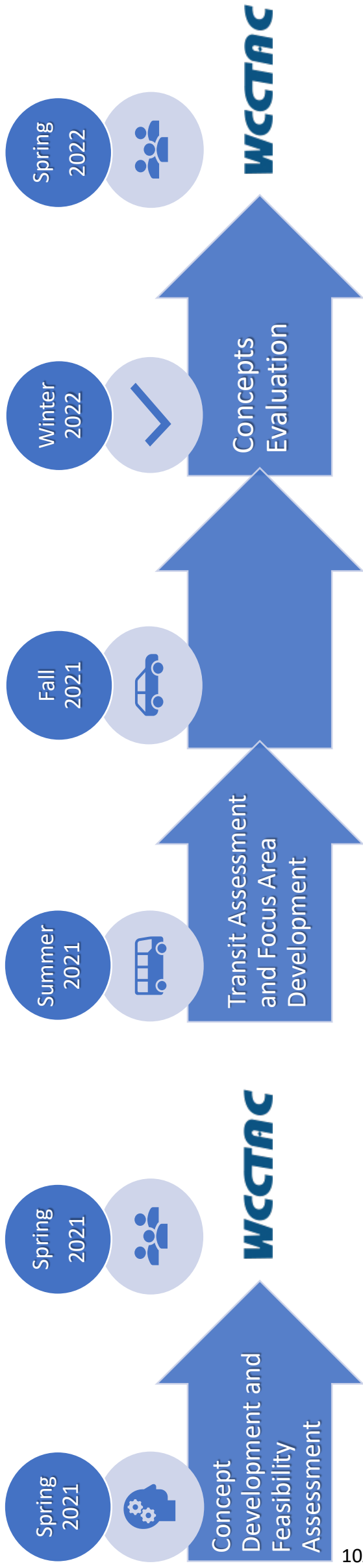
High Injury Network

- Segments with higher densities of injury collisions:
 - Between Fairmount Ave and Central Ave
 - Between MacDonald Ave and Clinton Ave
 - Between McBryde Ave and Rheem Ave





Phase 2 Project Process





Key Design Approaches



Stay within existing ROW and do not diminish the pedestrian environment



Maintain or enhance existing bike facilities where they exist today



Prioritize safety



Identify implications on community access and circulation

(left-turn or u-turn restrictions, pedestrian crossings)



Started with 5+ cross-section options for various segments that represent the varied width and conditions within study area. Each cross-section option reflected a different prioritization of roadway allocation.

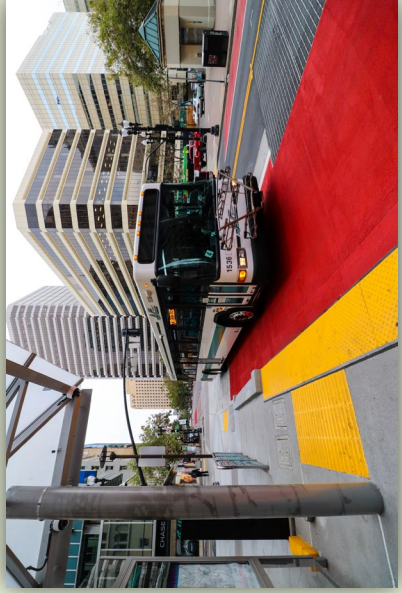
- TAC then narrowed the set of options to 3 cross-sections for each segment to further develop and identify feasibility



Transit Lane Placement Considerations

Side-running

- Conflict with right-turn traffic and parking maneuvers (where provided), limiting benefit to transit travel time and reliability
- Prone to encroachment by loading or pick-up/drop-off vehicles
- Stations provide opportunity to enhance pedestrian environment
- Easier to implement as pilot project



Center-running

- Provides highest quality transit experience with greatest benefit to transit travel time and reliability
- Higher cost/more challenging to implement due to median impacts
- Requires removal of left-turns at unsignalized intersections and at intersections with stations
- Requires upgrade or removal of current unsignalized pedestrian crossings
- Greater level of construction may increase impact to businesses during construction





Bike Facility Considerations

- Variety of solutions being considered, driven by variations in available curb-to-curb widths, sidewalk widths, and differing priorities by improvement concept
- All concepts introduce challenging conflict points at intersections
 - Right-turn lane shared with buses, impacting bus performance, OR
 - Right-turn lanes shared with bikes, impacting comfort of bike facilities



Raised Class IV Bike Lane



Class IV Protected Bike Lane



Shared-Use Path



Shared Bus/Bike Treatment Options

- Has been implemented in numerous locations around the country, with mixed feedback
 - Recent Examples: Wilshire, Figueroa, Sunset in L.A., several corridors in DC and Boston area
- May be more challenging in this corridor due to Rapid/BRT service model
 - Rapid/BRT service has limited stops, allowing bus to travel longer distances between stops, resulting in increased need to overtake bikes
- Can be considered for any alternative currently shown as a bus-only configuration
 - Modifications would be needed at stops





Parking & Loading Implementation

- Alternatives have varying impacts on parking and loading
- Parking removal allows for improved bicycle safety and/or transit effectiveness
 - Where parking/loading is removed from San Pablo Avenue, further analysis would be needed to determine if it can be shifted to side-streets
- Each segment has at least one alternative that preserves most existing parking
- Portions of the corridor have ample off-street parking and on-street parking is not heavily utilized





Managed Lane Considerations

- Determined to be feasible and provide benefit in portions of El Cerrito and San Pablo
- Allows for maintaining parking along El Cerrito business corridor while adding additional capacity for auto traffic during needed peak period(s)
- Enforcement needed to ensure parked cars are vacated during periods where lane designated for moving traffic
- While a managed lane is also provided on Ashby Ave (SR-13), the San Pablo Avenue context would be very different
 - Dedicated left-turn lanes would be provided at all signalized intersections, avoiding the frequent blockages to both through lanes
 - Primarily commercial land uses along San Pablo Ave will have more frequent parking turnover and thus may have less parking violation issues than the primarily residential land uses along Ashby Ave





Study Segments

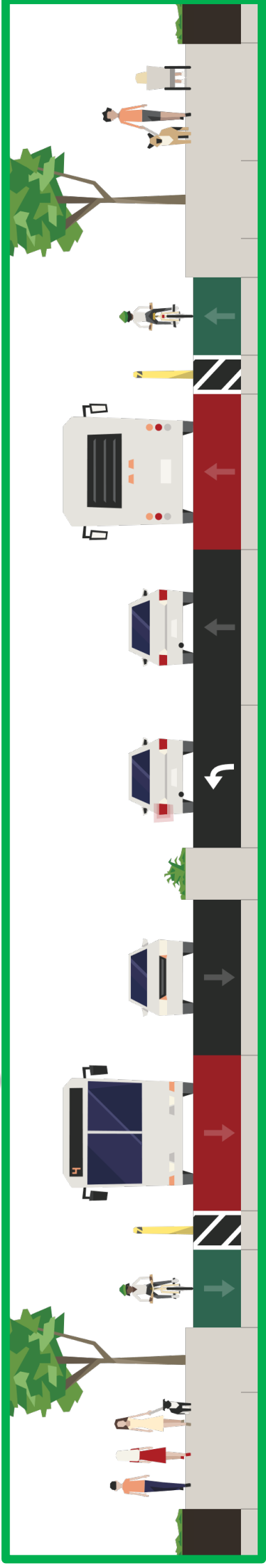
Seven segments were selected for application of prototypes to determine design feasibility:





















1. El Cerrito - Fairmount Ave to Eureka Ave
2. El Cerrito - Schmidt Ln to Potrero Ave
3. El Cerrito/Richmond - Wall Ave to I-80, Non-Caltrans Section
4. Richmond - Solano Ave to Rheem Ave
5. San Pablo - Vale Rd to Road 20
6. San Pablo - Lovegrove St to Rumrill Blvd
7. San Pablo/Richmond - Lake St to Rivers St

Note: Segments represent extents which have similar cross-section widths and characteristics. Improvements are envisioned to extend between segments, including transition areas and/or accommodations for varying widths between segments

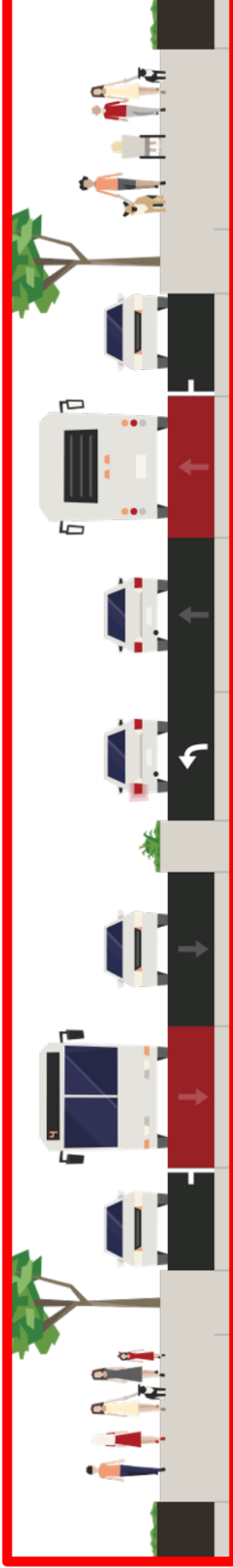


Green Alternative Side-running Transit Lane with Protected Bike Lanes



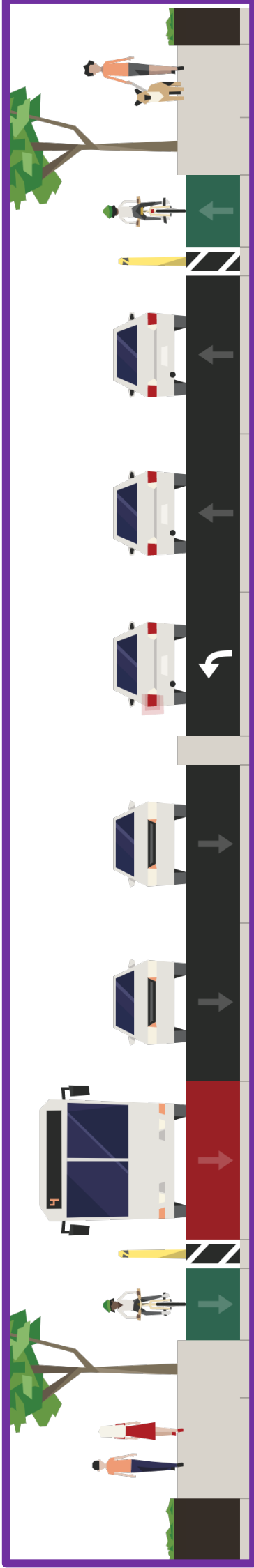
City (Segments Applicable)	Roadway Features Accommodated in Design		# of Auto Lanes
	Bicycle	Parking	
El Cerrito (Segment 1)	 		
El Cerrito (Segment 2)	 		
El Cerrito/Richmond (Segment 3)	 		
Richmond (Segment 4)	 		
San Pablo (Segment 6)	 		

Red Alternative Side-running Transit Lane with Parking



City Segment (Segments Applicable)	Roadway Features Accommodated in Design			
	Bus	Bicycle	Parking	# of Auto Lanes
El Cerrito (Segment 1 & 2)				
El Cerrito/Richmond (Segment 3)				
Richmond (Segment 4)				
San Pablo (Segment 5)				
San Pablo (Segment 6)				
San Pablo/Richmond (Segment 7)				

Purple Alternative Limited Transit Improvements With Bike Lanes



Roadway Features Accommodated in Design

City Segment
(Segments Applicable)

Transit

Parking

of Auto Lanes

San Pablo (Segment 5)				
San Pablo (Segment 6)				
San Pablo/Richmond (Segment 7)				



Center-running Transit Lane Alternative Summary



Feasibility:

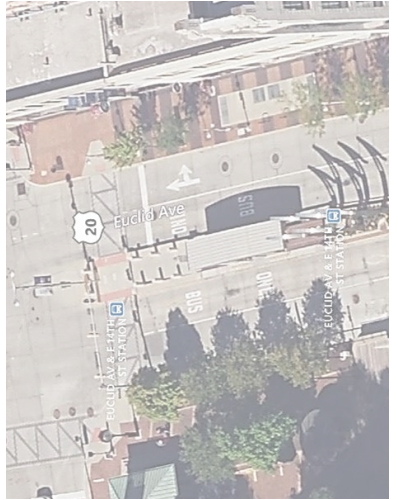
- Curb-to-curb width of 80' or greater can accommodate all three of: protected/buffered bike lanes, parking on one side, and 14' center island double-sided boarding platform
- Roadway width of around 76' can accommodate two of those features
- Roadway width of around 70' can accommodate one of those features

Benefits:

- Eliminate conflicts with drop-offs, deliveries, parking maneuvers, and right-turning movements, providing greatest benefit to transit travel time
- Easier to provide effective signal timing/transit signal priority to optimize transit reliability
- Opportunity with auto/parking managed lane in El Cerrito to retain peak period capacity in one direction

Drawbacks:

- Left-turn prohibited for one or both movements from San Pablo Ave at stations due to lack of space
- Requires either all-door boarding transit vehicles or significant offset through intersection
- Eliminates unsignalized left-turn movements, requiring additional traffic signals and/or limitations to community access
- Additional complexity for bus routes turning on/off San Pablo Avenue or with different stop spacing
- Limited opportunities for phased implementation





Side-running Transit Lane with Protected Bike Lanes Summary

Feasibility:

- Feasible in all segments where considered (not considered in narrowest section in San Pablo)
- Requires full parking loss with all curb-to-curb widths less than 80'

Benefits:

- Reduces queue delay for buses at traffic signals, improving transit travel time and reliability
- Eliminates bicycle and transit conflicts with parking maneuvers
- Easier to implement in the near-term with striping modifications

Drawbacks:

- Loss of on-street parking on one or both sides
- Limit to benefit from transit lane relative to other alternatives due to conflict with right-turning vehicles
- Protected bike lanes not for all ages and abilities due to frequent conflicts at intersections and driveways
- Lanes are prone to encroachment by loading or pick-up/drop-off



Side-running Transit Lane with Parking Summary



Feasibility:

- Feasible in all segments (least change from existing)

Benefits:

- Reduces queue delay for buses at traffic signals, improving transit travel time and reliability
- Easiest to implement in the near-term with striping modifications
- Provides space for parking and loading, reducing likelihood of those activities causing lane blockage

Drawbacks:

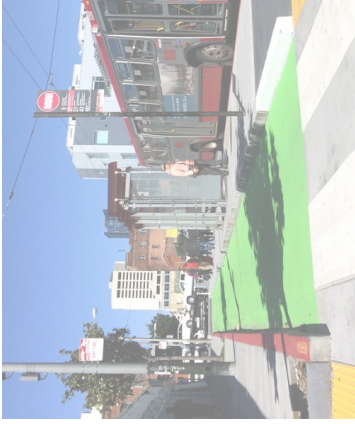
- Limit to benefit from transit lane due to conflict with right-turning vehicles and parking maneuvers
- No dedicated bike facilities

Considerations:

- Opportunity for shared bus/bike lanes to provide continuous bike facility



Limited Transit Improvements With Bike



Lanes

Feasibility:

- Considered in San Pablo segments. Opportunity to provide additional lane for queue jumps or managed transit/parking lane where curb-to-curb width is at least 83'

Benefits:

- Limits impact to existing auto travel time
- Easier to implement in the near-term (without queue jump or managed lane)
- Eliminates bicycle conflicts with parking maneuvers

Drawbacks:

- Benefit to transit is limited
- Parking loss associated with provision of bike facility



Key Questions

- Are there segments where parking retention and/or loading is critical on San Pablo Avenue itself, requiring either no bicycle facility or a shared bus/bike facility?
- Is a shared bus/bike facility something that should be further considered?
- Are there any areas where the left-turn access restrictions would make center-running lanes particularly more difficult to implement?
- What benefits and trade-offs of higher quality transit facilities should be further explored?





- Selection of alternatives for quantitative study
- Development of transit operations alternatives
- Focused concept development near BART Stations and Contra Costa College

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El Cerrito

Hercules

May 28, 2021

Pinole

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

RE: May 2021 WCCTAC Board Meeting Summary

Richmond

Dear Tim:

The WCCTAC Board, at its meeting on May 28, 2021, took the following actions that may be of interest to CCTA:

San Pablo

1. Authorized WCCTAC staff to purchase student bus passes using a purchase order for the Pass2Class Program.

2. Approved Fiscal Year 2022 Measure J 19b funds for WestCAT and AC Transit. WestCAT will receive an allocation of \$392,000 and AC Transit will receive \$1,724,800. Both agencies will use these funds for existing services.

Contra Costa
County

3. Approved the TAC and Staff's proposed funding allocations for the first grant cycle of the 2019 STMP Update.

4. Authorized the distribution of the Fiscal Year 2022 WCCTAC Work Program, Budget, and Dues for member agency review.

AC Transit

5. Received an update regarding on the 511 Contra Costa TDM program, including a look ahead to Fiscal Year 2022.

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

BART

Sincerely,

A handwritten signature in black ink that reads "John Nemeth". The signature is written in a cursive, flowing style.

John Nemeth
Executive Director

WestCAT

cc: Tarien Grover, CCTA

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

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

NEPA: National Environmental Policy Act
O&M: Operations and Maintenance
OBAG: One Bay Area Grant
PAC: Policy Advisory Committee
PASS: Program for Arterial System Synchronization
PBTF: Pedestrian, Bicycle and Trail Facilities
PC: Planning Committee (CCTA)
PCC: Paratransit Coordinating Committee (CCTA)
PDA: Priority Development Areas
PSR: Project Study Report (Caltrans)
RHNA: Regional Housing Needs Allocation (ABAG)
RPTC: Richmond Parkway Transit Center
RTIP: Regional Transportation Improvement Program
RTP: Regional Transportation Plan
RTPC: Regional Transportation Planning Committee
SCS: Sustainable Communities Strategy
SHPO: State Historic and Preservation Office
SOV: Single Occupant Vehicle
STA: State Transit Assistance
STIP: State Transportation Improvement Program
STMP: Subregional Transportation Mitigation Plan
SWAT: Regional Transportation Planning Committee for Southwest County
TAC: Technical Advisory Committee
TCC: Technical Coordinating Committee (CCTA)
TDA: Transit Development Act funds
TDM: Transportation Demand Management
TFCA: Transportation Fund for Clean Air
TEP: Transportation Expenditure Plan
TLC: Transportation for Livable Communities
TOD: Transit Oriented Development
TRANSPAC: Regional Transportation Planning Committee for Central County
TRANSPLAN: Regional Transportation Planning Committee for East County
TSP: Transit Signal Priority (traffic signals and buses)
VMT: Vehicle Miles Traveled
WCCTAC: West County Costa Transportation Advisory Committee
WETA: Water Emergency Transportation Authority