

MEETING NOTICE AND AGENDA

DATE & TIME: July 25, 2025 • 8:00 AM – 10:00 AM

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

Commissioner Chris Peeples will attend remotely from:
13328 San Pablo Ave., #38C,
San Pablo, CA 94806

REMOTE ACCESS:

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJydIBoYk0yYWVZVlMWHZ4Zz09>

Meeting ID: 732 105 8840

Phone: =

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

+1 669 900 6833

Meeting ID: 732 105 8840 / Password: 066620

Public Comment During the Meeting

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

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

Written Comment

Written comments are accepted until the start of the meeting, unless otherwise noted on the meeting agenda. Public comments received by 5:00 p.m. on the evening before the Board meeting date will be provided to the WCCTC Board. Comments may be submitted by email to mcarrasco@WestContraCostaTC.gov.

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

CONSENT CALENDAR

3. **Minutes of June 27, 2025, Board Meeting.** *(Attachment; Recommended Action: Approve).*
4. **Monthly Update on WCCTC Activities.** *(Attachment; Information only).*
5. **Financial Reports.** The reports show the Agency’s revenues and expenses for June 2025. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** None. *(No Attachment; Information only).*
7. **FY 2026 Measure J 21b, John Swett Unified School District.** Each year, John Swett Unified School District receives 5% of the Measure J 21b Safe Transportation for Children funds to help subsidize their yellow school bus program. Staff seeks Board approval of this year’s allocation. *(Attachment, Yes; Recommended Action: Approve).*

REGULAR AGENDA ITEMS

8. **2025 Measure J Strategic Plan.** The Contra Costa Transportation Authority (CCTA) is in the process of updating the Measure J Strategic Plan, last adopted in September 2022. A revenue forecast for the update was adopted by the Authority Board in June 2025. CCTA staff will provide an update on the approach and schedule for completing the Plan. *(Hisham Noeimi, CCTA Staff; Attachment; Recommended Action: Provide Feedback as Needed).*
9. **AC Transit Realign Update.** Staff from AC Transit will provide a status report on the Realign process. Realign is a bus network redesign, based on ridership data and community input, focused on post-pandemic travel needs. *(AC Transit Staff; Attachment; Recommended Action: Provide Feedback as Needed).*
10. **Measure J 28b Allocations for Small-Scale Projects.** The WCCTC TAC recommends that the WCCTC Board allocate \$720K in flexible Measure J 28b funds to WCCTC member agencies to complete small-scale projects. There is currently a balance of approximately \$1M in unallocated Measure J 28b funds. Staff supports this recommendation. Additional details are included in the attached staff report. *(John Nemeth, WCCTC Staff; Attachment; Recommended Action: Adopt Resolution 25-10).*

- 11. Release of RFP for STMP Nexus Study and Program Update.** In 2019, the WCCTC Board and participating jurisdictions adopted a Subregional Transportation Mitigation Program (STMP) Nexus Study and Program Update. State law requires WCCTC to update the nexus study every eight years. These updates also provide an opportunity to review and refine program components. Staff has prepared a draft Request for Proposals (RFP) to solicit consultant services to support this effort. *(Leah Greenblat, WCCTC staff; Attachment; Recommended Action: Authorize WCCTC staff to release a Request for Proposals (RFP) to update the West Contra Costa County Subregional Transportation Mitigation Program (STMP) Nexus Study and Program).*

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 & Xavier*)
 - c. Executive Director's Report
- 13. General Information Items.**
- a. Letter to CCTA Executive Director with Summary of Board Actions for June 27, 2025
 - b. Acronym List
- 14. Adjourn.** Next regular meeting is September 26, 2025 @ 8:00 a.m.

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- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTC Board meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact 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 WCCTC's offices.
 - Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
 - A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.

MEETING DATE: July 25, 2025

TO: West Contra Costa Transportation Commission

FROM: John Nemeth, Executive Director

SUBJECT: **Measure J 28b Allocations for Small-Scale Projects**

REQUESTED ACTION

Approve Resolution 25-10, as recommended by the WCCTC Technical Advisory Committee (TAC), allocating \$720,000 in Measure J 28b funds to member agencies for the implementation of small-scale transportation projects.

BACKGROUND AND DISCUSSION

Measure J Program 28b is a flexible funding category within the Measure J Expenditure Plan. Approximately \$1 million is currently available in this category. While primarily used to support planning and capital grant matches, these funds have been applied to transportation-related needs, such as senior travel training, bus stop maintenance, and street and road enhancements.

At its meeting on July 10, 2025, the WCCTC TAC recommended allocating \$720,000 in available funding as follows:

- \$60,000 each to eight member agencies, proportional to their dues contributions
- \$180,000 to the City of Richmond, based on its larger dues contribution
- \$15,000 to WCCTC for the installation of bike racks at El Cerrito Plaza
- \$10,000 to WCCTC for the installation of bike racks at Harbour-8 Park
- \$25,000 to WCCTC for additional bike rack installations across West County, to be implemented on request by member agencies

The proposed uses of these funds are small in scale and intended to improve pedestrian and bicycle infrastructure, safety features, and transit improvements. Member agencies have identified projects such as: pedestrian crossings, sidewalk inventories, traffic calming, bike lanes, daylighting (red curb and signage), bus stop upgrades, “quick-build” safety improvements, pedestrian amenities, and curb ramp replacements. In addition, BART has proposed replacing lighting at the El Cerrito Plaza and Richmond stations with LED fixtures. To allow flexibility, the TAC intentionally chose not to set strict funding criteria. The goal is to support low-cost, high-impact “quick win” projects throughout West County.

NEXT STEPS

Upon Commission approval, CCTA will enter into Cooperative Agreements with agencies directly receiving funds. If a member agency, such as WestCAT, designates another agency to implement its project, it will not need to be a party to the agreement. WCCTC will also not be a party to these agreements, as CCTA is already authorized to distribute Measure J 28b funds to WCCTC under an existing agreement.

Once agreements are in place, CCTA will provide funding up front. Recipient agencies will be required to submit documentation to both CCTA and WCCTC detailing how funds were spent.

ATTACHMENT

A. Resolution 25-10

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

RESOLUTION NO. 25-10

**ALLOCATING \$720,000 IN MEASURE J 28B FUNDS FOR SMALL-SCALE
TRANSPORTATION PROJECTS IN WEST CONTRA COSTA COUNTY**

WHEREAS, Measure J, approved by the voters of Contra Costa County in 2004, established a half-cent transportation sales tax and an Expenditure Plan that includes funding categories to support transportation improvements throughout the County; and

WHEREAS, Measure J Program 28b provides flexible funding for transportation projects and programs; and

WHEREAS, approximately \$1 million in Measure J 28b funds is currently available, and the West Contra Costa Technical Advisory Committee (TAC) has recommended allocating \$720,000 of these funds for small-scale, “quick win” projects that improve pedestrian, bicycle, safety, and transit infrastructure; and

WHEREAS, the recommended allocation includes:

- \$60,000 each to eight member agencies based on dues contributions
- \$180,000 to the City of Richmond based on dues contributions
- \$15,000 to WCCTC for bicycle rack installation at El Cerrito Plaza
- \$10,000 to WCCTC for bicycle rack installation at Harbour-8 Park
- \$25,000 to WCCTC for additional bicycle racks throughout West County, to be distributed at the request of member agencies; and

WHEREAS, the proposed projects to be funded under this allocation include, but are not limited to, pedestrian crossings, sidewalk inventories, curb ramp replacements, bike lanes, traffic calming, transit stop improvements, pedestrian amenities, red curb daylighting, and LED lighting upgrades at BART stations; and

WHEREAS, the Contra Costa Transportation Authority (CCTA) will enter into Cooperative Agreements with the directly funded agencies and disburse funds upon agreement execution; and

WHEREAS, all agencies receiving funds will be required to submit documentation to both CCTA and WCCTC demonstrating how funds were expended.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the West Contra Costa Transportation Commission approves the allocation of \$720,000 in Measure J 28b funds to support small-scale transportation improvements as recommended by the WCCTC Technical Advisory Committee.

BE IT FURTHER RESOLVED, that the Executive Director is authorized to coordinate with CCTA and the recipient agencies to facilitate the implementation of these projects and ensure reporting and compliance requirements are met.

The foregoing Resolution was adopted by the WCCTC Board at a regular meeting on July 25, 2025 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

By:

Cameron Sasai, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher Kokotaylo, General Counsel