



# Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• [www.AlamedaCTC.org](http://www.AlamedaCTC.org)

#### Commission Chair

Supervisor Scott Haggerty, District 1

#### Commission Vice Chair

Vice Mayor Rebecca Kaplan,  
City of Oakland

#### AC Transit

Director Elsa Ortiz

#### Alameda County

Supervisor Richard Valle, District 2  
Supervisor Wilma Chan, District 3  
Supervisor Nate Miley, District 4  
Supervisor Keith Carson, District 5

#### BART

Director Thomas Blalock

#### City of Alameda

Mayor Trish Spencer

#### City of Albany

Vice Mayor Peter Maass

#### City of Berkeley

Councilmember Laurie Capitelli

#### City of Dublin

Mayor David Haubert

#### City of Emeryville

Mayor Ruth Atkin

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Mayor Bill Harrison

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Mayor Barbara Halliday

#### City of Livermore

Mayor John Marchand

#### City of Newark

Councilmember Luis Freitas

#### City of Oakland

Councilmember Dan Kalb

#### City of Piedmont

Mayor Margaret Fujjoka

#### City of Pleasanton

Mayor Jerry Thorne

#### City of San Leandro

Mayor Pauline Russo Cutter

#### City of Union City

Mayor Carol Dutra-Vernaci

#### Executive Director

Arthur L. Dao

## Alameda County Transportation Commission

Thursday, April 23, 2015, 2:00 p.m.

1111 Broadway, Suite 800  
Oakland, CA 94607

### Mission Statement

The mission of the Alameda County Transportation Commission (Alameda CTC) is to plan, fund, and deliver transportation programs and projects that expand access and improve mobility to foster a vibrant and livable Alameda County.

### Public Comments

Public comments are limited to 3 minutes. Items not on the agenda are covered during the Public Comment section of the meeting, and items specific to an agenda item are covered during that agenda item discussion. If you wish to make a comment, fill out a speaker card, hand it to the clerk of the Commission, and wait until the chair calls your name. When you are summoned, come to the microphone and give your name and comment.

### Recording of Public Meetings

The executive director or designee may designate one or more locations from which members of the public may broadcast, photograph, video record, or tape record open and public meetings without causing a distraction. If the Commission or any committee reasonably finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities must be discontinued or restricted as determined by the Commission or such committee (CA Government Code Sections 54953.5-54953.6).


### Reminder

Please turn off your cell phones during the meeting. Please do not wear scented products so individuals with environmental sensitivities may attend the meeting.

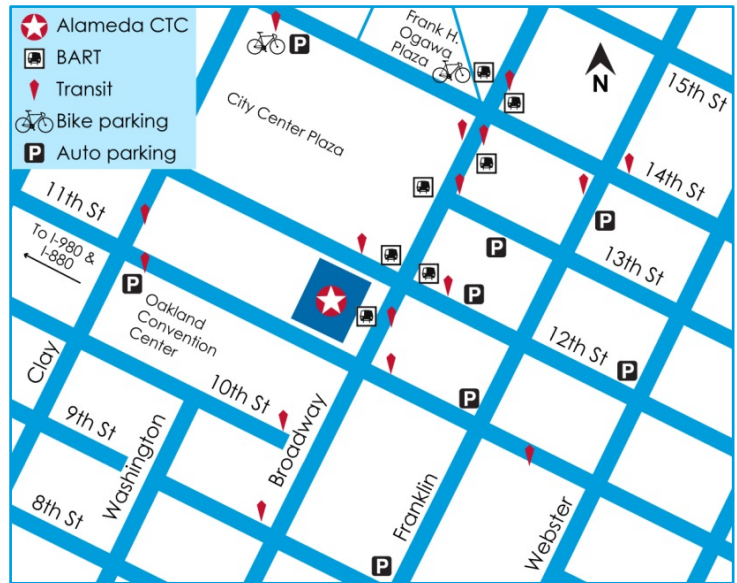
### Glossary of Acronyms

A glossary that includes frequently used acronyms is available on the Alameda CTC website at [www.AlamedaCTC.org/app\\_pages/view/8081](http://www.AlamedaCTC.org/app_pages/view/8081).

## Location Map

 Alameda CTC  
1111 Broadway, Suite 800  
Oakland, CA 94607

Alameda CTC is accessible by multiple transportation modes. The office is conveniently located near the 12th Street/City Center BART station and many AC Transit bus lines. Bicycle parking is available on the street and in the BART station as well as in electronic lockers at 14th Street and Broadway near Frank Ogawa Plaza (requires purchase of key card from bikelink.org).



Garage parking is located beneath City Center, accessible via entrances on 14th Street between 1300 Clay Street and 505 14th Street buildings, or via 11th Street just past Clay Street. To plan your trip to Alameda CTC visit [www.511.org](http://www.511.org).

## Accessibility

Public meetings at Alameda CTC are wheelchair accessible under the Americans with Disabilities Act. Guide and assistance dogs are welcome. Call 510-893-3347 (Voice) or 510-834-6754 (TTD) five days in advance to request a sign-language interpreter.



## Meeting Schedule

The Alameda CTC meeting calendar lists all public meetings and is available at [www.AlamedaCTC.org/events/upcoming/now](http://www.AlamedaCTC.org/events/upcoming/now).

## Paperless Policy

On March 28, 2013, the Alameda CTC Commission approved the implementation of paperless meeting packet distribution. Hard copies are available by request only. Agendas and all accompanying staff reports are available electronically on the Alameda CTC website at [www.AlamedaCTC.org/events/month/now](http://www.AlamedaCTC.org/events/month/now).

## Connect with Alameda CTC

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# Commission Meeting Agenda

## Thursday, April 23, 2015, 2 p.m.

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

1. Pledge of Allegiance
2. Roll Call
3. Public Comment
4. Chair and Vice Chair Report
5. Executive Director Report

**Chair:** Supervisor Scott Haggerty,  
Alameda County, District 1

**Vice Chair:** Councilmember Rebecca Kaplan,  
City of Oakland

**Executive Director:** Arthur L. Dao

**Clerk:** Vanessa Lee

	Page	A/I*
<b>6. Approval of Consent Calendar</b>		
On April 13, 2015 Alameda CTC standing committees approved all action items on the consent calendar, except Item 6.1.		
6.1. <a href="#">Approval of March 26, 2015 meeting minutes</a>	1	A
Recommendation: Approve the March 26, 2015 meeting minutes.		
6.2. <a href="#">I-580 Eastbound and Westbound Express Lanes (724.4/724.5): Reimbursable Service Agreement with California Highway Patrol (CHP)</a>	5	A
Recommendation: Approve and authorize the Executive Director to execute a Reimbursable Services Contract for Violation Enforcement of the 580 Express Lanes with the CHP (Agreement No. 10R390000-3).		
6.3. <a href="#">I-580 Corridor High Occupancy Vehicle/Express Lane Projects (PN 720.4/720.5/724.1/724.4/724.5): Monthly Progress Report</a>	7	I
6.4. <a href="#">Congestion Management Program (CMP): Summary of Alameda CTC's Review and Comments on Environmental Documents and General Plan Amendments</a>	29	I
6.5. <a href="#">California Transportation Commission March 2015 Meeting Summary</a>	33	I
6.6. <a href="#">Measure BB Master Programs Funding Agreements with Direct Local Distribution Funds Recipients</a>	39	A
Recommendation: Authorize the Executive Director to execute Master Programs Funding Agreements with Measure BB Direct Local Distribution Funds recipients.		

\*(A = Action Item; I = Information Item)

6.7. <a href="#">Measure BB Funding Agreements for Measure BB Allocations Approved in March 2015</a>	43	A
<p>Recommendation: Authorize the Executive Director to execute Measure BB Funding Agreements with Recipient Agencies related to allocations approved in March 2015.</p>		
6.8. <a href="#">Measure BB Affordable Student Transit Pass Program</a>	47	A
<p>Recommendation: Authorize the release of a Request for Proposals (RFP) and negotiation with the top ranked firm for program development of a pilot Affordable Student Transit Pass Program in Alameda County.</p>		
6.9. <a href="#">Alameda CTC Transportation Fund for Clean Air (TFCA) FY 2015-16 Program Guidelines</a>	55	A
<p>Recommendation: Approve the FY 2015-16 Alameda CTC Transportation Fund for Clean Air (TFCA) Program Guidelines.</p>		
6.10. <a href="#">I-580 Corridor Projects: Cooperative Agreement Amendments with Caltrans for Additional Funding for Express Lane Implementation</a>	85	A
<p>Recommendation: Approve the Cooperative Agreement Amendments with Caltrans (04-2440-3 and 04-2396-4) for additional funding necessary to support Express Lane implementation.</p>		
6.11. <a href="#">I-680 Northbound Express Lane Project (PN 721.0): 2000 Measure B Funding Allocation, Cooperative Agreement, Contract Amendment and two (2) Request for Proposal (RFP) Actions</a>	99	A
<p>Recommendation: Approve the necessary actions to support delivery of the I-680 Northbound Express Lane Project.</p>		
6.12. <a href="#">Webster Street SMART Corridor Project (PN 740.0): Construction Contract Acceptance (Alameda CTC Resolution 15-016)</a>	105	A
<p>Recommendation: Adopt Alameda CTC Resolution 15-016 which authorizes acceptance of the completed construction contract with Amland Corporation for the Webster Street SMART Corridor Project.</p>		
6.13. <a href="#">Administrative Amendments to Various Project Agreements</a>	109	A
<p>Recommendation: Authorize the Executive Director to execute administrative amendments to various project agreements in support of the Alameda CTC's Capital Projects and Program delivery commitments.</p>		
6.14. <a href="#">Contract Amendments to Administrative Professional Services Contracts with Acumen Building Enterprise, Inc., GenSpring Family Offices, LLC, and Vavrinek, Trine, Day, &amp; Co., LLP</a>	113	A
<p>Recommendation: Authorize the Executive Director to execute contract amendments to three administrative professional services contracts with Acumen Building Enterprise, Inc., GenSpring Family Offices, LLC, and Vavrinek, Trine, Day, &amp; Co., LLP.</p>		

- 6.15. [Amendment to the Alameda CTC Health Reimbursement Arrangement \(HRA\) Plan for Retirees](#) 117 A

Recommendation: Approve and adopt an Amendment to the Alameda CTC Health Reimbursement Arrangement Plan for retirees

- 6.16. [Community Advisory Appointment](#) 137 A

Recommendation: Approve the Alameda CTC Community Advisory Appointment.

## 7. Community Advisory Committee Reports

(Time limit: 3 minutes per speaker)

- 7.1. [Bicycle and Pedestrian Advisory Committee](#) - Midori Tabata, Chair 139 I
- 7.2. [Citizens Watchdog Committee](#) – James Paxson, Chair 147 I
- 7.3. [Paratransit Advisory and Planning Committee](#) – Sylvia Stadmire, Chair 149 I

## 8. I-580 Express Lane Policy Committee Action Items

On April 13, 2015, the I-580 Express Lane policy Committee approved the following action items, unless otherwise noted in the recommendations.

- 8.1. [I-580 Express Lanes: Outreach and Education Update](#) 163 I

## 9. Planning, Policy and Legislation Committee Action Items

On April 13, 2015, the Planning, Policy and Legislation Committee approved the following action items, unless otherwise noted in the recommendations.

- 9.1. [Legislative Update](#) 167 A/I

Recommendation: Receive an update on state and federal legislative activities and approve legislative positions.

## 10. Programs and Projects Committee Action Items

On April 13, 2015, the Programs and Projects Committee approved the following action items, unless otherwise noted in the recommendations.

- 10.1. [Report on Coordination with the City of Oakland on its Prior Request for \\$39.2 Million of Measure BB Funds](#) 173 I

## 11. Member Reports

## 12. Adjournment

**Next meeting:** May 28, 2015

All items on the agenda are subject to action and/or change by the Commission.

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**Next meeting:** May 28, 2015

All items on the agenda are subject to action and/or change by the Commission.

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**1. Pledge of Allegiance**

**2. Roll Call**

A roll call was conducted. All members were present with the exception of Commissioner Chan, Commissioner Fujjoka, Commissioner Miley and Commissioner Kaplan.

Commissioner Narum was present as an alternate for Commissioner Thorne.  
Commissioner Biddle was present as an alternate for Commissioner Haubert.  
Commissioner Worthington was present as an alternate for Commissioner Capitelli.

**Subsequent to the roll call:**

Commissioner Kaplan and Commissioner Fujjoka arrived during Item 3. Commissioner Campbell-Washington arrived as an alternate during Item 4.1. Commissioner Miley arrived prior to the vote on item 6.7 of the Consent Calendar.

**3. Public Comment**

There were no public comments.

**4. Chair and Vice Chair Report**

**4.1. Recognition of Safe Routes to School Platinum Sneaker Award Recipient**

Chair Haggerty presented the Platinum Sneaker Award to Oakland's Westlake Middle School and recognized Ms. Kelley Haskins as the Teacher Champion from Westlake Middle School.

**4.2. Recognition of the Retirement of Stewart Ng, Deputy Director of Programming and Projects**

Chair Haggerty recognized Stewart Ng, upon his retirement and presented a Resolution of Appreciation for his service to the Alameda CTC.

**5. Executive Director Report**

Art Dao stated that the Executive Directors report could be found in the Commissioners folders as well as on the Alameda CTC website. Art thanked the Chair and Vice Chair for their leadership and provided an update on agency activities.

**6. Approval of Consent Calendar**

**6.1.** Approval of February 26, 2015 meeting minutes

**6.2.** I-580 Corridor High Occupancy Vehicle/Express Lane Projects (PN)

720.4/720.5/724.1/724.4/724.5): Monthly Progress Report

- 6.3. I-580 Express Lanes: Outreach and Education Update
- 6.4. I-580 Express Lane Toll Evasion Violation Process
- 6.5. Congestion Management Program (CMP): Summary of Alameda CTC's Review and Comments on Environmental Documents and General Plan Amendments
- 6.6. Countywide Transit Plan Preliminary Vision, Goals, and Performance Measures
- 6.7. Countywide Goods Movement Plan Needs Assessment
- 6.8. Alameda CTC's Comprehensive Investment Plan FY 15/16 Measure BB 2-Year Allocation Plan
- 6.9. Lifeline Cycle 4 Transportation Program
- 6.10. Countywide Bicycle/Pedestrian Planning and Promotion Measure B Funding Request
- 6.11. I-80 Gilman Interchange (PN 765.0): Preliminary Design and Environmental Studies (PAED) and Final Design Service Phases
- 6.12. I-880 Southbound HOV Lane Project (PN 730.1): Contract Amendment to Professional Services Agreement No. A08-017.WMH with WMH Corporation
- 6.13. FY2014-15 Mid-Year Budget Update
- 6.14. Alameda CTC FY2014-15 Second Quarter Financial Report

Item 6.7 was pulled of the Consent Calendar for further consideration. Commissioner Atkin wanted more information on increasing the rail capacity of the Martinez division through Emeryville. Art stated that the list in the staff report is for projects that staff will evaluate through a technical process and will be brought back to the commission before approval. Michael Fischer, from EMC Research stated that the issue was brought up and address by the technical committees as well as the PPLC and staff will work with the city of Emeryville staff on this item.

*Commissioner Kaplan moved to approve this item. Commissioner Harrison seconded the motion. The motion passed unanimously.*

Item 6.8 was pulled off the Consent Calendar for further consideration. Commissioner Kaplan introduced Matt Nichols, from the City of Oakland, who made the following funding requests in the form of a letter from the City of Oakland: 1million allocation for Port of Oakland, \$200,000 for Coliseum BART project, and 38million dollars commitment for the Oakland Army Base project to be added to the Comprehensive Investment Plan (CIP).

Art informed the Commission that approval of the CIP item is intended to get the direct local distribution funds out to cities as soon as possible. He stated it is important to note that funds from Measure BB aren't anticipated to come to the agency until late August and the Commission would need to see the entire program of projects

before making funding allocations to the city.

Commissioner Cutter wanted more information on the impact of the City of Oakland's request as it relates to other projects in the plan and/or any funding streams. Art stated that there is a process for project delivery under the CIP and recommended that staff work with the City of Oakland to make sure important projects are included while ensuring adherence to the process.

Commissioner Valle asked for more information on the Coliseum BART project mentioned by the City of Oakland. Art stated that it is a transit orientated development project.

There was significant discussion among the Commission regarding the funding and commitment requests made by the City of Oakland. A recommendation was made to take the City of Oakland's letter with funding requests back to the technical committee for review and then to the full Commission for consideration at its next scheduled meeting.

*Commissioner Kaplan made a motion to approve Item 6.8 with the amended recommendation. Commissioner Halliday seconded the motion. The motion passed unanimously (Carson absent)*

*Commissioner Atkin moved to approve the remainder of the Consent Calendar. Commission Cutter seconded the motion. The motion passed unanimously.*

## **7. Community Advisory Committee Reports**

### **7.1. Bicycle and Pedestrian Advisory Committee (BPAC)**

There was no one present from BPAC.

### **7.2. Citizens Watchdog Committee (CWC)**

James Paxson, Chair of CWC stated that the committee last met on March 9, 2015. He stated that the committee started working on the draft summary reports, formed an annual report subcommittee and he concluded by reviewing new members and vacancies on the committee.

### **7.3. Paratransit Advisory and Planning Committee (PAPCO)**

Sylvia Stadmire, Chair of PAPCO stated that the committee met on March 23, 2015. She stated that the committee reviewed gap grant progress reports and received a reported from AC Transit on the marketing mobility management project. She concluded by reviewing vacancies on the committee.

## 8. Planning, Policy and Legislation Committee Action Items

### 8.1. Legislative Update

Tess Lengyel recommended that the Commission receive an update on state and federal legislative activities and approve legislative positions. She focused her presentation on the state level by updating the Commission on the Governors budget and recommended positions on four pieces of legislations. I

Tess recommended that the commission approve four positions:

AB 464- Support position

ACA 4- Support position Spencer voted no on this item

SB 321- Support position

AB 516- Support position

Commissioner Halliday wanted to more information on the Speakers transportation plan and suggested that the Commission support the proposed bill. Tess stated that this bill isn't in print and that once the bill is written staff will evaluate and provide a position.

There was on public comment on this item by Dave Campbell.

*Commissioner Kaplan moved to approve the recommended positions. Commissioner Halliday seconded the motion. Commission Spencer voted to oppose support on bill ACA 4. The motion passed unanimously with Commissioner Spencers opposition on AVA 4.*

## 9. Member Reports

There were no member reports.

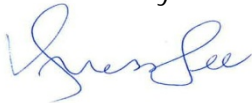
## 10. Adjournment

The next meeting is:

Date/Time: April 23, 2015 @ 2:00 p.m.

Location: Alameda CTC Offices, 1111 Broadway, Suite 800, Oakland, CA 94607

Attested by:



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# Memorandum

6.2

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

**DATE:** April 16, 2015

**SUBJECT:** I-580 Eastbound and Westbound Express Lanes (724.4/724.5):  
Reimbursable Service Agreement with California Highway Patrol (CHP)

**RECOMMENDATION:** Approve and authorize the Executive Director to execute a Reimbursable Services Contract for Violation Enforcement of the 580 Express Lanes with the CHP (Agreement No. 10R390000-3)

## Summary

The Alameda CTC is sponsoring the I-580 Corridor High Occupancy Vehicle (HOV)/Express Lanes Project which is part of an overall 550-mile Bay Area express lane network that will expand commuter choices and maximize the efficiency of this highly congested I-580 corridor by employing emerging technologies, such as real-time congestion pricing and automated toll violation enforcement. The project will implement HOV/express lanes from Hacienda Drive to Greenville Road in the eastbound direction and from Greenville Road to San Ramon Road/Foothill Road in the westbound direction.

Since the opening of the Express Lane facility on southbound I-680 in September 2010, the California Highway Patrol (CHP) has been providing patrol and enforcement services that support the safe and efficient operation of the I-680 Express Lane facility.

Staff recommends approval of the violation and occupancy enforcement contract with CHP for enforcement services on I-580.

## Background

The CHP has been providing traffic control and enforcement services to improve safety, deter toll evasion, and ensure proper use of the facility by the patrons on the I-680 Southbound Express Lane. A similar approach is planned to be implemented on the I-580 Express Lanes. This agreement would ensure that CHP's officers are routinely present in the corridor to patrol and provide the necessary enforcement of I-580 (westbound and eastbound) High Occupancy Toll (Express) lanes in Alameda County. Officers will provide focused enforcement of toll and occupancy violations in addition to all other applicable vehicle code violations within the Express Lanes.

**Fiscal Impact:** Approval of the requested action will encumber \$400,000 of toll funds. Sufficient funds are available in project financial plans, and the necessary funds will be incorporated into the annual budget for fiscal year 2015-16.

**Staff Contact**

[Arun Goel](#), Express Lane Operations





**DATE:** April 16, 2015

**SUBJECT:** I-580 Corridor High Occupancy Vehicle/Express Lane Projects (PN 720.4/720.5/724.1/724.4/724.5): Monthly Progress Report

**RECOMMENDATION:** Receive a monthly status update on the I-580 Corridor High Occupancy Vehicle/Express Lane Projects.

## Summary

The Alameda CTC is sponsoring the I-580 Corridor High Occupancy Vehicle (HOV)/Express Lane Projects along the I-580 corridor in the Tri-Valley. The Eastbound I-580 Express Lane Project will convert the newly constructed eastbound HOV lane, from Hacienda Drive to Greenville Road, to a double express lane facility. The I-580 Westbound Express Lane Project will convert the westbound HOV lane (currently under construction) to a single express lane facility from Greenville Road to San Ramon Road/Foothill Road.

The environmental and civil design work for the express lanes is complete for both eastbound and westbound. Civil construction is being implemented through multiple contract change orders (CCO's) on the on-going HOV Lane construction contracts for constructing the necessary infrastructure, such as signing, sign gantries for dynamic messaging and toll reading, electrical conduit for connecting power and communication sources, and striping to accommodate the express lanes. The final component of express lane implementation, system Integrator contract will install the required communication equipment, toll hardware and integrate the toll subsystems, utilizing emerging technologies/software development. Coordination with regional agencies and California Toll Operators Committee is crucial for implementing express lanes on I-580. The express lane facility is scheduled to open for public use in November 2015.

For detailed information on project funding, schedule and status of each corridor project, including the Eastbound HOV Lane Project - Segment 3 Auxiliary Lanes, the Westbound HOV Lane Project (Segments 1 and 2), the Eastbound I-580 Express Lane Project, Westbound I-580 Express Lane Project and Toll System Integration activities, see Attachments A, B, C, D and E of this report. This item is for information only.

## Background

The projects in the I-580 Corridor will provide increased capacity, safety and efficiency for commuters and freight along the primary corridor connecting the Bay Area with the Central Valley. In its role as project sponsor, the Alameda CTC has been working in partnership with Caltrans, California Highway Patrol, the Metropolitan Transportation Commission (MTC), Alameda County, and the cities of Livermore, Dublin, and Pleasanton to deliver the projects.

The I-580 Corridor HOV Lane Projects will be completed with the construction of three final projects in the Livermore Valley (two westbound HOV segments and one eastbound auxiliary (AUX) lanes project). All of these projects are currently in construction and are being administered by Caltrans. Construction activity began in March 2013 and will complete by late 2015 in parallel with completion of express lane infrastructure.

For efficiency purposes, the I-580 Eastbound and Westbound Express Lane Projects have been combined into one construction project. All the contract change orders (CCO's) for express lane-civil infrastructure construction have already been issued to the on-going construction contracts along I-580 (I-580 Westbound HOV, I-580 Eastbound Auxiliary Lane and Freeway Performance Project). The benefit of implementing CCO's is to avoid working in the environmentally sensitive areas, minimize additional traffic disruptions to the traveling public, reduce or eliminate re-work and potentially finish construction sooner. Specific items in CCO's include:

- Electrical Conduit – across and along I-580
- Service and controller cabinets
- Striping – stripe to final express lane configuration
- Install K-rail along median at sign locations
- Median concrete barrier
- Fiber Optics Cable
- Sign structures including tolling gantries, dynamic messaging signs, lighting standards and other sign structures.

The system integration for express lane implementation is currently in the design phase. To avoid schedule conflicts, the upcoming system installation activities have been coordinated with other on-going construction projects within the corridor. Construction activities of express lane-system integration are expected to commence in April 2015 with electronic toll system, fully operational in November 2015.

**Fiscal Impact:** There is no significant fiscal impact to the Alameda CTC budget due to this item. This is information only.

## Attachments

- A. I-580 Eastbound HOV Lane Project Monthly Progress Report (PN 720.5)
- B. I-580 Westbound HOV Lane Projects Monthly Progress Report (PN 724.4/724.5)
- C. I-580 Eastbound Express Lane Project Monthly Progress Report (PN 720.4)
- D. I-580 Westbound Express Lane Project Monthly Progress Report (PN 724.1)
- E. I-580 Express Lanes System Integration Monthly Progress Report
- F. I-580 Corridor HOV Lane Projects – Location Map
- G. I-580 Corridor Express Lane Projects – Location Map

## Staff Contact

[Stefan Garcia](#), Project Controls Team

[Kanda Raj](#), Project Controls Team

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**ATTACHMENT A**  
**I-580 Eastbound HOV Lane Project (PN 720.5)**  
**Monthly Progress Report**  
**March 2015**

## **PROJECT DESCRIPTION**

The Eastbound I-580 HOV Lane Project is completing one final construction segment, Segment 3 Auxiliary (AUX) Lanes, between Hacienda Drive and Greenville Road. The Project scope includes:

- Construction of auxiliary lanes from Isabel Avenue to First Street;
- Pavement width necessary for a double express (high occupancy toll lane facility);
- Final lift of asphalt concrete (AC) pavement and striping for entire eastbound project limits from Hacienda Drive to Portola Avenue;
- The soundwall that was deleted from the I-580/Isabel Avenue Interchange Project; and
- The widening of two bridges at Arroyo Las Positas in the eastbound direction.

## **CONSTRUCTION STATUS**

### **Traffic Handling & Night Work**

Construction activities include both day and night work. Significant work is involved in rehabilitating the existing pavement which requires closing traffic lanes; however, no complete freeway closures are anticipated. Due to heavy daytime traffic volumes, closing traffic lanes in the daytime is not feasible. For this reason, pavement rehabilitation work can only be done during nighttime hours. Night work will include setting lane closures and shifting traffic lanes (placement of safety barrier (k-rail) and striping work), existing pavement rehabilitation work (crack and seat, slab replacement and overlay) and electrical work. Caltrans lane closure charts permit the contractor to perform this work at night between 9pm and 4am. Work behind k-rail and all bridge work is expected to occur during daytime hours.

### **Construction Challenges**

Alameda CTC staff is working in close coordination with Caltrans to implement the project within limited funding. Challenges and managed risks for this project include:

- Bird Nesting on structures and in adjacent field areas
- Installation of future express Lane components to facilitate express lane completion. Project staff is working to combine HOV and express lane construction work in a manner that will keep the single HOV lane open until the double lane HOT/HOV express facility is completed

### **Completed Activities – 80% of the contract work was completed as of 02/20/15**

Construction activities began in April 2013. Work completed to date includes:

- Construction of auxiliary lanes from Isabel Ave. to First St.
- Las Positas Creek (EB and WB) bridge widening
- Widening of major box culvert at Arroyo Seco and modification of drainage facilities; Creek diversion is removed and area restored
- Most retaining walls on the outside of the freeway corridor

### **Ongoing & Upcoming Activities**

Caltrans maintains a project website

(<http://www.dot.ca.gov/dist4/projects/i580wbhov/>) and conducts public information and outreach efforts in cooperation with Alameda CTC. Ongoing and upcoming work activities include:

- Construct remaining retaining wall #18 and sound wall east of Portola Ave.
- Install Lighting and Traffic Operation Systems
- Install infrastructure to support express lane operations
- Pull fiber optic trunk line on south side of I-580 from Hacienda Dr. to Greenville Rd.
- Rubberized hot mix asphalt and open graded asphalt concrete will be placed on main line I-580 between Hacienda Dr. and Greenville Rd. from June through September 2015

### **FUNDING AND FINANCIAL STATUS**

The I-580 Eastbound HOV Project is funded through federal, state and local funds.

#### ***Funding Plan – SEGMENT 3***

Project Phase	Funding Source (\$ million)						Total
	CMIA	RM2	TVTC	FED	SHOPP	Meas. B	
<b>PA&amp;ED</b>						0.02	<b>0.02</b>
<b>PS&amp;E</b>		1.72	1.30	0.23			<b>3.25</b>
<b>ROW</b>		0.17	0.08			0.28	<b>0.53</b>
<b>Construct Cap</b>	17.87	2.20	0.14		4.69	6.57	<b>31.47</b>
<b>Construct Sup</b>	2.53	1.12	0.10			0.71	<b>4.46</b>
<b>Total</b>	<b>20.40</b>	<b>5.21</b>	<b>1.62</b>	<b>0.23</b>	<b>4.69</b>	<b>7.58</b>	<b>39.73</b>
<b>Total Project Cost: \$39.7M</b>							

### **SCHEDULE STATUS**

The Eastbound AUX Lane project between Hacienda Drive and Greenville Road was advertised on July 9, 2012; bids were opened on October 5, 2012. Caltrans awarded the contract to OC Jones & Sons (with a bid 6.33 percent below the Engineer's Estimate) on November 16, 2012. With the inclusion of infrastructure to support express lane operations, construction is now planned to complete in late 2015.

Project Approval	December 2011 (A)
RTL	May 2012 (A)
CTC Vote	May 2012 (A)
Begin Construction (Award)	November 2012 (A)
End Construction	October 2015 (T)

**ATTACHMENT B**  
**I-580 Westbound HOV Lane Projects (PN 724.4/724.5)**  
**Monthly Progress Report**  
**March 2015**

**PROJECT DESCRIPTION**

The Westbound (WB) I-580 HOV Lane Project includes three segments:

- **SEGMENT 1** – WB HOV Eastern Segment from Greenville Road to Isabel Avenue
- **SEGMENT 2** – WB HOV Western Segment from Isabel Avenue to San Ramon Road
- **SEGMENT 3** – Bridge widening at Arroyo Las Positas Creek. This work is included in the construction contract for the Eastbound (EB) HOV Lane Project (see Attachment A).

**CONSTRUCTION STATUS – SEGMENTS 1 & 2****Traffic Handling & Night Work**

Construction activities include both day and night work. Significant work is involved in rehabilitating the existing pavement which requires closing traffic lanes; however, no complete freeway closures are anticipated. Due to heavy daytime traffic volumes, closing traffic lanes in the daytime is not feasible. For this reason, pavement rehabilitation work can only be done during nighttime hours. Night work will include setting lane closures and shifting traffic lanes (placement of safety barrier (k-rail) and striping work), existing pavement rehabilitation work (crack and seat, slab replacement and overlay) and electrical work. Caltrans lane closure charts permit the contractor to perform this work at night between 9pm and 4am. Work behind k-rail and all bridge work is expected to occur during daytime hours.

**Construction Challenges**

Alameda CTC staff is working in close coordination with Caltrans to implement the project within limited funding. Challenges and managed risks for the project include:

**SEGMENT 1 (Eastern Segment)**

- Installation of future express Lane components to facilitate express lane completion. Project staff is working to combine HOV and express lane construction work in a manner that will allow the HOV/express lane facility to be opened concurrently
- Additional widening of the North Livermore Avenue structure to accommodate express lane width requirements
- New retaining wall to account for recent, accelerated erosion within the Arroyo Seco Creek adjacent to the widening necessary for westbound lanes
- Coordination with concurrent Caltrans projects in the area to reduce cost
- Bird Nesting on structures and in adjacent field areas
- Revision of pavement slab replacements to prioritize in areas most in need

**SEGMENT 2 (Western Segment)**

- Installation of future express lane components to facilitate express lane completion. Project staff is working to combine HOV and express lane construction work in a manner that will allow the HOV/express lane facility to be opened concurrently

- Elimination of a retaining wall to reduce project cost
- Changes to the pavement cross section to reduce project cost
- Bird Nesting on structures and in adjacent field areas
- Revision of pavement slab replacements to prioritize in areas most in need

### **Completed Activities**

Construction activities began in March 2013. Work completed to date includes:

#### **SEGMENT 1 (Eastern Segment) – 70% of the contract work was completed as of 02/20/15**

- North Livermore Avenue bridge widening
- Bridge widening at Arroyo Las Positas (2 locations)
- Arroyo Seco RCB culvert extension
- Construct major drainage facilities (e.g. double box culvert)
- Concrete pavement slab replacements
- Excavate and construct retaining walls and soil nail walls
- Median barrier reconfiguration
- Soundwall construction at Vasco Road
- Paving of ramp and gore areas
- Installation of electroliers in the median
- Installation of sign structure foundations in the median for express lane tolling system signage

#### **SEGMENT 2 (Western Segment – 78% of the contract work was completed as of 02/20/15**

- Median widening from Airway Boulevard to Hacienda Drive
- Temporary striping, shift traffic lanes and placement of safety barrier (k-rail) to allow for Stage 2 outside widening
- Median widening and barrier reconfiguration
- Bridge widening at Dougherty Undercrossing near Dublin BART station
- Bridge widening at Tassajara Creek
- Precast slab pavement replacements
- Retaining walls substantially completed
- Outside widening from Airway Boulevard to Hacienda Drive
- Installation of electroliers in the median
- Installation of sign structure foundations in the median for express lane tolling system signage

### **Ongoing & Upcoming Activities**

Caltrans maintains a project website

(<http://www.dot.ca.gov/dist4/projects/i580wbhov/>) and conducts public information and outreach efforts in cooperation with Alameda CTC. Ongoing and upcoming work activities include:

#### **SEGMENT 1 (Eastern Segment)**

- Install drainage facilities in median
- Install Lighting and Traffic Operation Systems
- Install infrastructure to support express lane operations
- Final pavement layers will be placed on main line I-580 between Greenville Road and Airway Boulevard from April through September 2015

#### **SEGMENT 2 (Western Segment)**



- Install drainage systems
- Complete retaining walls
- Install Lighting and Traffic Operation Systems
- Install infrastructure to support express lane operations
- Final paving and striping between Airway Boulevard and Hacienda Drive will begin in June 2015

## FUNDING AND FINANCIAL STATUS

The I-580 Westbound HOV Lane Project is funded through federal, state and local funds available for the I-580 Corridor. The total project cost is \$143.9M, comprised of programmed (committed) funding from federal, state and local sources.

### Funding Plan – SEGMENT 1 (Eastern Segment)

Project Phase	Funding Source (\$ million)							Total
	CMIA	RM2	TCRP	FED	SHOPP	Meas. B	TVTC	
Scoping		0.53	0.04					<b>0.57</b>
PA&ED		4.38						<b>4.38</b>
PS&E		2.29	0.11	0.15		1.69	0.42	<b>4.66</b>
ROW		1.16				0.04		<b>1.20</b>
Utilities		0.32						<b>0.32</b>
Const Cap	35.34		5.92	6.19	13.54	1.60		<b>62.59</b>
Const. Sup	6.52		1.59			1.08		<b>9.19</b>
<b>Total</b>	<b>41.86</b>	<b>8.68</b>	<b>7.66</b>	<b>6.34</b>	<b>13.54</b>	<b>4.41</b>	<b>0.42</b>	<b>82.91</b>
<b>Total Project Cost: \$82.9M</b>								

### Funding Plan – SEGMENT 2 (Western Segment)

Project Phase	Funding Source (\$ million)							Total
	CMIA	RM2	TCRP	FED	SHOPP	Meas. B	TVTC	
Scoping		0.36	0.02					<b>0.38</b>
PA&ED		2.92						<b>2.92</b>
PS&E		1.53	0.07	0.10		1.12	0.28	<b>3.10</b>
ROW		0.77				0.03		<b>0.80</b>
Utilities		0.21						<b>0.21</b>
Const Cap	33.73		2.49		9.61	0.10	0.30	<b>46.23</b>
Const. Sup	6.75					0.58		<b>7.33</b>
<b>Total</b>	<b>40.48</b>	<b>5.79</b>	<b>2.58</b>	<b>0.10</b>	<b>9.61</b>	<b>1.83</b>	<b>0.58</b>	<b>60.97</b>
<b>Total Project Cost: \$61.0M</b>								

## SCHEDULE STATUS

### SEGMENT 1 (Eastern Segment):

The Westbound HOV Eastern Segment from Greenville Road to Isabel Avenue was advertised on July 16, 2012 and bids were opened on September 19, 2012. Caltrans awarded the contract to Ghilotti Construction Company, Inc. (with a bid 16.33 percent below Engineer's Estimate) on November 20, 2012. With the inclusion of infrastructure to support express lane operations, construction is now planned to complete in early 2016.

Project Approval	January 2010 (A)
RTL	May 2012 (A)
CTC Vote	May 2012 (A)
Begin Construction (Award)	November 2012 (A)
End Construction	January 2016 (T)

### SEGMENT 2 (Western Segment):

The Westbound HOV Western Segment from Isabel Avenue to San Ramon Road was advertised on June 25, 2012 and bids were opened on August 29, 2012. Caltrans awarded the contract to DeSilva Gates Construction (with a bid 23.32 percent below Engineer's Estimate) on October 29, 2012. With the inclusion of infrastructure to support express lane operations, construction is now planned to complete in mid 2015.

Project Approval	January 2010 (A)
RTL	April 2012 (A)
CTC Vote	April 2012 (A)
Begin Construction (Award)	October 2012 (A)
End Construction	July 2015 (T)

**ATTACHMENT C**  
**I-580 Eastbound Express Lane Project**  
**Monthly Progress Report**  
**March 2015**

**PROJECT DESCRIPTION**

The I-580 Eastbound Express Lane Project will convert the newly constructed eastbound HOV lane, from Hacienda Drive in Dublin/Pleasanton to Greenville Road in Livermore, to a majority double express lane facility for the a distance of approximately 11 miles.

**PROJECT DELIVERY STATUS**

- Civil design is complete and combined with the westbound component as one contract package. The civil construction is being implemented through the Contract Change Orders (CCOs) process; under the three I-580 HOV lane projects currently in construction (I-580 Westbound HOV Lane - West Segment, I-580 Westbound HOV Lane - East Segment and I-580 Eastbound HOV Lane - Segment 3 with Auxiliary Lanes). All the CCOs have been issued to the contractors
- Electronic toll system design is completed and awaiting permit approval from Caltrans

**RECENT ACTIVITIES**

- Construction activities are progressing, for detailed civil construction updates see Attachment A
- Construction coordination meetings have been held to ease construction sequence between the civil and systems construction projects
- Toll system design updates provided in Attachment E

**UPCOMING ACTIVITIES**

- Coordinate civil construction activities to begin system installation by late April 2015, civil construction updates are provided in Attachment A
- Toll system design updates provided in Attachment E

**POTENTIAL ISSUES/RISKS**

With the exception of final paving and striping, the civil construction activities are scheduled to be completed in spring 2015 to allow ETCC to start the electronic toll system installation so that the express lane facility can be opened by November 2015. This schedule is very aggressive. Staff has been working closely with Caltrans and ETCC to monitor progress and take appropriate actions to maintain the schedule.

## FUNDING AND FINANCIAL STATUS

The total project cost of the combined express lane project is \$55 million and is fully funded with a combination of federal, regional and local fund sources.

## SCHEDULE STATUS

I-580 Eastbound Express Lane Project Schedule:

Project Approval	March 2014 (A)
Civil Design Completion	April 2014 (A)
Begin Construction	June 2014 (A)
End Construction (Civil and System Integration)	November 2015 (T)

**ATTACHMENT D**  
**I-580 Westbound Express Lane Project**  
**Monthly Progress Report**  
**March 2015**

**PROJECT DESCRIPTION**

The I-580 Westbound Lane Project will convert the planned westbound HOV lane (currently in construction), to a single express lane facility from Greenville Road in Livermore to San Ramon Road / Foothill Road in Dublin / Pleasanton, a distance of approximately 14 miles.

**PROJECT DELIVERY STATUS**

- The environmental phase is complete
- Civil design is complete; it has been combined with the eastbound component as one contract package. The civil construction is being implemented through the Contract Change Order (CCO) process under the three I-580 HOV lane projects currently in construction (I-580 Westbound HOV Lane - West Segment, I-580 Westbound HOV Lane - East Segment and I-580 Eastbound HOV Lane - Segment 3 with Auxiliary Lanes). All the CCOs have been issued to the contractors
- Electronic toll system design is completed and awaiting permit approval from Caltrans.

**RECENT ACTIVITIES**

- Construction activities are progressing, see Attachment B for civil construction updates
- Construction coordination meetings have been held to ease construction sequence between the civil and systems construction projects
- Toll system design updates included in Attachment E

**UPCOMING ACTIVITIES**

- Coordinate civil construction activities to begin system installation by April 2015, civil construction updates provided in Attachment B
- Toll system design updates included in Attachment E

**POTENTIAL ISSUES/RISKS**

With the exception of final paving and striping, civil construction activities are scheduled to complete in spring 2015 to allow ETCC to start the electronic toll system installation so that express lane facility can be opened by November 2015. This schedule is very aggressive. Staff has been working closely with Caltrans and ETCC to monitor progress and take appropriate actions to maintain the project schedule.

## FUNDING AND FINANCIAL STATUS

The total project cost of the combined express lane project is \$55 million and is fully funded with a combination of federal, regional and local fund sources.

## SCHEDULE STATUS

I-580 Westbound Express Lane Project Schedule:

Project Approval	August 2013 (A)
Civil Design Completion	April 2014 (A)
Begin Construction	June 2014 (A)
End Construction (Civil and System Integration)	November 2015 (T)

**ATTACHMENT E**  
**I-580 Express Lanes System Integration**  
**Monthly Progress Report**  
**March 2015**

**SYSTEM INTEGRATION SCOPE DESCRIPTION**

The I-580 Express Lane civil contract will construct the necessary civil infrastructure to implement the express lanes on I-580, these items include signing, sign gantries for dynamic messaging and toll reading, electrical conduit for connecting power and communication sources and pavement striping. The System Integration component of the project will include communication and tolling hardware design, software development, and factory testing of equipment/design, toll system equipment/hardware installation and toll system integration. It will also consist of field testing the toll equipment and all subsystems, including the interfaces to the Bay Area Toll Authority - Regional Customer Service Center and Caltrans, prior to implementing the new express lanes.

**Detailed Discussion**

Electronic Transaction Consultants Corporation (ETCC), the project toll system integrator, has been updating the electronic toll system design to support the "near continuous" access configuration in both directions of I-580. System integration in the I-580 corridor includes the most recent technologies for software, hardware and traffic detection to efficiently manage current and forecasted traffic congestion by optimizing the existing corridor capacity. The system integrator, however, will continue to own the software while the implementing agency will pay for a license to allow for the use of the toll integrator's software.

As reported during the I-580 Workshops which were held in 2013, the "near continuous" concept provides additional access opportunities while reducing the foot-print required for implementing a shared express/general purpose lane facility. In addition, it looks and feels similar to a High Occupancy Vehicle (HOV) facility and, therefore, is expected to provide driver familiarity through the corridor.

To support near continuous access configuration, the electronic toll system has been designed to implement zone tolling and automated toll violation enforcement (involving license plate image capture and review process). Closely spaced toll antennas and readers will be placed approximately at 3/4-mile intervals to effectively read FasTrak® / FasTrak flex® transponders. A transponder will be read once within a (tolling) zone by a toll reader and will be charged a fee for use of the lane. Throughout the facility, real-time traffic/travel conditions will be gathered through traffic monitoring stations/devices and demand-based toll rates will be calculated, utilizing a dynamic pricing model algorithm. Calculated toll rates will be displayed on Dynamic Message Signs (DMSs) ahead of potential express lane entry locations in order to inform travelers.

The DMSs are expected to display two rates, the first rate is for travel within the current or immediately downstream zone and the second rate is for travel to a major destination within the corridor (determined as the end of the line in the I-580 Corridor).

The system design also includes automated toll violation enforcement. To enact toll violation enforcement the Commission will have to adopt a "Toll Ordinance" under the purview of Vehicle Code Section 40250 which allows toll operators to enact such ordinances, including the penalties associated with violations. Several administrative steps will have to be finalized prior to the Commission adopting a toll ordinance. Staff has been discussing the details, timeline and process associated with development and adoption of a toll ordinance at the Commission meetings.

Express lane implementation on I-580 will depend on services provided by others, primarily by the Bay Area Toll Authority (BATA). Therefore, staff is closely working with BATA to finalize the switchable (aka FasTrak flex®) transponder rollout plan, a new I-580 customer service agreement for BATA provided services such as toll collection, FasTrak account relations, toll violation/delinquent notices and penalty collection services, etc., and the interface requirements for interacting toll systems with BATA operated regional customer service center. Project toll system design and implementation are contingent on finalizing the above.

### **Project Geometry and Electronic Toll System Design**

The latest version of the express lanes concept includes the following:

In the eastbound I-580 direction:

- Buffer separated single-lane HOV/Express Lane will be installed from Hacienda Drive to Fallon Road
- Continuous access dual-lane HOV/Express Lane will be installed from Fallon Road to west of Vasco Road
- Continuous access single-lane HOV/Express Lane will be installed from west of Vasco Road to Greenville Road

In the westbound I-580 direction:

- Continuous access single-lane HOV/Express Lane will be installed from Greenville Road to Hacienda Drive
- A buffer separated single-lane HOV/Express Lane will be installed from Hacienda Drive to the I-580/I-680 Interchange

## **PROJECT STATUS**

### **Software and hardware design**

The design of system integration is nearing completion. The system integrator consultant, ETCC, has been proceeding with software and hardware development, consistent with project concepts presented during the I-580 Workshops held in 2013. Zone tolling to facilitate efficient toll collection and an automated toll violation system are part of the design. System design also includes tools to support the California Highway Patrol's efforts in curtailing vehicle occupancy violation.



Sequencing of ETCC's system installation has been coordinated with the on-going Caltrans construction projects to finalize the installation schedule. ETCC performed a simulated factory acceptance test during the week of February 14, 2015 and will perform subsequent site/field acceptance testing in September 2015 to validate its hardware and software design, prior to opening the new express lanes facility. Construction of system installation is expected to commence in April 2015 with the electronic toll system fully operational in November 2015.

Agency staff, in cooperation with regional partners, is working to deploy a comprehensive public education and outreach program to support the implementation of the express lanes. As explained at the February 2015 Committee meeting, business rules were developed to provide drivers with a consistent experience throughout the Regional Bay Area Express Lane Network.

### **RECENT ACTIVITIES**

- To coordinate the sequence of construction activities, staff has been conducting monthly coordination meetings with ETCC and Caltrans construction
- ETCC has already procured several back office equipment and performed a simulated factory acceptance test during the week of February 14, 2015. No major implementation issues were observed during this testing
- Submitted an encroachment permit application to Caltrans to secure a permit for installing toll systems within state right-of-way, issuance of the encroachment permit is anticipated in early April 2015
- Continued to discuss interface requirements with BATA's vendor Xerox for processing transponder-based and image-based toll trips
- Continued to work with BATA on tasks necessary for distributing FasTrak flex toll transponders and completing a customer services agreement
- Met with Stanislaus Council of Government (STANCOG) members to discuss the project implementation, benefits, new technologies, schedule and outreach activities within their communities, and sought their input

### **UPCOMING ACTIVITIES**

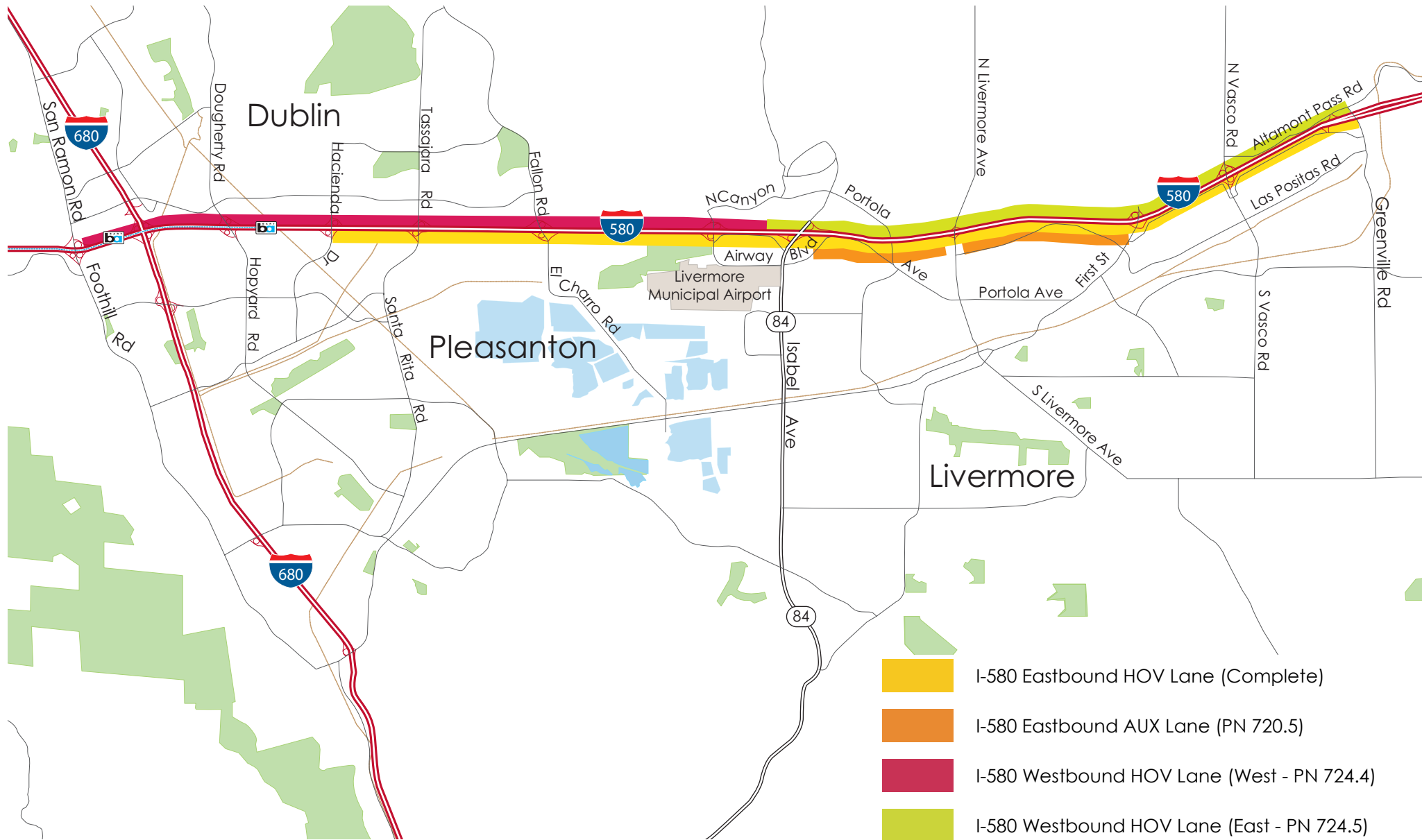
- Continue outreach and education efforts to public/stakeholders focused on educating them about the benefits of express lanes, how to use the lanes, new technologies, including the required use of switchable transponders, and how the public can acquire a new transponder, etc
- Continue to work with Xerox to finalize interfacing requirements with BATA Regional Customer Service Center
- Secure Caltrans encroachment permits and begin system installation in early April 2015
- Continue to coordinate with BATA to complete a customer services agreement by April 2015 for collecting tolls and processing toll violation enforcement services
- Continue to work with Caltrans to complete an Operations and Maintenance (O&M) Agreement by spring 2015

- Service Agreement with California Highway Patrol will be presented April 2015 for consideration
- Continue to work with California Highway Patrol to complete a Service Agreement by spring 2015

## **FUNDING AND FINANCIAL STATUS**

The total project cost of the combined Eastbound and Westbound I-580 Express lane project is \$55 million, and is fully funded with a combination of federal, regional and local fund sources.

### I-580 Corridor HOV Lane Projects - Location map



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# I-580 Express Lane Projects Location map



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**DATE:** April 16, 2015

**SUBJECT:** Congestion Management Program (CMP): Summary of the Alameda CTC's Review and Comments on Environmental Documents and General Plan Amendments

**RECOMMENDATION:** Receive an update on the Alameda CTC's Review and Comments on Environmental Documents and General Plan Amendments.

## Summary

This item fulfills one of the requirements under the Land Use Analysis Program (LUAP) element of the Congestion Management Program (CMP). As part of the LUAP, Alameda CTC reviews Notices of Preparations (NOPs), General Plan Amendments (GPAs), and Environmental Impact Reports (EIRs) prepared by local jurisdictions and comments on them regarding the potential impact of proposed land development on the regional transportation system.

Since the last update on March 9, 2015, the Alameda CTC reviewed one Draft Subsequent Environmental Impact Report (DSEIR). Comments were submitted on this document and the comment letter is included as attachment A.

**Fiscal Impact:** There is no fiscal impact.

## Attachments:

- A. Response to Notice of Availability of the Tracy Hills Specific Plan Draft Subsequent Environmental Impact Report

## Staff Contact

[Tess Lengyel](#), Deputy Director of Planning and Policy

[Daniel Wu](#), Assistant Transportation Planner

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March 10, 2015

William Dean  
 Assistant Development Services Director,  
 City of Tracy  
 333 Civic Center Plaza  
 Tracy, CA 95376

**SUBJECT:** Response to Notice of Availability of the Tracy Hills Specific Plan Draft Subsequent Environmental Impact Report

Dear Mr. Dean,

Thank you for the opportunity to comment on the Draft Subsequent Environmental Impact Report (DSEIR) for the Tracy Hills Specific Plan (THSP). The 1998 THSP established land use and development standards for approximately 2,732 acres located near the existing interchange around the existing interchange at Corral Hollow Road and the proposed Lammers Road interchange on I-580. The current Project Area consists of the incorporated portion of the 1998 THSP and encompasses approximately 2,732 acres within the southern portion of the City of Tracy surrounding. The Specific Plan consists of three areas:

- Northern portion between Delta Mendota Canal and the California Aqueduct will include a mix of low and medium density residential areas adjacent to light industrial uses;
- Central portion, south of the California Aqueduct and north of I-580 is planned predominately for single-family homes, open space conservation corridors, mixed use business park, and commercial retail areas; and
- Project area south of I-580 will be primarily residential neighborhoods with parks and school sites, and will abut approximately 3,500 acres of open space under a conservation easement.

THSP is estimated to have 5,499 dwelling units and 5.7 million square feet of business park, commercial and industrial land use at build out.

The Alameda County Transportation Commission (Alameda CTC) respectfully submits the following comments:

- General comments for Section 4.13:
  - Tables throughout Section 4.13 need to have "ACCMA" updated to Alameda CTC.
  - Bolding of Alameda County segments below LOS performance threshold (E) are inconsistent. For instance, Table 4.13-15 should have segments with Level of Service (LOS) F bolded.
  - There are instances throughout the section where the Alameda CTC travel model is identified as "ACTA" model." Please correct "ACTA" to "Alameda CTC."

- The DSEIR should clarify whether it used 2040 BART mode share (from the Alameda CTC model) to estimate the number of BART riders from the project area at project build out.
- Alameda CTC acknowledged that the DSEIR proposed that the project applicant will pay the JPA fees as mitigation for potential impacts to the roadways, transit systems and parking.
- The DSEIR stated (on page 4.13-112) that the City of Tracy's demand model does not have transit assignment to ACE. The Alameda CTC travel model has transit assignment for San Joaquin County TAZs. The DSEIR should clarify why the Alameda CTC travel model was not used to estimate ACE trips from Tracy to the Bay Area.
- Since 2010, the Alameda CTC's bi-annual LOS Reports have shown that the westbound I-580 segment from Greenville Road to Isabel Avenue (SR-84) has performed at LOS F in the morning peak period, whereas the DESIR's existing conditions analysis has shown a better LOS grade for this segment. In 2013, the Metropolitan Transportation Commission (MTC) identified this segment as one of the top 10 congested corridors in the region. In this context, we request that the traffic impacts on I-580 westbound in the morning period be represented appropriately. You may find:
  - the Alameda CTC LOS Reports on this webpage:  
[http://www.alamedactc.org/app\\_pages/view/8091](http://www.alamedactc.org/app_pages/view/8091)
  - MTC's Top 10 Congested Corridors on this web page:  
[http://files.mtc.ca.gov/pdf/congestion/BayArea\\_Top-10\\_Congestion\\_Hotspots\\_2013.pdf](http://files.mtc.ca.gov/pdf/congestion/BayArea_Top-10_Congestion_Hotspots_2013.pdf).

Thank you for the opportunity to comment on this DSEIR. Please contact me at (510) 208-7405 or Daniel Wu of my staff at (510) 208-7453 if you have any questions.

Sincerely,



Tess Lengyel  
Deputy Director of Planning and Policy

cc: Daniel Wu, Assistant Transportation Planner  
file: CMP/Environmental Review Opinions/2015



# Memorandum

6.5

1111 Broadway, Suite 800, Oakland, CA 94607

PH: (510) 208-7400

www.AlamedaCTC.org

**DATE:** April 16, 2015

**SUBJECT:** California Transportation Commission March 2015 Meeting Summary

**RECOMMENDATION:** Receive an update on the March 2015 CTC Meeting.

## Summary

The March 2015 California Transportation Commission (CTC) meeting was held in Irvine, Ca. Detailed below is a summary of the seven (7) agenda items of significance pertaining to Projects/Programs within Alameda County that were considered at the meeting.

## Background

The CTC is responsible for programming and allocating funds for the construction of highway, passenger rail, and transit improvements throughout California. The CTC consists of eleven voting members and two non-voting ex-officio members. The San Francisco Bay Area has three CTC members residing in its geographic area: Bob Alvarado, Jim Ghielmetti, and Carl Guardino.

Detailed below is a summary of the seven agenda items of significance pertaining to Projects / Programs within Alameda County that were considered at the March 2015 CTC meeting (Attachment A).

### 1. State Transportation Improvement Program / Route 84 Expressway Widening - Segment 2 Project

CTC approved the allocation of \$47.03 million STIP funds for the construction phase of the Route 84 Expressway Widening - Segment 2 Project. This project is located in the City of Livermore and will widen Route 84 from 2 lanes to 4 lanes between Ruby Hill Drive to north of Concannon Boulevard.

*Outcome: Allocation will fund the Construction phase of the project. Construction activities are scheduled to begin summer 2015 and continue through the fall of 2017*

### 2. Draft 2016 State Transportation Improvement Program (STIP)

CTC staff presented an overview of the Draft 2016 STIP Guidelines. The first draft of the guidelines was presented at the October 8, 2014 Commission meeting. CTC staff will bring the final 2016 STIP Guidelines to the Commission for adoption in August 2015. Between now and August 2015, CTC will monitor enacted state and federal legislation that may affect the STIP, and will include any changes required by law and the 2016 Fund Estimate.

Over the next several months, the Department of Transportation (Caltrans) will work closely with CTC staff to identify key issues and assumptions, and prepare the 2016 STIP Fund Estimate for adoption in August 2015. The key milestones for the development of the 2016 STIP Fund Estimate are:

- January 2015 – Overview
- March 2015 – Present Draft Assumptions and Key Issues
- May 2015 – Approve Assumptions  
(pending changes to the May Revision of the 2015-16 Governor's Budget)
- June 2015 – Present Draft STIP Fund Estimate
- August 2015 – Adopt STIP Fund Estimate

### **3. 2015 Active Transportation Program (ATP)**

CTC adopted 2015 Active Transportation Program (ATP) Guidelines and Fund Estimate. The CTC also adopted amendments to the 2015 ATP Guidelines for the project selection criteria proposed by Metropolitan Transportation Commission (MTC) for the Regional program and released the call for projects for the state and regional programs. Applications are due on June 1, 2015.

The ATP, as articulated in SB 99 and AB 101, was signed into law on September 26, 2013. It replaced the existing system of small-dedicated grant programs, which funded Safe Routes to Schools, bicycle programs, and Recreational Trails. The ATP Cycle 2 divides approximately \$120 million for active transportation projects between the state and regions, subject to 2015 guidelines. The intent of combining this funding is to improve flexibility and reduce the administrative burden of having several small independent grant programs.

*Outcome: Approximately \$60 million of ATP funding is estimated to be available through the state program. Additionally, \$10 million of ATP funding is estimated to be available for MTC Region through the regional program; Alameda County share will be determined through MTC's Regional process.*

### **4. Mitigated Negative Declaration for City of Alameda's Cross Alameda Trail Project**

CTC accepted the Mitigated Negative Declaration (MND) and approved City of Alameda's Cross Alameda Trail – Jean Sweeney Open Space Park project for future consideration of funding.

*Outcome: Construction work is estimated to begin fiscal year 2015-16.*

### **5. Active Transportation Program / Alameda County's Be Oakland, Be Active: A Comprehensive Safe Routes to School Program Project**

CTC approved allocation of \$988,000 ATP funds for the construction/operations phase of Alameda County's Be Oakland, Be Active: A Comprehensive Safe Routes to School Program Project.

*Outcome: Allocation will fund the operations phase of the project.*

**6. Active Transportation Program / City of Alameda's Cross Alameda Trail Project**  
CTC approved the allocation of \$226,000 ATP funds for the Plans, Specifications and Estimates (PS&E) phase of the Cross Alameda Trail project.

*Outcome: Allocation will fund the PS&E phase activities of the project.*

**7. Active Transportation Program / City of Livermore's Marylin Avenue Elementary School Safe Routes to School Project**

CTC approved the allocation of \$83,000 ATP funds for the PS&E phase of the Marylin Avenue Elementary School Safe Routes to School project.

*Outcome: Allocation will fund the PS&E phase activities of the project.*

**Fiscal Impact:** There is no significant fiscal impact to the Alameda CTC budget due to this item. This is for information only.

#### **Attachments**

- A. March 2015 CTC Meeting summary for Alameda County Project / Programs

#### **Staff Contact**

[James O'Brien](#), Project Controls Team

[Vivek Bhat](#), Senior Transportation Engineer

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## March 2015 CTC Summary for Alameda County Projects/ Programs

Sponsor	Program / Project	Item Description	CTC Action / Discussion
Alameda CTC	State Transportation Improvement Program (STIP) / Route 84 Expressway Widening - Segment 2 Project	Approve allocation of \$47.03 Million STIP funds for the construction phase of the Route 84 Expressway Widening - Segment 2 Project.	Approved
Caltrans	2016 STIP Draft Guidelines and Fund Estimate	Overview of the 2016 STIP Draft guidelines and Fund Estimate.	Information
Caltrans	2015 Active Transportation Program (ATP)	Adopt 2015 Active Transportation Program (ATP) Guidelines and Fund Estimate, amendments to the 2015 ATP Guidelines for the project selection criteria proposed by Metropolitan Transportation Commission (MTC) for the Regional program and release call for projects for state and regional programs	Approved
Alameda CTC	2014 ATP / Mitigated Negative Declaration for City of Alameda's Cross Alameda Trail Project	Accept the Mitigated Negative Declaration (MND) and approved City of Alameda's Cross Alameda Trail – Jean Sweeney Open Space Park project for future consideration of funding.	Approved
Alameda CTC	2014 ATP / Alameda County's Be Oakland, Be Active: A Comprehensive Safe Routes to School Program Project	Approve allocation of \$988,000 ATP funds for the construction/operations phase of Alameda County's Be Oakland, Be Active: A Comprehensive Safe Routes to School Program Project.	Approved
Alameda CTC	2014 ATP / City of Alameda's Cross Alameda Trail Project	Approve allocation of \$226,000 ATP funds for the Plans, Specifications and Estimates (PS&E) phase of the Cross Alameda Trail project.	Approved
Alameda CTC	2014 ATP/ City of Livermore's Marilyn Avenue Elementary School Safe Routes to School Project	Approve allocation of \$83,000 ATP funds for the PS&E phase of the Marilyn Avenue Elementary School Safe Routes to School project.	Approved

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# Memorandum

6.6

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

**DATE:** April 16, 2015

**SUBJECT:** Measure BB Master Programs Funding Agreements with Direct Local Distribution Funds Recipients

**RECOMMENDATION:** Authorize the Executive Director to execute Master Programs Funding Agreements with Measure BB Direct Local Distribution Funds recipients.

## Summary

On November 4, 2014, Alameda County voters approved the 2014 Transportation Expenditure Plan (TEP), Measure BB, authorizing the extension of the existing transportation sales tax and augmenting it by one-half percent to fund projects and programs. The 2014 TEP includes two types of distributions: 1) Direct fund disbursements to recipients known as Direct Local Distributions (DLD) and 2) fund reimbursements after work is performed. Revenue collection for Measure BB will commence on April 1, 2015. The first DLD payments are expected in the June/July timeframe shortly after the Alameda CTC receives the first revenues from the Board of Equalization (BOE). The DLD funds account for 53.55% of the total net revenues. In order to receive Measure BB DLD funds, recipients must enter into a Master Programs Funding Agreement (MPFA) with the Alameda CTC.

Staff recommends the Commission authorize the Executive Director or his designee to enter into MPFA's with the twenty eligible DLD fund recipients. Once executed, the MPFA will enable the flow of funds as soon as funds are received by the Alameda CTC from the BOE.

## Background

On November 4, 2014, Alameda County voters approved Measure BB, authorizing the extension of the existing transportation sales tax and augmenting it by one-half percent to fund projects and programs included in the 2014 TEP. Revenue collection will begin April 1, 2015 and the first receipts from the California BOE are expected by the end of June 2015. The 2014 TEP, which guides the expenditures of Measure BB, requires that each fund recipient enter into a MPFA with the Alameda CTC to define the roles and responsibilities related to the expenditure of Measure BB sales tax revenues.

The 2014 TEP includes two types of distributions: 1) direct disbursements to recipients as a percentage of net revenues, and 2) payments made on a reimbursement basis after work is performed. The Measure BB MPFA delineates only the requirements of the direct disbursements or DLD funds. Projects and Programs managed on a reimbursement basis will

be addressed in separate agreements. The DLD funds account for 53.55% of the total net revenues and will fund the four investment categories summarized in Table A.

<b>TABLE A: MEASURE BB DLD INVESTMENT SUMMARY</b>	
<b>Investment Category</b>	<b>Program</b>
Transit: Operations, Maintenance and Safety Program (OMSP)	AC Transit OMSP (18.8%)
	Altamont Commuter Express (ACE) OMSP (1.0%)
	San Francisco Bay Area Rapid Transit (BART) Maintenance OMSP (0.5%)
	San Francisco Bay Area Water Emergency Transportation Authority (WETA) OMSP(0.5%)
	Livermore Amador Valley Transit Authority (LAVTA) OMSP(0.5%)
	Union City Transit OMSP (0.25%)
Affordable Transit for Seniors and People with Disabilities (Paratransit)	City-based and Locally Mandated (3.0%)
	East Bay Paratransit Consortium– AC Transit (4.5%)
	East Bay Paratransit Consortium – BART (1.5%)
Direct Allocation to Cities and County (Local Streets and Roads)	Local streets maintenance and safety program (20.0%)
Bicycle and Pedestrian Infrastructure and Safety	Bicycle and pedestrian direct allocation to cities and Alameda County (3.0%)

Note: Percentages shown represent percentage of the total net revenues.

On February 26, 2015, the Commission reviewed and approved the draft MPFA as presented by staff. The approved MPFA authorizes the distributions of Measure BB DLD funding collected from April 1, 2015 through June 30, 2016, unless amended or a new MPFA is executed. It is important to note the 2014 TEP identifies criteria that will require the development of specific policies and procedures to implement. Examples of these criteria include local contracting, performance based measurements, distribution formulas, and geographical equity formulas. The Measure BB MPFA will serve as the initial master agreement to disburse Measure BB DLD funds for the initial period from the first disbursements until June 30, 2016. This initial period will allow staff time to develop the necessary policies and procedures for long term implementation of Measure BB DLD funds following the initial period.

No changes or comments were received regarding the draft MPFA presented in February 2015. Staff recommends the Commission authorize the Executive Director or his designee to enter into MPFA's with eligible Measure BB DLD fund recipients to permit the flow of funds as soon as they are received by the Alameda CTC from the California BOE.

**Fiscal Impact:** There is no significant fiscal impact expected as a result of the recommended action. The recommended action will allow for agreements to be executed that will govern the disbursements of Direct Local Distributions authorized by Measure BB.

**Staff Contacts**

[James O'Brien](#), Project Controls Team

[John Nguyen](#), Project Controls Team

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# Memorandum

6.7

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

**DATE:** April 16, 2015

**SUBJECT:** Project Funding Agreements for Measure BB Allocations Approved in March 2015

**RECOMMENDATION:** Authorize the Executive Director to execute Measure BB Funding Agreements with Recipient Agencies related to allocations approved in March 2015.

## Summary

On November 4, 2014, Alameda County voters approved the 2014 Transportation Expenditure Plan (TEP), Measure BB, authorizing the extension of the existing transportation sales tax and augmenting it by one-half percent to fund a new list of projects and programs. The first allocations of Measure BB funds for capital projects and programs were approved by the Commission in March 2015. A number of the allocations approved in March 2015 were for project scoping and definition activities intended to jump start the delivery of the new program and to provide well-developed project delivery information to be used as the basis for future allocations. Some of the Measure BB commitments included in the 2014 Transportation Expenditure Plan (TEP) are for multiple projects, or groups of projects, to be implemented by different project sponsors. The process for accessing the Measure BB funds allocated for scoping requires sponsors to submit a request for a project scoping agreement. The number of scoping grants approved will not be known until the requests for scoping agreements are received. The allocations for scoping approved in March 2015 included capacity for multiple scoping grants within each of the multiple project commitments for which allocations were approved. The initial list of allocations approved in March 2015 also included a number of allocations for individual projects specifically identified with a Measure BB amount in the 2014 TEP.

Staff recommends the Commission authorize the Executive Director or his designee to enter into project funding agreements necessary to make the allocated funds available for encumbrance and subsequent expenditure related to the scoping efforts along with eligible expenditures related to the individual projects for which an allocation was approved in March 2015.

## Discussion

On November 4, 2014, Alameda County voters approved Measure BB, authorizing the extension of the existing transportation sales tax and augmenting it by one-half percent to

fund projects and programs included in the 2014 TEP. Since the passage of the Measure, the Alameda CTC has worked to prepare for the implementation of the capital projects and programs included in the 2014 TEP. A portion of the Measure BB funding available for programs and projects, i.e. 53.55%, is represented by Direct Local Distributions (DLD) which are revenues passed through to the named recipients in the 2014 TEP. The remainder of the funding will be allocated and expended on the capital projects and other programs on a reimbursement basis. The disbursements of the DLD funding are covered in separate agreements from the agreements recommended in this item.

In March 2015, the Alameda CTC approved the first batch of Measure BB funding allocations for capital projects and programs to be funded on a reimbursement basis. The allocations included a number of allocations from the commitments in the 2014 TEP for individual capital projects or programs listed in the 2014 TEP with a specific commitment amount, and for commitments in the 2014 TEP which include multiple, or "grouped," projects. For projects and programs which are not well-defined at this point, allocations were approved for project scoping and definition activities to afford project sponsors resources to prepare a well-defined project implementation plan for each project. The information derived from the scoping efforts will be used as the basis for consideration of future allocations and programming actions related to Measure BB. The scoping activities will take place concurrently with the upcoming Countywide Transportation Plan (CTP) update.

In order for project sponsors to receive reimbursements of eligible project costs, the allocated funds must be encumbered in funding agreements with project sponsors or made available for encumbrance by the Alameda CTC for projects being implemented directly by the Alameda CTC. The recommended action will allow for the necessary encumbrances of the Measure BB funds allocated in March 2015.

The next steps for the scoping agreements, assuming approval of this item, are as follows:

- |            |                                                                                                                                                   |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| April 2015 | Alameda CTC distributes the Request for Scoping Agreements form to project sponsors;                                                              |
| April 2015 | Project sponsors submit Request for Scoping Agreement form to the Alameda CTC;                                                                    |
| May 2015   | Alameda CTC amend FY 14/15 Annual Budget to include current year scoping budgets;                                                                 |
| May 2015   | Alameda CTC distribute Scoping Agreements to project sponsors for execution; and                                                                  |
| June 2015  | Alameda CTC release call for project information for CTP update process (scoping funds available for responding to call for project information). |

The next step related to funding agreements for individual projects named in the 2014 TEP for scoping or subsequent project delivery phases is for the sponsor to request a project funding agreement from the Alameda CTC.

**Fiscal Impact:** The recommended action will result in the encumbrance and subsequent expenditure of Measure BB funds allocated in March 2015. A portion of the allocated amounts are being amended into the current FY 14/15 Alameda CTC Annual Budget, with the remainder being included in the FY 15/16 Alameda CTC Annual Budget.

### **Staff Contacts**

[James O'Brien](#), Project Controls Team

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# Memorandum

6.8

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

**DATE:** April 16, 2015

**SUBJECT:** Affordable Student Transit Pass Program

**RECOMMENDATION:** Authorize the release of a Request for Proposals (RFP) and negotiation with the top ranked firm for program development of a pilot Affordable Student Transit Pass Program in Alameda County.

## Summary

The 2014 Transportation Expenditure Plan (TEP) includes \$15 million for an Affordable Student Transit Pass Program (STPP) through the implementation of pilot programs in different areas of the county. The purpose of the STPP is to expand access opportunities to schools on transit by testing different models of possible student transit pass programs for middle-school and high-schools students in Alameda County. The programs developed will address the geographically different areas of the County.

The passage of Measure BB provides the necessary funding for the pilot programs. This memorandum provides an update on the development of the Affordable Student Transit Pass Program (STPP) and seeks approval to release a RFP to procure Professional Services in implementing the STPP. The top ranked firm will be brought back for award to the Commission for contract approval.

## Discussion

In 2011, Alameda CTC convened a working group of interested stakeholders, including school districts, transit operators, Alameda County, the Metropolitan Transportation Commission, youth, faith-based, environmental and community organizations to discuss the program purpose and objectives of an Alameda County Affordable Student Transit Pass Program. From January 2012 through May 2012, monthly meetings were held with stakeholders to discuss and formulate program objectives. This work was bolstered by research on student transit pass programs nationwide; collection of background information on existing Alameda County transit operator student fares; and convening of focus groups with middle and high school students in Alameda County to seek feedback directly from students. This work was placed on hold in summer 2012 in anticipation of Measure B1 passage, which failed to receive voter approval on the November 2012 ballot.

With passage of Measure BB in November 2014, work commenced on the STPP in December 2014 and two workshops were held with previous and additional stakeholders on January 28, 2015 and March 25, 2015 (Attachment A includes participants). In addition, expanded research was conducted by staff to evaluate new student transit pass programs in the nation, as well as to assess transit access to schools in Alameda County, and collection of additional demographic information at schools.

*Program Purpose:* The purpose of the STPP is to expand access opportunities to schools on transit by testing different models of possible student transit pass programs for middle-school and high-schools students in Alameda County. The programs developed will need to serve and/or address the geographically different areas of the County. Students at participating middle schools and high schools will receive transit passes that will provide access to transit services for transport to school and afterschool activities, during the project period. The model programs will be evaluated for effectiveness, and successful models will be implemented throughout the County in middle schools and high schools.

*Pilot Program Term:* The initial STPP pilots will run for approximately three years. Different models will be tested to address differences in geography, transit service availability, and economic needs in different areas of the County. The aim of the initial model programs is to gather data to determine success factors for implementing a program for all middle and high school students in Alameda County.

*Program Objectives:* The objectives of the STPP include the following:

- Reduce barriers to transportation access to schools to enable increased school attendance and youth engagement in school, after school programs, jobs, and other learning opportunities.
- Improve transportation options for transit travel to school with the use of a student transit pass, which may also ease financial burdens on families, reduce greenhouse gas emissions and traffic congestion around schools.
- Improve student transit ridership with the aim of educating a new generation of transit riders to understand the relationship between travel choices and the associated environmental effects (ie. Climate change and emissions reduction).
- Improve transit access to all students in middle and high schools, subject to funding availability.
- Leverage other programs to provide benefit to the model programs implemented including, but not limited to the Alameda County Safe Routes to Schools Program (SR2S), the Alameda County Travel Training program (as modified to suit the needs of students), and workforce development-type programs appropriate for high school students.

*Consultant Assistance:* Consultant assistance is sought to help:

1. Define and rationalize realistic models for each planning area of the county that will address the program objectives and identify goals, performance measures and evaluation tools to evaluate effectiveness both on a periodic basis and over the three-year pilot term. This includes definition of program administration, budgets, eligibility and operational parameters.
2. Review and analyze existing programs nationally.
3. Define how the multiple partners will be engaged in the STPP to establish successful programs, including strategies for low-income communities. This includes school faculty, student and parent engagement in committees, as well as technical advisory and oversight committees.
4. Define how the proposed approach will tailor each model STPP program to each unique community and how the program will aim to expand participation at each school site.
5. Develop a program that removes barriers to involvement in a STPP program for students, parents and staff at schools.
6. Define how technology can support implementation of the program.
7. Implement and evaluate the program.
8. Identify opportunities for partnerships, such as the Alameda County Safe Routes to School Program and Alameda County Travel Training Program, and additional funding.

Program elements that will be taken into consideration will include, but are not limited to, addressing different types of programs with differing parameters and any potential need for capital improvements at school sites to improve transit access. Transit analyses will address transit availability, coordination, and capacity, including analysis of service reliability with increased ridership and service demand on transit operators. The consultant will be required to review peak demand on transit service both before and after school, along with identification of potential impacts on transit operators.

An important aspect of the STPP will be the communication and outreach coordination throughout the county with the various agencies, jurisdictions, and school districts. The program is expected to have several levels of committees as described above to assist in the program development. Community outreach, marketing, and surveying will be conducted both before and after the pilot programs and will include findings in periodic progress reports. Performance measures and an evaluation matrix will be established prior to program commencement as a benchmark to evaluate potential program impacts both qualitatively and quantitatively. An annual report of the pilot program will be required to provide updates on program progress and evaluation.

## **Implementation Timeline**

The Preliminary RFP Schedule outline is below:

- April 23, 2015: Commission Approval to Release RFP
- May 1, 2015: Release of Request for Proposals
- Week of May 11, 2015: Pre-Proposal Meeting
- Week of June 8, 2015: Proposals Due to Alameda CTC
- Week of July 13, 2015: Interview of Top Ranked Firms
- September 24, 2015: Recommendation of Top Ranked Firm for Contract Award
- October 2015: Potential Contract Commencement
- Anticipated/Target Consultant Schedule (to be Determined by Top Rank Firm)
  - February 2016 – Identify Potential Pilot Locations/Requirements/Goals Including Model Elements
  - February/March 2016 – Hold Stakeholder Meetings to Insure Transit Operator Involvement and Acceptance
  - March/April 2016– Recommendation to Commission with Roll Out Schedule and Locations
  - April/May 2016 – Establish Administrative Requirements and Duties by Whom
  - August 2016 – Early Deployment of Pilot Locations that are Capable of Coming Online (*Not Requiring Technology*)

**Fiscal Impact:** There is no fiscal impact. The top ranked firm will be brought back for award to the Commission for contract approval.

## **Attachments**

- A. Participating stakeholders and attendee affiliation of Student Transit Pass Program meetings/workshops

## **Staff Contact**

[Tess Lengyel](#), Deputy Director of Planning and Policy

[Arun Goel](#), Program Manager

[Laurel Poeton](#), Assistant Transportation Planner



# Student Transit Pass Program

6.8A

## Kick-off meeting

### ROSTER OF ATTENDANCE

Wednesday, January 28, 2015, 3:30 to 5:30 p.m.

1111 Broadway, Suite 800, Oakland, CA 94607

510.208.7400

www.AlamedaCTC.org

	NAME	JURISDICTION/ORGANIZATION	TELEPHONE	E-MAIL
1.	Angie Ayers	Alameda CTC	(510) 208 7450	aaayers@alamedactc.org
2.	Charlotte Barham	BART	510 464 6379	CBARHAM@BART.GOV
3.	Scott Vernoy	Livermore School Dist	925-606-3207	svernoy@lvjisd.k12.ca.us
4.	Keith Cooke	City of San Leandro	510-577-3439	KCooke@SanLeandro.org
5.	Matt Williams	Sierra Club		mwillia@mac.com
6.	Katey Lym	Alta Planning	510 788-6886	kateylym@altaplanning.com
7.	Brett Hondorp	Alta Planning	(510) 540-5008	bhondorp@altaplanning.com
8.	Nora Cody	TransForm	510 740-3150	
9.	Kristen Mazur	MTC	510 817 5789	kmazur@mtc.ca.gov
10.	John Claassen	Genes	510 482-2075	jpcclaassen@comcast.net
11.	Nathan Landau	ACTRANSIT	510 891-4792	nlandau@actransit.org
12.	Christy Wegener	LAVTA	925-455-7560	cwegener@lavta.org
13.	PAUL SANFTNER	SUPERVISOR MILEY	510.670.5717	PAUL.SANFTNER@ACGOV.ORG
14.	Neda Said	Yath Up Rising	510-777-9909	nsaid@yathuprising.org
15.	Isaiah Toney	ACCE-Riders for Transit + justice	510 967 9330	itoney@calorganize.org

	NAME	JURISDICTION/ORGANIZATION	TELEPHONE	E-MAIL
16.	Paul Keener	Alameda Co PWA	(510)670-6452	paulk@acpwa.org
17.	Donna Lee	BART	(510)464-6282	dlee@bart.gov
18.	Brenda Montgomery	Pleasanton Unified	925-519-3864	bmontgomery@pleasantonUSD.net
19.	Michele Joseph	AC Transit	510-591-4858	mjoseph@actransit.org
20.	John Mattos	New Haven Unified	(510)476-2625	jmattos@nhusd.k12.ca.us
21.	Blanca Snyder	"	"	bsnyder@nhusd.k12.ca.us
22.	Roselle London	City of Emeryville	510-596-4227	rlondon@emeryville.org
23.	Amy Strago	Sup. CARSON'S OFFICE	510.272.6685	Amy.Strago@acgov.org
24.	Matt Nichols	Matt Nichols	510- <del>844</del> <sup>981-7868</sup> -98	
25.	Juana Jimenez	BART	510-464-6106	juana@bart.gov
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				



# Student Transit Pass Program Workshop

ROSTER OF ATTENDANCE  
Wednesday, March 25, 2015, 3:30 to 5:30 p.m.

1111 Broadway, Suite 800, Oakland, CA 94607

510.208.7400

www.AlamedaCTC.org

	NAME	JURISDICTION/ORGANIZATION	TELEPHONE	E-MAIL
1.	Sean Vernooy	LVJUSD	925-606-3207	svernooy@lvjwd.k12ca.us
2.	Candi Clark	CVUSD	510-537-5000	cclark@cv.k12.ca.us
3.	Steve Adams	Union City Transit	510.675.5446	sadams@unioncity.org
4.*	Elena Sotelo-McCray	HUSD - Winton Middle School	510-723-3140 x44402	esotelo-mccray@hUSD.k12.ca.us
5.	Nora Cody	Transform	510-740-3150	nora@transformca.org
6.*	Geoffrey Johnson	"	"	GJohnson@transformca.org
7.	Eric Whitton	Newark USD	510/818-4226	wwhitton@newarkunified.org
8.	PAUL SANFTNER	SUPERVISOR MILEY	510 670 5717	PAUL.SANFTNER@ALBION
9.	Matt Williams	Sierra Club		mwillia@mac.com
10.	Dennie Marengo	Fremont USD	510-657-2350	dmarengo@fremont.k12.ca.us
11.	Michael Tree	LAFTA	925-266-2317	mtree@lafta.org
12.	Katey Lyons	Alta Planning	510-788-6886	katey.lyons@alta
13.	Brett Hondorp	Alta Planning	510 540-5008	
14.	Steve Hanke	DUSD	925 828-2551	hankestephen@dublinusd.org
15.	Linda Freccero	San Lorenzo USD	510-317-4763	lfreccero@slzUSD.org

	NAME	JURISDICTION/ORGANIZATION	TELEPHONE	E-MAIL
16.	Ting Hsu Engelman	Piedmont Unified	510-594-2702	THsu@piedmont.k12.ca.us
17.	OCTAVIA VAN MOORE	GENESIS	-	OCTAVIAVANMOORE@GMAIL.COM
18.	MARY LINDA LOUPE	GENESIS		
19.	Ellen Murray	Acce Riders for Transit Justice	415-286-1712	ejredtranse@sbccglobal.net
20.	Isaiah Toney	ACCIE	510-467-4330	itoney@coloradogov.org
21.	Nathan London	AC TRANSIT	510-891-4292	nlondon@actransit.org
22.	Michelle Joseph	AC Transit	510-891-4858	mjoseph@actransit.org
23.	Heather Barber	Alameda CTC	510-208-7439	hbarber@alamedactc.org
24.	Laurel Pocton	Alameda CTC	510-208-7415	lpocton@alamedactc.org
25.	Arun			
26.	Tess	Alameda CTC	510-208-7428	HenryJ@alamedactc.org
27.	Tamara	Alameda CTC	510-208-7485	thabber@alamedactc.org
28.	Jennifer Largaspadia	MTC/clipper		
29.	Amy SHRAGO	Sup. CARSON'S OFFICE	510-272-6685	Amy.SHRAGO@ACGov.org
30.	Neda Said	Youth Uprising		nsaid@youthuprising.org
31.	Paul Keener	Alameda County Public Works Agency	(510) 670-6452	paulk@acpwa.org
32.	Diane Lang	Emery Unified School District	510-426-7855	diane.lang@emeryusd.org
33.	Cole Jim	BART	510-464-6106	xjm@bart.gov





**DATE:** April 16, 2015

**SUBJECT:** Alameda CTC Transportation Fund for Clean Air (TFCA) FY 2015-16 Program Guidelines

**RECOMMENDATION:** Approve the FY 2015-16 Alameda CTC Transportation Fund for Clean Air (TFCA) Program Guidelines.

### Summary

TFCA funding is generated by a vehicle registration fee collected by the Bay Area Air Quality Management District (Air District) to fund eligible projects that result in the reduction of motor vehicle emissions. The Alameda CTC's TFCA Program Guidelines are reviewed annually and were last approved by the Commission in March 2014. The recommended updates to the Alameda CTC FY 2015-16 TFCA Program Guidelines (Attachment A) conform to the Air District Board-adopted FY 2015-16 TFCA County Program Manager Fund Policies (Attachment B), reflect Air District guidance and include provisions specific to the administration of Alameda County's TFCA program.

### Background

TFCA funding is generated by a \$4 vehicle registration fee collected by the Air District. Eligible projects are intended to result in the reduction of motor vehicle emissions and to achieve surplus emission reductions beyond what is currently required through regulations, ordinances, contracts, or other legally binding obligations. Projects typically funded with TFCA include shuttles, bicycle lanes and lockers, signal timing and trip reduction programs. As the TFCA Program Manager for Alameda County, the Alameda CTC is responsible for programming 40 percent of the revenue generated in Alameda County for this program, with the remaining 60 percent programmed directly by the Air District. Five percent of the revenue for the county program is set aside for the Alameda CTC's administration of the TFCA program. The Alameda CTC TFCA Program Guidelines (Guidelines) include a distribution formula through which 70 percent of the available funds are allocated to the cities/county based on population, with a minimum of \$10,000 to each jurisdiction. The remaining 30 percent of the funds are allocated to transit-related projects on a discretionary basis. The total amount of available TFCA is required to be programmed annually. To help facilitate the programming of all available funds, a jurisdiction may borrow against its projected future share in order to receive more funds in the current year.

TFCA County Program Managers are required to hold one or more public meetings each year to review the expenditure of revenues received and to adopt criteria for the expenditure of the funds. The FY 2015-16 TFCA Expenditure Plan Application identified \$2.038 million in TFCA funding available for programming to projects and was approved by the Commission in February 2015. The FY 2015-16 TFCA Fund Estimate, provided as Attachment C, applies the distribution formula to this amount.

Projects proposed for TFCA funding are required to meet the requirements of the TFCA program, including the Air District TFCA County Program Manager Fund Policies (Air District Policies). The recommended Guidelines conform to the Air District Policies, reflect Air District guidance and include provisions specific to the administration of Alameda County's TFCA program. County-specific provisions include the TFCA distribution formula and timely use of funds milestones, which help ensure program compliance and timely project completion.

#### *FY 2015-16 TFCA Program Updates*

Edits and clarifications to the Alameda CTC Guidelines for FY 2015-16 include:

- A new section that provides attributes of cost-effective projects has been added to help project sponsors identify potential project for TFCA funding;
- Section V, program schedule, has been updated to reflect FY 2015-16 activities;
- Section X, project initiation milestone, has been updated to reflect that projects approved for FY 2015-16 funding must commence by the end of calendar year 2016; and
- Additional edits included throughout to facilitate program compliance and timely project delivery.

The Air District FY 2015-16 TFCA Policies include the following changes which affect the eligibility of certain project types and how they are evaluated for TFCA:

- For all shuttle operations projects: (1) TFCA-eligible service hours have been expanded from Air District-defined "peak commute" hours to any service hours that are cost-effective for TFCA, and (2) what constitutes ineligible "duplication of service" has been clarified;
- For existing shuttle operations projects: the cost-effectiveness threshold has been increased from \$90,000/ton to \$125,000/ton;
- For pilot shuttle operations: projects located in a Planned or Potential Priority Development Area (PDA) have a higher cost-effectiveness threshold of \$500,000/ton and may receive a maximum of three years of TFCA Funds under the pilot designation;
- Bike share (Bay Area Bike Share) projects may apply for up to 5 years of operations funding;
- Cycle Tracks and separated bikeways have been added as an eligible project type within the bike facility category; and

- Clean-air vehicle purchase and alternative fuel infrastructure projects cannot receive both County and Regional TFCA funding for the same project.

### **Next Steps**

The Commission-approved Guidelines will be included with the annual TFCA call for projects material, which is scheduled for release following the April 2015 Commission meeting. Applications will be due in late May 2015 and a program recommendation is scheduled for September 2015.

**Fiscal Impact:** There is no significant fiscal impact expected as a result of the recommended action.

### **Attachments**

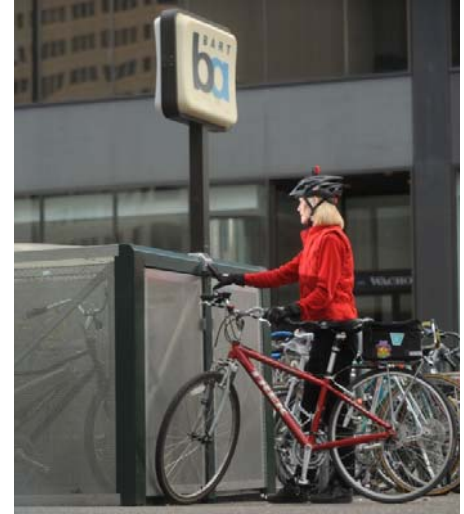
- A. Alameda CTC FY 2015-16 TFCA County Program Manager Fund Guidelines
- B. Air District FY 2015-16 TFCA County Program Manager Fund Policies
- C. Alameda CTC FY 2015-16 TFCA Fund Estimate

### **Staff Contacts**

[James O'Brien](#), Project Controls Team

[Jacki Taylor](#), Program Analyst

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## ALAMEDA COUNTY TRANSPORTATION COMMISSION

### TRANSPORTATION FUND FOR CLEAN AIR COUNTY PROGRAM MANAGER FUND

### FY2015-16 PROGRAM GUIDELINES

ALAMEDA COUNTY TRANSPORTATION COMMISSION  
TRANSPORTATION FUND FOR CLEAN AIR (TFCA)  
COUNTY PROGRAM MANAGER FUND  
FY 2015-16 PROGRAM GUIDELINES

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## **I. BACKGROUND**

Pursuant to the 1988 California Clean Air Act, the Bay Area Air Quality Management District (Air District) is required to periodically adopt a Clean Air Plan (CAP), which describes how the region will work toward compliance with State and Federal ambient air quality standards and make progress on climate protection. To reduce emissions from motor vehicles, the CAP includes transportation control measures (TCMs) and mobile source measures (MSMs). A TCM is defined as any strategy to reduce vehicle trips, vehicle use, vehicle miles traveled, vehicle idling, or traffic congestion for the purpose of reducing motor vehicle emissions. MSMs encourage the retirement of older, more polluting vehicles and the introduction of newer, less polluting motor vehicle technologies.

To fund the implementation of TCMs and MSMs, the State Legislature, through AB 434 (Sher; Statutes of 1991) and AB 414 (Sher, Statutes of 1995), authorized the Air District to collect a fee of up to \$4 per vehicle per year for reducing air pollution from motor vehicles and for related planning and programs. This legislation requires the Air District to allocate 40 percent of the revenue to an overall program manager in each county. The overall program manager must be designated by resolutions adopted by the county board of supervisors and the city councils of a majority of the cities representing a majority of the population.

AB 414 references the trip reduction requirements in the Congestion Management Program (CMP) legislation and states that Congestion Management Agencies (CMAs) in the Bay Area that are designated as AB 434 program managers "shall ensure that those funds are expended as part of an overall program for improving air quality and for the purposes of this chapter (the CMP Statute)." The Air District has interpreted this language to allow a wide variety of transportation control measures as now eligible for funding by program managers, including an expansion of eligible transit, rail and ferry projects.

AB 414 also adds a requirement that designated county program managers adopt criteria for the expenditure of the county subventions and to review the expenditure of the funds. The content of the criteria and the review were not specified in the bill. However, the Air District has specified that any criteria used by a Program Manager must allocate TFCA funding to projects that are: 1) eligible under the law, 2) reduce motor vehicle emissions, 3) implement the relevant Transportation Control Measures and/or Mobile Source Measures in the Air District's most recently approved CAP, and 4) are not planning or technical studies.

## **II. ELIGIBLE PROJECTS**

Only projects that result in the reduction of motor vehicle emissions are eligible for TFCA funding. Projects must achieve surplus emission reductions beyond what is currently required through regulations, ordinances, contracts, or other legally binding obligations at the time of the execution of a project-specific fund transfer agreement between the county program manager (Alameda CTC) and the project sponsor.

Consistent with the project types authorized under the California Health and Safety Code (HSC) Section 44241, projects and programs eligible for TFCA funds include:

1. Implementation of rideshare programs;

2. Purchase or lease of clean fuel buses for school districts and transit operators;
3. Provision of local feeder bus or shuttle service to rail and ferry stations and to airports;
4. Implementation and maintenance of local arterial traffic management, including, but not limited to, signal timing, transit signal preemption, bus stop relocation and "smart streets";
5. Implementation of rail-bus integration and regional transit information systems;
6. Implementation of demonstration projects in telecommuting and in congestion pricing of highways, bridges and public transit;
7. Implementation of vehicle-based projects to reduce mobile source emissions, including, but not limited to light duty vehicles with a gross vehicle weight (GVW) of 10,000 pounds or lighter, engine repowers (subject to Air District approval on a case-by-case basis), engine retrofits, fleet modernization, alternative fuels, and advanced technology demonstrations;
8. Implementation of smoking vehicles program;
9. Implementation of an automobile buy-back scrappage program operated by a governmental agency;
10. Implementation of bicycle facility improvement projects that are included in an adopted countywide bicycle plan or congestion management program; and
11. Design and construction by local public agencies of physical improvements that support development projects that achieve motor vehicle emission reductions. The projects and the physical improvements shall be identified in an approved area-specific plan, redevelopment plan, general plan, or other similar plan.

The Air District annually adopts policies for the County Program Manager Fund. The current Air District policies, [included as Appendix A](#), further define eligible projects and also establish criteria for calculating emissions reductions (i.e., TFCAs cost-effectiveness). Projects that are authorized by HSC Section 44241 and achieve TFCAs cost-effectiveness, but do not fully meet the Air District's current TFCAs policies are subject to Air District approval on a case-by-case basis.

TFCAs funds may not be used for:

- Planning activities that are not directly related to the implementation of a specific project;
- The purchase of personal computing equipment for an individual's home use;
- Projects that provide a direct or indirect financial transit or rideshare subsidy for shuttle/feeder bus service exclusively for the grantee's employees; or
- Costs of developing TFCAs grant applications.

### **III. TFCAs COST EFFECTIVENESS**

The Air District requires the evaluation of all proposed and completed projects for TFCAs cost-effectiveness. The Alameda CTC will measure cost-effectiveness based on the ratio of the TFCAs cost divided by the sum total tons of emissions (reactive organic gases (ROG),



oxides of nitrogen (NOx), and weighted particulate matter ten microns in diameter and smaller ("PM<sub>10</sub>") that are estimated to be reduced by the project. For the purpose of calculating the TFCA cost-effectiveness, the TFCA project cost is the sum of the requested TFCA County Program Manager Funds and any secured TFCA Regional Funds. Air District-generated forms are used to calculate a cost effectiveness result of \$ TFCA/ton. The Alameda CTC will only approve projects with a TFCA cost effectiveness, on an individual project basis, that is equal to or less than either: (1) the standard threshold of \$90,000 of TFCA funds per ton of total ROG, NOx and weighted PM<sub>10</sub> emissions reduced (\$/ton), or (2) another threshold as identified in the current Air District Policies, included as Appendix A, for a specific project type. Project sponsors are required to provide the data necessary to evaluate projects for TFCA cost-effectiveness. This may include, but is not limited to, transit ridership, verifiable survey data, bicycle counts, and results from comparable projects.

Projects that provide a service, such as ridesharing programs and shuttle and feeder bus projects, are eligible to apply for a period of up to two (2) years, except for bike share projects, which are eligible to apply for a period of up to five (5) years. TFCA funding for additional years must be re-applied for and re-evaluated in subsequent funding cycles.

#### **IV. ATTRIBUTES OF COST-EFFECTIVE PROJECTS**

The following attributes of cost-effective projects are provided by the Air District to help project sponsors identify successful candidate projects for TFCA funding:

- Project purchases or provides service using best available technology or cleanest vehicle (e.g., achieves significant petroleum reduction, utilizes vehicles that have 2010 and newer engines, is not a Family Emission Limit (FEL) engine, and/or have zero tailpipe emissions).
- Project is delivered or placed into service within one year and/or significantly in advance of regulatory changes (e.g., lower engine emission standards.).
- Project requests relatively low amount of TFCA funds; Grantee provides significant matching funds.

The following attributes are for specific project categories:

- For shuttle/feeder bus service and ridesharing projects:
  - Project provides service to relatively large % of riders/participants that otherwise would have driven alone over a long distance.
  - Shuttle provides "first and last mile" connection to between employers and transit.
  - Shuttle travels relatively short distances between start and end point/ and has relatively low mileage/minimal amount of non-service miles Shuttle operates on a route (service and non-service miles) that is relatively short in distance.
- For vehicle-based projects:
  - Vehicle has high operational use, annual mileage, and/or fuel consumption (e.g., taxis, transit fleets, utility vehicles).
- For arterial management and smart growth projects:
  - Pre- and post-project counts demonstrate high usage and potential to

- affect mode or behavior shift that reduces emissions.
- o Project demonstrates a strong potential to reduce motor vehicle trips by significantly improving mobility via walking, bicycling, and improving transit.
- o Project is located along high volume transit corridors and/or is near major activity centers such as schools, transit centers, civic or retail centers.
- o Project is associated with a multi-modal transit center, supports high-density mixed-use development or communities.

#### **IV. GENERAL PROGRAM STRUCTURE**

As the designated county program manager for Alameda County, the Alameda CTC is allocated 40% of the funds collected in Alameda County. The Air District will advance these funds to the Alameda CTC in biannual installments each fiscal year. The Alameda CTC must program the TFCRA revenue received each year within the Air District's allowable time period. Any unallocated funds may be reallocated by the Air District.

The TFCRA funds programmed by the Alameda CTC will be distributed as follows:

- A maximum of 5% of the annual revenue to the Alameda CTC for program implementation and administration.
- As follows, 70% of the remaining funds to be allocated to the cities/county based on population:
  - o A minimum of \$10,000 to each jurisdiction.
  - o City population will be updated annually based on State Department of Finance (DOF) estimates.
  - o The 70% funds will be programmed annually in its own call for projects or in a coordinated call for projects with like funding sources.
  - o A city or the county, with approval from the Alameda CTC, may choose to roll its annual 70% allocation into a future program year.
  - o A jurisdiction may borrow against its projected future year share in order to use rolled over funds from other jurisdictions available in the current year.
  - o Relinquished funds from a city's or the county's completed projects are made available to the same jurisdiction through its 70% allocation for reprogramming to future projects.
  - o The Commission may also program against future TFCRA revenue for projects that are larger than the annual funds available.
- As follows, 30% of the remaining funds to be allocated to transit-related projects on a discretionary basis:
  - o The 30% funds will be programmed annually in its own call for projects or in a coordinated call for projects with like funding sources.
  - o Projects competing for the 30% discretionary funds will be evaluated based on the total emissions reductions projected as a result of the project. Projects will be prioritized based on the TFCRA cost-effectiveness evaluation. When this calculation is not sufficient to prioritize candidate projects, the Alameda CTC Commission may also consider the emissions reductions per

total project dollar invested for the project and the matching funds provided by the project sponsor.

- o Relinquished funds from completed discretionary projects are returned to the 30% revenue for reprogramming in future funding cycles.
- o The Commission may also program against future TFCA revenue for projects that are larger than the annual funds available.

The minimum TFCA funding request is \$50,000, unless the project sponsor can show special and unusual circumstances to set this limit aside.

## **V. PROGRAM SCHEDULE**

Below is the schedule for the FY 2015-16 TFCA program:

February	Resolution adopted by Commission endorsing the programming of FY 2015-16 TFCA funds consistent with the TFCA Expenditure Plan Application.
March	Expenditure Plan Application due to Air District.
April	Annual review of Alameda County TFCA Program Guidelines by Commission. Alameda CTC will issue a call for projects.
May	Project applications and semi-annual project status reports for active projects due to Alameda CTC. Alameda CTC submits Semi-annual Report to Air District by May 31 <sup>st</sup> .
July	Commission reviews summary of applications received.
September	Program approval by Commission.
September	For active projects, annual status reports due to Alameda CTC.
October	Draft fund-transfer agreements distributed. Alameda CTC submits Annual Report to Air District by October 31 <sup>st</sup> .

Schedule subject to modification based on schedule changes imposed by the Air District and/or previous programming actions by the Alameda CTC.

## **VI. APPLICATION PROCESS**

Project sponsors shall complete the Alameda CTC TFCA funding application. The application is updated annually and may be included in a coordinated call for projects process that consolidates like fund sources. The type of information required for the application includes the following:

1. Partner Agencies/Organizations: If the project is sponsored by more than one agency, the applicant shall list the partner agencies, including the point of contact(s).
2. TFCA Funding Category: The applicant shall indicate whether the funds applied for are from the 70% city/county funds or the 30% transit discretionary funds. Project sponsors may choose to rollover their 70% funds to into a future fiscal year 70% allocation. Project sponsors may also request to reprogram any remaining TFCA funds from previous projects or allocations in their jurisdiction, to the proposed project.

3. Funding Sources/Budget: Applicants shall include a funding plan listing all funding sources and amounts (including regional 60% TFCA funds and unsecured funds) and reflects the total project cost by phase and cost type.
4. Schedule and Project Milestones: Applicants shall include the project schedule and applicable milestones.
5. Project Data: Applicants shall submit the requested project-related data, which is necessary to determine eligibility and calculate the estimated emissions reductions and cost-effectiveness.
6. Transportation Control Measures (TCM) and Mobile Source Measures (MSM): Applicants shall list the applicable TCMs and/or MSMs from the Air District's most recently approved Clean Air Plan.

## **VII. MONITORING REQUIREMENTS**

The Air District requires a pre- and post-project evaluation of emissions reductions. The first is an estimate of the projected emissions reduction. Sponsors must provide data for this calculation in the project application.

Sponsors must also conduct post-project monitoring and/or surveys (known as the monitoring requirements) as specified in the fund transfer agreement for the project for use in the required post-project evaluation of emissions reductions.

Project sponsors requesting TFCA reimbursement for monitoring costs shall provide the estimated cost in the TFCA application. The cost of collecting data to fulfill the TFCA monitoring requirements may be considered an administrative project cost. Administrative project costs reimbursable by TFCA are limited to a total of 5% of the total TFCA funds received.

## **VIII. INSURANCE REQUIREMENTS**

Each Project Sponsor must maintain general liability insurance, property insurance, workers compensation insurance and additional insurance as appropriate for specific projects, with coverage amounts as specified in the fund-transfer agreement, throughout the life of the project.

### Verification of Coverage

Project Sponsors are required to provide certificates and/or other evidence of the insurance coverage prior to the execution of a fund-transfer agreement. Certificates of insurance are to identify the Alameda CTC as an additional insured. Project Sponsors shall continue to provide certificates and/or other evidence of the insurance coverage, as required, throughout the project period and until the project has been completed. Certificates, policies and other evidence provided shall specify that the Air District and Alameda CTC shall receive 30 days advanced notice of cancellation from the insurers.

### Minimum Scope of Insurance

This section provides guidance on the insurance coverage and documentation typically required for TFCA Program Manager Fund projects. Note that the Air District and/or Alameda CTC reserve the right to require different types or levels of insurance for specific projects.

1. Liability Insurance - with a limit of not less than \$1,000,000 per occurrence, of the type usual and customary to the business of the project sponsor, and to the operation of the vehicles, vessels, engines or equipment operated by the project sponsor.
2. Property Insurance - in an amount of not less than the insurable value of project sponsor's vehicles, vessels, engines or equipment funded under the Agreement, and covering all risks of loss, damage or destruction of such vehicles, vessels, engines or equipment.
3. Worker's Compensation Insurance - for construction projects including but not limited to bike/pedestrian paths, bike lanes, smart growth and vehicle infrastructure, as required by California law and employers insurance with a limit not less than \$1,000,000.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A, VII. The Air District may, at its sole discretion, waive or alter this requirement or accept self-insurance in lieu of any required policy of insurance.

The following table lists the types of insurance coverage generally required for each project type. The requirements may differ in specific cases.

<b>Project/ Contract Activity</b>	<b>Insurance Required</b>
<ul style="list-style-type: none"> <li>• Vehicle Purchase and lease / Engine retrofits</li> </ul>	<ul style="list-style-type: none"> <li>• Automobile Liability and</li> <li>• Automobile Physical Damage</li> </ul>
<ul style="list-style-type: none"> <li>• Operation of shuttle services and vanpools</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial General Liability,</li> <li>• Automobile Liability,</li> <li>• Automobile Physical Damage, and</li> <li>• Workers Compensation (shuttle services).</li> </ul>
<ul style="list-style-type: none"> <li>• Construction projects including: bicycle/pedestrian overpass; bicycle facilities including bike paths, lanes, routes <u>and cycle tracks/separated bikeways</u>; smart growth and traffic calming; and vehicle infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial General Liability,</li> <li>• Automobile Liability and</li> <li>• Workers Compensation</li> </ul>
<ul style="list-style-type: none"> <li>• Bicycle lockers, racks and bike share programs</li> <li>• Arterial management and signal timing</li> <li>• Transit marketing programs</li> <li>• Ridesharing projects</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial General Liability</li> </ul>
<ul style="list-style-type: none"> <li>• Guaranteed Ride Home programs</li> <li>• Transit pass subsidy or commute incentives</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

**IX. AGREEMENT, REPORTS AND AUDIT REQUIREMENTS**

The Air District and the Alameda CTC annually enter into a "master" fund transfer agreement and the execution of this agreement constitutes final approval and obligation for the Air District to fund a project. Any project costs incurred prior to the execution of the annual "master" agreement will not be reimbursed.

Additionally, project sponsors must enter into a project-specific fund transfer agreement with the Alameda CTC. The fund transfer agreement includes a description of the project/program to be funded and specifies the terms and conditions for the expenditure of funds, including audit requirements. An executed agreement between the Alameda CTC and a project sponsor is required before any reimbursements will be made. The funding agreement between the Alameda CTC and project sponsor is to be executed within three months from the date the funding agreement is provided to the project sponsor. After the three month deadline has passed, any funding associated with an unexecuted funding agreement may be considered unallocated and may be reprogrammed.

Project sponsors will be required to submit semi-annual progress reports to the Alameda CTC which provide project status and itemize the expenditure of funds for each project. Upon completion of the project, project sponsors are also required to submit a final project report, which includes monitoring requirements.

Project sponsors must fulfill the funding agency credit requirements specified in the project-specific funding agreement, crediting both the Air District and Alameda CTC as funding agencies, and is to provide, upon request, documentation that such credit was given.

The Air District may conduct performance and fiscal audits of TFCA-funded projects to ensure that all TFCA funds have been spent in accordance with the applicable Air District TFCA County Program Manager Policies, [included as Appendix A](#), and executed TFCA funding agreement. Project sponsors will, for the duration of the project/program, and for three (3) years following completion, make available to the Air District or to an independent auditor, all records relating to expenses incurred in implementing the projects.

#### **X. TIMELY IMPLEMENTATION OF PROJECTS AND USE OF FUNDS**

The enabling legislation requires project sponsors to encumber and expend funds within two years, unless a time extension has been granted. To ensure the timely implementation of projects and use of funds, the following TFCA Timely Use of Funds Policy, will be imposed for each program year:

1. Within two months of receipt of funds from the Air District, the Alameda CTC will send out project-specific fund transfer agreements to project sponsors.
2. Project sponsors must execute a project-specific fund transfer agreement with the Alameda CTC within three months of receipt of the agreement from the Alameda CTC. The executed fund transfer agreement must contain an expenditure plan for implementation of the project. After the deadline has passed, any funding associated with an unexecuted fund transfer agreement may be considered unallocated and may be reprogrammed.
3. Project sponsors must initiate implementation of a project within three months of the date of receipt of the executed fund transfer agreement from the Alameda CTC, unless an extended schedule has been approved in advance by the Alameda CTC.

For the FY 2015-16 program, the Alameda CTC will not approve an extended schedule with a project start date beyond calendar year ~~2015~~ 2016.

4. Project sponsors must expend TFCA funding within two years from the date of the Alameda CTC's first receipt of the TFCA revenue from the Air District. The Alameda CTC may, if it finds that significant progress has been made on a project, approve no more than two one-year schedule extensions for a project. Additional schedule extension requests require approval from the Alameda CTC Commission and Air District Board.
5. Project sponsors must submit requests for reimbursement at least once every six months, but not more than once per month. Costs incurred within a fiscal year, defined as the period from July 1<sup>st</sup> to June 30<sup>th</sup>, are to be included in a reimbursement request submitted within two months after the end of the fiscal year in which the costs were incurred. All final requests for reimbursement are to be submitted no later than the submittal date of the Final Project Report.
6. Project sponsors must submit semi-annual progress reports within the period established by the Air District.
7. Project sponsors must submit required Final Project Reports (project monitoring reports) within three months of project completion or, as applicable, within three months after the post-project evaluation period as established in the project-specific fund transfer agreement.

A monitoring report will be periodically presented to Alameda CTC Committees to inform sponsors of upcoming critical dates and deadlines. Any sponsor that does not comply with any of the above requirements within the established time frames will be given written notice from the Alameda CTC that they have 60 days in which to comply. Failure to comply within 60 days will result in the reprogramming of the TFCA funds allocated to that project, and the project sponsor will not be permitted to apply for new projects until the sponsor has demonstrated to the Alameda CTC that steps have been taken to avoid future violations of this policy.

#### **XI. ELIGIBLE COSTS AND REIMBURSEMENTS**

The date the annual "master" fund transfer agreement between the Air District and Alameda CTC is executed sets the date from which eligible project costs may be incurred. Project sponsors may only request reimbursement for eligible, documented project expenses after a project-specific fund transfer agreement with the Alameda CTC has been executed. All reimbursable project costs must be identified in the budget from the approved grant application and conform to the project scope included in the project expenditure plan of an executed project-specific fund transfer agreement. TFCA funds may be used for project implementation costs as follows:

- Project implementation costs are charges associated with implementing a specific TFCA-funded project, including:
  - Documented hourly labor charges (salaries, wages, and benefits) directly and solely related to implementation of the TFCA project,
  - Shuttle driver labor and equipment maintenance costs,
  - Capital costs, including equipment, procurement and installation,

- Operator or personnel training directly related to project implementation,
  - Contractor/vendor labor charges related to the TFCA project,
  - Travel, and training and associated personnel costs that are directly related to the implementation of the TFCA-funded project (e.g., the cost of training mechanics to service TFCA-funded natural gas clean air vehicles),
  - Indirect costs associated with implementing the project, including reasonable overhead costs (supported by a federally-approved Indirect Cost Allocation Plan (ICAP), incurred to provide a physical place of work (e.g., rent, utilities, office supplies), general support services (e.g., payroll, reproduction) and managerial oversight, and
  - Sponsor may choose not to charge any indirect costs to a TFCA project.
- Project administration costs include invoicing and reporting activities related to the administration of the TFCA funding may be considered eligible for reimbursement on a case-by-case basis provided the project sponsor requests and justifies the reimbursement in the approved grant application and the costs are identified in the expenditure plan of the executed project-specific fund transfer agreement. Reimbursable administrative project costs are limited to a maximum of 5% of the total TFCA reimbursed per project.

For each reimbursement request, a TFCA "TFCA Grant Reimbursement Request" form is required. The form must have an original signature by an authorized person, and should be sent to the attention of Alameda CTC's Financial Officer. The required form will be attached to the fund transfer agreement or otherwise provided by Alameda CTC. Project sponsors must submit requests for reimbursement at least once every six months, but not more than once per month. Costs incurred within a fiscal year, defined as the period from July 1 to June 30, are to be included in a reimbursement request submitted within two months following the end of the fiscal year in which the costs were incurred. All final requests for reimbursement are to be submitted no later than the submittal date of the Final Project Report.

The reimbursement request form must be accompanied by the following documentation:

1. Direct Costs: Direct project costs are directly and solely related to the implementation of the project. Documentation includes copies of paid invoices and evidence of payment.
2. Labor Charges: Hourly labor charges are the sum of the salary paid to an employee plus the cost of fringe benefits provided, expressed on the basis of hours worked. Documentation of hourly charges includes payroll records indicating job title, hourly pay rate, and time sheets indicating time worked on project (other accounting methods to allocate and document staff time will be considered on a case by case basis).
3. Indirect Costs: Reasonable indirect project implementation costs may be considered eligible for reimbursement with TFCA funds on a case-by-case basis provided the project sponsor requests and justifies the reimbursement in the approved grant application. For the purposes of determining "reasonable" overhead costs, the



Alameda CTC may allow indirect costs to be charged to and reimbursed by TFCA if the sponsor has a federally-approved indirect rate, as identified through a federally-approved Indirect Cost Allocation Plan (ICAP). The required documentation for indirect project costs would be similar to what is required for direct costs and hourly labor charges.

4. Administrative Costs: Administrative costs that are reimbursable to a project sponsor are limited to a maximum of 5% of the total TFCA funds received and include TFCA invoicing and reporting activities. Administrative project costs may be considered eligible for reimbursement with TFCA funds on a case-by-case basis provided the project sponsor requests and justifies the reimbursement in the approved grant application. The required documentation for administrative project costs would be similar to what is required for direct costs and hourly labor charges.

**APPENDIX A** – FY 2015-16 Air District TFCA County Program Manager Fund Policies

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## *Appendix D: Board-Adopted TFCA County Program Manager Fund Policies for FYE 2016*

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**Adopted November 17, 2014**

The following Policies apply only to the Transportation Fund for Clean Air (TFCA) County Program Manager Fund.

### **BASIC ELIGIBILITY**

1. **Reduction of Emissions:** Only projects that result in the reduction of motor vehicle emissions within the Air District's jurisdiction are eligible.

Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and these Air District Board of Directors adopted TFCA County Program Manager Fund Policies for FYE 2016.

Projects must achieve surplus emission reductions, i.e., reductions that are beyond what is required through regulations, ordinances, contracts, and other legally binding obligations at the time of the execution of a grant agreement between the County Program Manager and the grantee. Projects must also achieve surplus emission reductions at the time of an amendment to a grant agreement if the amendment modifies the project scope or extends the project completion deadline.

2. **TFCA Cost-Effectiveness:** Projects must achieve TFCA cost-effectiveness, on an individual project basis, equal to or less than \$90,000 of TFCA funds per ton of total emissions reduced, unless a different value is specified in the policy for that project type. (See "Eligible Project Categories" below.) Cost-effectiveness is based on the ratio of TFCA funds divided by the sum total tons of reactive organic gases (ROG), oxides of nitrogen (NO<sub>x</sub>), and weighted particulate matter 10 microns in diameter and smaller (PM<sub>10</sub>) reduced (\$/ton). All TFCA-generated funds (e.g., TFCA Regional Funds, reprogrammed TFCA funds) that are awarded or applied to a project must be included in the evaluation. For projects that involve more than one independent component (e.g., more than one vehicle purchased, more than one shuttle route), each component must achieve this cost-effectiveness requirement.

County Program Manager administrative costs are excluded from the calculation of a project's TFCA cost-effectiveness.

3. **Eligible Projects and Case-by-Case Approval:** Eligible projects are those that conform to the provisions of the HSC section 44241, Air District Board adopted policies and Air District guidance. On a case-by-case basis, County Program Managers must receive approval by the Air District for projects that are authorized by the HSC section 44241 and achieve Board-adopted TFCA cost-effectiveness but do not fully meet other Board-adopted Policies.
4. **Consistent with Existing Plans and Programs:** All projects must comply with the transportation control measures and mobile source measures included in the Air District's most recently approved plan for achieving and maintaining State and national ambient air quality standards,

which are adopted pursuant to HSC sections 40233, 40717 and 40919, and, when specified, with other adopted State, regional, and local plans and programs.

5. **Eligible Recipients:** Grant recipients must be responsible for the implementation of the project, have the authority and capability to complete the project, and be an applicant in good standing with the Air District (Policy #8).
  - A. Public agencies are eligible to apply for all project categories.
  - B. Non-public entities are only eligible to apply for new alternative-fuel (light, medium, and heavy-duty) vehicle and infrastructure projects, and advanced technology demonstrations that are permitted pursuant to HSC section 44241(b)(7).
6. **Readiness:** Projects must commence by the end of calendar year 2016. “Commence” includes any preparatory actions in connection with the project’s operation or implementation. For purposes of this policy, “commence” can mean the issuance of a purchase order to secure project vehicles and equipment, commencement of shuttle/feeder bus and ridesharing service, or the delivery of the award letter for a construction contract.
7. **Maximum Two Years Operating Costs:** Projects that provide a service, such as ridesharing programs and shuttle and feeder bus projects, are eligible to apply for a period of up to two (2) years, except for bike share projects, which are eligible to apply for a period of up to five (5) years. Grant applicants that seek TFCA funds for additional years must reapply for funding in the subsequent funding cycles.

#### APPLICANT IN GOOD STANDING

8. **Independent Air District Audit Findings and Determinations:** Grantees who have failed either the fiscal audit or the performance audit for a prior TFCA-funded project awarded by either County Program Managers or the Air District are excluded from receiving an award of any TFCA funds for five (5) years from the date of the Air District’s final audit determination in accordance with HSC section 44242, or duration determined by the Air District Air Pollution Control Officer (APCO). Existing TFCA funds already awarded to the project sponsor will not be released until all audit recommendations and remedies have been satisfactorily implemented. A failed fiscal audit means a final audit report that includes an uncorrected audit finding that confirms an ineligible expenditure of TFCA funds. A failed performance audit means that the program or project was not implemented in accordance with the applicable Funding Agreement or grant agreement.

A failed fiscal or performance audit of the County Program Manager or its grantee may subject the County Program Manager to a reduction of future revenue in an amount equal to the amount which was inappropriately expended pursuant to the provisions of HSC section 44242(c)(3).

9. **Authorization for County Program Manager to Proceed:** Only a fully executed Funding Agreement (i.e., signed by both the Air District and the County Program Manager) constitutes the Air District’s award of County Program Manager Funds. County Program Managers may only incur costs (i.e., contractually obligate itself to allocate County Program Manager Funds) after the Funding Agreement with the Air District has been executed.
10. **Insurance:** Both the County Program Manager and each grantee must maintain general liability insurance, workers compensation insurance, and additional insurance as appropriate for specific

projects, with required coverage amounts provided in Air District guidance and final amounts specified in the respective grant agreements.

### **INELIGIBLE PROJECTS**

11. **Duplication:** Grant applications for projects that provide additional TFCA funding for existing TFCA-funded projects (e.g., Bicycle Facility Program projects) that do not achieve additional emission reductions are ineligible. Combining TFCA County Program Manager Funds with other TFCA-generated funds that broaden the scope of the existing project to achieve greater emission reductions is not considered project duplication.
12. **Planning Activities:** A grantee may not use any TFCA funds for planning related activities unless they are directly related to the implementation of a project or program that result in emission reductions.
13. **Employee Subsidies:** Projects that provide a direct or indirect financial transit or rideshare subsidy or shuttle/feeder bus service exclusively to the grantee's employees are not eligible.

### **USE OF TFCA FUNDS**

14. **Cost of Developing Proposals:** Grantees may not use TFCA funds to cover the costs of developing grant applications for TFCA funds.
15. **Combined Funds:** TFCA funds may be combined with other grants (e.g., with TFCA Regional Funds or State funds) to fund a project that is eligible and meets the criteria for all funding sources, unless it is otherwise prohibited (e.g., in the project-specific policies). For the purpose of calculating the TFCA cost-effectiveness, the TFCA's portion of the project cost is the sum of TFCA County Program Manager Funds and TFCA Regional Funds.
16. **Administrative Costs:** The County Program Manager may not expend more than five percent (5%) of its County Program Manager Funds for its administrative costs. The County Program Manager's costs to prepare and execute its Funding Agreement with the Air District are eligible administrative costs. Interest earned on County Program Manager Funds shall not be included in the calculation of the administrative costs. To be eligible for reimbursement, administrative costs must be clearly identified in the expenditure plan application and in the Funding Agreement, and must be reported to the Air District.
17. **Expend Funds within Two Years:** County Program Manager Funds must be expended within two (2) years of receipt of the first transfer of funds from the Air District to the County Program Manager in the applicable fiscal year, unless a County Program Manager has made the determination based on an application for funding that the eligible project will take longer than two years to implement. Additionally, a County Program Manager may, if it finds that significant progress has been made on a project, approve no more than two one-year schedule extensions for a project. Any subsequent schedule extensions for projects can only be given on a case-by-case basis, if the Air District finds that significant progress has been made on a project, and the Funding Agreement is amended to reflect the revised schedule.
18. **Unallocated Funds:** Pursuant to HSC 44241(f), any County Program Manager Funds that are not allocated to a project within six months of the Air District Board of Directors

approval of the County Program Manager's Expenditure Plan may be allocated to eligible projects by the Air District. The Air District shall make reasonable effort to award these funds to eligible projects in the Air District within the same county from which the funds originated.

19. **Incremental Cost (for the purchase or lease of new vehicles):** For new vehicles, TFCA funds awarded may not exceed the incremental cost of a vehicle after all rebates, credits, and other incentives are applied. Such financial incentives include manufacturer and local/state/federal rebates, tax credits, and cash equivalent incentives. Incremental cost is the difference in cost between the purchase or lease price of the new vehicle, and its new conventional vehicle counterpart that meets the most current emissions standards at the time that the project is evaluated.

20. **Reserved.**

21. **Reserved.**

## **ELIGIBLE PROJECT CATEGORIES**

22. **Alternative Fuel Light-Duty Vehicles:**

**Eligibility:** For TFCA purposes, light-duty vehicles are those with a gross vehicle weight rating (GVWR) of 14,000 lbs. or lighter. Eligible alternative light-duty vehicle types and equipment eligible for funding are:

- A. Purchase or lease of new hybrid-electric, electric, fuel cell, and CNG/LNG vehicles certified by the California Air Resources Board (CARB) as meeting established super ultra-low emission vehicle (SULEV), partial zero emission vehicle (PZEV), advanced technology-partial zero emission vehicle (AT-PZEV), or zero emission vehicle (ZEV) standards.
- B. Purchase or lease of new electric neighborhood vehicles (NEV) as defined in the California Vehicle Code.

Gasoline and diesel (non-hybrid) vehicles are not eligible for TFCA funds. Funds are not available for non-fuel system upgrades, such as transmission and exhaust systems, and should not be included in the incremental cost of the project.

TFCA funds awarded may not exceed incremental cost after all other applicable manufacturer and local/state rebates, tax credits, and cash equivalent incentives are applied. Incremental cost is the difference in cost between the purchase or lease price of the new vehicle and its new conventional vehicle counterpart that meets, but does not exceed, current emissions standards.

Vehicles that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund.

23. **Reserved.**

24. **Alternative Fuel Heavy-Duty Replacement Vehicles (high mileage):**

**Eligibility:** These projects are intended to accelerate the deployment of qualifying alternative fuel vehicles that operate within the Air District’s jurisdiction. All of the following additional conditions must be met for a project to be eligible for TFCA Funds:

- A. Vehicles purchased and/or leased have a GVWR greater than 14,000lbs; and
- B. Are 2014 model year or newer hybrid-electric, electric, CNG/LNG, and hydrogen fuel cell vehicles certified by the CARB.

TFCA funds may not be used to pay for non-fuel system upgrades such as transmission and exhaust systems.

**Scrapping Requirements:** Grantees with a fleet that includes model year 1998 or older heavy-duty diesel vehicles must scrap one model year 1998 or older heavy-duty diesel vehicle for each new vehicle purchased or leased under this grant. Costs related to the scrapping of heavy-duty vehicles are not eligible for reimbursement with TFCA funds.

TFCA funds awarded may not exceed incremental cost after all other applicable manufacturer and local/state rebates, tax credits, and cash equivalent incentives are applied. Incremental cost is the difference in cost between the purchase or lease price of the vehicle and/or retrofit and its new conventional vehicle counterpart that meets, but does not exceed, current emissions standards.

Vehicles that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund or other funding sources that claim emissions credits.

## 25. **Alternative Fuel Bus Replacement:**

**Eligibility:** For purposes of transit and school bus replacement projects, a bus is any vehicle designed, used, or maintained for carrying more than 15 persons, including the driver. A vehicle designed, used, or maintained for carrying more than 10 persons, including the driver, which is used to transport persons for compensation or profit, or is used by any nonprofit organization or group, is also a bus. A vanpool vehicle is not considered a bus. Buses are subject to the same eligibility requirements and the same scrapping requirements listed in Policy #24.

Vehicles that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund or other funding sources that claim emissions credits.

## 26. **Alternative Fuel Infrastructure:**

**Eligibility:** Eligible refueling infrastructure projects include new dispensing and charging facilities, or additional equipment or upgrades and improvements that expand access to existing alternative fuel fueling/charging sites (e.g., electric vehicle, CNG, hydrogen). This includes upgrading or modifying private fueling/charging sites or stations to allow public and/or shared fleet access. TFCA funds may be used to cover the cost of equipment and installation. TFCA funds may also be used to upgrade infrastructure projects previously funded with TFCA-generated funds as long as the equipment was

maintained and has exceeded the duration of its years of effectiveness after being placed into service.

TFCA-funded infrastructure projects must be available to and accessible by the public. Equipment and infrastructure must be designed, installed and maintained as required by the existing recognized codes and standards and approved by the local/state authority.

TFCA funds may not be used to pay for fuel, electricity, operation, and maintenance costs.

Projects that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund.

27. **Ridesharing Projects:** Eligible ridesharing projects provide carpool, vanpool or other rideshare services. Projects that provide a direct or indirect financial transit or rideshare subsidy are also eligible under this category.

28. **Shuttle/Feeder Bus Service:**

These projects are intended to reduce single-occupancy vehicle commute-hour trips by providing the short-distance connection between a mass transit hub and one or more commercial hub or employment centers. All of the following conditions must be met for a project to be eligible for TFCA funds:

- A. The project's route must provide connections only between mass transit hubs, e.g., a rail or Bus Rapid Transit (BRT) station, ferry or bus terminal or airport, and distinct commercial or employment areas.
- B. The project's schedule must coordinate with the transit schedules of the connecting mass transit services.
- C. The service must be available for use by all members of the public.
- D. The project may not duplicate existing local transit service or service that existed along the project's route within the last three years. "Duplication" of service means establishing a shuttle route where there is an existing transit service stop within 0.5 miles of the commercial hub or business center and that can be reached by pedestrians in 20 minutes or less. Projects that propose to increase service frequency to an area that has existing service may be considered for funding if the increased frequency would reduce the commuter's average transit wait time to thirty minutes or less.

Project applicants that were awarded FYE 2014 or FYE 2015 TFCA Funds that propose identical routes in FYE 2015 or in FYE 2016 may request an exemption from the requirements of Policy 28.D. Provided they meet the following requirements: 1) No further TFCA project funding as of January 2017; 2) Submission of a financial plan to achieve financial self-sufficiency from TFCA funds within two years by demonstrating how they will come into compliance with this requirement or by securing non-TFCA Funds. The plan must document: i) the funding source(s) that will be targeted and the bases for eligibility of such funding, ii) the amounts from each funding source for which the applicant is eligible and that will be pursued; 3) the schedule (timeline) from application to receipt of such funds; 4) the process for securing each funding source; and 5) the specific efforts taken by the applicant to be eligible for such funds, and the status of the applicants' application for securing funds.



- E. Shuttle/feeder bus service applicants must be either: 1) a public transit agency or transit district that directly operates the shuttle/feeder bus service; or (2) a city, county, or any other public agency.
- F. Existing projects must meet a cost-effectiveness of \$125,000 per ton of emissions reduced.
- G. Pilot Shuttle/Feeder Bus Service: Pilot shuttle/feeder bus service projects are defined as routes that are at least 70% unique and where no other service was provided within the past three years. In addition to meeting the conditions listed in Policy #28.A-F for shuttle/feeder bus service, pilot shuttle/feeder bus service, project applicants must also comply with the following:
  - i. Provide data and other evidence demonstrating the public's need for the service, including a demand assessment survey and letters of support from potential users.
  - ii. Provide written documentation of plans for financing the service in the future;
  - iii. Provide a letter from the local transit agency denying service to the project's proposed service area, which includes the basis for denial of service to the proposed areas. The applicant must demonstrate that the project applicant has attempted to coordinate service with the local service provider and has provided the results of the demand assessment survey to the local transit agency. The applicant must provide the transit service provider's evaluation of the need for the shuttle service to the proposed area.
  - iv. Pilot projects located in Highly Impacted Communities as defined in the Air District Community Air Risk Evaluation (CARE) Program and/or a Planned or Potential Priority Development Area (PDA) may receive a maximum of three years of TFCA Funds under the Pilot designation and must meet the following requirements:
    - a. During the first year of operation, projects must not exceed a cost-effectiveness of \$500,000/ton,
    - b. By the end of the second year of operation, projects must not exceed a cost-effectiveness of \$200,000/ton, and
    - c. By the end of the third year of operation, projects must not exceed a cost-effectiveness of \$125,000/ton and meet all of the requirements of Policy #28.A-F (existing shuttles).
  - v. Projects located outside of CARE areas and PDAs may receive a maximum of two years of TFCA Funds under this designation and must meet the following requirements:
    - a. By the end of the first year of operation, projects shall meet a cost-effectiveness of \$200,000/ton, and
    - b. By the end of the second year of operation, projects shall cost \$125,000 or less per ton (cost-effectiveness rating) and shall meet all of the requirements of Policy #28. A-F (existing shuttles).

**29. Bicycle Projects:**

New bicycle facility projects that are included in an adopted countywide bicycle plan or Congestion Management Program (CMP) are eligible to receive TFCA funds. Eligible

projects are limited to the following types of bicycle facilities for public use that result in motor vehicle emission reductions:

- A. New Class-1 bicycle paths;
- B. New Class-2 bicycle lanes;
- C. New Class-3 bicycle routes;
- D. New Class-4 cycle tracks or separated bikeways;
- E. New bicycle boulevards;
- F. Bicycle racks, including bicycle racks on transit buses, trains, shuttle vehicles, and ferry vessels;
- G. Bicycle lockers;
- H. Capital costs for attended bicycle storage facilities;
- I. Purchase of two-wheeled or three-wheeled vehicles (self-propelled or electric), plus mounted equipment required for the intended service and helmets; and
- J. Development of a region-wide web-based bicycle trip planning system.

All bicycle facility projects must, where applicable, be consistent with design standards published in the California Highway Design Manual, or conform to the provisions of the Protected Bikeway Act of 2014.

### **30. Bay Area Bike Share**

These projects make bicycles available to individuals for shared use for completing first- and last-mile trips in conjunction with regional transit and stand-alone short distance trips. To be eligible for TFCA funds, bicycle share projects must work in unison with the existing Bay Area Bike Share Project by either increasing the fleet size within the initial participating service areas or expanding the existing service area to include additional Bay Area communities. Projects must have a completed and approved environmental plan and a suitability study demonstrating the viability of bicycle sharing. Projects must meet a cost-effectiveness of \$500,000/ton. Projects may be awarded TFCA funds to pay for up to five years of operations.

### **31. Arterial Management:**

Arterial management grant applications must identify a specific arterial segment and define what improvement(s) will be made to affect traffic flow on the identified arterial segment. Projects that provide routine maintenance (e.g., responding to citizen complaints about malfunctioning signal equipment) are not eligible to receive TFCA funds. Incident management projects on arterials are eligible to receive TFCA funds. Transit improvement projects include, but are not limited to, bus rapid transit and transit priority projects. For signal timing projects, TFCA funds may only be used for local arterial management projects where the affected arterial has an average daily traffic volume of 20,000 motor vehicles or more, or an average peak hour traffic volume of 2,000 motor vehicles or more (counting volume in both directions). Each arterial segment must meet the cost-effectiveness requirement in Policy #2.

### **32. Smart Growth/Traffic Calming:**

Physical improvements that support development projects and/or calm traffic, resulting in motor vehicle emission reductions, are eligible for TFCA funds, subject to the following conditions:

- A. The development project and the physical improvements must be identified in an approved area-specific plan, redevelopment plan, general plan, bicycle plan, pedestrian plan, traffic-calming plan, or other similar plan; and
- B. The project must implement one or more transportation control measures (TCMs) in the most recently adopted Air District plan for State and national ambient air quality standards. Pedestrian projects are eligible to receive TFCA funds.
- C. The project must have a completed and approved environmental plan.

Traffic calming projects are limited to physical improvements that reduce vehicular speed by design and improve safety conditions for pedestrians, bicyclists or transit riders in residential retail, and employment areas.

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## Alameda CTC TFCA County Program Manager Fund: FY 2015-16 Draft Fund Estimate

Agency	Population (Estimate <sup>1</sup> )	% Population	Total % of Funding	TFCA Funds Available (new this FY)	Balance from Previous FY	Programmed Last Cycle	Returned Funds from Closed Projects	FY 13-14 Rollover (Debits/Credits)	TFCA Balance (New + Rollover)
Alameda	75,988	4.83%	4.82%	\$ 63,961	\$ (300,577)	\$ -	\$ -	\$ (300,577)	\$ (236,616)
Alameda County	145,461	9.25%	9.23%	\$ 122,438	\$ 290,477	\$ 74,000	\$ -	\$ 216,477	\$ 338,915
Albany	18,472	1.17%	1.17%	\$ 15,548	\$ 1,348	\$ -	\$ -	\$ 1,348	\$ 16,896
Berkeley	117,372	7.46%	7.45%	\$ 98,795	\$ 263,708	\$ 317,000	\$ -	\$ (53,292)	\$ 45,503
Dublin	53,462	3.40%	3.39%	\$ 45,000	\$ 240,249	\$ 90,000	\$ -	\$ 150,249	\$ 195,249
Emeryville	10,491	0.67%	0.75%	\$ 10,000	\$ 49,075	\$ -	\$ -	\$ 49,075	\$ 59,075
Fremont	223,972	14.24%	14.22%	\$ 188,522	\$ 534,614	\$ 430,000	\$ 84,170	\$ 188,785	\$ 377,307
Hayward	151,037	9.60%	9.59%	\$ 127,131	\$ (469,101)	\$ 50,000	\$ -	\$ (519,101)	\$ (391,970)
Livermore	84,852	5.39%	5.39%	\$ 71,422	\$ 456,052	\$ -	\$ -	\$ 456,052	\$ 527,474
Newark	43,856	2.79%	2.78%	\$ 36,915	\$ 305,624	\$ -	\$ -	\$ 305,624	\$ 342,539
Oakland	404,355	25.70%	25.67%	\$ 340,355	\$ 746,565	\$ 1,030,116	\$ -	\$ (283,551)	\$ 56,804
Piedmont	11,023	0.70%	0.75%	\$ 10,000	\$ 66,409	\$ -	\$ -	\$ 66,409	\$ 76,409
Pleasanton	73,067	4.64%	4.64%	\$ 61,502	\$ (17,871)	\$ -	\$ -	\$ (17,871)	\$ 43,631
San Leandro	87,691	5.57%	5.57%	\$ 73,812	\$ 195,416	\$ -	\$ -	\$ 195,416	\$ 269,228
Union City	72,155	4.59%	4.58%	\$ 60,735	\$ 281,548	\$ -	\$ -	\$ 281,548	\$ 342,282
<b>TOTAL:</b>	<b>1,573,254</b>	<b>100%</b>	<b>100%</b>	<b>\$ 1,326,135</b>	<b>\$ 2,643,536</b>	<b>\$ 1,991,116</b>	<b>\$ 84,170</b>	<b>\$ 736,590</b>	<b>\$ 2,062,726</b>

FY 2015-16 TFCA New Revenue \$ 1,985,706.50

Less 5% for Program Administration \$ (99,285.33)

Subtotal New Programming Capacity \$ 1,886,421.18

Calendar Year 2014 Interest Earned \$ 8,057.98

**Total New Programming Capacity \$ 1,894,479.16**

	Totals	Cities/County (Shares) 70%	Transit (Discretionary) 30%
Total New Programming Capacity	\$ 1,894,479	\$ 1,326,135	\$ 568,344
Returned Funds from Closed Projects	\$ 143,873	\$ 84,170	\$ 59,702
FY 2014-15 Rollover (debit/credit) Adjustment	\$ -	\$ 652,420	\$ (652,420)
<b>Total Returned Funds &amp; Rollover Adjustments<sup>2</sup></b>	<b>\$ 143,873</b>	<b>\$ 736,590</b>	<b>\$ (592,718)</b>
<b>Adjusted Total Available to Program</b>	<b>\$ 2,038,352</b>	<b>\$ 2,062,726</b>	<b>\$ (24,374)</b>

## Notes:

1. Dept. of Finance (www.dof.ca.gov) population estimates as of 1/01/2014 (released May 2014).
2. Includes TFCA programming actions and returned funds from closed projects as of 12/31/14.

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# Memorandum

6.10

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

**DATE:** April 16, 2015

**SUBJECT:** I-580 Corridor Projects: Cooperative Agreement Amendments with California Department of Transportation (Caltrans) for Additional Funding for Express Lane Implementation

**RECOMMENDATION:** Approve the following Cooperative Agreements with Caltrans for additional funding necessary to support Express Lane implementation:

1. I-580 Eastbound HOV Lane Project (PN 720.5): Amendment No. 3 to Cooperative Agreement No. 04-2440 with Caltrans for additional funding of \$800,000; and
2. I-580 Westbound HOV Lane Project (PN 724.5): Amendment No. 4 to Cooperative Agreements No. 04-2396 with Caltrans for additional funding of \$400,000.

## Summary

The I-580 Express (HOT) Lanes Project proposes to convert the newly constructed eastbound High Occupancy Vehicle (HOV) Lane from Hacienda Drive to Greenville Road to a double express lane facility and the westbound HOV lane, currently under construction, from Greenville Road to San Ramon Boulevard/Foothill Road to a single express lane facility.

The civil infrastructure components necessary for the I-580 express lanes facility are currently being constructed through the Contract Change Order (CCO) process under the on-going construction contracts for the I-580 Corridor HOV projects.

As the work has progressed, risks realized during construction of the express lane civil infrastructure require that additional funding capacity be provided to Caltrans. Alameda CTC included funds expressly for this purpose in the project funding plan. Amending the cooperative agreements (Attachments A and B) with Caltrans will allow for the completion of the construction of remaining express lanes civil work.

## Background

In September 2013 and April 2014, the Commission approved actions authorizing all civil components of the I-580 Express Lanes Project to be implemented through the CCO process under the on-going construction contracts along the I-580 corridor, the I-580 Westbound HOV (East and West Segments) and the I-580 Eastbound Auxiliary Lane Projects. The CCOs under these contracts are currently underway and expected to be

complete by mid-May 2015. Performing this work by CCOs is critical in order to maintain the delivery schedule of the I-580 Express Lanes Project.

Staff proposes to amend two out of three cooperative agreements (substantially as shown in Attachments A and B) for two of the above mentioned projects for a new combined total not-to-exceed amount of \$27.85 million in local funds. The funding for the CCO work is included in the funding plans for the I-580 Westbound HOV East and West Segments (PN: 724.4 and 724.5) and I-580 Eastbound Auxiliary Lane (PN: 720.5) Projects.

The table below summarizes the construction contracts and cooperative agreements under which the CCO work is being performed, the requested amendment amounts, and the total estimated cost of each CCO. It is anticipated that Alameda CTC's internal phase budgets for construction will need to be adjusted within the total amounts shown for each agreement's reimbursements to match Caltrans' actual expenditures in completing the express lane infrastructure scope for the corridor. The estimated cost distribution among the three cooperative agreements shown below is subject to change pending the final CCO cost agreement; however, the total cost will not exceed \$27.85 million.

Construction Contract	Cooperative Agreement No.	Requested Amendment Amount (Proposed Action)	Total Estimated Cost
I-580 Westbound HOV - East Segment	04-2397-A3	\$ 0	\$13,500,000
I-580 Westbound HOV - West Segment	04-2396-A4	\$400,000	\$8,650,000
I-580 Eastbound Aux Lane	04-2440-A3	\$800,000	\$5,700,000
Total Cost			\$27,850,000

**Fiscal Impact:** The fiscal impact for approving the cooperative agreement amendments is \$1.2 million and the action will authorize the encumbrance of additional project funding for subsequent expenditure. This budget is included in the corresponding project funding plans and has been included in the Alameda CTC Adopted FY 2014-2015 Operating and Capital Program Budget.

**Attachments**

- A. Draft Cooperative Agreement 04-2440-A3 (PN 720.5)
- B. Draft Cooperative Agreement 04-2396-A4 (PN 724.5)



## Staff Contact

[James O'Brien](#), Project Controls Team

[Stefan Garcia](#), Project Controls Team

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Draft 3-5-15 (AH) (EH)

**AMENDMENT NO. 3 TO AGREEMENT 04-2440**

This Amendment No. 3 to Agreement (AMENDMENT 3), entered into, and effective on, \_\_\_\_\_, 2015, is between the State of California, acting through its Department of Transportation, referred to as CALTRANS, and:

Alameda County Transportation Commission, a joint powers agency, referred to as ALAMEDA CTC.

**RECITALS**

1. CALTRANS and ALAMEDA CTC, collectively referred to as PARTNERS, entered into Agreement No. 04-2440, (AGREEMENT) on February 14, 2012. AGREEMENT outlines the terms and conditions of cooperation between PARTNERS to advertise, award and administer the contract to add eastbound auxiliary lanes from Isabel Avenue to First Street along I-580 in Livermore, and to widen at spot locations within the above-referenced limits and construct other improvements that shall not preclude construction of the eastbound express lane (HOT) facility (collectively, "PROJECT").
2. PARTNERS entered into Amendment No. 1 (AMENDMENT 1) to AGREEMENT on November 8, 2013 to add \$818,000 for Construction Capital and \$82,000 for Construction Support for a total of \$900,000 of Local funds for Construction. The increase in funding was due to a change in the scope of PROJECT to include Contract Change Orders (CCOs) to install power and communication conduits, to install pull boxes, and to construct concrete pads for controller cabinets and service enclosures.
3. PARTNERS also entered into Amendment No. 2 (AMENDMENT 2) to AGREEMENT on June 26, 2014, to revise the funding obligations on PROJECT. Local funds in the amount of \$3,500,000 for Construction Capital and \$500,000 for Construction Support, for a total of \$4,000,000, were added to the PROJECT funding under AMENDMENT 2. The need for the additional Construction funding arose because certain Change Orders, referred to as A1 CCO and A2 CCO in AMENDMENT 2, had increased the PROJECT scope.
4. PARTNERS have now agreed to (a) combine the scopes of A1 CCO and A2 CCO of AMENDMENT 2 into one Change Order, namely A3 CCO, (b) redirect all Local funds from A1 CCO and A2 CCO, as shown in AMENDMENT 2, to A3 CCO, and (c) add \$800,000 of Local funds to supplement the A3 CCO funding. In addition, for greater flexibility in fund utilization, PARTNERS wish to show only lump sum Local funds contribution in the revised funding for A3 CCO. PARTNERS now wish to enter into AMENDMENT 3 to incorporate these funding revisions into AGREEMENT.

**IT IS THEREFORE MUTUALLY AGREED:**

5. FUNDING SUMMARY of AGREEMENT, as amended under AMENDMENT 2, is hereby replaced in its entirety by FUNDING SUMMARY A3, attached to and made a part of AMENDMENT 3. Any reference to FUNDING SUMMARY in AGREEMENT is now deemed to be a reference to FUNDING SUMMARY A3. Funding for A3 CCO shown in FUNDING SUMMARY A3 will be tracked separately for invoicing purposes.
6. All other terms and conditions of AGREEMENT shall remain in full force and effect.
7. AMENDMENT 3 is deemed to be included in, and made a part of, AGREEMENT.

**CONTACT INFORMATION**

The information provided below indicates the primary contact data for each PARTNER to this agreement. PARTNERS will notify each other in writing of any personnel or location changes. Contact information changes do not require an amendment to this agreement.

The primary agreement contact person for CALTRANS is:  
Issa Bouri, Project Manager  
111 Grand Avenue  
Oakland, California 94612  
Office Phone: (510) 622-5220  
Email: issa\_bouri@dot.ca.gov

The primary agreement contact person for ALAMEDA CTC is:  
Stewart D. Ng, Deputy Director of Programming and Projects  
1111 Broadway, Suite 800  
Oakland, California 94607  
Office Phone: (510) 208-7400  
Email: stewartng@alamedactc.org

**SIGNATURES**

PARTNERS declare that:

1. Each PARTNER is an authorized legal entity under California state law.
2. Each PARTNER has the authority to enter into AMENDMENT 3.
3. The people signing AMENDMENT 3 have the authority to do so on behalf of their public agencies.

STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION

ALAMEDA COUNTY TRANSPORTATION  
COMMISSION

By: \_\_\_\_\_  
Helena (Lenka) Culik-Caro  
Deputy District Director, Design

By: \_\_\_\_\_  
Arthur L. Dao  
Executive Director

CERTIFIED AS TO FUNDS:

RECOMMENDED FOR APPROVAL

By: \_\_\_\_\_  
Jeffrey Armstrong  
District Budget Manager, Acting

By: \_\_\_\_\_  
Stewart D. Ng  
Deputy Director of Programming and Projects

REVIEWED AS TO BUDGET/FINANCIAL  
CONTROLS

By: \_\_\_\_\_  
Patricia Reavey  
Director of Finance

APPROVED AS TO FORM AND LEGALITY

By: \_\_\_\_\_  
Wendel, Rosen, Black & Dean LLP  
Legal Counsel to Alameda CTC

### FUNDING SUMMARY A3

Funding Source	Funding Partner	Fund Type	CON Capital	CON Support	CON Capital & Support for A3 CCO	Subtotal Funds Type
STATE	CALTRANS	Bond - Corridor Mobility Improvement	\$17,865,000	\$2,535,000		\$20,400,000
STATE	CALTRANS	SHOPP	\$4,694,000	\$0		\$4,694,000
LOCAL	ALAMEDA CTC	Local	\$8,285,000	\$1,015,000		\$9,300,000
LOCAL A3 CCO	ALAMEDA CTC	Local	-	-	\$5,700,000	\$5,700,000
		Subtotals by Component	\$30,844,000	\$3,550,000	\$5,700,000	\$40,094,000

Draft 3-9-15 (AH)

**AMENDMENT NO. 4 TO AGREEMENT 04-2396**

This Amendment No. 4 to Agreement (AMENDMENT 4), entered into, and effective on, \_\_\_\_\_, 2015, is between the State of California, acting through its Department of Transportation, referred to as CALTRANS, and:

Alameda County Transportation Commission, a joint powers agency, referred to as ALAMEDA CTC.

**RECITALS**

1. CALTRANS and ALAMEDA CTC, collectively referred to as PARTNERS, entered into Cooperative Agreement No. 04-2396 (AGREEMENT) on December 7, 2011 defining the terms and conditions of cooperation between PARTNERS to advertise, award and administer a construction contract for a westbound HOV lane from west of Isabel Avenue Overcrossing to San Ramon/Foothill Road Overcrossing and other ancillary improvements (aka West Segment), referred to as PROJECT.
2. PARTNERS entered into Amendment No. 1 (AMENDMENT 1) to AGREEMENT on November 19, 2012, to allow ALAMEDA CTC to be reimbursed for project management and design support during Construction as a PROJECT cost. A SPENDING SUMMARY for Construction Support was added to AGREEMENT.
3. PARTNERS entered into Amendment No. 2 (AMENDMENT 2) to AGREEMENT on November 8, 2013, to add \$680,000 for Construction Capital and \$70,000 for Construction Support for a total of \$750,000 of Local funds for Construction due to a change in the scope of PROJECT. Contract Change Orders (CCOs) were issued to install power and communication conduits, to install pull boxes and construct concrete pads for controller cabinets and service enclosures, and to provide extra widening at the North Livermore Structure.
4. PARTNERS also entered into Amendment No. 3 (AMENDMENT 3) to AGREEMENT to revise the funding obligations on PROJECT. Local funds in the amount of \$6,500,000 for Construction Capital and \$1,000,000 for Construction Support, for a total of \$7,500,000, were added to the PROJECT funding under AMENDMENT 3. The need for the additional Construction funding arose because certain Change Orders, referred to as A2 CCO and A3 CCO in AMENDMENT 3, had increased the PROJECT scope. Additionally, under AMENDMENT 3, new billing and payment articles were added to cover ALAMEDA CTC's reimbursement of Local funds for Change Orders A2 CCO and A3 CCO.

5. PARTNERS have now agreed to (a) combine the scopes of A2 CCO and A3 CCO of AMENDMENT 3 into one Change Order, namely A4 CCO, (b) redirect all Local funds from A2 CCO and A3 CCO, as shown in AMENDMENT 3, to A4 CCO, (c) add \$400,000 of Local funds to supplement the A4 CCO funding, and (d) extend the Obligation Completion date of the Agreement from December 31, 2014, which is past, until December 31, 2016. In addition, PARTNERS agree that, for greater flexibility in fund utilization, the Local funds contribution for A4 CCO will only be shown as a lump sum in AMENDMENT 4. PARTNERS now wish to enter into Amendment 4 to AGREEMENT (AMENDMENT 4) to incorporate these revisions to the PROJECT funding and OBLIGATION COMPLETION date.

**IT IS THEREFORE MUTUALLY AGREED:**

6. FUNDING SUMMARY of AGREEMENT, as amended under AMENDMENT 3, is hereby replaced in its entirety by FUNDING SUMMARY A4, attached to and made a part of AMENDMENT 4, and any reference to FUNDING SUMMARY in AGREEMENT is now deemed to be a reference to FUNDING SUMMARY A4. Funding for A4 CCO shown in FUNDING SUMMARY A4 will be tracked separately for invoicing purposes.
7. Recital 6 of AGREEMENT is hereby revised in its entirety to read as follows:
  6. *The estimated date for OBLIGATION COMPLETION is December 31, 2016.*
8. All other terms and conditions of AGREEMENT shall remain in full force and effect.
9. AMENDMENT 4 is deemed to be included in, and made a part of, AGREEMENT.



**CONTACT INFORMATION**

The information provided below indicates the primary contact data for each PARTNER to this agreement. PARTNERS will notify each other in writing of any personnel or location changes. Contact information changes do not require an amendment to this agreement.

The primary agreement contact person for CALTRANS is:

Issa Bouri, Project Manager  
111 Grand Avenue  
Oakland, California 94612  
Office Phone: (510) 622-5220  
Email: [issa\\_bouri@dot.ca.gov](mailto:issa_bouri@dot.ca.gov)

The primary agreement contact person for ALAMEDA CTC is:

Stewart D. Ng, Deputy Director of Programming and Projects  
1111 Broadway, Suite 800  
Oakland, California 94607  
Office Phone: (510) 208-7400  
Email: [stewartng@alamedactc.org](mailto:stewartng@alamedactc.org)

**SIGNATURES**

PARTNERS declare that:

1. Each PARTNER is an authorized legal entity under California state law.
2. Each PARTNER has the authority to enter into AMENDMENT 4.
3. The people signing AMENDMENT 4 have the authority to do so on behalf of their public agencies.

STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION

ALAMEDA COUNTY TRANSPORTATION  
COMMISSION

By: \_\_\_\_\_  
Helena (Lenka) Culik-Caro  
Deputy District Director, Design

By: \_\_\_\_\_  
Arthur L. Dao  
Executive Director

CERTIFIED AS TO FUNDS:

RECOMMENDED FOR APPROVAL

By: \_\_\_\_\_  
Jeffrey Armstrong  
District Budget Manager, Acting

By: \_\_\_\_\_  
Stewart D. Ng  
Deputy Director of Programming and Projects

REVIEWED AS TO BUDGET/FINANCIAL  
CONTROLS

By: \_\_\_\_\_  
Patricia Reavey  
Director of Finance

APPROVED AS TO FORM AND LEGALITY

By: \_\_\_\_\_  
Wendel, Rosen, Black & Dean LLP  
Legal Counsel to Alameda CTC

**FUNDING SUMMARY A4**

Funding Source	Funding Partner	Fund Type	CON Capital	CON Support	CON Capital & Support for A4 CCO	Subtotal Funds Type
STATE	CALTRANS	Bond - Corridor Mobility Improvement	\$45,614,000	\$6,750,000	-	\$52,364,000
STATE	CALTRANS	SHOPP	\$13,000,000	\$0	-	\$13,000,000
STATE	CALTRANS	Traffic Congestion Relief Program	\$2,486,000	\$0	-	\$2,486,000
LOCAL A4 CCO	ALAMEDA CTC	Local	-	-	\$8,650,000	\$8,650,000
		Subtotals by Component	\$61,100,000	\$6,750,000	\$8,650,000	\$76,500,000

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# Memorandum

6.11

1111 Broadway, Suite 800, Oakland, CA 94607

PH: (510) 208-7400

www.AlamedaCTC.org

**DATE:** April 16, 2015

**SUBJECT:** I-680 Northbound Express Lane Project(PN721.0): 2000 Measure B Funding Allocation, Cooperative Agreement, Contract Amendment and two (2) Request for Proposal (RFP) Actions

**RECOMMENDATIONS** Approve the following actions to support delivery of the I-680 Northbound Express Lane Project:

1. Allocate \$4,500,000 of 2000 Measure B funds to the project;
2. Authorize the Executive Director to execute Amendment No. 3 to Professional Services Agreement No. A11-0034 with WMH Corporation for an additional \$450,000 for a total not-to-exceed amount of \$7,061,366 for Project Approval / Environmental Document (PA/ED) phase of the project
3. Authorize the release of a RFP and authorize the Executive Director to negotiate a Professional Services Agreement with the top ranked firm for the design (PS&E) phase of the project;
4. Authorize the release of a RFP and authorize the Executive Director to negotiate a Professional Services Agreement with the top ranked firm for the System Integration and System Installation Services for the project; and
5. Authorize the Executive Director to enter into a Cooperative Agreement with the California Department of Transportation (Caltrans) for the design (PS&E) phase of the project.

## Summary

The Alameda CTC is the implementing agency for the project development phases of the I-680 Northbound Express Lane project (PN 721.0). This project proposes to widen I-680 to construct a Northbound HOV/Express Lane from SR 237 to SR 84 in Santa Clara and Alameda Counties. The 14-mile project is scheduled to be cleared environmentally in summer 2015 and construction is expected to begin in mid-2017. In order to provide accelerated congestion relief in this corridor, staff has developed a conceptual plan to deliver an initial construction phase (Phase 1 Modified Project), which would eliminate the current bottlenecks that contribute significantly to the daily congestion that occurs on this stretch of freeway. The Phase 1 Modified Project will add 8.2 miles of new high occupancy vehicle (HOV)/Express Lane and could begin construction by late 2016, approximately six months in advance of the current schedule for the 14-mile project.

To expedite the delivery of the Phase 1 Modified Project, staff requests the Commission's approval of the following actions:

1. Allocate \$4,500,000 of 2000 Measure B funds to the project;
2. Authorize the Executive Director to execute Amendment No. 3 to Professional Services Agreement No. A11-0034 with WMH Corporation for an additional \$450,000 for a total not-to-exceed amount of \$7,061,366 for Project Approval / Environmental Document (PA/ED) Phase of the project;
3. Authorize the release of a RFP and authorize the Executive Director to negotiate a Professional Services Agreement with the top ranked firm for the design (PS&E) phase of the project;
4. Authorize the release of a RFP and authorize the Executive Director to negotiate a Professional Services Agreement with the top ranked firm for the System Integration and System Installation Services for the project; and
5. Authorize the Executive Director to enter into a Cooperative Agreement with the California Department of Transportation (Caltrans) for the design (PS&E) phase of the project.

## **Background**

I-680 from SR 237 to SR 84 is the one of the most congested freeways in the San Francisco Bay Area. With the recent economic boom which has revitalized the commute and goods movement in this corridor, the level of traffic congestion and delays within the corridor has increased. Traffic forecasts for the project indicate that traffic congestion is expected to worsen in coming years.

The I-680 Southbound HOV/Express Lane was opened to the public in 2010, and since its opening has reduced the traffic congestion and provided travel reliability for motorists traveling the corridor during the morning commute hours. Currently, heavy afternoon traffic congestion exists on I-680 Northbound from Scotts Creek Boulevard to Andrade Road. Traffic studies have confirmed that the congestion is caused by two bottlenecks: the first near Washington Boulevard and the second at the lane drop at the truck scales (located between Sheridan Road and Andrade Road). The I-680 Northbound HOV/Express Lane Project will widen I-680 from SR 237 in Santa Clara County to SR 84 in Alameda County and construct a 14-mile long northbound HOV/Express Lane in the corridor. This project is currently in the final stage of the PA/ED Phase which is expected to complete in summer 2015.

## ***Phase 1 Modified Project***

Given the magnitude of delays that motorists currently experience, a conceptual plan has been developed to deliver an initial construction phase (Phase 1 Modified Project), which will provide operational benefits with minimal construction funds to expedite the much needed congestion relief. The Phase 1 Modified Project would:

- Add a new HOV/Express Lane between Auto Mall Parkway and SR 84 to eliminate the two bottlenecks near Washington Boulevard and at the lane drop at the truck scales (located between Sheridan Road and Andrade Road)
- Incorporate a Caltrans pavement rehabilitation project (from Auto Mall Parkway to SR 84) into the project

The accelerated schedule for the I-680 Northbound HOV/Express Lane - Phase 1 Modified Project is as follows:

- Final PA/ED Approval: July 2015
- Final PS&E Approval / Ready to List: September 2016
- Construction: Late 2016 - Late 2018

Staff has been working with Caltrans to explore ways to meet the accelerated schedule by expediting project delivery and identify funding opportunities to advance the Phase 1 Modified Project. Implementation of the Phase 1 Modified Project is anticipated to save approximately \$80,000,000 in capital costs, which would be achieved as follows:

- Lane and shoulder width reductions, at levels acceptable to Caltrans, significantly reducing the amount of highway and structure widening; approximately \$65,000,000 in capital cost savings; and
- Minimize right of way acquisition, utility relocation work, and environmental impacts to further reduce capital costs up to \$15,000,000, and accelerate the design and construction phase schedules by approximately six months.

The total Preliminary Engineering/PS&E cost for Phase 1 Modified Project, including work by Caltrans, is currently estimated at \$17,800,000. Available funding for the Preliminary Engineering/PS&E work associated with the Phase 1 Modified Project is provided in Table A.

<b><u>TABLE A: " Phase 1 Modified" Funding Summary for Preliminary Engineering/PS&amp;E</u></b>			
<b>SOURCE</b>	<b>FUNDING PARTNER</b>	<b>FUND TYPE</b>	<b>TOTAL</b>
State	Caltrans	TCRP	\$3,500,000
State	Caltrans*	SHOPP*	\$2,800,000
Local	Alameda CTC	2000 Measure B (Previously allocated)	\$2,000,000
Local	Alameda CTC	2014 Measure BB (Previously allocated)	\$5,000,000
Local	Alameda CTC	2000 Measure B (This item)	\$4,500,000
<b>Total</b>			<b>\$17,800,000</b>

\* Includes federal funds

In order to meet the accelerated project schedule and achieve the maximum benefits and savings for the project, it is recommended that WMH Corporation, currently under contract with Alameda CTC, provide additional professional preliminary engineering services to refine the Phase 1 Modified project. WMH will refine the alternative to identify key design elements that will require working closely with Caltrans to obtain design exceptions and other necessary approvals. Performing this work while a design consultant is being brought on board will afford longer lead times for review and approval by Caltrans than if it waited until the design consultant is under contract.

Table B provides a summary of Agreement No. A11-0034 with WMH Corporation.

<b><u>TABLE B: Agreement No. A11-0034 Contract Summary</u></b>			
<b>Contract Status</b>	<b>Work Description</b>	<b>Value</b>	<b>Total Contract Not-to-Exceed Value</b>
Original Professional Services Agreement with WMH Corp. (A11-0034), executed August 2011	Project Approval and Environmental Clearance (PA&ED)- Provide Preliminary Engineering and environmental studies to complete a combined PSR/PR and ND/FONSI	\$3,661,366	\$3,661,366
Amendment No. 1 July 2013	Provide additional preliminary engineering and environmental services to complete PSR/PR & and EIR/EA	\$2,500,000	\$6,161,366
Amendment No. 2 December 2014	Provide additional preliminary engineering & traffic studies; develop Phase 1 modified: Update technical studies, PR and ED and extend contract termination date until June 30, 2016.	\$450,000	\$6,611,366
<i>Proposed</i> Amendment No. 3 April 2015 (This Item)	Provide additional preliminary engineering and study to refine Phase 1 Modified alternative	\$450,000	\$7,061,366
<b>Total Amended Contract Not-to-Exceed Amount</b>			<b>\$7,061,366</b>



The release of a Request for Proposal (RFP) will initiate the procurement of a design consultant for the next phase of project delivery.

The release of the RFP for the System Integrator and System Installation will allow the successful proposer to begin work for the tolling system during the project design phase. The system design needs to be integrated into the final roadway design for successful implementation of toll operations on northbound I-680. The selected consultant will design the system, develop software and hardware, conduct factory acceptance tests, install toll equipment, integrate the toll systems with the roadway infrastructure, conduct site acceptance tests, including testing interfacing requirements with the toll collection and customer services provider and Caltrans, and open the facility to the travelling public.

Alameda CTC, in partnership with Caltrans, is the implementing agency for preliminary engineering, environmental studies, design, right-of-way acquisition, and utility relocation. The Cooperative Agreement is a required action to move the project into the PS&E phase by establishing roles, responsibilities, and funding obligations between Alameda CTC and Caltrans.

There are no Levine Act conflicts with the recommended actions.

**Fiscal Impact:** The fiscal impact of the recommended actions will authorize the encumbrance of \$4,500,000 of 2000 Measure B funding for subsequent expenditure. This budget is included in the appropriate project funding plans and has been included in the Alameda CTC Adopted FY 2014-15 Operating and Capital Program Budget.

### **Staff Contact**

[James O'Brien](#), Project Controls Team

[Susan Chang](#), Project Controls Team

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# Memorandum

6.12

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

**DATE:** April 16, 2015

**SUBJECT:** Webster Street SMART Corridor Project (PN 740.0): Construction Contract Acceptance (Alameda CTC Resolution 15-0016)

**RECOMMENDATION:** Adopt Alameda CTC Resolution 15-0016 which authorizes acceptance of the completed construction contract with Amland Corporation for the Webster Street SMART Corridor Project.

## Summary

Alameda CTC is the sponsor of the Webster Street SMART Corridor Project in Alameda which expands the existing East Bay SMART Corridor System along Webster Street in the city of Alameda.

It is recommended that the Commission accept the completed construction contract with Amland Corporation for the Webster Street SMART Corridor Project (PN 740.0) through the adoption of Alameda CTC Resolution 15-016.

## Background

The Alameda CTC in partnership with the City of Alameda, Metropolitan Transportation Commission (MTC), Caltrans and AC Transit are implementing the Webster Street SMART Corridor Project. This project is an expansion of the existing East Bay SMART Corridors System. The project installed Closed Circuit Television Cameras (CCTV) for monitoring, Video Image Detection (VID) Systems for actuating pre-timed traffic signals, and Microwave Vehicle Detection System (MVDS) devices along Webster Street in the city of Alameda. The field elements connect to a communications network that will transmit the data to the City of Alameda Traffic Management Center (TMC). The City of Alameda will be responsible for the Operations and Maintenance of this corridor.

The Webster Street SMART Corridor Project opened bids on August 28, 2012. On September 27, 2012, the CMA Board awarded contract A11-0062 in the amount of \$634,000 to Amland Corporation. At that time the CMA Board also allocated \$63,000 for contingency and supplemental work. A summary of contract cost at completion is provided below:

### **Contract Summary**

Awarded Contract Amount:	\$ 634,000.00
Total CCO Amount:	\$ 18,226.00
<hr/>	
Total:	\$ 652,226.00

On March 9, 2015, Amland Corporation completed all contract work in accordance with the plans and specifications. The Construction Manager has recommended the acceptance of the completed contract as the Contractor has satisfied the contract requirements and completed the punch list items established in coordination with City of Alameda.

A total of \$1.8 Million of Federal Earmark, Federal CMAQ, VRF, FGCA, EECBG and City funds were programmed for the Webster Street SMART Corridor Project. There will be approximately \$73,000 in project savings after project closeout.

**Fiscal Impact:** The project contract was completed within the allocated budget for construction including contingencies. There are no financial impacts to the approved Alameda CTC budget due to these actions.

### **Attachment**

- A. Alameda CTC Resolution 15-016

### **Staff Contact**

[James O'Brien](#), Project Controls Team

[Connie Fremier](#), Project Controls Team



ALAMEDA COUNTY TRANSPORTATION COMMISSION  
RESOLUTION 15-016

**Commission Chair**  
Supervisor Scott Haggerty, District 1

**Commission Vice Chair**  
Councilmember Rebecca Kaplan,  
City of Oakland

**AC Transit**  
Director Elsa Ortiz

**Alameda County**  
Supervisor Richard Valle, District 2  
Supervisor Wilma Chan, District 3  
Supervisor Nate Miley, District 4  
Supervisor Keith Carson, District 5

**BART**  
Director Thomas Blalock

**City of Alameda**  
Mayor Trish Spencer

**City of Albany**  
Vice Mayor Peter Maas

**City of Berkeley**  
Councilmember Laurie Capitelli

**City of Dublin**  
Mayor David Haubert

**City of Emeryville**  
Mayor Ruth Atkin

**City of Fremont**  
Mayor Bill Harrison

**City of Hayward**  
Mayor Barbara Halliday

**City of Livermore**  
Mayor John Marchand

**City of Newark**  
Councilmember Luis Freitas

**City of Oakland**  
Vice Mayor Larry Reid

**City of Piedmont**  
Mayor Margaret Fujioka

**City of Pleasanton**  
Mayor Jerry Thorne

**City of San Leandro**  
Mayor Pauline Cutter

**City of Union City**  
Mayor Carol Dutra-Vernaci

**Executive Director**  
Arthur L. Dao

**Resolution Authorizing Acceptance of the Completed Construction  
Contract with Amland Corporation for the Webster Street SMART Corridor  
Project.**

**WHEREAS**, on November 26, 2012, the Alameda County Transportation Commission (Alameda CTC) entered into Agreement No. A11-0062 with Amland Corporation ("Contractor") for the Webster Street SMART Corridor Project (PN 740.0) ("Project"); and

**WHEREAS**, the Contractor has completed all final "punch list" items, and Alameda CTC, and the City of Alameda have completed final inspections which have indicated that the Project has been constructed in conformity with the Agreement for Construction with the exception of presently unknown defects not disclosed in the final inspection; and

**WHEREAS**, the Contractor has requested a Notice of Completion be filed and final payment be made; and

**WHEREAS**, the Project was acknowledged as completed on March 9, 2015;

**NOW, THEREFORE, BE IT RESOLVED** as follows:

The Alameda CTC hereby accepts the Project specified in Agreement No. A11-0062.

The Project was completed on March 9, 2015.

The final contract price is the sum of \$652,226.

The Clerk of the Alameda CTC is hereby directed to file a Notice of Completion specifying April 23, 2015, as the completion date for this Project, copies of said Notice to be recorded in the Official Records of Alameda County, in the manner provided by law.

**DULY PASSED AND ADOPTED** by the Alameda CTC at the regular meeting of the Board held on Thursday, April 23, 2015 in Oakland, California, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Scott Haggerty  
Chair, Alameda CTC

\_\_\_\_\_  
Vanessa Lee  
Clerk of the Commission

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# Memorandum

6.13

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

**DATE:** April 16, 2015

**SUBJECT:** Administrative Amendments to Various Project Agreements

**RECOMMENDATION:** Authorize the Executive Director to execute administrative amendments to various project agreements in support of the Alameda CTC's Capital Projects and Program delivery commitments.

## Summary

Alameda CTC enters into agreements/contracts with consultants and local, regional, state, and federal entities, as required, to provide the services, or to reimburse project expenditures incurred by project sponsors, necessary to meet the Capital Projects and Program delivery commitments. Agreements are entered into based upon estimated known project needs for scope, cost, and schedule.

The administrative amendment requests shown in Table A have been reviewed and it has been determined that the requests will not compromise the project deliverables.

Staff recommends the approval of the administrative amendments requests listed in Table A.

## Background

Amendments are considered "administrative" if they do not result in an increase to the existing allocation authority approved for use by a specific entity for a specific project. Examples of administrative amendments include time extensions and project task/phase budget realignments which do not require additional commitment beyond the total amount currently encumbered in the agreement, or beyond the cumulative total amount encumbered in multiple agreements (for cases involving multiple agreements for a given project or program).

Agreements are entered into based upon estimated known project needs for scope, cost, and schedule. Throughout the life of a project, situations may arise that warrant the need for a time extension or a realignment of project phase/task budgets.

The most common justifications for a time extension include (1) project delays and (2) extended project closeout activities.

The most common justifications for project task/phase budget realignments include 1) movement of funds to comply with timely use of funds provisions; 2) addition of newly obtained project funding; and 3) shifting unused phase balances to other phases for the same project.

Requests are evaluated to ensure that the associated project deliverable(s) are not compromised. The administrative amendment requests identified in Table A have been evaluated and are recommended for approval.

There is no Levine Act conflict.

**Fiscal Impact:** There is no significant fiscal impact to the Alameda CTC budget due to this item.

### **Attachments**

A. Table A: Administrative Amendment Summary

### **Staff Contact**

[James O'Brien](#), Project Controls Team

[Trinity Nguyen](#), Sr. Transportation Engineer



A. Table A: Administrative Amendment Summary

Index No.	Firm/Agency	Project/Services	Agreement No.	Request	Reason Code	Fiscal Impact
1	Alameda County	Castro Valley Circulation Study	A07-0002	Phase budget realignment: Move \$71,845.39 from scoping to environmental and design phases	5	None
2	BART	I-580 Corridor/BART to Livermore Studies	A08-0048 A08-0005	Phase budget realignment: Move \$140,531.60 between agreements from scoping to environmental phase	5	None

- (1) Project delays.
- (2) Extended project closeout activities.
- (3) Movement of funds to comply with timely use of funds provisions.
- (4) Addition of newly obtained project funding.
- (5) Unused phase balances to other project phase(s).

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# Memorandum

6.14

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

**DATE:** April 16, 2015

**SUBJECT:** Contract Amendments to Administrative Professional Services Contracts with Acumen Building Enterprise, Inc., GenSpring Family Offices, LLC, and Vavrinek, Trine, Day, & Co., LLP

**RECOMMENDATION:** Authorize the Executive Director to execute contract amendments to three administrative professional services contracts with Acumen Building Enterprise, Inc., GenSpring Family Offices, LLC, and Vavrinek, Trine, Day, & Co., LLP

## Summary

The Alameda CTC contracts on a periodic basis with a number of professional services consultant firms to assist staff in providing a range of general administration services, including, but not limited to, general counsel, legislative advocacy, planning development, outreach, technical assistance, project and program-wide management, and administrative support services. Involvement of the private sector is critical to the success of Alameda CTC and its work in delivering effective, high quality transportation programs and projects in Alameda County.

Staff's recommendations will authorize the Executive Director to execute amendments to the following three existing professional services contracts that are set to expire on June 30, 2015:

1. Amendment No. 1 to Professional Services Agreement No. A11-0058 with Vavrinek, Trine, Day & Co., LLP for independent financial auditing services for an additional amount of \$157,000 for a total not-to-exceed amount of \$377,500 and a contract time extension to June 30, 2017;
2. Amendment No. 1 to Professional Services Agreement No. A13-0004 with GenSpring Family Offices, LLC for investment advisory services for an additional amount of \$300,000 for a total not-to-exceed amount of \$470,000 and a contract time extension to June 30, 2018; and
3. Amendment No. 1 to Professional Services Agreement No. A13-0088 with Acumen Building Enterprise, Inc. for policy, legislation, communications, and administrative support services for an additional amount of \$1,700,000 for a total not-to-exceed amount of \$3,820,948 and a contract time extension to June 30, 2016.

## Background

The Alameda CTC contracts on a periodic basis with a number of professional services consultant firms to assist staff in providing administration, planning and policy, programming, project management and controls, and program-wide support services. The background and recommendations for each of the administration support professional services contracts are discussed below.

1. Independent Financial Auditing Services – The independent financial auditor provides the required independent audits of Alameda CTC and the Sunol SMART Carpool Lane Joint Powers Authority, and issuance of their opinions on separate audited financial reports, completion of the Federal Single Audit report and a report on Sales Tax Authority's Limitations Worksheet, which attests to the agency's compliance with the administrative cost limitations required by the Transportation Expenditure Plan and the Public Utilities Commission. An RFP to obtain a consultant to provide these services was issued in December 2011, and Vavrinek, Trine, Day & Co., LLP was awarded a contract after being selected as the top-ranked firm in April 2012. The original term of the professional services contract was for three years, with the option to continue for additional years of services for a term totaling no more than five years ending FY2016-17.

*Staff recommends approval of Amendment No. 1 to Professional Services Agreement No. A11-0058 with Vavrinek, Trine, Day & Co., LLP for independent financial auditing services for an additional amount of \$157,000 for a total not-to-exceed amount of \$377,500 and a contract time extension to June 30, 2017.*

2. Investment Advisory Services – The investment advisor currently manages a \$177 million portfolio in accordance with the Commission approved Investment Policy. However this balance is expected to grow once collections begin for Measure BB. The advisory services are performed at a cost of about three to six basis points (one-hundredth of one percent) times the invested amount. Alameda CTC also utilizes the State Local Agency Investment Fund (LAIF) cash pool for its investment needs. An RFP for these services was last issued in March 2013, and GenSpring Family Offices, LLC, a registered investment advisor and SunTrust Bank affiliate, was awarded a contract after being selected as the top-ranked firm in May 2013. The original term of the professional services contract was for two years, with the option to continue for additional years of services for a term totaling no more than five years ending FY2017-18.

*Staff recommends approval of Amendment No. 1 to Professional Services Agreement No. A13-0004 with GenSpring Family Offices, LLC for investment advisory services for an additional amount of \$300,000 for a total not-to-exceed amount of \$470,000 and a contract time extension to June 30, 2018.*

3. Policy, Legislation, Communications, and Administrative Support – Acumen Building Enterprises, Inc. (ABE), an Alameda CTC certified SLBE firm with offices in Oakland, California, has been providing policy, legislation, communications, and administrative

support services since undergoing a formal competitive bid process in September 2013. These services include, but are not limited to, providing technical and administrative support for policy, legislative, communications, and outreach, general meetings support to Alameda CTC's Community Advisory Committees, and assistance for planning activities such as the One Bay Area Grant Program implementation and monitoring, development of a PDA investment and growth strategy, and other clerical services. The original term of the professional services contract was for one and a half years, with the option to continue for additional years of services for a term totaling no more than five years ending FY2017-18.

*Staff recommends approval of Amendment No. 1 to Professional Services Agreement No. A13-0088 with Acumen Building Enterprise, Inc. for policy, legislation, communications, and administrative support services for an additional amount of \$1,700,000 for a total not-to-exceed amount of \$3,820,948 and a contract time extension to June 30, 2016.*

### **Fiscal Impact**

The fiscal impact to the FY2015-16 budget for approving the three contract amendments is \$1,871,500, and the budget will be included in the Alameda CTC's consolidated FY2015-16 proposed budget for Commission approval.

### **Staff Contact**

[Seung Cho](#), Contracting, Administration and Fiscal Resource Manager

[Patricia Reavey](#), Director of Finance and Administration

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# Memorandum

6.15

1111 Broadway, Suite 800, Oakland, CA 94607 • 510.208.7400 • www.AlamedaCTC.org

**DATE:** April 16, 2015

**SUBJECT:** Amendment to the Alameda CTC Health Reimbursement Arrangement (HRA) Plan for Retirees

**RECOMMENDATION:** Approve and adopt an amendment to the Alameda CTC Health Reimbursement Arrangement Plan for retirees.

## Summary

The Health Reimbursement Arrangement (HRA) Plan is a premium reimbursement plan for retiree health care premiums. To be eligible for retiree health coverage under the currently adopted plan, a retiree must be vested with at least 10 years of CalPERS service, five of which must be for employment with the Alameda CTC or its predecessor agencies. With 10 years of CalPERS service, a retiree would be 50 percent vested for retiree health benefits increasing by 5 percent with each additional year of service up to 20 years.

The HRA Plan is proposed to be amended to incorporate a second group of retirees which would allow the Alameda CTC to attract employees with significant experience in the delivery and implementation of transportation projects and programs and other related specialties from agencies that provide services similar to the services provided by the Alameda CTC. The amendment would add a second group of retirees which would allow a retiree from the Alameda CTC with at least 25 years of CalPERS service, two of which must be for employment with the Alameda CTC, to be eligible for retiree health coverage. The vesting increases would be the same for this group as the existing group. This is a necessary amendment which will help attract the talent needed in some project and program delivery situations. Otherwise these experienced candidates would not be interested in becoming Alameda CTC employees because they would lose their health benefits, which they had previously earned, upon retirement.

While the Finance and Administration Committee (FAC) approved this item to be recommended to the Commission for approval, they requested that staff include additional financial analysis to show the increase in cost over time, if any, which would arise from this change to the HRA Plan. After reviewing the analysis prepared for a single employee (Attachment C), staff has determined that the present value of the increase in cost to the HRA Plan over the next 26 years for one employee in the proposed new category would be approximately \$53,000. Staff believes that this cost would be more than offset by the

combined value of the benefits to projects in terms of cost and time efficiency as well as savings if an employee in this category decided to continue employment in order to vest under the criteria existing under the current plan.

### **Background**

The Alameda CTC contributes only the required minimum contribution amount directly to CalPERS for retiree's health premiums (\$122 per month in 2015). CalPERS requires that the remaining premium costs be deducted directly from the retiree's monthly retirement check under the CalPERS pension plan. Once CalPERS takes this deduction, the Alameda CTC's HRA administrator will reimburse each retiree for the deduction, up to the annually determined amount set by the Commission, which is \$1,307 per retiree per month for 2015 (\$1,428.90 Kaiser Bay Area Employee [retiree] Plus One Rate, less \$122 PEMHCA-required minimum contribution). If a retiree's elected health coverage costs exceed the amount approved by the Commission, the retiree will be required to pay for the additional amount from his or her own funds.

### **Fiscal Impact**

There is no direct fiscal impact to the FY2014-15 or FY2015-16 budget related to the approval and adoption of this amendment to the HRA plan for retirees.

### **Attachments**

- A. Alameda CTC Health Reimbursement Arrangement (Draft Amendment)
- B. Resolution Approving and Adopting an Amendment to the Health Reimbursement Arrangement Plan for Retirees

### **Staff Contact**

[Patricia Reavey](#), Director of Finance and Administration



**ALAMEDA COUNTY TRANSPORTATION COMMISSION  
RETIREE HEALTH REIMBURSEMENT ARRANGEMENT**

**As Amended Effective January 1, 2015**

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# ALAMEDA COUNTY TRANSPORTATION COMMISSION RETIREE HEALTH REIMBURSEMENT ARRANGEMENT

As Amended Effective January 1, 2015

## ARTICLE I. ESTABLISHMENT AND PURPOSE OF THE PLAN

The Alameda County Transportation Commission (the Employer) provides post-retirement health benefits to its Eligible Retirees. The Employer hereby amends the Alameda County Transportation Commission Retiree Health Reimbursement Arrangement (the Plan), effective on February 1, 2012 (the Effective Date) to enable Eligible Retirees and their eligible Beneficiaries to pay for the health care benefits described herein. This amendment shall be effective as of January 1, 2015 (the Amendment Date).

The Plan is intended to qualify as a health reimbursement arrangement within the meaning of Internal Revenue Service Notice 2002-45, and it is intended that the benefits under the Plan be tax-free to the maximum extent permitted under the Internal Revenue Code and the regulations issued thereunder. The Plan will be administered and interpreted to accomplish that objective. Capitalized terms used in this Plan that are not otherwise defined have the meanings set forth in Article II.

## ARTICLE II. DEFINITIONS

- 2.1 “**Amendment Date**” means January 1, 2015.
- 2.2 “**Beneficiary**” means any Eligible Retiree's surviving family member who qualifies as an "annuitant" under California Government Code section 22760(c) or (h).
- 2.3 “**Board**” means the Board of Commissioners of the Alameda County Transportation Commission.
- 2.4 “**CalPERS**” means the California Public Employees’ Retirement System in which the Employer is a participating agency.
- 2.5 “**CalPERS Health**” means the health care program made available by the Employer to Eligible Retirees under the Public Employees’ Medical and Hospital Care Act, codified under sections 22750 - 22948 of the California Government Code, which program provides health insurance under various coverage options from which covered individuals may select.
- 2.6 “**COBRA**” means the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended.
- 2.7 “**Code**” means the Internal Revenue Code of 1986 and the Treasury Regulations and guidance issued thereunder, as amended.

- 2.8 **“Effective Date”** means February 1, 2012.
- 2.9 **“Eligible Retiree”** means an Employee who has met the eligibility requirements in Article III. An individual’s status as an Eligible Retiree will be determined solely by the Employer.
- 2.10 **“Employee”** means an individual that the Employer classifies as a common-law employee and who is on the Employer’s W-2 payroll, but does not include the following: (a) any leased employee (including but not limited to those individuals defined as leased employees in Code Section 414(n) or an individual classified by the Employer as a contract worker, independent contractor, temporary employee, or casual employee for the period during which such individual is so classified, whether or not any such individual is on the Employer’s W-2 payroll or is determined by the IRS or others to be a common-law employee of the Employer; (b) any individual who performs services for the Employer but who is paid by a temporary or other employment or staffing agency for the period during which such individual is paid by such agency, whether or not such individual is determined by the IRS or others to be a common-law employee of the Employer; and (c) any employee covered under a collective bargaining agreement, unless the agreement provides for the employee’s participation in this Plan.
- 2.11 **“Employer”** means the Alameda County Transportation Commission.
- 2.12 **“HIPAA”** means the Health Insurance Portability and Accountability Act of 1996, as amended.
- 2.13 **“MEC”** means the minimum employer contribution required to be made by the Employer directly to CalPERS for an Eligible Retiree’s coverage under CalPERS Health (\$112 per month in 2012, and adjusted annually in accordance with California Government Code Section 22892).
- 2.14 **“Plan”** means this Alameda County Transportation Commission Retiree Health Reimbursement Arrangement, as set forth herein and amended from time to time.
- 2.15 **“Plan Administrator”** means the Employer unless the Employer designates another person or organization to hold the position of Plan Administrator. The Employer may alternatively designate another person or organization to perform certain duties assigned to the Plan Administrator under this Plan.
- 2.16 **“Plan Year”** means the calendar year (i.e., the 12-month period commencing January 1 and ending on December 31). The first Plan Year is a short plan year, beginning on the Effective Date and ending on December 31, 2012.
- 2.17 **“Predecessor Agency”** means (1) the Alameda County Transportation Improvement Authority, or (2) the Alameda County Congestion Management Agency.
- 2.18 **“Trust”** means the legal entity that the Employer may establish and/or adopt to hold any assets it has irrevocably set aside to pay benefits under the Plan.

**ARTICLE III.  
ELIGIBILITY, PARTICIPATION, AND COVERAGE**

**3.1 Eligibility.** Only Eligible Retirees are eligible to participate in the Plan. An individual will become an Eligible Retiree under the Plan only upon meeting all of the following requirements.

- a) The individual retired under CalPERS directly from the Employer or a Predecessor Agency within 120 days after his or her employment with the Employer or Predecessor Agency terminated. If the Employee retired under CalPERS from any other governmental agency (or retired under any other governmental retirement plan and not under CalPERS), he or she will not meet this requirement.
- b) The individual is eligible for coverage under CalPERS Health as a retiree, enrolled in CalPERS Health, and entitled to the MEC from the Employer.
- c) Either:
  - (i) The individual has at least 10 completed years of credited service with CalPERS at retirement (as determined by CalPERS), and the individual performed at least five years of that service entirely for the Employer and/or a Predecessor Agency; or
  - (ii) The individual has at least 25 completed years of credited service with CalPERS at retirement (as determined by CalPERS), and the individual performed at least two years of that service entirely for the Employer and/or a Predecessor Agency.

**3.2 No Benefits Unless Eligible.** An Employee will not have any interest under the Plan unless he or she meets all of the preceding requirements of this Article III, as applicable. Any person who does not meet these requirements will not be entitled to any benefits under the Plan.

**3.3 Commencement of Participation.** Each Eligible Retiree on the Effective Date will participate in the Plan beginning on that date. Each person who becomes an Eligible Retiree after the Effective Date will begin participation in the Plan on the date of becoming an Eligible Retiree.

**3.4 Period of Coverage.** Participation in the Plan is tied to the Eligible Retiree's enrollment in CalPERS Health as a retiree. Coverage under this Plan for an Eligible Retiree will begin on the first day of the calendar month that coverage under CalPERS Health as a retiree begins.

**3.5 Termination of Participation.** An Eligible Retiree's participation in the Plan terminates upon the earlier of:

- a) the date he or she ceases to be an Eligible Retiree;
- b) the date that the Eligible Retiree is reemployed by the Employer, except as provided in Section 3.7; or

- c) the Eligible Retiree's death, except benefits may continue to the Eligible Retiree's Beneficiary in accordance with Section 3.6.

**3.6 Beneficiaries.** After an Eligible Retiree's death, benefits will be provided under the Plan to the Eligible Retiree's Beneficiary, if any, but only if the individual is (1) eligible for coverage under CalPERS Health and (2) entitled to the MEC from the Employer. Benefits will be provided under the Plan to such Beneficiary only during such periods that he or she meets these two requirements. The Beneficiary will not be entitled to any benefits under the Plan for any period he or she does not meet these two requirements. To the extent required by the Code, the Employer will follow the tax withholding and reporting requirements applicable to benefits paid under this Plan to an Eligible Retiree's non-dependent domestic partner or same-sex spouse.

**3.7 Reemployed Retirees.** If the Employer reemploys an Eligible Retiree, any benefits provided under the Plan to that Eligible Retiree will cease effective on the reemployment date and his or her Plan participation will cease. The Eligible Retiree will be entitled to benefits under the Plan upon subsequent termination of employment only if he or she is then eligible under this Article III. If, however, after the reemployment date, the reemployed Eligible Retiree is entitled to continued receipt of retirement benefits under CalPERS as a retiree of the Employer and continues to be eligible for both the MEC and retiree coverage under CalPERS Health, any benefits provided under the Plan to that Eligible Retiree will continue uninterrupted.

#### **ARTICLE IV. VESTING AND BENEFITS**

**4.1 Amount of Benefits.** Each Eligible Retiree will be entitled to receive Employer-funded health care coverage as specified in this Article IV, paid in the form of a reimbursement in accordance with Section 4.3. The maximum benefit on behalf of an Eligible Retiree for any calendar month will be the amount established and adopted by the Board from time to time (and such benefit amounts are herein incorporated by reference), multiplied by the Eligible Retiree's Vested Percentage under Section 4.2. In no event, however, will the benefit paid in any calendar month on behalf of any Eligible Retiree be greater than the Eligible Retiree's actual out-of-pocket premium cost for CalPERS Health coverage for that calendar month. An Eligible Retiree may at any time decline benefits under the Plan by notifying the Employer.

**4.2 Vested Percentage.** An Eligible Retiree's Vested Percentage is based on the Eligible Retiree's completed number of years of CalPERS credited service in accordance with the following table.

<b>Years of CalPERS Credited Service</b>	<b>Vested Percentage</b>
<10	0%
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20+	100%

**4.3 Reimbursements Under the Plan.** Benefits under the Plan will be provided in the form of monthly reimbursements of the health care coverage premium costs incurred by the Eligible Retiree (or his or her Beneficiary) for the coverage under the CalPERS Health option that the Eligible Retiree has elected for the applicable Plan Year, up to the maximum amount specified in Section 4.1. Any such premium costs may not be paid or reimbursed from any other source and must be substantiated in accordance with Section 4.4. Under no circumstances will unused amounts for one calendar month be applied to costs in any subsequent calendar month and no unused amounts may roll over to any subsequent Plan Year. The Eligible Retiree will be solely responsible for paying the coverage cost of any amounts that are not reimbursed under this Plan or otherwise paid by the Employer.

**4.4 Substantiation of Expenses.** Reimbursements of health care premium expenses under the Plan for an Eligible Retiree's (or his or her Beneficiary's) individual coverage under CalPERS Health must be properly documented and substantiated at the time and in the manner determined by the Plan Administrator. The Plan Administrator has authority to establish rules and procedures to be followed by individuals in filing applications for benefits, for furnishing and verifying proofs necessary to establish their rights to benefits under the Plan, or for any other reason it deems necessary for the efficient administration of the Plan. Upon satisfactory documentation and substantiation, the Plan Administrator will direct payment to the Eligible Retiree (or his or her Beneficiary) as soon as administratively feasible.

**ARTICLE V.  
BENEFIT FUNDING**

**5.1 Employer Contributions.** All benefits under the Plan will be paid by Employer contributions and earnings thereon. Employee contributions are not permitted. In addition, the Employer may set aside contributions and related earnings to pre-fund benefits under the Plan. In determining the amount of any such contributions, the

Employer may engage an actuary to conduct actuarial experience studies and periodic actuarial valuations of the Plan benefits and to recommend to the Employer the amount of contributions that are needed in order to fund the Plan's benefits.

- 5.2 Trust.** The Employer may establish and/or adopt a Trust to receive and invest assets set aside by the Employer to pay benefits under the Plan. The Trust may specifically provide, among other things, for the investment and reinvestment of the Trust assets and the income thereof, the management of the Trust assets, the responsibilities and immunities of the trustee, removal of the trustee and appointment of a successor, accounting by the trustee and the disbursement of the Trust assets. The trustee will, in accordance with the terms of the Trust, accept and receive all contributions paid to it from time to time, and shall hold, invest, reinvest and manage such moneys and any increment, increase, earnings and income thereof for the exclusive benefit of Eligible Retirees and Beneficiaries and for the payment of reasonable expenses of administering the Plan.

## **ARTICLE VI. ADMINISTRATION OF THE PLAN**

- 6.1 Plan Administrator.** The administration of this Plan will be under the supervision of the Plan Administrator. It is the principal duty of the Plan Administrator to see that this Plan is carried out, in accordance with its terms, for the exclusive benefit of persons entitled to participate in this Plan.
- 6.2 Powers of the Plan Administrator.** The Plan Administrator will have such duties and powers as it considers necessary or appropriate to discharge its duties. It will have the exclusive right to interpret the Plan and to decide all matters thereunder, and all determinations of the Plan Administrator with respect to any matter hereunder will be conclusive and binding on all persons. Without limiting the generality of the foregoing, the Plan Administrator will have the following discretionary authority:
- a) to construe and interpret the Plan, including all possible ambiguities, inconsistencies, and omissions in the Plan and related documents, and to decide all questions of fact, questions relating to eligibility and participation, and questions of benefits under this Plan;
  - b) to prescribe procedures to be followed and the forms to be used by Eligible Retirees and Beneficiaries to claim reimbursements pursuant to this Plan;
  - c) to prepare and distribute information explaining this Plan and the benefits under this Plan in such manner as the Plan Administrator determines to be appropriate;
  - d) to request and receive from all Eligible Retirees and Beneficiaries such information as the Plan Administrator will from time to time determine to be necessary for the proper administration of this Plan;
  - e) to furnish each Eligible Retiree and Beneficiary with such reports with respect to the administration of this Plan as the Plan Administrator determines to be reasonable and appropriate;



- f) to receive, review, and keep on file such reports and information regarding the benefits covered by this Plan as the Plan Administrator determines from time to time to be necessary and proper;
- g) to appoint and employ such individuals or entities to assist in the administration of this Plan as it determines to be necessary or advisable, including legal counsel and benefit consultants;
- h) to sign documents for the purposes of administering this Plan, or to designate an individual or individuals to sign documents for the purposes of administering this Plan;
- i) to secure or require such evidence as it deems necessary to decide any claim for benefits under the Plan; and
- j) to maintain the books of accounts, records, and other data in the manner necessary for proper administration of this Plan and to meet any applicable disclosure and reporting requirements.

**6.3 Fiduciary Duties.** Each Plan fiduciary shall discharge its duties solely in the interest of Eligible Retirees and Beneficiaries and for the exclusive purpose of providing benefits under the Plan, or defraying reasonable expenses of administering the Plan. Each Plan fiduciary, in carrying out such duties and responsibilities, shall act with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use. A fiduciary may serve in more than one fiduciary capacity and may employ one or more persons to render advice with regard to its fiduciary responsibilities. If the fiduciary is serving as such without compensation, all expenses reasonably incurred by such fiduciary will be paid by the Employer. The Employer may, however, elect to have those expenses paid from Trust assets.

**6.4 Provision for Third-Party Plan Service Providers.** The Plan Administrator, subject to approval of the Employer, may employ the services of such persons as it may deem necessary or desirable in connection with the operation of the Plan. Unless otherwise provided in the service agreement, obligations under this Plan shall remain the obligation of the Employer or Plan Administrator, as applicable.

**6.5 Inability to Locate Payee.** If the Plan Administrator is unable to make payment to any person to whom a payment is due under the Plan because it cannot ascertain the identity or whereabouts of such person after reasonable efforts have been made to identify or locate such person, then such payment and all subsequent payments otherwise due to such person will be forfeited following a reasonable time after the date any such payment first became due.

**6.6 COBRA and HIPAA Compliance.** The Plan will comply with the applicable requirements of the Consolidated Omnibus Budget Reconciliation Act of 1986 (“COBRA”), and with the applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) in accordance with the rules set out in Appendix A below.

**ARTICLE VII.  
AMENDMENT AND TERMINATION OF THE PLAN**

- 7.1 No Vested Rights.** The Employer may at any time amend or terminate the Plan as provided in Sections 7.2 and 7.3 below. Nothing in the Plan is intended to or will be construed to entitle any Eligible Retiree or other person to vested or non-terminable benefits.
- 7.2 Amendment of the Plan.** The Employer may amend all or any part of this Plan at any time for any reason by resolution of the Board or by any person or persons authorized by the Board to take such action. Any such amendment will supersede and override any claim to "vested rights" that any person may otherwise have with respect to benefits under the Plan.
- 7.3 Termination of the Plan.**
- a) The Employer has established the Plan with the expectation that it will be continued, but continuance is not a contractual or other obligation of the Employer and no employee of the Employer or other person will have any vested right to continuance of the Plan or to continuance of any Employer contributions to the Plan. The Employer reserves the right at any time to terminate the Plan without prejudice and for any reason, and such termination will supersede and override any claim to "vested rights" that any person may otherwise have with respect to benefits under the Plan. Such decision to terminate the Plan will be made in writing and must be approved by the Board.
  - b) If the Plan is terminated, the Employer shall direct the trustee to compute the value of the Plan assets under the Trust as of the date of termination. Those assets will continue to be held in the Trust, and will be distributed to pay any remaining benefits owed under the Plan until those benefits are satisfied.
  - c) The "partial termination" rules of the Code that apply to qualified retirement plans will not apply under this Plan, and no action will be taken with respect to this Plan in connection with any event or events that would be a partial termination for a qualified plan.
- 7.4 Determination of Effective Date of Amendment or Termination.** Any such amendment, discontinuance or termination will be effective as of the date the Employer determines.
- 7.5 Assets After Termination.** Any assets remaining in the Trust after all benefits owed under the Plan and all Plan expenses have been paid will revert to the Employer unless otherwise determined by the Employer.
- 7.6 Limitation of Obligations.** The Employer must provide all benefits accrued by Eligible Retirees or Beneficiaries under the Plan through its termination. Once those benefits are satisfied, the Employer will not have any remaining obligations to provide any benefit under the Plan. No one will accrue benefits under the Plan after its termination.

**ARTICLE VIII.  
GENERAL PROVISIONS**

- 8.1 Governing Law.** The provisions of the Plan will be construed, administered and enforced according to applicable federal law and, to the extent not preempted, the laws of the State of California.
- 8.2 Requirement for Proper Forms.** All communications in connection with the Plan made by an Eligible Retiree or Beneficiary will become effective only when duly executed on any forms as may be required and furnished by, and filed with, the Employer or Plan Administrator, as applicable.
- 8.3 No Guarantee of Tax Consequences.** Neither the Employer nor any Plan Administrator makes any warranty or other representation as to whether any benefits under the Plan will be treated as excludable from gross income for federal, state, or local income tax purposes. It will be the obligation of each Eligible Retiree or Beneficiary to determine whether each payment under this Plan is excludable from gross income for federal, state, and local income tax purposes and to notify the Employer or Plan Administrator if he or she has any reason to believe that such payment is not so excludable. If for any reason it is determined that any amount paid for the benefit of an Eligible Retiree or Beneficiary is includable in gross income for federal, state or local income tax purposes, then under no circumstances will the recipient have any recourse against the Employer or Plan Administrator with respect to any increased taxes or other losses or damages suffered by the Eligible Retiree or Beneficiary as a result thereof.
- 8.4 Compliance With Code and Other Applicable Laws.** It is intended that this Plan meet all applicable requirements of the Code and of all regulations and guidance issued thereunder. This Plan will be construed, operated and administered accordingly, and in the event of any conflict between any part, clause, or provision of this Plan and the Code, the provisions of the Code will be deemed controlling, and any conflicting part, clause, or provision of this Plan will be deemed superseded to the extent of the conflict. In addition, the Plan will comply with the requirements of all other applicable laws.
- 8.5 Headings.** The headings of the various Articles and Sections are inserted for convenience of reference and are not to be regarded as part of this Plan or as indicating or controlling the meaning or construction of any provision.
- 8.6 Severability.** Should any part of this Plan subsequently be invalidated by a court of competent jurisdiction, the remainder of the Plan will be given effect to the maximum extent possible.
- 8.7 Administration Expenses.** The Employer will pay the reasonable expenses of administering the Plan, including but not limited to the reasonable compensation of any counsel, accountants, and other agents hired by the Employer, Plan Administrator, or Board, as well as any other expenses incurred in administering the Plan. The Employer may, however, elect to have those expenses paid from Trust assets.
- 8.8 Effect of Mistake.** In the event of a mistake as to the eligibility or participation of an individual, or the allocations made to the account of any Eligible Retiree, or the amount of distributions made or to be made to an Eligible Retiree or other person, the Employer or Plan Administrator will, to the extent it deems possible, cause to be allocated or cause

to be withheld or accelerated, or otherwise make adjustment of, such amounts as will in its judgment accord to such Eligible Retiree or other person the credits to the account or distributions to which he or she is properly entitled under the Plan.

- 8.9 No Contract of Employment.** The Plan does not provide any person with any right to be retained in the Employer's employment or service. An Eligible Retiree's sole rights under the Plan are limited to those described in this document.
- 8.10 Plan Provisions Controlling.** The Plan encompasses the benefits provided by the Employer to Eligible Retirees. In the event that the terms or provisions of any summary or description of this Plan are interpreted as being in conflict with the provisions of this Plan as set forth in this document, the provisions of this Plan will be controlling.
- 8.11 Non-Assignability of Rights.** The right of any Eligible Retiree or Beneficiary to receive any reimbursement under this Plan will not be alienable by the Eligible Retiree or Beneficiary by assignment or any other method and will not be subject to claims by his or her creditors by any process whatsoever. Any attempt to cause such right to be so subjected will not be recognized, except to the extent required by law.
- 8.12 Provisions Applicable During Periods of Military Service.** Notwithstanding any Plan provision to the contrary, contributions, benefits, and service credit with respect to qualified military service will be provided as required by any law concerning veterans' rights.

To record the amendment of the Plan, the Employer's authorized representative hereby executes this document on this \_\_\_ day of \_\_\_\_\_, 2015.

**ALAMEDA COUNTY TRANSPORTATION COMMISSION**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX A: HIPAA COMPLIANCE**

### **A.1 Provision of Protected Health Information to Employer**

Members of the Employer's workforce have access to the individually identifiable health information of Plan participants for administrative functions of the Plan. When this health information is provided from the Plan to the Employer, it is Protected Health Information (PHI). The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations restrict the Employer's ability to use and disclose PHI. The following HIPAA definition of PHI applies for purposes of this Article Appendix A:

*Protected Health Information.* Protected health information means information that is created or received by the Plan and relates to the past, present, or future physical or mental health or condition of a participant; the provision of health care to a participant; or the past, present, or future payment for the provision of health care to a participant; and that identifies the participant or for which there is a reasonable basis to believe the information can be used to identify the participant. Protected health information includes information of persons living or deceased.

The Employer will have access to PHI from the Plan only as permitted under this Appendix A or as otherwise required or permitted by HIPAA. HIPAA and its implementing regulations were modified by the Health Information Technology for Economic and Clinical Health Act (HITECH Act), the statutory provisions of which are incorporated herein by reference.

### **A.2 Permitted Disclosure of Enrollment/Disenrollment Information**

The Plan may disclose to the Employer information on whether the individual is participating in the Plan.

### **A.3 Permitted Uses and Disclosure of Summary Health Information**

The Plan may disclose Summary Health Information to the Employer, provided that the Employer requests the Summary Health Information for the purpose of modifying, amending, or terminating the Plan.

“Summary Health Information” means information (a) that summarizes the claims history, claims expenses, or type of claims experienced by individuals for whom a plan sponsor had provided health benefits under a health plan; and (b) from which the information described at 42 CFR Section 164.514(b)(2)(i) has been deleted, except that the geographic information described in 42 CFR Section 164.514(b)(2)(i)(B) need only be aggregated to the level of a five-digit ZIP code.

### **A.4 Permitted and Required Uses and Disclosure of PHI for Plan Administration Purposes**

Unless otherwise permitted by law, and subject to the conditions of disclosure described in Section A.5 and obtaining written certification pursuant to Section A.7, the Plan may disclose PHI to the Employer, provided that the Employer uses or discloses such PHI only for Plan administration purposes. “Plan administration purposes” means administration functions

performed by the Employer on behalf of the Plan, such as quality assurance, claims processing, auditing, and monitoring. Plan administration functions do not include functions performed by the Employer in connection with any other benefit or benefit plan of the Employer, and they do not include any employment-related functions.

Notwithstanding the provisions of this Plan to the contrary, in no event will the Employer be permitted to use or disclose PHI in a manner that is inconsistent with 45 CFR Section 164.504(f).

#### **A.5 Conditions of Disclosure for Plan Administration Purposes**

The Employer agrees that with respect to any PHI (other than enrollment/disenrollment information and Summary Health Information, which are not subject to these restrictions) disclosed to it by the Plan, the Employer will:

- not use or further disclose the PHI other than as permitted or required by the Plan or as required by law;
- ensure that any agent, including a subcontractor, to whom it provides PHI received from the Plan agrees to the same restrictions and conditions that apply to the Employer with respect to PHI;
- not use or disclose the PHI for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the Employer;
- report to the Plan any use or disclosure of the information that is inconsistent with the uses or disclosures provided for of which it becomes aware;
- make available PHI to comply with HIPAA's right to access in accordance with 45 CFR Section 164.524;
- make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 CFR Section 164.526;
- make available the information required to provide an accounting of disclosures in accordance with 45 CFR Section 164.528;
- make its internal practices, books, and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of Health and Human Services for purposes of determining compliance by the Plan with HIPAA's privacy requirements;
- if feasible, return or destroy all PHI received from the Plan that the Employer still maintains in any form and retain no copies of such information when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and
- ensure that the adequate separation between the Plan and the Employer (i.e., the "firewall"), required in 45 CFR Section 504(f)(2)(iii) is satisfied.

The Employer further agrees that if it creates, receives, maintains, or transmits any electronic PHI (other than enrollment/disenrollment information and Summary Health Information, which are not subject to these restrictions) on behalf of the Plan, it will implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality,

integrity, and availability of the electronic PHI, and it will ensure that any agents (including subcontractors) to whom it provides such electronic PHI agree to implement reasonable and appropriate security measures to protect the information. The Employer will report to the Plan any security incident of which it becomes aware.

#### **A.6 Adequate Separation Between Plan and Employer**

The Employer will allow the following persons access to PHI: Director of Finance, Accounting Manager, Senior Accountant, Accountant, the Plan Administrator, and any other Employee who needs access to PHI in order to perform Plan administration functions that the Employer performs for the Plan (such as quality assurance, claims processing, auditing, and monitoring). No other persons will have access to PHI. These specified employees (or classes of employees) will only have access to and use PHI to the extent necessary to perform the plan administration functions that the Employer performs for the Plan. In the event that any of these specified employees does not comply with the provisions of this Section, that employee will be subject to disciplinary action by the Employer for non-compliance pursuant to the Employer's employee discipline and termination procedures.

The Employer will ensure that the provisions of this Section A.6 are supported by reasonable and appropriate security measures to the extent that the designees have access to electronic PHI.

#### **A.7 Certification of Plan Sponsor**

The Plan will disclose PHI to the Employer only upon the receipt of a certification by the Employer that the Plan incorporates the provisions of 45 CFR Section 164.504(f)(2)(ii), and that the Employer agrees to the conditions of disclosure set forth in Section A.5. Execution of the Plan by the Employer will serve as the required certification.

#### **A.8 Privacy Official**

The Employer will designate a Privacy Official, who will be responsible for the Plan's compliance with HIPAA. The Privacy Official may contract with or otherwise utilize the services of attorneys, accountants, brokers, consultants, or other third party experts as the Privacy Official deems necessary or advisable. In addition and notwithstanding any provision of this Plan to the contrary, the Privacy Official will have the authority to and be responsible for:

- accepting and verifying the accuracy and completeness of any certification provided by the Employer under this Appendix;
- transmitting the certification to any third parties as may be necessary to permit them to disclose PHI to the Employer;
- establishing and implementing policies and procedures with respect to PHI that are designed to ensure compliance by the Plan with the requirements of HIPAA;
- establishing and overseeing proper training of personnel who will have access to PHI; and
- any other duty or responsibility that the Privacy Official, in his or her sole capacity, deems necessary or appropriate to comply with the provisions of HIPAA and the purposes of this Appendix A.

## **A.9 Interpretation and Limited Applicability**

This Appendix serves the sole purpose of complying with the requirements of HIPAA and will be interpreted and construed in a manner to effectuate this purpose. Neither this Appendix nor the duties, powers, responsibilities, and obligations listed herein will be taken into account in determining the amount or nature of the benefits provided to any person covered under the Plan, nor will they inure to the benefit of any third parties. To the extent that any of the provisions of this Appendix A are no longer required by HIPAA or do not apply to the Plan because the Plan is otherwise excepted from HIPAA, they will be deemed deleted and will have no force or effect.

## **A.10 Service Performed for the Employer**

Notwithstanding any other provisions of this Plan to the contrary, all services performed by a business associate for the Plan in accordance with the applicable service agreement will be deemed to be performed on behalf of the Plan and subject to the administrative simplification provisions of HIPAA contained in 45 C.F.R. Parts 160 through 164, except services that relate to eligibility and enrollment in the Plan. If a business associate of the Plan performs any services that relate to eligibility and enrollment in the Plan, these services will be deemed to be performed on behalf of the Employer in its capacity as Plan Sponsor and not on behalf of the Plan.





**ALAMEDA COUNTY TRANSPORTATION COMMISSION  
RESOLUTION 15-017**

**Commission Chair**  
Supervisor Scott Haggerty, District 1

**Commission Vice Chair**  
Councilmember Rebecca Kaplan,  
City of Oakland

**AC Transit**  
Director Elsa Ortiz

**Alameda County**  
Supervisor Richard Valle, District 2  
Supervisor Wilma Chan, District 3  
Supervisor Nate Miley, District 4  
Supervisor Keith Carson, District 5

**BART**  
Director Thomas Blalock

**City of Alameda**  
Mayor Trish Spencer

**City of Albany**  
Vice Mayor Peter Maas

**City of Berkeley**  
Councilmember Laurie Capitelli

**City of Dublin**  
Mayor David Haubert

**City of Emeryville**  
Mayor Ruth Atkin

**City of Fremont**  
Mayor Bill Harrison

**City of Hayward**  
Mayor Barbara Halliday

**City of Livermore**  
Mayor John Marchand

**City of Newark**  
Councilmember Luis Freitas

**City of Oakland**  
Councilmember Dan Kalb

**City of Piedmont**  
Mayor Margaret Fujioka

**City of Pleasanton**  
Mayor Jerry Thorne

**City of San Leandro**  
Mayor Pauline Cutter

**City of Union City**  
Mayor Carol Dutra-Vernaci

**Executive Director**  
Arthur L. Dao

**AMENDING THE HEALTH REIMBURSEMENT ARRANGEMENT FOR RETIREES OF  
THE ALAMEDA COUNTY TRANSPORTATION COMMISSION**

**WHEREAS**, the Alameda County Transportation Commission (hereinafter referred to as "the Alameda CTC") adopted the Alameda County Transportation Commission Retiree Health Reimbursement Arrangement (the "Retiree HRA"), effective February 1, 2012;

**WHEREAS**, the Retiree HRA was designed to reimburse eligible retirees and their eligible surviving beneficiaries for all or some portion of their California Public Employees' Retirement System (CalPERS) Health premium costs;

**WHEREAS**, to be eligible for retiree health coverage under the current Retiree HRA, a retiree must be vested with at least 10 years of CalPERS service, five of which must be for employment with the Alameda CTC or its predecessor agencies;

**WHEREAS**, the Alameda CTC requires the assistance of experienced job candidates to assist with projects and program delivery; and;

**WHEREAS**, the eligibility provisions of the current Retiree HRA impair the Alameda CTC's ability to attract experienced candidates because they would lose health benefits they previously earned, were they to accept employment with the Alameda CTC;

**WHEREAS**, the Commission has determined it to be in the Commission's best interests to amend the eligibility provisions of the Retiree HRA to add a second group of retirees which would allow a retiree from the Alameda CTC with at least 25 years of CalPERS service, two of which must be for employment with the Alameda CTC, to be eligible for retiree health coverage

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Alameda CTC as follows:

**A. Amendment of Health Reimbursement Arrangement**

Section 1. Effective January 1, 2015, the Commission hereby amends the Alameda County Transportation Commission Retiree Health Reimbursement Arrangement, substantially in the form attached as Exhibit A, to add a second group of retirees which would allow a retiree from the

Alameda CTC with at least 25 years of service with a California Public Employees' Retirement System agency, two of which must be for employment with the Alameda CTC, to be eligible for retiree health coverage. The amount of coverage will accrue at the same rate as for other retirees.

Duly passed and adopted by the Alameda County Transportation Commission at the regular meeting of the Board held on Thursday, April 23, 2015 in Oakland, California by the following votes:

AYES:            NOES:            ABSTAIN:            ABSENT:

SIGNED:

\_\_\_\_\_  
Scott Haggerty, Chairperson

ATTEST:

\_\_\_\_\_  
Vanessa Lee, Clerk of the Commission

**Cheryl M. Brown*****Professional Experience***

2009-present Political and Legislative Director, AFSCME Council 57, Oakland, CA  
 2006-2009 Labor Specialist, Center for Labor Research and Education, UC Berkeley  
 2005-06 Policy and Political Consultant  
 2004-05 Social Equity Caucus Coordinator, Urban Habitat Program, Oakland, CA  
 2002-04 Political Director, Central Labor Council and Building Trades Council of Contra Costa County, AFL-CIO, Martinez,, CA  
 2000-01 Community Outreach Coordinator, Good Jobs First, Washington, DC  
 1998-2000 Labor-Community-Faith Organizer, Tennessee Industrial Renewal Network, Knoxville, TN  
 1996-98 Community Organizer, Save Our Cumberland Mountains, Lake City, TN  
 1993-95 International Program Assistant, Development Group for Alternative Policies, Washington, DC

***Education***

1996 M.A., International Development, School of International Service, American University, Washington, DC.  
 1992 B.A., Interdisciplinary Studies, Friends World Program, Long Island University

***Select Boards and Memberships***

- Alameda Central Labor Council Executive Committee, *2012-present*
- UC Berkeley Center for Labor Research and Education Advisory Committee, *2010-present*
- AFSCME California PEOPLE Steering Committee, *2009-present*
- Community Coalition for a Sustainable Concord, *2007-2009, 2014-present*
- Alameda County Transportation Improvement Authority Citizens' Watchdog Committee, ACTC, *2004-2006*
- Transportation Justice Working Group, *2004-2005*

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## Bicycle and Pedestrian Advisory Committee Meeting Minutes Thursday, January 8, 2015, 5:30 p.m.

1111 Broadway, Suite 800, Oakland, CA 94607

510.208.7400

www.AlamedaCTC.org

### 1. Welcome and Introductions

BPAC Chair Midori Tabata called the meeting to order at 5:35 p.m. The meeting began with introductions, and the chair confirmed a quorum. All BPAC members were present, except for Lucy Gigli, Jeremy Johansen, Matt Turner, and Preston Jordan.

Lucy Gigli, Jeremy Johansen, and Matt Turner arrived during item 2. Preston Jordan arrived prior to item 5.

### 2. Public Comment

Ken Bukowski informed the committee that he was videotaping the meeting, and all of his videos can be accessed at <http://regional-video.com/>.

### 3. Approval of October 9, 2014 Minutes

A member requested to update the minutes for agenda item 7 to reflect the discussion that the current Countywide Bicycle and Pedestrian Plan has many goals but no priorities. BPAC members want to revisit the goals versus priorities in the next plans.

*David Fishbaugh moved to approve the October 9, 2014 minutes with the above amendment. Sara Zimmerman seconded the motion. The motion passed 9-0 (Preston Jordan was absent).*

### 4. Metropolitan Transportation Commission Bay Area Bikeshare Expansion Presentation

Matt Bomberg stated that BPAC members requested a presentation about the Bay Area Bike Share Expansion. He informed the committee that the current system is a pilot system in San Francisco and some Peninsula cities. The Metropolitan Transportation Commission (MTC) has programmed funding to expand the Bike Share System in San Francisco and the East Bay. Alameda CTC also programmed funding to support the expansion. Matt introduced the presenter Sean Co with MTC and representatives Kara Oberg from the City of Berkeley and Carlos Hernandez from the City of Oakland who will work on the Bike Share System in their respective cities.

Sean Co informed the committee that the pilot Bike Share System was funded with MTC Congestion Mitigation and Air Quality (CMAQ) and Bay Area Air Quality Management District (Air District) Transportation Fund for Clean Air (TFCA) funds, and local matches from individual cities. Sean shared that the MTC did not produce a strategic plan for the pilot system and is currently working to generate a strategic plan for the expansion. The pilot system is doing well, and MTC and the Air District are looking to expand the program in Berkeley and Oakland along with San Francisco.

Questions/feedback from the members:

- The committee members had many questions regarding equity and what is being done with the bike sharing systems to expand their reach to ensure that the entire community is served. Members asked questions about increasing access to bike

sharing for low-income communities and groups. Kara Oberg with the City of Berkeley informed the committee that Boston is one of the most successful equity bike sharing programs, with 1,000 participants in less than a year. San Francisco is rolling out a pilot equity program with Bank of San Francisco, and people who do business with the bank may participate in this program. Kara stated that a lot of research is being done to make sure that the Bay Area Bike Sharing Systems are equitable and affordable for all income levels.

- Will the system expand to the Castro Valley/Hayward area eventually? Sean said eventually this could happen, and that both suitability and local interest are important.
- Are both density and destinations important? Where do you go from and to? If you are in an area that is less dense, how will the program work? Sean said the program is designed for short trips within dense areas, and that a density of stations is important for success.
- What is the operational cost per passenger mile traveled the past five years? Sean said that since the program is using CMAQ and TFCA funds, it's evaluated for the emission reduction benefits. He said that the evaluation is in progress. Metrics are generated in terms of number of trips per bike per day. Sean also noted that there are significant benefits in terms of health and mobility. Matt Bomberg said that in terms of cost effectiveness, this is an investment similar to other transportation investments. Bike sharing is considered a type of transit service.
- What are the demographics of the riders? Sean said the oldest bike share system is five years old. The majority of riders are young, white males, though to some extent this is true of bicycling more generally. The evaluation data they have is about nine months' worth. The largest benefit of the system is health. It's recommended that a trip should be approximately 30 minutes a day.
- A member requested more details on the implementation of the system in Berkeley and Oakland. Sean said the first step is to advertise the request for proposals (RFP). Carlos Hernandez with the City of Oakland and Kara will help MTC and the Air District with selecting locations and looking into the possibility of placing stations within BART parking lots.
- A member noted that it is crucial to consider equity as a part of system design, in particular as part of station siting decisions. Kara Oberg with the City of Berkeley informed the committee that Boston is one of the most successful equity bike sharing programs, with 1,000 participants in less than a year. San Francisco is rolling out a pilot equity program with Bank of San Francisco, and people who do business with the bank may participate in this program. Kara stated that a lot of research is being done to make sure that the Bay Area Bike Sharing Systems are equitable and affordable for all income levels.
- A member inquired if a transit pass can be used to address the cost for the Bike Sharing System. For instance, bus operators could offer the option to buy a monthly pass that also covers BABS for an extra fee per month. Kara said that the Clipper Card is being looked at as an option.
- Who makes the final say regarding station siting? Sean stated that this is ultimately a local decision.
- How is payment other than credit cards being handled? Kara stated that if the payment can be broken down monthly, it may be easier for all people to afford.
- Are you having community meetings, so the community may provide input? Sean mentioned that outreach will occur to address the concerns of the communities.

- Will outreach happen before the RFP is advertised? Sean said it will occur simultaneously.
- Is 4<sup>th</sup> generation bike sharing where there are no fixed stations being explored? Sean stated that Tampa is experimenting with such a system and MTC hoped to learn from these experiences. Matt Bomberg noted that some corporate campuses in the Bay Area are moving ahead with such systems, though there are tradeoffs in terms of losing potential advertising revenues and placemaking benefits from bikeshare stations.
- Is there a concept of moving into the future with alternative power sources? Sean said there is one electric assist bike model available. The systems with electric assist bikes should be off the grid.
- Are safety classes offered once you are a member of the bike sharing program? Sean said San Francisco partners with the San Francisco Bicycle Coalition for safety training. There is some talk of helmet vending machines.
- Is bike education mandatory or optional? Sean said it's offered not mandatory.
- What approach did you use for equity outreach and the effort after the release of the RFP? Carlos said the priorities for the city of Oakland are: 1) provide alternatives to credit cards, which can be a barrier for some and; 2) regarding station sites, the city staff will focus on getting public feedback to ensure station locations permit equitable usage of bikesharing.
- Is there a Bay Area or national effort where people can talk about best practices and changes occurring? Carlos said the North American Bike Share Association is a fairly new organization that has these conversations. Heath Maddox, representing the Bay Area Bike Share, is on the board of this organization.
- A member suggested adding a bike sharing station in the commercial district, if it will allow people to walk to/from BART.
- Is it possible for a city to pay into the Bike Share System and subsidize it? Sean said these discussions are starting now, and they can take a long time.
- Are there opportunities to work with developers to incorporate bikesharing as part of development agreements? Carlos said that the City of Oakland is having discussions with developers.

## 5. BPAC Bylaws

Matt Bomberg stated that BPAC adopted all sections of the bylaws except sections 3.3 Member Qualification and 8.2 Conflicts of Interest. Matt told the committee that he discussed their concerns with Alameda CTC's legal counsel and the changes proposed are very minor. The committee had a lively discussion on the language used in these sections.

- Members asked about reviewing packages of projects. Matt Bomberg stated that through the new project review role, Alameda CTC will bring projects for more focused, individual review.
- Members expressed concern that language related to "evaluating...applications" and "significant or personal" is vague.

*Diane Shaw moved to approve sections 3.3 and 8.2 of the BPAC Bylaws as recommended. Ben Schweng seconded the motion. The motion passed 7-2 with one abstention, Kristi Marleau. Matt Turner and Sara Zimmerman voted no.*

## 6. Comprehensive Investment Plan Overview and Project Selection Criteria

Matt Bomberg informed the committee that Alameda CTC is developing its first Comprehensive Investment Plan (CIP). The CIP translates long-range plans, including the Countywide Transportation Plan and Bicycle and Pedestrian Plans into a short-range implementation plan. Alameda CTC must develop project selection criteria and will look at all of its funding sources at once to determine which projects and programs to fund. One role of the BPAC is to review and provide input on the selection criteria. Tess Lengyel will provide the committee with more detailed input on the CIP and the project selection criteria.

Tess Lengyel explained to the committee that Alameda CTC is creating for the first time a unified programming and allocations plan, and with the passage of Measure BB, it gives the agency an opportunity to make the CIP possible. She noted that Measure BB authorized the sales tax for transportation services to be collected and administered by Alameda CTC and governed by the 2014 Transportation Expenditure Plan (2014 Plan). Measure BB augments the half-cent Measure B sales tax by a half cent, beginning April 1, 2015 through March 31, 2022. The full one-cent sales tax authorized by Measure BB will begin April 1, 2022 and will extend through March 31, 2045.

Tess stated that the CIP's project selection criteria will guide programming and allocation decisions for funds administered by Alameda CTC and will identify transportation funding over a five-year period. The CIP will consist of a two-year allocation plan that will be consistent with Alameda CTC's budget. Tess reviewed the three funding categories for funding programs, projects, and planning, and provided information on the three phases of the selection methodology.

Questions/feedback from members:

- Consider criteria that promote public health benefits related to proposed transportation improvements.
- Adjust the points so that "Needs/Benefits Criteria" will have more weight. Staff informed BPAC that the Alameda County Technical Advisory Committee (ACTAC) had the same concern.
- Can Alameda CTC help with how the Alameda County Public Works deal with the unincorporated urban areas in terms of spending funds? The unincorporated urban areas are underserved by the public works. Staff suggested the member and the community could work with the county to develop projects to submit to the Countywide Transportation Plan for consideration.
- Do equity requirements in the CIP include socio-economic equity? Tess said that socio-equity will be considered as part of the long-range Countywide Transportation Plan.
- Are there specific funding limits/targets for different modal categories? Tess stated that Alameda CTC will sort projects into the different modal categories from which they are eligible for funding, then evaluate them in all relevant categories.
- A member suggested that some readiness scoring criteria should be minimum requirements or screening criteria
- How will Alameda CTC subdivide points within needs/benefit, readiness, etc. categories? Tess stated that there will be internal scoring guidance for reviewers applying criteria.



- Will performance measures be used in CIP 2.0? Tess stated that yes, this is the plan, and that there will be different performance measures for different categories of projects in CIP 2.0.
- In terms of open enrollment for the cities, will the CIP include Local Streets and Roads (LSR) funding? Tess said the direct local distributions (DLD) funds that Alameda CTC gives to the jurisdictions are for LSR. The CIP will include information on balances, but the CIP will not serve as a decision-making document for DLD funds. The cities will complete program compliance reporting for all DLD funds, as they do now, and will need to do an independent audit at a local level.
- Are countywide initiatives separate from the DLD funds? Tess said DLD monies go to cities and the county, and they decide what to do with those funds and report back to Alameda CTC. Alameda CTC has a requirement to develop performance measures. For the countywide initiatives that are capital projects, Alameda CTC needs to determine how the complete streets policy will apply. Those capital projects will come to BPAC, to ensure complete streets policies are being applied.
- Tess explained the criteria for the discretionary funds not specifically named in the 2014 Plan. Tess noted that the criteria will not apply to DLD and capital investments, which are projects specifically named in both the 2000 and 2014 Plans. She noted that projects and programs funded with discretionary funds are not called out in the 2000 and 2014 Plans.

## **7. Commission Actions and Staff Reports**

### **7.1. Transportation Expenditure Plan Update**

Tess Lengyel stated that Alameda CTC completed an analysis on the 2014 Measure BB election results. She told the committee that the analysis covers the changes in voting patterns in the different cities, and Measure BB received tremendous support from the North County voters (and she referenced the associated map). Tess invited BPAC to take a look at the analysis that is on the Alameda CTC website.

### **7.2. East Bay Greenway Active Transportation Program Grant Award**

Matt Bomberg said the ribbon-cutting ceremony for the East Bay Greenway segment 7A is still to be scheduled, and Alameda CTC will keep BPAC informed when a date is set. The Commission is scheduled to authorize the release of an RFP for scoping and environmental phases at its January meeting.

Matt reminded the committee that Alameda CTC is the project sponsor and recently secured \$3 million in funds from an Active Transportation Grant Program award for the scoping and environmental phases of a 15-mile segment of the East Bay Greenway corridor from north of the Fruitvale BART station to the South Hayward BART station, running along the BART alignment through Oakland, San Leandro, Hayward, and the unincorporated communities of Ashland and Cherryland.

### **7.3. Countywide Multimodal Plans and Upcoming Transportation Open Houses**

Matt Bomberg informed the committee that Alameda CTC is in the process of developing three multimodal plans: Countywide Goods Movement Plan, Countywide Transit Plan, and Countywide Multimodal Arterial Plan. He said that BPAC may be interested in the arterial and transit plans. Matt encouraged the members to join Alameda CTC at one of the five upcoming transportation open

houses/public workshops throughout the county in February and March. Tess also invited members to the January 21, 2015 Goods Movement Roundtable.

#### **7.4. Central County Complete Streets Implementation Project**

Matt Bomberg stated that this project will be managed by Alameda CTC, the cities of Hayward and San Leandro, and Alameda County Public Works Agency. The jurisdictions applied for assistance through the Alameda CTC Sustainable Communities Technical Assistance Program for help to implement their adopted complete streets policies. The project kick-off will be in the February time frame.

### **8. BPAC Member Report**

Diane Shaw inquired if ACTAC approved the Bicycle and Pedestrian Guidelines. Matt said yes, the guidelines were approved today by ACTAC, and most of the BPAC comments were incorporated. He encouraged the committee to look at page 4 in the packet for the specific incorporated comments.

Preston Jordan said that the City of Albany completed a pavement management system update based on a grant from MTC. Every two years, MTC will review the condition of the pavement in the city and provide LSR funds. The criteria did not include streets designated as bicycle routes. Preston asked that the BPAC recommend to Alameda CTC and then to MTC a requirement that the pavement management programs incorporate criteria for streets that are cycle routes. Midori Tabata requested Alameda CTC bring up the pavement management concern in a future meeting.

Lucy Gigli said that the City of Alameda did not include streets that are cycle routes in the pavement management criteria. Alameda has two complete streets projects (Central Avenue and Clement Street) that are beginning the community process phase.

Tess said all cities in the county have complete streets policies in place. The work being done in Central County is ideally work that can be used as a model around Alameda County. Bringing policy into practice will help local jurisdictions see what they can do.

David Fishbaugh announced that Mike Bucci is now a city councilmember for Newark.

Ben Schweng said the on May 21 Hayward is hosting a bicycle street fair that will include a bike rodeo, BMX show, and helmet giveaways.

#### **8.1. BPAC Roster**

The committee roster is in the agenda packet for review purposes.

### **9. Meeting Adjournment**

The meeting adjourned at 8:30 p.m. The next meeting is scheduled for April 9, 2015 at the Alameda CTC offices.

**Alameda County Transportation Commission  
Bicycle and Pedestrian Advisory Committee  
Roster and Attendance Fiscal Year 2014-2015**

	Suffix	Last Name	First Name	City	Appointed By	Term Began	Re- apptmt.	Term Expires	Mtgs Missed Since Jul '14*
1	Ms.	Tabata, Chair	Midori	Oakland	Alameda County Mayors' Conference, D-4	Jul-06	Sep-13	Sep-15	0
2	Ms.	Zimmerman, Vice-Chair	Sara	Berkeley	Alameda County Mayors' Conference, D-5	Apr-14		Apr-16	0
3	Mr.	Fishbaugh	David	Fremont	Alameda County Supervisor Scott Haggerty, District 1	Jan-14		Jan-16	0
4	Ms.	Gigli	Lucy	Alameda	Alameda County Supervisor Wilma Chan, District 3	Jan-07	Oct-12	Oct-14	1
5	Mr.	Johansen	Jeremy	San Leandro	Alameda County Mayors' Conference, D-3	Sep-10	Sep-13	Sep-15	0
6	Mr.	Jordan	Preston	Albany	Alameda County Supervisor Keith Carson, District 5	Oct-08	Oct-14	Oct-16	2
7	Ms.	Marleau	Kristi	Dublin	Alameda County Mayors' Conference, D-1	Dec-14		Dec-16	0
8	Mr.	Schweng	Ben	Alameda	Alameda County Mayors' Conference, D-2	Jun-13		Jun-15	1
9	Ms.	Shaw	Diane	Fremont	Transit Agency (Alameda CTC)	Apr-14		Apr-16	0
10	Mr.	Turner	Matt	Castro Valley	Alameda County Supervisor Nate Miley, District 4	Apr-14		Apr-16	1
11		Vacancy			Alameda County Supervisor Richard Valle, District 2				

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**Alameda County Transportation Commission  
Citizens Watchdog Committee  
Roster - Fiscal Year 2014-2015**

**7.2**

	Title	Last	First	City	Appointed By	Term Began	Re-apptmt.	Term Expires	Mtgs Missed Since July '14*
1	Mr.	Paxson, Chair	James	Pleasanton	East Bay Economic Development Alliance	Apr-01		N/A	0
2	Ms.	Taylor, Vice Chair	Deborah	Oakland	Alameda County Supervisor Wilma Chan, D-3	Jan-13		Jan-15	1
3	Ms.	Dorsey	Cynthia	Oakland	Alameda County Mayors' Conference, D-5	Jan-14		Jan-16	1
4	Ms.	Hamlat	Sandra	Oakland	Bike East Bay	Apr-13		N/A	0
5	Mr.	Hastings	Herb	Dublin	Paratransit Advisory and Planning Committee	Jul-14		N/A	0
6	Ms.	Hawley	Miriam	Berkeley	League of Women Voters	Apr-14		N/A	2
7	Mr.	Jones	Steven	Dublin	Alameda County Mayors' Conference, D-1	Dec-12	Jan-15	Jan-17	0
8	Mr.	Lester	Brian	Pleasanton	Alameda County Supervisor Scott Haggerty, D-1	Sep-13		Sep-15	4
9	Ms.	Lew	Jo Ann	Union City	Alameda County Mayors' Conference, D-2	Oct-07	Sep-13	Sep-15	0
10	Mr.	McCalley	Murphy	Castro Valley	Alameda County Supervisor Nate Miley, D-4	Feb-15		Feb-17	0
11	Mr.	Naté	Glenn	Union City	Alameda County Supervisor Richard Valle, D-2	Jan-15		Jan-17	0
12	Ms.	Piras	Pat	San Lorenzo	Sierra Club	Jan-15		Jan-17	0
13	Ms.	Saunders	Harriette	Alameda	Alameda County Mayors' Conference, D-3	Jul-09	Jul-14	Jul-16	0
14	Mr.	Tucknott	Robert A.	Pleasanton	Alameda County Mayors' Conference, D-4	Jun-14		Jun-16	1
15	Mr.	Zukas	Hale	Berkeley	Alameda County Supervisor Keith Carson, D-5	Jun-09	May-14	May-16	2

Alameda County Transportation Commission  
Citizens Watchdog Committee  
Roster - Fiscal Year 2014-2015

16		Vacancy			Alameda County Taxpayers Association				
17		Vacancy			Alameda Labor Council AFL-CIO				



Paratransit Advisory and Planning Committee  
Meeting Minutes

Monday, February 23, 2015, 1:00 p.m.

1111 Broadway, Suite 800, Oakland, CA 94607

510.208.7400

www.AlamedaCTC.org

### MEETING ATTENDEES

Attendance Key (A = Absent, P = Present)

Members:

P Sylvia Stadmire,  
Chair

P Will Scott,  
Vice-Chair

P Larry Bunn

P Shawn Costello

P Herb Hastings

P Joyce  
Jacobson

P Sandra  
Johnson-Simon

P Jonah Markowitz

P Rev. Carolyn Orr

A Suzanne Ortt

P Thomas Perez

P Sharon Powers

P Vanessa Proee

A Carmen Rivera-  
Hendrickson

P Michelle Rousey

A Harriette

Saunders

P Esther Waltz

P Hale Zukas

Staff:

P Jacki Taylor, Program Analyst

P Naomi Armenta, Paratransit Coordinator

P Krystle Pasco, Paratransit Coordination Team

P Terra Curtis, Paratransit Coordination Team

P Cathleen Sullivan, Paratransit Coordination Team

P Christina Ramos, Project Controls Team

Guests:

Nathaniel Arnold, ATU Local 192/Genesis; Elizabeth Brun, Taxi-Up & Go;

Ken Bukowski, Public Member; Catherine Callahan, Center for

Independent Living; Cliff Chambers, Mobility Planners; Shawn Fong, City

of Fremont Paratransit Program; April Haley, Taxi-Up & Go; Mary

McNamora, Senior Support Program of the Tri-Valley; Andreã Turner, City

of Oakland Paratransit Program; Tyrone Gibbs, Taxi-Up & Go; Leah Talley,

City of Berkeley Paratransit Program; Yvonne Williams, ATU Local 192;

Quiana Jackson, ATU Local 192; Sandra Lee, ATU Local 192

## MEETING MINUTES

### 1. Welcome and Introductions

Sylvia Stadmire, PAPCO Chair, called the meeting to order at 1:10 p.m. and confirmed a quorum. The meeting began with introductions and a review of the meeting outcomes.

### 2. Public Comment

There were no public comments.

### 3. Administration

#### 3.1. January 26, 2015 PAPCO Meeting Minutes

*Jonah Markowitz moved to approve the January 26, 2015 PAPCO Meeting minutes as written. Sandra Johnson-Simon seconded the motion. The motion passed (13-0-1; Member Larry Bunn abstained). Members Larry Bunn, Shawn Costello, Herb Hastings, Joyce Jacobson, Sandra Johnson-Simon, Jonah Markowitz, Carolyn Orr, Thomas Perez, Vanessa Proee, Michelle Rousey, Will Scott, Sylvia Stadmire, Esther Waltz, and Hale Zukas were present.*

### 4. Gap Grant Cycle 5 Program Report: Taxi-Up & Go Project

Andreã Turner and April Haley gave a Gap Grant Cycle 5 program report on the Taxi-Up & Go project. They gave an overview of the programs' service parameters, goals, ridership, and challenges. She also noted that volunteers and clients from their program are also in attendance at today's meeting. This shows the range of people that the program is currently working with.

Questions and feedback from PAPCO members:

- Do you have a breakdown of how many non-English speakers and languages you serve? I don't have the exact breakdown but we serve Spanish, Tagalog, Vietnamese and Mandarin/Cantonese speaking communities.
- Do you also train the volunteers and caregivers? Yes, we trained our volunteers and caregivers. Volunteers and caregivers have to comply with the federal guidelines to be a senior companion.



The additional training that they received included service and resource information.

- What is the age range? The age range is generally 45 and above.
- What are some of the reasons why some of your clients do not like to use taxis without help? Some clients are not comfortable accessing the service in their own language, are unfamiliar with where to go, having enough available funds for payment and possibly having physical disabilities that may make it difficult to board the taxi. Due to these barriers, the program will match up the client with a companion that can assist with these issues.
- How do you know that these taxi drivers are going to be trained and responsible and how do you report an incident? The senior companions are trained to handle emergency situations while on the ride. The federal government also requires that all volunteers be fully insured. There are also set procedures for filing an incident and following up.
- In the future, when you provide information on ridership can you include information on your target goal so that we can see your progress? Yes, we can provide that information in our next report.
- Are any of your taxis wheelchair accessible? No, our taxis are not currently accessible.
- What is monolingual? Monolingual individuals speak only one language, which is usually a language other than English. We have simple language cards for individuals who may need to communicate with drivers but are not able to do so.

## **5. Member Reports on PAPCO Mission, Roles, and Responsibilities Implementation**

Jonah Markowitz announced that today is his 50<sup>th</sup> birthday. Committee members congratulated him. He also expressed concerns regarding East Bay Paratransit drivers using their cell phones while driving and the tightness of the seatbelt on one of his rides.

Herb Hastings noted that he attended Alameda CTC's public transportation forum in Dublin.

Esther Waltz also attended Alameda CTC's public transportation forum in Dublin. She learned a lot of information about other modes of transportation.

Shawn Costello noted that he was in the hospital last month for his procedure. While he was there he was doing some outreach about paratransit and PAPCO's work. He also invited the mayor of Dublin to a future PAPCO meeting.

Will Scott noted that a new AC Transit coach will be released very soon and members of the public will be asked for input.

Hale Zukas noted that AC Transit will have a double decker bus on display this Wednesday. More information will be shared with the committee soon.

## **6. Committee Reports (Verbal)**

### **6.1. East Bay Paratransit Service Review Advisory Committee (SRAC)**

There was no East Bay Paratransit SRAC report.

### **6.2. Citizens Watchdog Committee (CWC)**

There was no CWC report.

## **7. ADA Mandated Program and Policy Reports**

PAPCO members were asked to review the information provided in their packets.

## **8. Information Items**

### **8.1. Mobility Management – Integrating Services Across Transportation Modes (Introduction)**

Naomi Armenta reviewed the Integrating Services Across Transportation Modes attachment in the agenda packet. She noted that the full report is free and is available online at [www.nationalcenterformobilitymanagement.org](http://www.nationalcenterformobilitymanagement.org). She also noted that staff is continuing their local mobility management

efforts and the Alameda County Travel Training Working Group just met recently.

## **8.2. Outreach Update**

Krystle Pasco gave an update on the following outreach events:

- 2/4/15 – Transition Information Night, Fremont Teen Senior from 6:00 p.m. to 8:00 p.m.
- 3/14/15 – Transition Information Faire, College of Alameda from 9:30 a.m. to 3:00 p.m.
- 3/17/15 – Transit Fair, Pleasanton Senior Center from 10:00 a.m. to 1:00 p.m.
- 3/20/15 – USOAC Annual Convention, Ashland Community Center from 10:00 a.m. to 2:00 p.m.

## **8.3. Other Staff Updates**

Naomi Armenta noted that the meeting's handouts include information on preparing your taxes and other local and regional event information.

## **9. Draft Agenda Items for March 23, 2015 PAPCO Meeting**

**9.1.** Convene Finance and Program Plan Review Subcommittees

**9.2.** Gap Grant Cycle 5 Progress Reports Status

**9.3.** East Bay Paratransit Report

**9.4.** Gap Grant Cycle 5 Program Report: AC Transit New Freedom Match

## **10. Adjournment**

The meeting adjourned at 2:00 p.m. The next PAPCO meeting is scheduled for March 23, 2015 at Alameda CTC's offices located at 1111 Broadway, Suite 800, in Oakland.

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Joint Paratransit Advisory and Planning Committee  
and Paratransit Technical Advisory Committee  
Meeting Minutes  
Monday, February 23, 2015, 2:10 p.m.

1111 Broadway, Suite 800, Oakland, CA 94607

510.208.7400

www.AlamedaCTC.org

### MEETING ATTENDEES

Attendance Key (A = Absent, P = Present)

#### Members:

P Sylvia Stadmire,  
Chair  
P Will Scott,  
Vice-Chair  
P Larry Bunn  
P Shawn Costello  
P Herb Hastings  
P Joyce  
Jacobson

P Sandra  
Johnson-Simon  
P Jonah Markowitz  
P Rev. Carolyn Orr  
A Suzanne Ortt  
P Thomas Perez  
P Sharon Powers  
P Vanessa Proee

A Carmen Rivera-  
Hendrickson  
P Michelle Rousey  
A Harriette  
Saunders  
P Esther Waltz  
P Hale Zukas

#### ParaTAC Members:

A Rhianna Babka  
P Dana Bailey  
A Beverly Bolden  
A Melinda Chinn  
P Pam Deaton  
P Shawn Fong  
A Brad  
Helfenberger

A Karen Hemphill  
A Drew King  
A Jackie Krause  
P Kadri Klm  
A Isabelle Leduc  
P Wilson Lee  
P Hakeim McGee  
A Cindy Montero

A Mallory Nestor  
A Gail Payne  
P Kim Ridgeway  
A Mary Rowlands  
P Leah Talley  
P Laura Timothy  
A Jonathan Torres  
A David Zehnder

#### Staff:

P Jacki Taylor, Program Analyst  
P Naomi Armenta, Paratransit Coordinator  
P Krystle Pasco, Paratransit Coordination Team  
P Terra Curtis, Paratransit Coordination Team  
P Cathleen Sullivan, Paratransit Coordination Team  
P Christina Ramos, Alameda CTC Projects/Programs Team

#### Guests:

Nathaniel Arnold, ATU Local 192/Genesis; Elizabeth Brun, Taxi-Up & Go; Ken Bukowski, Public Member; Catherine Callahan, Center for Independent Living; Cliff Chambers, Mobility Planners; April Haley, Taxi-Up & Go; Mary McNamora, Senior Support Program of the Tri-Valley; Andreã Turner, City of Oakland Paratransit Program; Tyrone Gibbs, Taxi-Up & Go; Yvonne Williams, ATU Local 192; Quiana Jackson, ATU Local 192; Sandra Lee, ATU Local 192

## **MEETING MINUTES**

### **1. Welcome and Introductions**

Naomi Armenta, Paratransit Coordinator, called the meeting to order at 2:10 p.m. and confirmed a quorum. The meeting began with introductions and a review of the meeting outcomes.

### **2. Public Comment**

Shawn Costello made a comment regarding the floor of the 19<sup>th</sup> Street BART station street elevator. He also made a comment regarding bicyclists attending to their bikes while riding BART.

### **3. Final Implementation Guidelines**

Naomi Armenta reviewed the final Implementation Guidelines. She went over the summary and background of the Implementation Guidelines as well as the proposed revisions and next steps.

Questions and feedback from PAPCO and ParaTAC members:

- With the capital expenditures, will those be separate line items or a total expense? Staff noted that capital expenditures have not been requested frequently in the past but that may change with the Measure BB funding. Any request will be at least one line item on the programs' budgets. If staff needs further breakdown of the items, then more information regarding the capital expenditures will be requested.
- The City-based Specialized Accessible Van Service Guidelines in the Implementation Guidelines is inconsistent with the City of Berkeley's program. The cost for some trips is actually higher than the ADA-mandated provider cost per trip because it functions more like a same day, emergency transportation option. Staff

noted that since the average of all the trips is lower, Berkeley will still be considered in compliance with the Guidelines. However, this may warrant a change to the Guidelines for next year.

- Members liked the language regarding the consumer deciding the importance of their trips. Can the schedulers still prioritize medical trips if they wanted to? Programs can propose prioritizing medical trips but they would need to check in with Alameda CTC staff beforehand just to verify that funding and capacity concerns are valid.
- Proposed capital expenditures can be included in Program Plans without the prior approval of Alameda CTC staff.

*Esther Waltz moved to approve the final Implementation Guidelines as written. Herb Hastings seconded the motion. The motion passed (13-0-1; Member Vanessa Proee abstained). Members Larry Bunn, Shawn Costello, Herb Hastings, Joyce Jacobson, Sandra Johnson-Simon, Carolyn Orr, Thomas Perez, Sharon Powers, Vanessa Proee, Michelle Rousey, Will Scott, Sylvia Stadmire, Esther Waltz, and Hale Zukas were present.*

#### **4. Joint PAPCO and ParaTAC Discussion – Countywide Transit Plan**

Kara Vuicich and Cliff Chambers gave a presentation on the Countywide Transit Plan. They reviewed the plan's relationship to other transportation plans, travel patterns, transit system characteristics, transit issues, needs, and opportunities for PAPCO input.

Short comments and feedback from PAPCO and ParaTAC members:

- Easier inter-county connections and transfers
- Better coordinated trips on paratransit
- One payment system for all transportation services including fixed route transit, ferries, shuttles, paratransit vehicles, etc.
- Improved fare integration for discounts and transfers
- Same day accessible transportation options
- Expanded fixed route and paratransit service area
- Improved elevator maintenance and BART station modernization
- Improved on-call paratransit van service during elevator breakdown or maintenance

- Increased transit service in suburban areas of the county i.e. Southern Alameda County
- More focus on non-commute trips that may speak to a demand that centers more around senior and disabled transportation; cost analysis of same
- Transportation network companies to consider accessible vehicles in their system
- Reach out to local medical centers for funding opportunities and partnership
- Real time public transportation information
- Use of technology for travel training
- General technological advances and access to transportation
- Video relay translators available at fixed route stations
- Improved ramp grading for wheelchair on- and off-boarding on buses
- Increased space for wheelchairs, strollers and shopping carts on buses
- Driver sensitivity, education and training (including dispatchers)
- Bus infrastructure improvements
- Improved signage and safety related to bicyclists on sidewalks
- Improved bicycle education
- Wheelchair access in bike lanes

## **5. Information Items**

### **5.1. Member Announcements**

Kim Ridgeway shared information on the viewing of the double decker AC Transit bus as well as route information for the demo rides.

### **5.2. Staff Updates**

There were no staff updates.

## **6. Draft Agenda Items for April 27, 2015 Joint PAPCO/ParaTAC Meeting**

### **6.1. Joint PAPCO and ParaTAC Discussion**

### **6.2. BART Fleet of the Future Presentation**



## **7. Adjournment**

The meeting adjourned at 3:30 p.m. The next Joint PAPCO/ParaTAC meeting is scheduled for April 27, 2015 at Alameda CTC's offices located at 1111 Broadway, Suite 800, in Oakland.

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**Alameda County Transportation Commission  
Paratransit Advisory and Planning Committee  
Roster - Fiscal Year 2014-2015**

	Title	Last	First	City	Appointed By	Term Began	Re-apptmt.	Term Expires	Mtgs Missed Since July '14
1	Ms.	Stadmire, Chair	Sylvia J.	Oakland	Alameda County Supervisor Wilma Chan, D-3	Sep-07	Jan-13	Jan-15	1
2	Mr.	Scott, Vice Chair	Will	Oakland	Alameda County Supervisor Keith Carson, D-5	Mar-10	May-14	May-16	0
3	Mr.	Bunn	Larry	Union City	Union City Transit Wilson Lee, Transit Manager	Jun-06	Dec-13	Dec-15	5
4	Mr.	Costello	Shawn	Dublin	City of Dublin Mayor David Haubert	Sep-08	May-14	May-16	1
5	Mr.	Hastings	Herb	Dublin	Alameda County Supervisor Scott Haggerty, D-1	Mar-07	Jan-14	Jan-16	0
6	Ms.	Jacobson	Joyce	Emeryville	City of Emeryville Mayor Ruth Atkin	Mar-07	Jan-14	Jan-16	1
7	Ms.	Johnson-Simon	Sandra	San Leandro	Alameda County Supervisor Nate Miley, D-4	Sep-10	Dec-13	Dec-15	0
8	Mr.	Markowitz	Jonah	Berkeley	City of Albany Vice Mayor Peter Maass	Dec-04	Oct-12	Oct-14	0
9	Rev.	Orr	Carolyn M.	Oakland	City of Oakland Councilmember Rebecca Kaplan	Oct-05	Jan-14	Jan-16	3
10	Ms.	Ortt	Suzanne	Union City	City of Union City Mayor Carol Dutra-Vernaci	Sep-12		Sep-14	2
11	Mr.	Perez	Thomas M.	Fremont	Alameda County Supervisor Richard Valle, D-2	Feb-14		Feb-16	2
12	Ms.	Powers	Sharon	Fremont	City of Fremont Mayor William Harrison	Dec-07	Jan-14	Jan-16	1

**Alameda County Transportation Commission  
Paratransit Advisory and Planning Committee  
Roster - Fiscal Year 2014-2015**

	Title	Last	First	City	Appointed By	Term Began	Re-apptmt.	Term Expires	Mtgs Missed Since July '14
13	Ms.	Proee	Vanessa	Hayward	City of Hayward Councilmember Marvin Peixoto	Mar-10	Jan-14	<b>Jan-16</b>	2
14	Ms.	Rivera-Hendrickson	Carmen	Pleasanton	City of Pleasanton Mayor Jerry Thorne	Sep-09	Feb-14	<b>Feb-16</b>	5
15	Ms.	Rousey	Michelle	Oakland	BART Director Tom Blalock	May-10	Jan-14	<b>Jan-16</b>	0
16	Ms.	Saunders	Harriette	Alameda	City of Alameda Mayor Trish Spencer	Jun-08	Oct-12	<b>Oct-14</b>	1
17	Ms.	Waltz	Esther Ann	Livermore	LAVTA Executive Director Michael Tree	Feb-11	May-14	<b>May-16</b>	0
18	Mr.	Zukas	Hale	Berkeley	A. C. Transit Director Elsa Ortiz	Aug-02	Jan-14	<b>Jan-16</b>	0
19		Vacancy			City of Berkeley Councilmember Laurie Capitelli				
20		Vacancy			City of Livermore Mayor John Marchand				
21		Vacancy			City of Newark Councilmember Luis Freitas				
22		Vacancy			City of Piedmont Mayor Margaret Fujioka				
23		Vacancy			City of San Leandro Mayor Pauline Cutter				



# Memorandum

8.1

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

**DATE:** April 16, 2015

**SUBJECT:** I-580 Express Lanes Outreach and Education Update

**RECOMMENDATION:** Receive an update on I-580 Express Lanes Education and Outreach.

## Summary

The Alameda CTC is sponsoring the I-580 Corridor High Occupancy Vehicle (HOV)/Express Lane Projects along the I-580 corridor in the Tri-Valley. The new carpool~express lane facility will open on east- and westbound I-580 in fall 2015, providing a new incentive to carpool, a new choice for solo drivers, and enhanced mobility by reducing travel times and improving travel time reliability. The express lanes will utilize available HOV lane capacity by offering solo drivers the choice to pay a toll electronically to access the lanes, while carpoolers, vanpools and transit vehicles continue use the lanes at no cost. Currently there is one eastbound HOV lane open in this corridor. This lane will be converted to a carpool~express lane. This lane, plus an additional eastbound and one new westbound carpool~express lane will all open simultaneously this fall.

## Background

A comprehensive, research-based education and outreach approach is underway to inform motorists about the benefits of the new lanes, how to use them, and how to obtain the required FasTrak and FasTrak Flex toll tags. I-580 Express Lanes outreach and education is being implemented within the project area and the I-580 travel sheds, which also include San Joaquin, Stanislaus and Contra Costa Counties. In September 2014, staff presented research findings and the process for integrating the results into activities that are now being implemented throughout the Tri-Valley and the commute shed. The education and outreach aims to ensure safe and proper use of the lanes, promote carpool and transit use along the corridor, a clear understanding of how enforcement works, and to support positive perception of the lanes to set the stage for successful future projects in the planned region-wide Bay Area Express Lanes network.

## Education and Outreach Update Key Messages

Staff has developed outreach materials and updated project webpage content focusing on the following clear messages:

*The I-580 Carpool-Express Lanes provide a smart, reliable choice for your commute along the 14-mile Tri-Valley corridor through Dublin, Pleasanton and Livermore.*

#### Solo Drivers

*A FasTrak transponder is required. You may use your existing FasTrak or the new FasTrak Flex, which will be available this summer at [www.bayareafastrak.org](http://www.bayareafastrak.org)*

#### Carpoolers (and others eligible to use carpool lanes)

*Two new carpool-express lanes are opening Fall 2015. A FasTrak Flex transponder is required for toll-free use of the lanes. Get your new Flex transponder beginning this summer at [www.bayareafastrak.org](http://www.bayareafastrak.org)*

### **Key Recent Activities**

- March 17 presentation to the Stanislaus Council of Governments staff
- Monthly working meetings with MTC/BAIFA/BATA to coordinate development and implementation of consistent messages for Bay Area Express Lanes
- Development of public outreach materials and project webpages
- Coordination with corridor cities to place carpool-express lane signage on banners and in informational kiosks
- Attendance at public outreach events
  - February 26: Dublin Business Expo
  - March 14-15: Dublin St. Patrick's Day Celebration
  - March 24: Castro Valley Business Expo
  - April 11-12: Manteca Crossroads Street Faire

### **Key Upcoming Activities**

- Attendance at public outreach events
  - April 18: Cinderella Classic Bike Race in Pleasanton
  - April 26: Stockton Earth Day Festival
  - May 2-3: Livermore Wine Festival
  - May 6: Pleasanton's First Wednesday Street Party
  - May 16: Tracy Farmers Market
  - May 21: Dublin Farmers Market
  - May 28: Livermore Farmers Market
- Outreach to employers within commute shed
- Placement of on-corridor signage and banners and informational posters in city kiosks
- Coordination with 511.org and San Joaquin County's employer-based Travel Demand Management program to include 580 Express Lane information on websites, through social media and e-newsletters
- Finalize media outreach plan
- Support MTC/BATA's efforts to provide FasTrak Flex at retail locations throughout the I-580 commute shed when the tag becomes available this summer and coordination to

schedule Xerox to attend outreach events to supply FasTrak Flex directly to customers during outreach events August – October.

### **Next Steps**

Staff will continue to bring outreach and education updates to the I-580 Express Lane Policy Committee and Commission throughout the coming year as staff plans and implements public education and outreach tasks to ensure the successful launch and post-launch use of the I-580 Express Lanes. Topics will include:

1. FasTrak transponder user education and marketing – June 2015
2. Update on launch activities – September 2015

**Fiscal Impact:** There is no fiscal impact to the Alameda CTC budget due to this item. This is information only.

### **Staff Contact**

[Tess Lengyel](#), Deputy Director of Planning and Policy  
[Heather Barber](#), Communications Manager

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# Memorandum

9.1

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

**DATE:** April 16, 2015

**SUBJECT:** Legislative Update

**RECOMMENDATION:** Receive an update on state and federal legislative activities and approve legislative positions.

## Summary

This memo provides an update on federal, state and local legislative activities including an update on the federal budget, federal transportation issues, legislative activities and policies at the state level, as well as an update on local legislative activities.

Alameda CTC's legislative program was approved in December 2014 establishing legislative priorities for 2015 and is included in summary format in Attachment A. The 2015 Legislative Program is divided into six sections: Transportation Funding, Project Delivery, Multi-Modal Transportation and Land Use, Climate Change, Goods Movement and Partnerships. The program was designed to be broad and flexible to allow Alameda CTC the opportunity to pursue legislative and administrative opportunities that may arise during the year, and to respond to political processes in Sacramento and Washington, DC. Each month, staff brings updates to the Commission on legislative issues related to the adopted legislative program, including recommended positions on bills as well as legislative updates.

## Background

### Federal Update

The following updates provide information on activities and issues at the federal level and include information contributed from Alameda CTC's lobbyist team (CJ Lake/Len Simon).

**Highway Trust Fund:** During the last full week of March, through a bi-partisan effort from members in the House Ways and Means Committee, a proposal was offered that would tie a gas tax increase to the rate of inflation while creating a bicameral committee to find a long-term funding solution for the Highway Trust Fund (HTF).

Members are pressuring Congress to craft a bipartisan bill that would create a funding mechanism for the Highway Trust Fund or pay the political consequences of a gas tax increase.

The plan would index the 18.4 cents per gallon gas tax to inflation starting this year. The money generated over the next decade from that change would keep the HTF solvent. The bill would then create a bipartisan, bicameral commission to find a long-term solution to the trust fund's ongoing problems.

A bill is expected to be introduced soon after the April recess with co-sponsors mostly drawn from members of the Ways and Means Committee. House leadership has continually been opposed to increasing the gas tax. However, the proposed legislation would increase the gas tax in a gradual way, allowing people to adjust to the new rates.

Since 2008, Congress has transferred more than \$64 billion into the HTF. Although specific language has not been formally introduced, it is expected that the legislation will only be a short-term fix, keeping the HTF solvent through the end of the 114th Congress.

Chairman of the House Ways and Means Committee, Paul Ryan (R-WI) said that he is working closely with Chairman Bill Shuster (R-PA) of the Transportation and Infrastructure Committee on a short-term funding fix for the Highway Trust Fund. Chairman Ryan is doing so to buy more time for the Ways and Means Committee to come up with an approach for business-centered tax reform that also provides a funding mechanism to replenish the Highway Trust Fund.

Members of Congress have discussed a short-term extension to allow the Ways and Means Committee more time to finish drafting tax reform legislation. A short-term extension through September 30 would require about \$3 billion in extra funds transferred into the HTF and an extension through December 31 would cost several billion more. The Budget Chairmen in both the House and Senate have indicated that they want any bailouts of the Highway Trust Fund offset with spending reductions or revenue increases elsewhere.

## **State Update**

**Recess:** The state legislature went on recess for a week beginning at the end of March. When members reconvene on April 6<sup>th</sup>, there will be a series of legislative committee and budget deadline actions that will need to be met before June, including approval of a budget by June 15.

The Governor will release his May revise by May 15, which will include two cap and trade auctions since his budget release in January.

According to the LAO, the combined auction revenue for 2014-15 and 2015-16 will range from \$3.3 billion to \$7.7 billion, which is over twice the amount assumed in the Governor's budget. If the LAO's mid-range estimate comes true then an extra \$2 billion in Cap & Trade revenue could be available for programs in 2015-16. Based on the existing expenditure plan, 60%, or \$1.2 billion, would be allocated to the continuously appropriated programs, which include High Speed Rail, transit capital, transit operations,

and affordable housing & sustainable communities programs. The remaining \$800 million could be appropriated by the Legislature for existing or new funding programs.

**Legislation**

February 27 was the final date for bill introduction this year, and almost 3,000 separate pieces of legislation were introduced. Staff is evaluating bills and bringing recommendations for Commission consideration throughout the spring and early summer. In May, staff will bring bills related to Cap and Trade as well as addition bills related to the Alameda CTC legislative platform.

**Recommended bill positions:**

<p><a href="#">AB 194</a> <a href="#">(Frazier D)</a> High-occupancy toll lanes.</p>	<p>AB 194 would authorize Caltrans or transportation entities to seek the approval of the CTC to build and operate express lanes, or convert an existing HOV lane into an express lane. The bill would remove the limitations on the number of approved facilities and would delete the January 1, 2012, deadline for HOT lane applications. The bill would provide that each application is subject to the review and approval of the CTC. Before submitting an application to the commission, the bill would require a regional transportation agency to consult with a local transportation authority whose jurisdiction includes the facility that the regional transportation agency proposes to develop and operate pursuant to the above-described provisions.</p> <p>This bill would additionally authorize the department to apply to the commission to develop and operate HOT lanes and associated facilities pursuant to similar provisions.</p> <p>The bill allows Joint Powers Authorities, such as the Sunol JPA, to submit an application with consent of the MPO. The author has noted that the bill will be amended to increase opportunities for agencies, such as other CMAs, to expand HOV/Express Lanes. Alameda CTC's legislative program supports HOV/toll lane expansion in Alameda County and the Bay Area; therefore, staff recommends a support position on this bill.</p>	<p>Support</p>
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**Fiscal Impact:** There is no fiscal impact.

**Attachments**

- A. Alameda CTC 2015 Legislation Program

**Staff Contact**

[Tess Lengyel](#), Deputy Director of Planning and Policy

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**2015 Alameda County Transportation Commission Legislative Program**

The legislative program herein supports Alameda CTC's transportation vision below adopted in the 2012 Countywide Transportation Plan:

1111 Broadway, Suite 800, Oakland, CA 94607  
510.208.7400  
[www.AlamedaCTC.org](http://www.AlamedaCTC.org)

*"Alameda County will be served by a premier transportation system that supports a vibrant and livable Alameda County through a connected and integrated multimodal transportation system promoting sustainability, access, transit operations, public health and economic opportunities. Our vision recognizes the need to maintain and operate our existing transportation infrastructure and services while developing new investments that are targeted, effective, financially sound and supported by appropriate land uses. Mobility in Alameda County will be guided by transparent decision-making and measureable performance indicators. Our transportation system will be: Multimodal; Accessible, Affordable and Equitable for people of all ages, incomes, abilities and geographies; Integrated with land use patterns and local decision-making; Connected across the county, within and across the network of streets, highways and transit, bicycle and pedestrian routes; Reliable and Efficient; Cost Effective; Well Maintained; Safe; Supportive of a Healthy and Clean Environment."*

(adopted December 2014)

Issue	Priority	Strategy Concepts
<b>Transportation Funding</b>	Increase transportation funding	<ul style="list-style-type: none"> <li>• Support efforts to lower the two-thirds-voter threshold for voter-approved transportation measures.</li> <li>• Support increasing the buying power of the gas tax and/or increasing transportation revenues through vehicle license fees, vehicle miles traveled, or other reliable means.</li> <li>• Support efforts that protect against transportation funding diversions.</li> </ul>
	Protect and enhance voter-approved funding	<ul style="list-style-type: none"> <li>• Support legislation and increased funding from new and/or flexible funding sources to Alameda County for operating, maintaining, restoring, and improving transportation infrastructure and operations.</li> <li>• Support increases in federal, state, and regional funding to expedite delivery of Alameda CTC projects and programs.</li> <li>• Support efforts that give priority funding to voter-approved measures and oppose those that negatively affect the ability to implement voter-approved measures.</li> <li>• Support efforts that streamline financing and delivery of transportation projects and programs.</li> <li>• Support rewarding Self-Help Counties and states that provide significant transportation funding into transportation systems.</li> <li>• Seek, acquire, and implement grants to advance project and program delivery.</li> </ul>
<b>Project Delivery</b>	Advance innovative project delivery	<ul style="list-style-type: none"> <li>• Support environmental streamlining and expedited project delivery.</li> <li>• Support contracting flexibility and innovative project delivery methods.</li> <li>• Support high-occupancy vehicle/toll lane expansion in Alameda County and the Bay Area, implementation of AB 1811, and efforts that promote effective implementation.</li> <li>• Support efforts to allow local agencies to advertise, award, and administer state highway system contracts largely funded by local agencies.</li> </ul>
	Ensure cost-effective project delivery	<ul style="list-style-type: none"> <li>• Support efforts that reduce project and program implementation costs.</li> <li>• Support accelerating funding and policies to implement transportation projects that create jobs and economic growth.</li> </ul>
<b>Multimodal Transportation and Land Use</b>	Reduce barriers to the implementation of transportation and land use investments	<ul style="list-style-type: none"> <li>• Support legislation that increases flexibility and reduces technical and funding barriers to investments linking transportation, housing, and jobs.</li> <li>• Support local flexibility and decision-making on land-use for transit oriented development (TOD) and priority development areas (PDAs).</li> <li>• Support innovative financing opportunities to fund TOD and PDA implementation.</li> </ul>
	Expand multimodal systems and flexibility	<ul style="list-style-type: none"> <li>• Support policies that provide increased flexibility for transportation service delivery through innovative, flexible programs that address the needs of commuters, youth, seniors, people with disabilities and low-income people and do not create unfunded mandates.</li> <li>• Support investments in transportation for transit-dependent communities that provide enhanced access to goods, services, jobs, and education.</li> <li>• Support parity in pre-tax fringe benefits for public transit/vanpooling and parking.</li> </ul>

Issue	Priority	Strategy Concepts
<b>Climate Change</b>	Support climate change legislation to reduce greenhouse gas (GHG) emissions	<ul style="list-style-type: none"> <li>• Support funding for innovative infrastructure, operations, and programs that relieve congestion, improve air quality, reduce emissions, and support economic development.</li> <li>• Support cap-and-trade funds to implement the Bay Area's Sustainable Communities Strategy.</li> <li>• Support rewarding Self-Help Counties with cap-and-trade funds for projects and programs that are partially locally funded and reduce GHG emissions.</li> <li>• Support emerging technologies such as alternative fuels and fueling technology to reduce GHG emissions.</li> </ul>
<b>Goods Movement</b>	Expand goods movement funding and policy development	<ul style="list-style-type: none"> <li>• Support goods movement efforts that enhance the economy, local communities, and the environment, and reduce impacts.</li> <li>• Support a designated funding stream for goods movement.</li> <li>• Support goods movement policies that enhance Bay Area goods movement planning, funding, delivery, and advocacy.</li> <li>• Ensure that Bay Area transportation systems are included in and prioritized in state and federal planning and funding processes.</li> </ul>
<b>Partnerships</b>	Expand partnerships at the local, regional, state and federal levels	<ul style="list-style-type: none"> <li>• Support efforts that encourage regional cooperation and coordination to develop, promote, and fund solutions to regional transportation problems and support governmental efficiencies and cost savings in transportation.</li> <li>• Support policy development to influence transportation planning, policy, and funding at the county, regional, state, and federal levels.</li> <li>• Support efforts to maintain and expand local-, women-, minority- and small-business participation in competing for contracts.</li> </ul>



# Memorandum

10.1

1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

**DATE:** April 16, 2015

**SUBJECT:** Report on Coordination with the City of Oakland on its Prior Request for \$39.2 Million of Measure BB Funds

## Summary

The passage of Measure BB in November 2014 will result in the collection of a new countywide sales tax effective April 1, 2015. On March 26, 2015, the Alameda County Transportation Commission approved a FY 15-16 Measure BB 2-Year Allocation Plan representing the initial allocations of Measure BB funding for certain projects and programs included in the 2014 Transportation Expenditure Plan (TEP).

During the same meeting and prior to the Commission approval of the Measure BB 2-Year Allocation Plan, the Commission discussed a letter from the City of Oakland, dated March 24, 2015, (Attachment A) that was provided to the Commission at the meeting requesting approval of \$39.2 million for three projects in addition to those identified in the FY 15-16 Measure BB 2-Year Allocation Plan. A staff response letter to the City of Oakland's request was also submitted to the Commission (Attachment B).

The Commission took action directing staff to bring both letters to the Alameda County Technical Advisory Committee (ACTAC) and through the Alameda CTC Programs and Projects Committee (PPC) for discussion and a recommendation to the Commission at its April meeting.

Based upon discussions with the City of Oakland and Port of Oakland, they will follow the same process as all other projects to submit project requests in June 2015, as described in further detail below. This item is for information only.

## Discussion

Per direction of the Commission, the City of Oakland's letter and the Alameda CTC response letter were included in agendas for the April 9, 2015 ACTAC and April 13, 2015, PPC meetings for discussion/action.

On April 8, 2015, Alameda CTC met with the City of Oakland and Port of Oakland to fully discuss the funding request and project details included in the City of Oakland request letter. After a detailed discussion about the Oakland Army Base project, the 7<sup>th</sup> Street

Grade separation and the Coliseum BART area projects, both the City and Port agreed that they will be able to submit project requests within the timeframe of the Alameda CTC schedule, which includes a request for projects in June 2015.

In addition, because of the importance of the Oakland Army Base project to goods movement in Alameda County, the Bay Area and the nation, Alameda CTC will work closely with both the City and Port on their projects to facilitate development of project information that Alameda CTC needs to support project implementation over time. Funds are programmed in the 2014 TEP for the projects and Alameda CTC will receive applications this summer to identify the timing of future allocation actions. Alameda CTC will work with all project sponsors to support project development through construction.

On April 9 and 13, 2015, this information was presented to both ACTAC and the Commission's Programs and Projects Committee, respectively, and no action was taken.

**Fiscal Impact:** There is no fiscal impact.

#### **Attachments**

- A. City of Oakland Letter Requesting \$39.2 Million in Measure BB funds
- B. Alameda CTC staff response to City of Oakland letter

#### **Staff Contact**

[Tess Lengyel](#), Deputy Director of Planning and Policy

[James O'Brien](#), Project Controls Team





CITY HALL • ONE CITY HALL PLAZA • OAKLAND, CALIFORNIA 94612

Office of the Mayor  
Honorable Libby Schaaf

March 24, 2015

(510) 238-3141  
FAX (510) 238-4731  
TDD (510) 238-3254

Mr. Art Dao, PE  
Executive Director  
Alameda County Transportation Commission  
1111 Broadway, Suite 800  
Oakland, CA 94607

Dear Mr. Dao,

On behalf of the City of Oakland, we are requesting amendments to the initial allocation of Measure BB funding for projects included in the 2014 Transportation Expenditure Plan (TEP).

Specifically, Oakland requests that three changes be taken up by the Commission on Thursday, March 26. Oakland requests that Alameda CTC:

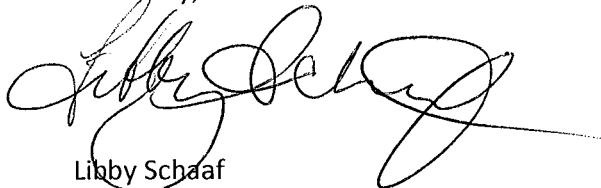
1. Add a \$1M allocation to the Port of Oakland for Scoping and PE/Environmental activities related to the 7th St. Grade Separation West;
2. Add a \$200,000 allocation for Scoping for the Coliseum BART Area project, which is named as a preliminary allocation of North County funds from the Community Development Investment BB funds; and
3. Program \$38M to the Oakland Army Base (OAB) for OAB Streets and Roadways and associated transportation infrastructure. The OAB project has a particularly urgent need for an immediate funding commitment.

Because of the urgency and the "shovel readiness" of this regionally-important goods movement project, this early commitment would be of great benefit to completing the OAB project and would provide ACTC with some very early and visible Measure BB implementation successes.

Please note that these funds need not be allocated in this fiscal year, as the funding commitment could potentially be financed and reimbursed from the cash flow of future Measure BB funding.

As background, the City and Port of Oakland have developed the attached a matrix which provides updated project phase and costs information. If you have any questions, you can contact either one of us, or work directly with Matthew Nichols, who is Mayor Schaaf's new Policy Director for Infrastructure and Transportation at (510) 238-7608.

Sincerely,



Libby Schaaf  
Mayor



Rebecca Kaplan  
Vice-Mayor

Enclosures

Cc: Matthew Nichols, City of Oakland Mayor's Office  
John L. Flores, Interim City Administrator  
Bruce Williams, City of Oakland, Senior Transportation Planner  
Douglas Cole, OAB Project Manager III  
Phil Tagami, OAB City Agent  
Chris Lytle, Port of Oakland



**Commission Chair**  
Supervisor Scott Haggerty, District 1

**Commission Vice Chair**  
Councilmember Rebecca Kaplan,  
City of Oakland

**AC Transit**  
Director Elsa Ortiz

**Alameda County**  
Supervisor Richard Valle, District 2  
Supervisor Wilma Chan, District 3  
Supervisor Nate Miley, District 4  
Supervisor Keith Carson, District 5

**BART**  
Director Thomas Blalock

**City of Alameda**  
Mayor Trish Spencer

**City of Albany**  
Vice Mayor Peter Maass

**City of Berkeley**  
Councilmember Laurie Capitelli

**City of Dublin**  
Mayor David Haubert

**City of Emeryville**  
Mayor Ruth Atkin

**City of Fremont**  
Mayor Bill Harrison

**City of Hayward**  
Mayor Barbara Halliday

**City of Livemore**  
Mayor John Marchand

**City of Newark**  
Councilmember Luis Freitas

**City of Oakland**  
Councilmember Dan Kalb

**City of Piedmont**  
Mayor Margaret Fujioka

**City of Pleasanton**  
Mayor Jerry Thorne

**City of San Leandro**  
Mayor Pauline Cutter

**City of Union City**  
Mayor Carol Dutra-Vernaci

**Executive Director**  
Arthur L. Dao

March 25, 2015

Dear Mayor Schaff and Vice Mayor Kaplan:

Thank you for your letter dated March 24, 2015, requesting Alameda CTC to take action at its March 26<sup>th</sup> Commission meeting to allocate funds for the Port of Oakland 7<sup>th</sup> Street Grade Separation (\$1 million), Coliseum BART Area project (\$200,000), and to program funding for the Oakland Army Base Streets and Roadways (\$38 million).

Alameda CTC recognizes the importance of each of these major projects for both regional and local transportation circulation, efficiency and improvements to the goods movement system and is committed to supporting delivery of these projects during the course of Measure BB implementation. The 2014 Transportation Expenditure Plan (TEP) includes \$161 million for direct Port related improvements and \$300 million for Community Investments, such as the Coliseum BART project.

Collection of the Measure BB funds begins on April 1, 2015, and availability is expected in August. The Commission has been diligently working on an expedited process to allocate funds to cities, the county and transit operators (direct local distribution funds), as well as to initiate projects in the TEP beginning this summer.

The Commission has established a project funding process that honors the accountability requirements established in the 2014 TEP. For all projects, we require critical project development information, including a well-defined implementation plan that specifies a clear scope definition (including project limits and components) of the Measure BB funded project portion within the overall project including elements funded by non-Measure BB sources. Projects must have a detailed schedule by phase and a cost/funding summary by phase which delineates the Measure BB funded portions of the project. Understanding the relationship of the Measure BB funded elements to the overall project allows the Alameda CTC to pin down the timing of the Measure BB funding

needs which is essential to managing the Measure BB Program from a financial perspective. Absent this information, the Commission does not have the basis to make funding decisions and to ensure that all projects can move forward over time. Project submissions will be requested beginning June 2015.

Alameda CTC is committed to delivering all projects in the 2014 TEP and continues to work closely with all cities, the county and transit operators to deliver projects to the public. As the first dollars of Measure BB funding are allocated for public investments this summer, Alameda CTC and its partners must perform their respective due diligence in providing clearly defined information that allows the Commission to make funding decisions on taxpayers dollars that are based on sound technical development and analysis. In addition, the Commission needs to be able to understand the full cash flow needs of all projects in the TEP.

Alameda CTC is committed to your projects and is eager to move the full suite of investments in the TEP forward. We look forward to working closely with you on project development and implementation of these important projects and seek your project implementation information in June 2015 to allow these projects to flow into future funding recommendations.

If you have any questions, please feel free to contact me at 510-208-7400.

Sincerely,



Arthur L. Dao  
Executive Director

cc: Chair Scott Haggerty, Alameda CTC Commission  
Alameda CTC Commissioners  
Matthew Nichols, City of Oakland Mayor's Office  
John L. Flores, Interim City Administrator  
Bruce Williams, City of Oakland, Senior Transportation Planner  
Douglas Cole, OAB Project Manager III  
Phil Tagami, OAB City Agent  
Chris Lytle, Port of Oakland