



Meeting Notice

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City of Union City

Mayor Carol DuTra-Vernaci

Executive Director

Arthur L. Dao

I-680 Sunol Smart Carpool Lane Joint Powers Authority

Monday, May 8, 2017, 9:30 a.m.

Location:

1111 Broadway, Suite 800
Oakland, CA 94607

Teleconference Location:

San Jose City Hall, T-1854 (Tower Side)
200 East Santa Clara St., 18th Floor
San Jose, CA 95113

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

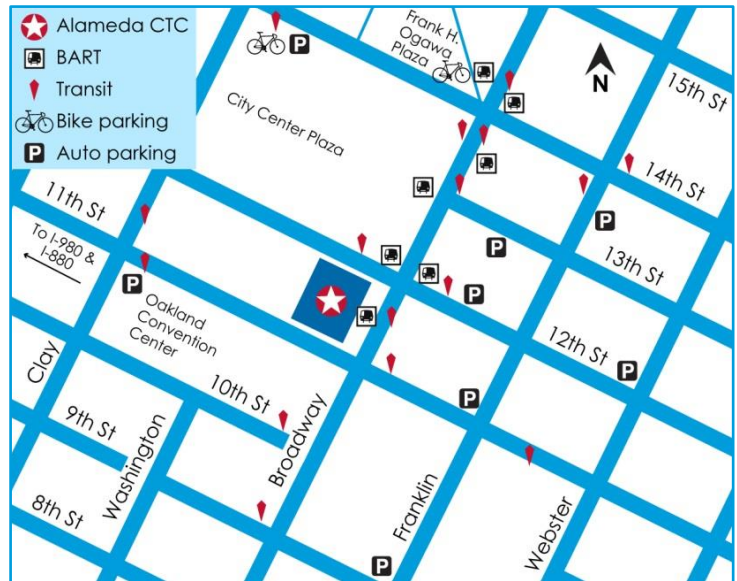
A glossary that includes frequently used acronyms is available on the Alameda CTC website at www.AlamedaCTC.org/app_pages/view/8081.

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.

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.

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.

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I-680 Sunol Smart Carpool Lane Joint Powers Authority Meeting Agenda Monday, May 8, 2017, 9:30 a.m.

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1. Pledge of Allegiance

2. Roll Call

3. Public Comment

Chair: Mayor Jerry Thorne, City of Pleasanton
Vice Chair: Lily Mei, City of Fremont
Commissioners/Members: Scott Haggerty, David Haubert, Lan Diep (Santa Clara Valley Transportation Authority)
Staff Liaison: Elizabeth Rutman
Executive Director: Arthur L. Dao
Clerk: Vanessa Lee

4. Consent Calendar

Page A/I

4.1. [Approve the April 10, 2017 I-680 Sunol Smart Carpool Lane Joint Powers Authority \(JPA\) meeting minutes.](#) 1 A

5. Regular Matters

5.1. [Approve the I-680 Sunol Smart Carpool Lane Draft Budget for FY2017-18.](#) 3 A

5.2. [Approve the Sunol Smart Carpool Lane Statement of Revenues and Expenses as of March 31, 2017.](#) 7 A

5.3. [Approve and authorize the Executive Director to execute the amended Memorandum of Understanding with members of the California Toll Operators Committee.](#) 11 A

5.4. [Status update on the operation of the I-680 Southbound Express Lane.](#) 25 I

5.5. [Monthly status update of the I-680 Northbound Express Lane Project.](#) 33 I

6. Committee Member Reports

7. Staff Reports

8. Adjournment

Next Meeting: June 12, 2017

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

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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 Diep.

Commissioner Narum was present as an alternate for Commissioner Thorne.

3. Public Comment

There were no public comments.

4. Consent Calendar

4.1. Approve the March 13, 2017 I-680 Sunol Smart Carpool Lane Joint Powers meeting minutes.

Commissioner Haggerty moved to approve the Consent Calendar. Commissioner Haubert seconded the motion. The motion passed with the following votes:

Yes: Narum, Haggerty, Haubert, Mei

No: None

Abstain: None

Absent: Diep

5. Regular Matters

5.1. Status Update on the operation of the I-680 Southbound Express Lane

Liz Rutman provided an update on the operation of the I-680 Southbound Express Lane as of February 2017. She covered average toll trip data and roadway segment speeds and corridor performance information. Liz reviewed average speeds and density, toll rates during operational hours and corridor heat maps. She concluded the update by reviewing estimated versus forecasted revenue for FY2016-17.

Commissioner Narum wanted a safety measurement analysis. Liz stated that a before and after study was done on the express lane in 2014, and there were no safety issues in the corridor. Art stated that while the I-680 JPA owns and operates the express lane, the majority of safety data belongs to the California Highway Patrol and Caltrans.

This item was for information only.

5.2. Monthly status update of the I-680 Northbound Express Lane Project.

Trinity Nguyen presented a monthly status update on the I-680 Northbound Express Lane project. She covered project implementation and reviewed key achievements as well as anticipated activities over the next three months.

Commissioner Haggerty and Commission Mei encourage the advancement of the project.

This item was for information only.

6. Committee Member Report

There were no committee member reports.

7. Staff Reports

There were no staff reports.

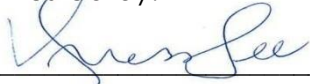
8. Adjournment/ Next Meeting

The next meeting is:

Date/Time: Monday, May 8, 2017 at 9:30a.m.

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

Attested by:



Vanessa Lee,
Clerk of the Commission



Memorandum

5.1

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

DATE: May 1, 2017

SUBJECT: I-680 Sunol Smart Carpool Lane JPA FY2017-18 Draft Budget

RECOMMENDATION: Approve the I-680 Sunol Smart Carpool Lane JPA Draft Budget for FY2017-18.

Summary

The draft Sunol Smart Carpool Lane JPA FY2017-18 budget reflects a sustainable, balanced budget utilizing toll revenues to fund total operating expenses. In keeping with recommended best practices, the draft budget accounts for a set aside of funds in the net position for future maintenance needs in order for the operations of the Sunol Smart Carpool Lane to remain sustainable. In addition, the Sunol Smart Carpool Lane JPA strives to maintain an unrestricted net position of at least one year's worth of expenses in order to mitigate risk and ensure sufficient liquidity for operations.

The draft budget contains a projected roll forward net position of \$4,323,685 from FY2016-17, which will be updated at mid-year with the actual net position from the FY2016-17 audited financial report. It also includes projected toll revenues of \$2,200,000 which is a 5 percent increase over revenues projected for FY2016-17. Unrestricted net assets rolled forward from FY2016-17 and revenues for the current fiscal year, together, provide projected available resources of \$3,933,976 for FY2017-18.

The draft FY2017-18 operating expense budget is \$2,200,000 which will be funded with current year toll revenues from the Sunol Smart Carpool Lane. This draft budget is successful in having the Sunol Smart Carpool Lane operating expenses fully funded by toll revenues projected for the current fiscal year.

At this time, no capital projects are planned for the Sunol Smart Carpool Lane for FY2017-18. Capital project budgets for an automated toll violation enforcement system to deter toll violations and provide a consistent driver experience between the I-680 and I-580 Express Lanes and continuous access on the Southbound I-680 Express Lane have been incorporated into the larger Alameda CTC I-680 Express Lane Project. If capital needs should arise throughout the fiscal year, a revision to the budget will be made identifying both the additional budget amount needed and the funding source, or sources, during the mid-year budget update process.

The projected net position balance at the end of FY2017-18 is \$4,163,753 comprised of \$1,500,000 reserved for operations and maintenance, \$1,429,777 invested in capital assets and \$1,233,976 of unrestricted assets. The reserve for operations and maintenance in net position has increased by \$500,000 in the budget for FY2017-18. This reserve is in line with best practices to ensure sustainability when maintenance and repairs are needed.

Background

All funding in the draft budget is projected to come from toll revenues projected for the current fiscal year. This demonstrates a sustainable budget for the Sunol Smart Carpool Lane JPA. Last fiscal year, FY2016-17, was the first fiscal year in which the Sunol Smart Carpool Lane JPA was successful in adopting a budget that allowed for all operating expenses to be paid with current year toll revenues, and the practice continues for the FY2017-18 budget. It will be important to continue to set aside funds for maintenance in future years in order for the operations of the Sunol Smart Carpool Lane to remain sustainable.

Fiscal Impact: The fiscal impact of approving the FY2017-18 draft budget will be to provide additional resources of \$2,200,000 and authorize operating expenses of \$2,200,000, which along with projected depreciation would reflect an overall decrease in net position of \$159,932 for a projected ending net position balance of \$4,163,753 and a projected ending unrestricted net asset balance of \$1,233,976.

Attachment

- A. I-680 Sunol Smart Carpool Lane JPA Fiscal Year 2017-18 Draft Budget

Staff Contact

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

[Seung Cho](#), Director of Budgets and Administration

**Sunol Smart Carpool Lane JPA
Fiscal Year 2017-18
Draft Budget**

5.1A

	FY 2016-17 Adopted Budget	FY 2017-18 Proposed Budget
Beginning Net Position	\$ 4,543,427	\$ 4,323,685
Operating Revenues:		
Toll Revenue	2,100,000	2,200,000
Total Operating Revenues	2,100,000	2,200,000
Operating Expenses:		
Operations and Maintenance (Consultant)	850,000	850,000
Alameda CTC Operations	300,000	300,000
Revenue Collection Fees (BATA)	300,000	300,000
Enforcement (CHP)	212,500	225,000
Express Lane Operations Technicians	-	140,000
Alameda CTC Administration	55,000	55,000
Insurance	45,000	45,000
IT Support	35,000	45,000
Utilities	25,000	30,000
Express Lane Maintenance (Caltrans)	25,000	25,000
Miscellaneous	25,000	25,000
Legal	25,000	10,000
Project Controls	150,000	-
System Manager/Operations Support	10,000	-
Public Outreach / Education	5,000	-
Contingency	37,500	150,000
Total Operating Expenses	2,100,000	2,200,000
Operating Surplus/(Deficit)	-	-
Other Expenses:		
Depreciation Expense	219,742	159,932
Capital Revenues:		
Total Capital Revenues	-	-
Capital Expenses:		
Total Capital Expenses	-	-
Projected Ending Net Position	\$ 4,323,685	\$ 4,163,753
Net Position		
Reserved for Operations & Maintenance:	1,000,000	1,500,000
Invested in Capital Assets	1,589,709	1,429,777
Unrestricted	1,733,976	1,233,976
Total Net Position	\$ 4,323,685	\$ 4,163,753

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DATE: May 1, 2017

SUBJECT: Sunol Smart Carpool Lane Statement of Revenues and Expenses as of March 31, 2017

RECOMMENDATION: Approve the Sunol Smart Carpool Lane Statement of Revenues and Expenses as of March 31, 2017

Summary

This financial report summarizes revenues and expenses related to operations of the Sunol Smart Carpool Lane for the fiscal year through March 31, 2017. Net toll and other revenue was \$1,582,744 or 0.5 percent more than projected revenues through the third quarter of FY2016-17. Expenses through the third quarter totaled \$1,332,441, or 15.4 percent less than budget, which results in an increase to net position of \$250,303. This surplus is mostly due to actual expenses coming in lower than projections. As of March 31, 2017, the Sunol Smart Carpool Lane had cash and investments totaling \$3.3 million.

Background

The Sunol Smart Carpool Lane JPA is in a strong position compared to budget after the third quarter of the fiscal year and remains sustainable. The FY2016-17 operating budget approved by the Sunol Smart Carpool Lane Board in June 2016 includes \$2.1 million of toll revenues which is offset by \$2.1 million of operating expenses resulting in no change projected to net position for the year. There was no capital budget proposed for FY2016-17. In the prior fiscal year, the capital budget included \$2.1 million of grant funding for implementation of an automated toll violation enforcement system, however, these funds were not utilized because the project work and related funding were incorporated into a larger Alameda CTC I-680 Express Lane Project. There are no capital projects planned for the Sunol Smart Carpool Lane during FY2016-17.

In July 2016, an investment account was established for the Sunol Smart Carpool Lane with the Local Agency Investment Fund as approved by the Board. This account is managed by the State of California Treasurer's Office and allows the agency to invest available resources on a short term basis to maximize return while maintaining the safety of the funds and liquidity for cash flow purposes as needs arise.

Fiscal Impact: There is no fiscal impact.

Attachment

- A. Sunol Smart Carpool Lane Statement of Operating Revenues and Expenses as of March 31, 2017

Staff Contacts

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

[Christine Lacsamana](#), Senior Accountant

SUNOL SMART CARPOOL LANE
Statement of Operating Revenues and Expenses
As of March 31, 2017

<u>OPERATING REVENUES</u>	YTD Actuals	YTD Budget	% Used	Variance
Toll Revenue	1,573,829	1,575,000	99.9%	(1,171)
Other Income	2,100	-	0.0%	2,100
Interest Income	6,815	-	0.0%	6,815
Total Operating Revenues:	<u>1,582,744</u>	<u>1,575,000</u>	100.5%	<u>7,744</u>
<u>OPERATING EXPENSES</u>				
Operations & Toll Equipment Maintenance	594,840	637,500	93.3%	42,660
Revenue Collection Fees	205,039	225,000	91.1%	19,961
CHP Enforcement	158,022	159,375	99.2%	1,353
Alameda CTC Operations	149,409	225,000	66.4%	75,591
Roadway Maintenance	5,882	18,750	31.4%	12,868
Project Management/Controls	90,061	112,500	80.1%	22,439
Marketing/Public Outreach	-	3,750	0.0%	3,750
IT Support	27,390	26,250	104.3%	(1,140)
System Manager/Operations Support	-	7,500	0.0%	7,500
Alameda CTC Administration	35,760	41,250	86.7%	5,490
Insurance	30,472	33,750	90.3%	3,278
Legal Fees	4,360	18,750	23.3%	14,390
Miscellaneous	12,026	18,750	64.1%	6,724
Utilities	19,180	18,750	102.3%	(430)
Contingency	-	28,125	0.0%	28,125
Total Operating Expenses:	<u>1,332,441</u>	<u>1,575,000</u>	84.6%	<u>242,559</u>
Operating Surplus (Deficit)	<u>250,303</u>	<u>-</u>		
<u>Net Position</u>				
Beginning of year	<u>4,543,427</u>			
Net Position as of March 31, 2017	<u><u>\$ 4,793,730</u></u>			

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DATE: May 1, 2017

SUBJECT: Approval of Amended Memorandum of Understanding with the California Toll Operators Committee

RECOMMENDATION: Approve and authorize the Executive Director to execute the amended Memorandum of Understanding with members of the California Toll Operators Committee.

Summary

The California Toll Operators Committee (CTOC) is a collaborative organization composed of California's toll facility operators/owners. CTOC is the primary resource for interoperability and coordination among tolling facilities, as well as education and advocacy regarding tolling in California. CTOC members communicate regularly on issues of interoperability, technology, operating policies, customer service, the legislative, administrative and regulatory framework for tolling, and other issues affecting tolling in California. Participation is voluntary and fosters a collaborative environment to advance tolling and associated customer service throughout the state. The Alameda County Transportation Commission (Alameda CTC) has been participating in CTOC as the managing agency for the Sunol Smart Carpool Lane Joint Powers Authority (Sunol JPA).

A Memorandum of Understanding (MOU) was adopted in 2011 by the member agencies of CTOC. The CTOC Executive Committee has proposed amendments to the CTOC MOU, outlined in Attachment A. Approval of the amended MOU will effectively assign Alameda CTC as the one Member Agency representing both Alameda CTC and Sunol JPA with full voting privileges.

There are no dues associated with CTOC membership. Staff recommends that the Commission approve and authorize the Executive Director to execute the Amended MOU with the Member Agencies of CTOC.

Background

The California Toll Operators Committee (CTOC) is a collaborative organization composed of California's toll facility operators/owners. The mission of CTOC is to promote interoperability, operational excellence, technological advancement and exemplary

customer service on California's toll facilities. The Alameda County Transportation Commission (Alameda CTC) has been participating in CTOC as the managing agency for the Sunol Smart Carpool Lane Joint Powers Authority (Sunol JPA).

The types of activities that CTOC undertakes includes but is not limited to:

- Promoting consistent agreement(s) and practices for interoperable toll processing and revenue collection;
- Reviewing and recommending changes to the requirements of Title 21 and associated law to Caltrans;
- Reviewing, making recommendations, and as necessary, initiating legislative proposals that may impact toll operations in the state. A unanimous vote of the CTOC members is required for CTOC to take a position on any legislation or administrative policy changes;
- Promoting the "FasTrak®" trademark as the state of California's symbol for electronic toll collection and interoperability;
- Examining new tolling technologies;
- Serving as a resource for toll project planning, development and operations; and
- Providing a central interface with related professional organizations such as the International Bridge Tunnel and Turnpike Association (IBTTA) and Intelligent Transportation Society of California (ITS-CA).

A Memorandum of Understanding (MOU) was adopted in 2011 by the member agencies of CTOC. The CTOC Executive Committee has proposed amendments to the CTOC MOU as outlined in Attachment A.

The Sunol JPA is a joint powers authority comprised of Alameda CTC and the Santa Clara Valley Transportation Authority (VTA). Currently Alameda CTC participates in the CTOC Executive Committee meetings as representing the Sunol JPA but is not yet a member in its own right, while VTA is a member with full voting privileges. The amendments would add Alameda CTC as a member and change the Sunol JPA member status to ex-officio. Alameda CTC would essentially represent both Alameda CTC and Sunol JPA with one vote.

Other amendments to the MOU that do not directly impact Alameda CTC include identification of Caltrans as an ex-officio member, addition of a Communications Subcommittee and Express Lanes Subcommittee, and incorporation of the Immediate Past Chairman position to provide continuity and support for the newly elected leadership.

Participation is voluntary and fosters a collaborative environment to advance tolling and associated customer service throughout the state. There are no dues associated with CTOC membership. Article III, Section C of the MOU expressly authorizes the CTOC

Executive Committee to amend the MOU by a unanimous vote of all member agencies. It is anticipated that the other member agencies will support this MOU amendment.

Staff recommends that the Commission approve and authorize the Executive Director to execute the Amended MOU with the other Members Agencies of CTOC.

Fiscal Impact: There is no fiscal impact.

Attachment

- A. Draft Amended CTOC MOU

Staff Contact

[Liz Rutman](#), Express Lane Program

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CALIFORNIA TOLL OPERATORS COMMITTEE

MEMORANDUM OF UNDERSTANDING

Records of Amendments

Original	CTOC Memorandum of Understanding	August 4, 2011
Article	Amendments	Date Adopted
II	Add Charter Member San Francisco County Transportation Authority (SFCTA)	August 27, 2014
II	Add Charter Member San Bernardino Association Governments (SANBAG)	November 18, 2014
<u>II</u>	<u>Change the name of San Bernardino Association Governments (SANBAG) to San Bernardino County Transportation Authority (SBCTA)</u>	
<u>II</u>	<u>Add Charter Member Alameda County Transportation Commission (Alameda CTC)</u>	
<u>II</u>	<u>Designate Sunol JPA as a non-voting ex-officio member of the CTOC Executive Committee</u>	
<u>II</u>	<u>Designate Caltrans as an ex-officio member of the CTOC Executive Committee</u>	
<u>III</u>	<u>Incorporate the Communications subcommittee</u>	
<u>III</u>	<u>Incorporate the Express Lanes subcommittee</u>	
<u>IV</u>	<u>Incorporate the Immediate Past Chairman position</u>	

CALIFORNIA TOLL OPERATORS COMMITTEE

MEMORANDUM OF UNDERSTANDING

This California Toll Operators Committee Memorandum of Understanding (hereinafter “MOU”) for reference purposes, dated August 4, 2011 is entered into by and among the undersigned agencies and organizations (hereinafter “Member Agencies”).

Article I - Purpose and Mission

The California Toll Operators Committee (CTOC) is a collaborative organization composed of California's toll facility operators/owners. CTOC is the primary resource for interoperability and coordination among tolling facilities, and education and advocacy regarding tolling in California. CTOC members communicate regularly on issues of interoperability, technology, operating policies, customer service, the legislative, administrative and regulatory framework for tolling, and other issues affecting tolling in California.

The mission of CTOC is to promote interoperability, operational excellence, technological advancement and exemplary customer service on California toll facilities.

The types of activities that CTOC undertakes includes but is not limited to:

- Promoting consistent agreement(s) and practices for interoperable toll processing and revenue collection;
- Reviewing and recommending to Caltrans changes to the requirements of Title 21 and associated law;
- Reviewing and making recommendations and in some cases, initiating proposed legislative changes that may impact toll operations in the state, provided that a unanimous vote of the CTOC members shall be required for CTOC to take a position on any legislation or administrative policy changes.
- Promoting the “FasTrak®” trademark as the California symbol for electronic toll collection and interoperability;
- Examining new tolling technologies.
- Serving as a resource for toll project planning, development and operations; and

CTOC may also provide a central interface with related professional organizations such as the International Bridge Tunnel and Turnpike Association (IBTTA) ~~and~~, [Alliance for Toll Interoperability \(ATI\)](#) and the [Intelligent Transportation Society of California \(ITS-CA\)](#).

Article II – Membership

CTOC membership will include the following Charter Member Agencies. These public agencies and/or private companies will be full voting members of CTOC.

- Bay Area Toll Authority/Metropolitan Transportation Commission (BATA)
- California Department of Transportation (Caltrans) - Ex-officio *
- Foothill/Eastern Transportation Corridor Agency (FETCA)/San Joaquin Hills Transportation Corridor Agency (SJHTCA)
- Golden Gate Bridge, Highway and Transportation District (GGBHTD)
- Los Angeles County Metropolitan Transportation Authority (LACMTA)
- Orange County Transportation Authority (OCTA)
- Riverside County Transportation Commission (RCTC)
- San Diego Association of Governments (SANDAG)
- Santa Clara Valley Transportation Authority (VTA)
- South Bay Expressway, LLC (SBX)
- Sunol SMART Carpool Lane Joint Powers Authority (Sunol JPA) **
- San Francisco County Transportation Authority (SFCTA)
- San Bernardino County Transportation Authority (SBCTA)
- Alameda County Transportation Commission (Alameda CTC)

* - The Caltrans designated representative shall serve as an ex-officio member of the CTOC Executive Committee in a non-voting advisory capacity.

** Sunol JPA shall have a non-voting ex officio CTOC membership.

A Member Agency can withdraw from CTOC by providing written notice to each of the Member Agencies and the Chair at least 30 days prior to the effective date of withdrawal. CTOC membership is voluntary, and its actions are only advisory to its member agencies. CTOC may not require compliance with any actions that are inconsistent with the policies and procedures and policy board actions of any Member Agency.

It is expected that over time, new public and private entities may gain legislative authority to develop and operate toll facilities and that these entities may want to and should be encouraged to

join CTOC. Such entities may petition CTOC for membership and will be admitted as voting members, based on a majority vote of the Executive Committee.

The California Highway Patrol (CHP), Department of Motor Vehicles and other state and local entities may be invited to participate in CTOC meetings to provide input to CTOC on relevant matters from time to time.

The Executive Committee may invite vendors and suppliers of tolling systems, equipment and related products and services to provide information at CTOC meetings and activities to assist with any CTOC discussions at the discretion of the Executive Committee or any subcommittee, to the extent that participation will not create conflicts of interest with pending or future activities of CTOC or its members.

Article III – Governance

CTOC shall be governed by an Executive Committee with assistance from subcommittees.

A. Executive Committee

Composition

An Executive Committee including all CTOC Member Agencies will be comprised of the Chief Executive of each Member Agency or his/her specified designee with the authority to represent the interests of the Agency. Each Chief Executive may also designate one alternate to serve in place of the specified designee.

Responsibilities

The Executive Committee shall provide overall management to the extent necessary to accomplish the Purpose and Mission of CTOC as described in Article I above.

B. Subcommittees

The following subcommittees will support the Executive Committee in carrying out the business of CTOC.

Operations, and Technical Committee

The Operations and Technical Committee will address all issues related to toll collection, roadway operations and customer services. These may include but are not limited to:

- FasTrak® operations and interoperability;
- Best practices and protocols for toll collection, signage and other operational elements;

- Researching new technologies; and
- Matters dealing with Title 21 of the California Code of Regulations such as
 - Implementing established file exchange protocols and proposing revisions as necessary;
 - Developing test procedures for exchange of files from new members as well as procedures for testing changes in technology or protocol; and
 - Establishing validation procedures for Title-21 equipment suppliers;

Legislative Committee

The Legislative Committee will identify, discuss and provide input to the Executive Committee related to proposed legislative or administrative law changes that impact tolling operations and provide analysis and education on legislative changes that would benefit the Agencies and toll facility users.

Express Lanes Committee

The Express Lanes Committee will address and advise the CTOC Executive Committee on issues related to express lanes involving toll collection, roadway operations and customer services.

Communications Committee

The Communications Committee will address and advise the CTOC Executive Committee on issues related to communications strategies for promoting interoperability and best practices in customer education among the CTOC Agencies.

Each subcommittee will have a Chair, who will be a representative of a Member Agency. The subcommittee Chair will be appointed by the Chair of the Executive Committee and confirmed by a majority vote of the Executive Committee. Each subcommittee will develop annual work programs/objectives for review and approval by the Executive Committee. The Executive Committee may also establish additional subcommittees or ad hoc working groups to address specific issues.

C. Termination and Amendment

This Agreement may be terminated either (1) upon agreement of all Member Agencies; or (2) upon withdrawal of all but one Member Agency. This Agreement may be amended by unanimous vote of all Member Agencies.

Article IV – Conduct of Business

A. Meetings

The Executive Committee will meet no less than twice a year, and as necessary to carry out the activities detailed in this MOU. Subcommittees will meet no less than twice a year.

B. Voting

Actions to advocate or oppose a legislative change, impose a cost or recommend a substantial change in operational policies or procedures to a CTOC member(s) shall require a unanimous vote of the CTOC Executive Committee. For other actions of the Executive Committee, such as election of officers as indicated below, a majority of the votes cast by the present voting members of the Executive Committee is required. If a Member Agency by its own policies or rules is required to internally approve any action of the Executive Committee, final implementation of any such action of the Executive Committee shall be dependent upon internal approvals of the particular agency(ies).

Each voting Member Agency shall have one vote. A simple majority of the voting members of the Executive Committee constitutes a quorum of the Executive Committee.

A majority vote shall mean a simple majority of the quorum present. When any action requires a unanimous vote of all Member Agencies, members who will be absent from the meeting may vote by way of a written correspondence delivered to the Chair of the Executive Committee. Abstentions are counted as non-votes.

By majority vote, the Executive Committee can add or dissolve subcommittees.

C. Election of Officers

By majority vote, the Executive Committee will elect one of its members to serve as Chair of the Committee for a term of two years. The two-year term will begin upon election.

By majority vote, the Executive Committee will elect one of its members to serve as Vice Chair of the Committee for a term of two years. The two-year term will generally be concurrent with the term of the Chair, subject to the discretion of the Executive Committee. In the event the office of the Chair is vacant, absent from a meeting, or the Chair is unable to perform the duties of Chair, the Vice Chair will perform the duties until the Chair is able to perform them or the Committee by majority vote elects a new Chair.

The Chair and Vice Chair must be from agencies/organizations that are voting members of CTOC. The intent is that the Chair and Vice Chair offices will be rotated among the voting Member Agencies.

By majority vote, the Executive Committee may extend the terms of the Chair and/or Vice Chair beyond two years for a specified period, not to exceed two years per extension. In the event the Committee fails to elect a Chair, the sitting Chair will remain in office until a successor is elected.

The Immediate Past Chair serves on the CTOC Executive Committee and provides continuity and support to the Chair, Vice-Chair and Executive Committee. The Immediate Past Chair shall serve as an advisory member of the CTOC Executive Committee in a non-voting capacity and may receive special assignments as determined by the Chair.

D. CTOC Website

CTOC will establish and maintain a website. The website may contain official CTOC documents, and other information as directed and approved by the Executive Committee.

E. Staffing

The Executive Committee Chair will appoint a staff member or other designee from their agency to perform duties in support of CTOC. The Member Agency represented by the Executive Committee Chair may be responsible for funding minor items in support of the administration of CTOC during his/her term. Duties of the staff support for CTOC would include:

- Coordinating meetings and taking Executive Committee meeting minutes; ensuring that subcommittee minutes are taken and submitted.
- Supporting CTOC officers and committees.
- Maintaining content on the CTOC website, inclusive of posting agendas, meeting notes and other documents as appropriate.

F. Funding

By unanimous agreement of the Member Agencies, a membership fee at an amount to be determined by Executive Committee to cover basic administrative expenses and additional shared expenses for special projects may be instituted. To the extent any such fee is instituted, the Executive Committee shall establish a budget and the level of Member Agency contribution which shall be approved by a majority vote of the Executive Committee. The financial records of CTOC shall be made available to any Member Agency for review and audit purposes. In the event of termination of this MOU, any funds remaining after payment of all CTOC obligations shall be distributed among those Member Agencies that are parties to the MOU at the time of termination.

G. No Liability

Nothing in the provision of this MOU is intended to create or imply duties or obligations to, or create or imply rights extending to or for the benefit of third parties not parties to this MOU and / or affect the legal liability of any party to this MOU by imposing any standard of care with respect to the operation of Member Agencies' toll facilities.

H. No Partnership

Neither this MOU nor the exercise of any activity described hereunder shall evidence or establish, or be construed as evidencing or establishing, any partnership, joint venture or similar relationship between the Member Agencies, or any of them.

IN WITNESS WHEREOF, the parties have executed this MOU as of the date first written above. This agreement may be signed in counterparts by the respective Member Agencies.

Member Agency	Signature	Date
Bay Area Toll Authority/Metropolitan Transportation Commission (BATA)		
California Department of Transportation (Caltrans)		
Foothill/Eastern Transportation Corridor Agency (FETCA)/ San Joaquin Hills Transportation Corridor Agency (SJHTCA)		
Golden Gate Bridge, Highway and Transportation District (GGBHTD)		
Los Angeles County Metropolitan Transportation Authority (LACMTA)		
Orange County Transportation Authority (OCTA)		
Riverside County Transportation Commission (RCTC)		
San Diego Association of Governments SANDAG)		
Santa Clara Valley Transportation Authority (VTA)		
South Bay Expressway, LLC (SBX)		
Sunol SMART Carpool Lane Joint Powers Authority (Sunol JPA)		

At the August 27 and November 18, 2014 meetings of the CTOC Executive Committee, per Article II of this MOU, the following Agencies were admitted as voting members of CTOC:

Member Agency	Signature	Date
San Francisco County Transportation Authority (SFCTA)		
San Bernardino Associated Governments — <u>(SANBAG) County Transportation Authority</u>		
<u>Alameda County Transportation Commission (Alameda CTC)</u>		

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Memorandum

5.4

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

DATE: May 1, 2017

SUBJECT: I-680 Sunol Southbound Express Lane (PN 1408.000): Monthly Operations Update

RECOMMENDATION: Receive a status update on the operation of the I-680 Southbound Express Lane

Summary

The purpose of this item is to provide the I-680 Sunol Smart Carpool Lane Joint Powers Authority ("Sunol JPA") with a Monthly Operation Update of the existing I-680 Southbound Express Lane facility for March 2017. See Attachment A for express lane operation limits.

The March 2017 operations report indicates that the express lane facility continues to provide travel time savings and travel reliability along the corridor. Express lane users experienced average speeds up to 16 mph higher than the general purposes lanes and lesser average lane densities than the general purpose lanes during the morning commute hours.

Background

The I-680 Sunol Southbound Express Lane spans approximately 14 miles from SR 84 near Pleasanton to SR 237 in the City of Milpitas. See Attachment A for express lane operation limits. Motorists using the express lane benefit from travel time savings and travel reliability as the express lane optimizes the corridor capacity by providing a new choice to drivers. Single occupancy vehicles (SOVs) have the option to pay a toll and travel within the express lane, while carpool, clean-air vehicles, motorcycles, and transit vehicles enjoy the benefits of toll-free travel in the express lane. The Alameda CTC, acting as the managing agency for the Sunol JPA, has been operating the express lane facility since it opened to traffic in September 2010.

An All Electronic Toll (AET) collection method has been employed to collect tolls. Toll rates are calculated based on real-time traffic conditions (speed and volume) in express and general purposes lanes and can change as frequently as every three minutes. California Highway Patrol (CHP) officers provide enforcement services and the California Department of Transportation (Caltrans) provides roadway maintenance services through reimbursable service agreements.

March 2017 Operations Update: Over 90,000 express lane toll trips with FasTrak® toll tags were recorded during operational hours in March. Along with the HOV-eligible users, these express lane users generally experience higher speeds and lesser lane densities than the general purpose lanes. Lane density is measured by the number of vehicles per mile per lane and reported as Level of Service (LOS). LOS is a measure of freeway performance based on vehicle maneuverability and driver comfort levels, graded on a scale of A (best) through F (worst).

Table 1 summarizes the speed differentials and LOS at three segments during the morning commute hours in March.

Table 1. Speed Differentials and Level of Service for March 2017
Morning Commute (5 AM – 11 AM)

Express Lane Segment	Speed Differential Range (mph)	Average Speed Differential (mph)	Average Express Lane LOS	Average General Purpose Lane LOS
North (Andrade Rd to Washington Blvd)	7 – 12	10	B	C
Central (Washington Blvd to SR 262)	11 – 16	12	B	C
South (SR 262 to Calaveras Rd)	8 – 11	10	A	A

Attachment B presents the speed and density heat maps for the I-680 corridor during operational hours for the six-month period from October 2016 – March 2017. These heat maps are a graphical representation of the overall performance of the express lane corridor, showing the average speeds and densities along the corridor throughout the day for both the express and general purpose lanes, and are used to evaluate whether the express lane is meeting both federal and state performance standards. From October through March, the average speeds in the express lane ranged from 55 to 70 mph during the morning commute hours (5 am to 11 am) with lower speeds occurring between Andrade Road and Sheridan Road; average speeds throughout the rest of the day exceeded 70 mph. The express lane operated at LOS C or better at all times, with LOS C occurring during the morning commute hours between Andrade Road and Sheridan Road, and for a short period of time between SR 238 and AutoMall Parkway. By comparison, the general purpose lanes experienced average speeds as low as 40 mph and LOS D for much longer periods of time throughout a greater portion of the corridor.

Table 2 presents the maximum posted toll rates to travel the entire southbound express lane corridor and the average toll assessed to non-HOV users. Toll rates are dynamically adjusted based on congestion in the corridor; higher toll rates are typically observed during mid-week commute hours; lower rates are typically observed on Fridays.

Table 2. Toll Rate Data for March 2017

Month	Maximum Posted Toll (Travel Entire Corridor)	Average Assessed Toll (All Trips)
March	\$9.00	\$2.14

The forecasted revenue is approximately 10 percent higher than the average of the three prior years of operations. The estimated gross revenue generated from the I-680 express lanes in fiscal year 2016/17 is \$1.57 million, which is nearly 3 percent higher than was forecasted.

Fiscal Impact: There is no fiscal impact.

Attachments

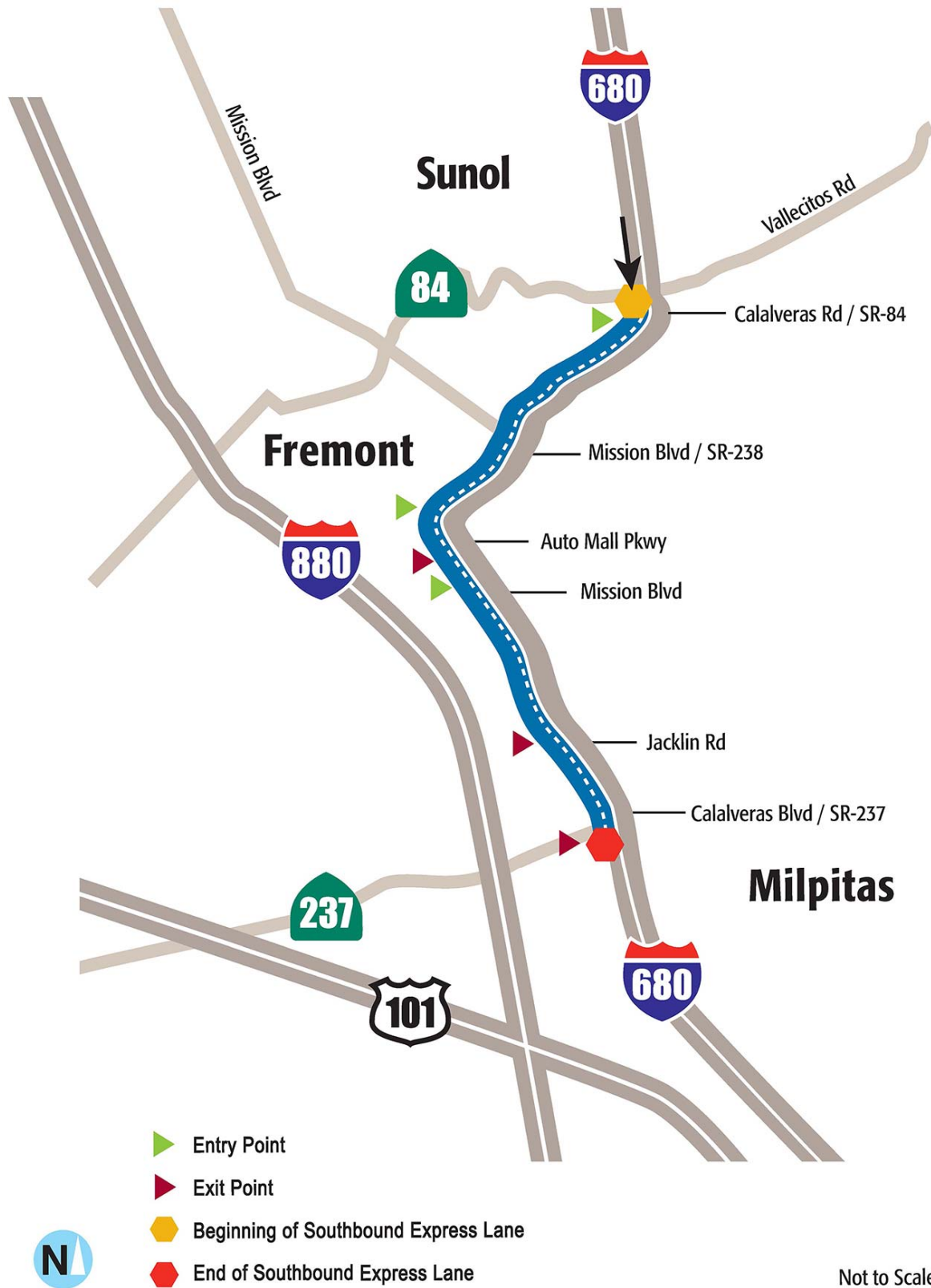
- A. I-680 Southbound Express Lane Location Map
- B. I-680 Southbound Corridor Heat Maps October 2016 – March 2017

Staff Contact

[Liz Rutman](#), Express Lanes Operations and Maintenance Manager

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Sunol I-680 Southbound Express Lane Location Map



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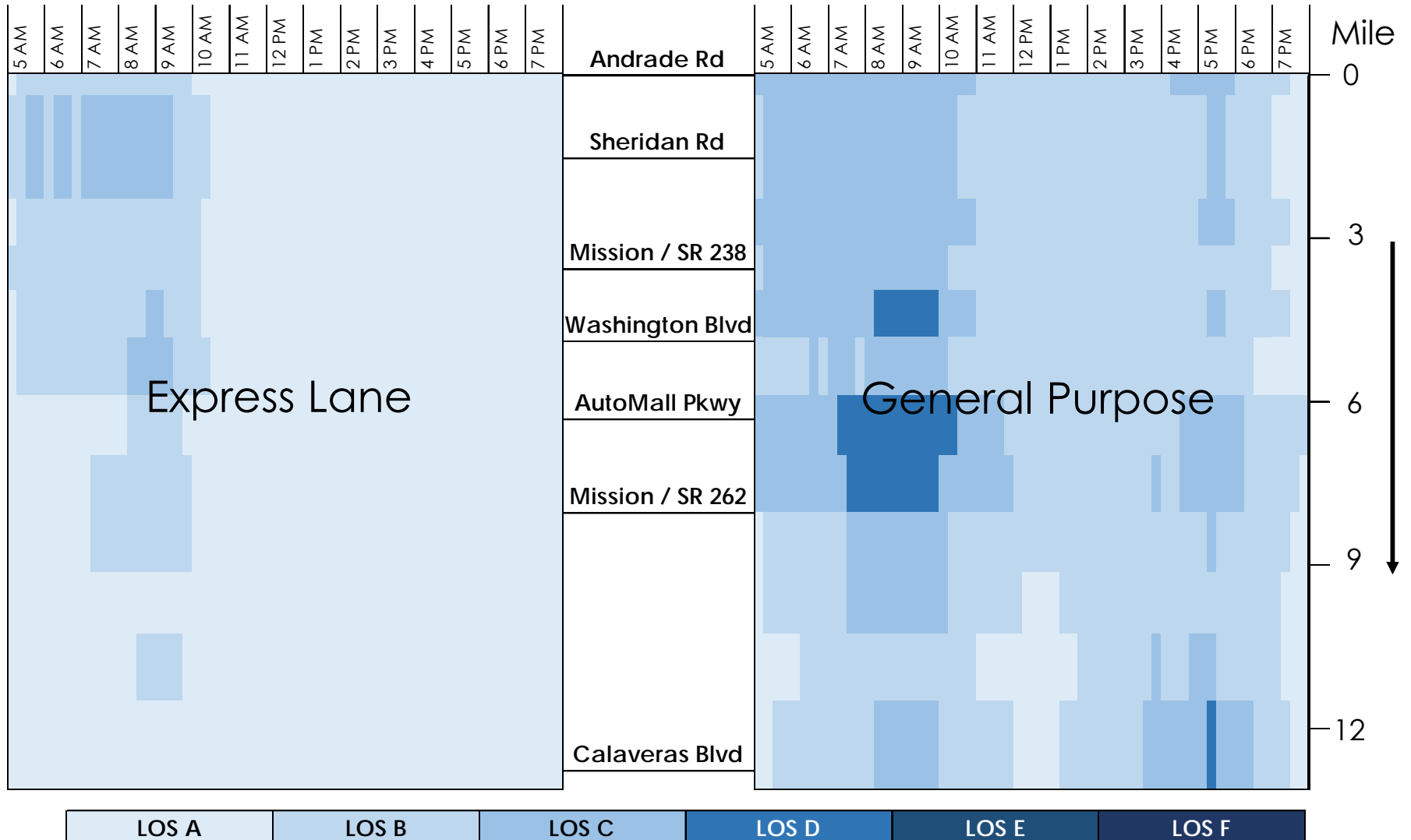
Average Speed Heat Map

Monday-Friday, October 2016 – March 2017 (Feb 1-19 unavailable)



Average Density Heat Map

Monday-Friday, October 2016 – March 2017 (Feb 1-19 unavailable)





Memorandum

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PH: (510) 208-7400

www.AlamedaCTC.org

DATE: May 1, 2017

SUBJECT: I-680 Northbound Express Lane (PN 1369.000): Monthly Status Update

RECOMMENDATION: Monthly status update of the I-680 Northbound Express Lane project.

Summary

The I-680 Northbound 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 High Occupancy Vehicle (HOV)/Express Lane in the corridor. The project will be implemented with a phased approach focused on providing immediate operational benefits within current projected funding availability. The I-680 Northbound Express Lane - Phase 1 (Phase 1) project, will provide an initial 9-mile HOV/Express Lane segment on northbound I-680 between south of Auto Mall Parkway and SR 84. The purpose of this item is to provide the Commission with a monthly status update on the project development and implementation activities which are either completed or planned for the Phase 1 project.

Background

The I-680 Northbound Express Lane project will widen I-680 from SR 237 in Santa Clara County to SR 84 in Alameda County to construct a 14-mile long northbound HOV/Express Lane in the corridor. The project will provide a number of benefits including: 1) enhanced mobility by reducing traffic congestion; 2) reduced travel time and improved travel reliability; and 3) reduced congestion related accidents, thereby enhancing safety. The Express Lane facility will maximize available HOV lane capacity by offering solo drivers the choice to pay an electronic toll to access the lane, while regular carpool/carpool eligible users continue to use the lane at no cost.

Currently, there is heavy afternoon congestion on I-680 Northbound from Scotts Creek Boulevard to Andrade Road. Traffic studies have confirmed that it is caused by two bottleneck locations affecting northbound I-680 between SR 237 and SR 84 during weekday evening commutes between 2pm and 7pm. The bottlenecks occur near Washington Boulevard and at the lane drop at the truck scales (located between Sheridan Road and Andrade Road). The Phase 1 project will provide an initial 9-mile segment of new HOV/Express Lane from south of Auto Mall Parkway to SR 84 to eliminate the bottlenecks and alleviate much of the daily traffic congestion.

The Project Approval and Environmental Document (PA&ED) for the overall project was completed in July 2015. In December 2015, WMH Corporation was selected to prepare the civil design. In June 2016, Kapsch TrafficCom Transportation NA, Inc. was selected to provide Toll System Integration Services. The following is a detailed discussion of work in progress and/or upcoming major tasks.

Project Implementation Approach

Alameda CTC, in partnership with Caltrans, is the implementing agency for preliminary engineering, environmental studies, design, right-of-way acquisition, and utility relocation. For the construction phase, Alameda CTC is the project sponsor and Caltrans is the implementing agency that will administer the construction of the Phase 1 project.

The approved Environmental Document and Project Report (PA&ED documents) included studies and analysis for construction of both the full project limits (SR 237 to SR 84) and an initial segment (south of Auto Mall Parkway to SR 84). The initial segment (Phase 1 project) is focused on providing immediate operational benefits within currently available funding. During development of the Phase 1 project, staff identified and implemented several geometric refinements to reduce costs and minimize environmental impacts.

To provide consistency in the tolling access configuration between I-680 northbound (NB) and southbound (SB) express lanes, the existing SB controlled access tolling configuration is being converted to an open access configuration. The I-680 SB tolling access conversion work is being incorporated into the Phase 1 project. In the interest of expediting important improvements for the public, Alameda CTC and Caltrans have agreed to incorporate a pavement rehabilitation project into the Phase 1 project.

Project activities already completed and anticipated over the next three months:

- Preliminary tolling zone configuration and associated signing locations determined. Continue to finalize configuration of tolling facility (on-going).
- Continue preliminary toll system design and coordinate with civil design for construction staging/sequencing (on-going).
- Continue to coordinate with PG&E, AT&T and Comcast regarding power and communication service connection needs (on-going).
- Submit Final Plans, Specification & Estimate (PS&E) package for Caltrans review and approval (May 2017).
- Complete final civil design (May 2017).
- Work with the Consultant design team and Caltrans to complete activities necessary to secure permits/agreements required for Ready to List (RTL) milestone (June 2017)
 - Final Lake or Streambed Alteration Agreement received from the California Department Fish & Wildlife –completed February 2017.
 - The species mitigation agreement with the Ohlone West Conservation Bank– completed March 2017.
 - Approval for a License Agreement for a temporary construction agreement from the San Francisco Public Utility Commission is underway.

- Obtain approval of Incidental Take Permit (ITP).
- Find an off-site planting site for riparian trees.
- Six of the eight parcels needed have been acquired. For the remaining parcels, the Resolution of Necessity (RON) has been achieved and the order of possession is pending on one parcel and for the other parcel, a RON hearing is scheduled for action by the California Transportation Commission (CTC) in June.
 - Execute cooperative agreement with Caltrans for construction phase.
- Initiate advanced tree removal contract (May 2017)
- Contractor's Outreach conducted on March 15, 2017 and additional efforts planned (June 2017)

The Phase 1 schedule is as follows:

Complete Final Design (PS&E)	May 2017
Ready To List (RTL)	June 2017
CTC Vote SHOPP funds	June 2017
Construction contract advertisement	July 2017
Construction	late 2017 - late 2019
Toll System Installation	mid 2019- late 2019
Testing	late 2019/early 2020
Express Lane opening	late 2019/early 2020

Fiscal Impact: There is no fiscal impact.

Staff Contact

[Trinity Nguyen](#), Director of Project Delivery

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