



Meeting Notice

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

Commission Chair
Councilmember At-Large,
Rebecca Kaplan, City of Oakland

Commission Vice Chair
Supervisor Richard Valle, District 2

AC Transit
Director Elsa Ortiz

Alameda County
Supervisor Scott Haggerty, District 1
Supervisor Wilma Chan, District 3
Supervisor Nate Miley, District 4
Supervisor Keith Carson, District 5

BART
Director Rebecca Saltzman

City of Alameda
Mayor Trish Spencer

City of Albany
Mayor Peter Maass

City of Berkeley
Councilmember Kriss Worthington

City of Dublin
Mayor David Haubert

City of Emeryville
Vice Mayor John Bauters

City of Fremont
Mayor Lily Mei

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 Jeff Wieler

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

Programs and Projects Committee

Monday, May 8, 2017, 12:15 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.

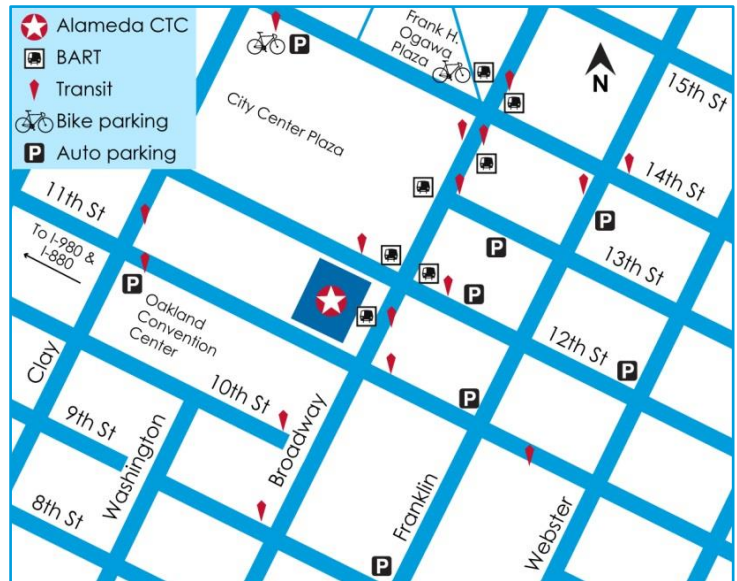
Glossary of Acronyms

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

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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Programs and Projects Committee Meeting Agenda Monday, May 8, 2017, 12:15 a.m.

1111 Broadway, Suite 800, Oakland, CA 94607

510.208.7400

www.AlamedaCTC.org

Chair: Mayor Carol Dutra-Vernaci, Union City
Vice Chair: Mayor Pauline Cutter, City of San Leandro
Commissioners: : John Bauters, Luis Freitas, Scott Haggerty, Dan Kalb, Peter Maass, Nate Miley
Ex-Officio Members: Rebecca Kaplan, Richard Valle
Staff Liaison: Trinity Nguyen
Executive Director: Arthur L. Dao
Clerk: Vanessa Lee

1. Pledge of Allegiance

2. Roll Call

3. Public Comment

4. Consent Calendar

Page A/I

4.1. [Approve the April 10, 2017 PPC meeting minutes.](#)

1 A

5. Programs and Projects

5.1. [Receive an update on the South County Named Capital Projects and Programs delivery and Programming strategy](#)

5 I

5.2. [Authorize the Executive Director to execute the Amended Memorandum of Understanding with other members of the California Toll Operators Committee.](#)

13 A

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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Programs and Projects Committee
Meeting Minutes
Monday, April 10, 2017, 12:15 p.m.

4.1

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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 Miley.

Subsequent to the roll call

Commissioner Miley arrived during item 5.1.

3. Public Comment

There were no public comments.

4. Consent Calendar

4.1. Approval of the March 13, 2017 Meeting Minutes

Commissioner Freitas moved to approve the Consent Calendar. Commissioner Bauters seconded the motion. The motion passed with the following vote:

Yes: Dutra-Vernaci, Cutter, Bauters, Freitas, Haggerty, Kalb, Maass, Valle, Kaplan
No: None
Abstain: None
Absent: Miley

5. Programs and Projects

5.1. Approve the Draft 2018 Comprehensive Investment Plan; Approve Execution of Funding Agreements and/or Cooperative Agreements with Sponsors and Project Partners, Initiation of Contract Procurement to obtain necessary professional services and construction contracts to advance Projects and Programs that are directly managed by Alameda CTC, and Encumbrances for Costs Incurred Directly by the Alameda CTC.

Vivek Bhat recommended that the Commission approve the Draft 2018 Comprehensive Investment Plan (CIP) and authorize the Execution of Funding Agreements and/or Cooperative Agreements with Sponsors and Project Partners, Initiation of Contract Procurement to obtain necessary professional services and construction contracts to advance Projects and Programs that are directly managed by Alameda CTC, and Encumbrances for Costs Incurred Directly by the Alameda CTC. Vivek provided a brief overview of the CIP development process and stated that the Draft 2018 CIP includes a total programming recommendation of approximately \$405 million over the five-year CIP window; of which \$261 million is recommended for allocation in fiscal years 2017-18 and/or 2018-19.

There was a public comment on this item by Jill Ratner of the Ditching Dirty Diesel Collaborative regarding the allocation for goods movement emissions programs in the CIP.

Commissioner Kaplan asked if this list was in addition to the projects that were previously approved. Vivek confirmed that the list of projects included in the attachment to the staff report were in addition to the previous projects approved in the plan.

Commissioner Maass wanted to know how the criteria was set for picking projects to be included in the plan. Vivek stated that staff used the Commission approved evaluation criteria adopted in January 2015 and also applied fund specific criteria for federal and regional funds such as the OBAG program and the TFCA program. Art stated that the criteria would be brought back to the Commission during the 2020 CIP programming process.

Commissioner Cutter wanted more information on the Bayfair BART connection project as listed in the report. Art stated that the project is a named project in the expenditure plan and the allocation would allow BART to conduct environmental analysis and subsequently start the project.

Commissioner Kalb wanted to know if the criteria for selecting projects included set percentages for each mode. Art stated that there is no specific percentage of funding set per mode; however, the goal is to have a multi-modal plan.

Commissioner Dutra-Vernaci stated that the CIP has no additional allocation for the East West Connector project. The City of Union City opposed the item at ACTAC and would oppose the item today as well.

Commissioner Kaplan moved to approve this item. Commissioner Bauters seconded the motion. Commissioner Dutra-Vernaci opposed the motion. The motion passed with the following vote:

Yes: Dutra-Vernaci, Cutter, Bauters, Freitas, Haggerty, Kalb, Maass, Valle, Kaplan

No: None

Abstain: None

Absent: None

5.2. Alameda CTC's Measure B, Measure BB and Vehicle Registration Fee Programs Update

John Nguyen presented an update on the Measure B, Measure BB and the VRF program. He stated that Alameda CTC distributes Measure B/BB/VRF funds through two categorical types: Direct Local Distributions (DLDs) - Monthly formula allocations distributed to eligible local jurisdictions and transit agencies and; reimbursements -

payments made on a reimbursement basis after work is performed; i.e. capital projects and discretionary funded improvements. He reviewed DLD funding distributions and expenditures and stated that as of the start of FY2016-17, there was a collective fund balance of approximately \$86.2 million in DLD funds across all DLD recipients – \$42.3 million in Measure B, \$34.3 million in Measure BB, and \$9.6 million in VRF funds. Art Dao concluded the presentation by reviewing the local distributions fund balances and encouraged the members to partner with staff to leverage these unspent funds through the CIP process to deliver projects.

This item was for information only.

5.3. Measure BB Capital Project Delivery Plan Update

Trinity Nguyen provided an update on the Measure BB Capital Project Delivery Plan. She presented a summary level overview of the projects to be delivered with Measure BB capital funds, including those to be implemented by Alameda CTC (PM projects) and those implemented by others (PMO projects). She detailed Program Strategies that have been identified for further evaluation to ensure Alameda CTC's growing Capital Program is effectively and consistently administered. She emphasized the importance of achieving environmental clearance in the overall project delivery process and followed with a status of the six projects that have begun the process to obtain environmental clearance.

Commissioner Miley wanted to ensure that the County was listed as a stakeholder for the Route 84- Pigeon Pass Project since it was not listed in the presentation. Trinity confirmed that the County was a stakeholder in the project.

Commissioner Miley asked why there was no Memorandum of Understanding between all the jurisdictions for the East Bay Greenway project. Art stated that agreement has not been reached among all jurisdictions. Policy issues regarding operations and maintenance will be part of the more detailed project presentation that staff will present in July.

Commissioner Valle asked if the Hayward Area Recreation and Park District (HARD) was a stakeholder. Chwen Siripocanont stated that HARD is a project stakeholder and that a meeting is planned in the near future. Commissioner Valle also wanted to know how far the East Bay Greenway project would go; specifically, its proximity to Tennyson High School. Chwen stated that the alignment is not yet finalized. The approach is to obtain the environmental clearance for a wider footprint to allow for design variations depending upon the ability to obtain UPRR right of way. The specific alignment will be determined with stakeholder input. The detailed project presentation in July will address these issues.

This item was for information only.

6. Staff Reports

There were no staff reports.

7. Committee Reports

There were no committee member reports.

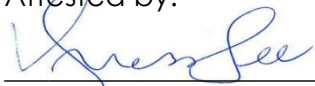
8. Adjournment/ Next Meeting

The next meeting is:

Date/Time: Monday, May 8, 2017 @12:15 p.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

• 510.208.7400

• www.AlamedaCTC.org

DATE: May 1, 2017

SUBJECT: South County Named Capital Projects and Programs Delivery and Programming Strategy

RECOMMENDATION: Receive an update on the South County Named Capital Projects and Programs Delivery and Programming Strategy for investments authorized by the 1986 Measure B, 2000 Measure B and 2014 Measure BB.

Summary

Alameda CTC is responsible for the programming and allocation of funds from each of the three voter approved sales tax measures from 1986, 2000, and 2014. The following active named capital projects and programs from Measure B and Measure BB are wholly contained within the geographical boundary of the South County which includes the cities of Fremont, Newark, and Union City:

1. I-880 to Mission Blvd. East-West Connector (1986 Measure B)
2. Dumbarton Corridor Improvements (2000 Measure B)
3. Irvington BART Station (2014 Measure BB)
4. Union City Intermodal Station (2014 Measure BB)
5. Dumbarton Corridor Area Transportation Improvements (2014 Measure BB)

To facilitate the programming of funds and the delivery of these significant investments, including addressing identified funding shortfalls for named capital projects and identifying project funding priorities, Alameda CTC has engaged in discussions with the South County jurisdictions to identify a forum to address project and programming issues specific to the Southern region. Alameda CTC staff is proposing the formation of a Tri-City Technical Advisory Committee (Tri-City TAC) with representation from Alameda CTC, the cities of Fremont, Newark, and Union City to address this important task. The objective of the Tri-City TAC would be to determine process and/or principles to (1) Discuss and identify funding options for named capital projects as may be required and (2) Identify and prioritize projects within the Dumbarton Corridor Area.

The recommendations of the Tri-City TAC will be an input into the Alameda CTC's Comprehensive Investment Plan (CIP) programming process.

Discussion

Alameda CTC is responsible for the programming and allocation of funds from each of the three sales tax measures from 1986, 2000, and 2014 subject to the requirements of each of the approved measures. There are currently five active named capital projects and programs wholly contained within the South County jurisdictions of Fremont, Newark, and Union City:

I-880 to Mission Blvd. East-West Connector (Implementing Agency: Alameda CTC)

Connecting the cities of Fremont and Union City, this 1986 Measure B project will construct an improved east-west connection between I-880 and Route 238 (Mission Boulevard) and is a combination of new roadways, improvements to existing roadways and improvements to intersections along Decoto Road, Fremont Boulevard, Paseo Padre Parkway, Alvarado-Niles Road and Route 238 (Mission Boulevard). This critical roadway with transit and multimodal links will also provide direct access to the Union City Intermodal (BART) transit oriented development district.

Alameda CTC is leading the project implementation efforts in cooperation with the cities of Fremont and Union City. The project Final Environmental Impact Report (EIR) was approved in 2009; however, due to insufficient construction funding, design efforts were halted in late 2011. With the successful passage of Measure BB in November 2014, work was initiated on critical path work activities including Right of Way acquisition, UPPR and BART grade separated designs, and mitigation of environmental impacts in order to competitively position the project for full funding. A comprehensive review of project cost, risks, and schedule has been completed and a shortfall of \$210 million has been identified. See Attachment A for full project details.

Dumbarton Corridor Improvements:

This 2000 Measure B project is comprised of improvements intended to relieve congestion and promote transit usage in the Dumbarton Bridge corridor with a total of \$19.367 million in Measure B funds. Two subprojects have received allocations:

Dumbarton Rail Corridor Project (Implementing Agency: San Mateo County Transportation Authority)- The project involves a rail connection from the Caltrain corridor on the San Francisco Peninsula to the Union City Intermodal Station, including upgrading the Dumbarton Rail Bridge, and/or providing other commuter improvements to relieve congestion in the Dumbarton Bridge Corridor. Due to a significant funding shortfall of about \$400 million, publication of the Draft Environmental Document (EIS/EIR) was delayed indefinitely.

Central Avenue Overpass Project (Implementing Agency: City of Newark)- Central Avenue provides a critical east-west route through the City of Newark and also serves as a bypass for regional traffic using Route 84 and Interstate 880 to traverse the Dumbarton Bridge corridor. The Central Avenue Overpass project will eliminate a significant impediment to the flow of traffic through the project area and relieve

congestion in the corridor by constructing a four lane grade separation structure (bridge overpass including sidewalks and bicycle lanes) at the railroad crossing on Central Avenue between Sycamore Street and Morton Avenue. Improvements are designed to relieve traffic congestion within the Dumbarton Corridor, provide enhanced vehicle, bicycle and pedestrian safety, improve emergency response times and eliminate potential at grade accidents. In addition, the overpass will enhance circulation and promote transit use to the City of Newark's planned transit oriented center.

The project is currently in the design phase. A shortfall of \$16 million has been identified due to railroad right of way impacts.

Irvington BART Station (Implementing Agency: City of Fremont)

The project proposes to construct a new BART station located halfway between the Fremont Station in central Fremont and the Warm Springs/South Fremont Station in the Warm Springs district. The station will be located at the southwest corner of Washington Boulevard and Osgood Road.

The project is currently in the environmental phase working towards updating the current project-level clearance that was last approved in 2006. \$120 million of Measure BB funding has been earmarked for the project in the 2014 Measure BB Transportation Expenditure Plan (TEP). The total project estimate is \$135 million, leaving a shortfall of \$15 million.

Union City Intermodal Station (Implementing Agency: City of Union City)

This 2014 Measure BB project proposes the development of a new intermodal station in Union City to serve BART, Dumbarton Corridor services, Capitol Corridor, ACE and local and regional bus passengers. The project involves the construction of a two-sided rail station and bus transit facility, accessible to a 30-acre transit oriented development site. Improvements will be made to pedestrian and bicycle access, BART parking, elevators, fare gates and other passenger amenities. A total of \$75 million of Measure BB funds has been earmarked for the project in the 2014 Measure BB TEP.

Dumbarton Corridor Area Transportation Improvements Program

The 2014 Transportation Expenditure Plan (TEP) identifies \$120 million to support:

- Projects that support express bus services in the Dumbarton Corridor connecting southern Alameda County and the Peninsula
- Projects that support transit oriented development and priority development areas and that improve local streets and bicycle and pedestrian infrastructure within the Cities of Fremont, Newark, and Union City.

The Dumbarton Corridor links Alameda County to Southern San Mateo and Northern Santa Clara Counties and also provides local circulation within the South County jurisdictions of Fremont, Newark, and Union City. In Alameda County, the corridor

generally consists of State Route 84 (SR-84) between Interstate 880 and the Dumbarton Bridge and the arterial and collector roadways that feed into SR-84. The corridor is served by local and regional express buses including AC Transit and Union City Transit routes, the Dumbarton Express, and Stanford Shuttle service. The corridor connects to regional transit stations (Union City BART, Fremont BART, and Centerville Capitol Corridor/ACE) and features the Ardenwood park-and-ride lot just east of the bridge toll plaza.

The Dumbarton Corridor area contains five Priority Development Areas (PDAs) in which local jurisdictions are planning for significant housing and employment growth in close proximity to regional transit infrastructure. These include: Union City Intermodal Station District, Newark Old Town Mixed Use Area, Newark Dumbarton Transit Oriented Development, Fremont Centerville, and Fremont City Center.

To facilitate the programming of funds and the delivery of these significant investments, Alameda CTC has engaged in discussions with the South County jurisdictions to identify a forum to address project and programming issues specific to the Southern region. Alameda CTC staff is proposing the formation of a Tri-City Technical Advisory Committee (Tri-City TAC) with representation from Alameda CTC, the cities of Fremont, Newark, and Union City to address this important task.

The objective of the Tri-City TAC would be to determine process and/or principles to:

1. Discuss and identify funding options for named capital projects as may be required and
2. Identify and prioritize projects within the Dumbarton Corridor Area

Tri-City TAC Implementation Timeline

May 2017 – Brief Commission about overall process

June/July 2017 – 1st Tri-City TAC meeting

September 2017 – 2nd Tri-City TAC/ Meeting

January 2018 – Approval of Program of Projects

April 2018 – Include in 2018 CIP Update

The recommendations of the Tri-City TAC will be an input into the Alameda CTC Comprehensive Investment Plan (CIP) programming process. For named capital projects,

funding allocations may be recommended to the Commission outside of the CIP update cycle.

Fiscal Impact: None.

Attachments

A. I-880 to Mission Blvd. East-West Connector Fact Sheet

Staff Contacts

[Vivek Bhat](#), Director of Programming and Project Controls

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

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CAPITAL PROJECT FACT SHEET | PN 1177.000

I-880 to Mission Blvd. East-West Connector

PROJECT DESCRIPTION | April 2017

Connecting the cities of Fremont and Union City, the project will construct an improved east-west connection between I-880 and Route 238 (Mission Boulevard) and is a combination of new roadways, improvements to existing roadways and improvements to intersections along Decoto Road, Fremont Boulevard, Paseo Padre Parkway, Alvarado-Niles Road and Route 238 (Mission Boulevard). This critical roadway with transit and multimodal links will also provide direct access to the Union City Intermodal (BART) transit oriented development district.

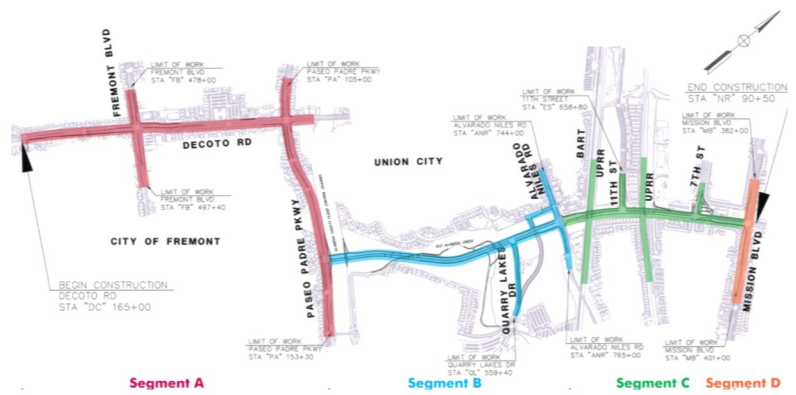
PROJECT STATUS | Alameda CTC is leading the project implementation efforts in cooperation with the cities of Fremont and Union City. The project Final Environmental Impact Report (EIR) was approved in 2009; however, due to insufficient construction funding, design efforts were halted in late 2011. With the successful passage of Measure BB in November 2014, work has been initiated on critical path work activities including Right of Way acquisition, UPPR and BART grade separated designs, and mitigation of environmental impacts in order to competitively position the project for full funding. A comprehensive review of project cost, risks, and schedule has been completed and submitted as part of Alameda CTC's Comprehensive Investment Plan (CIP) call for project funding. An outcome is anticipated Fall 2017.



The project supports local mobility through Fremont and Union City, and provides access to regional transit at Union City Intermodal. The East-West Connector is designed to accommodate buses, bicycles, pedestrians and autos that link BART, Dumbarton Express and planned passenger rail.

East-West Connector | Elements

- ✓ Improves connectivity from Mission Blvd (SR-238) to the Dumbarton Bridge (SR-84)
- ✓ Provide access to planned transit oriented development and Union City Intermodal Station
- ✓ Expand bus access to Union City Intermodal Station
- ✓ Grade separate roadway under BART and UPRR tracks
- ✓ Construct new Class I multi-use path and Class II Bike Lanes
- ✓ Implement Complete Streets features



The project is designed to be constructed as four independent construction bid packages as represented by Segments A-D.

PROJECT COST ESTIMATE			PROJECT FUNDING		
Cost Estimate by Phase (\$ X 1,000)			Funding by Fund Source (\$ X 1,000)		
Scoping	\$	0	Alameda County Sales Tax Measure	\$	88,771
PE/Environmental	\$	5,290	Federal	\$	0
Final Design (PS&E)	\$	16,891	State (STIP)	\$	12,000
Right-Of-Way/Utilities	\$	95,232	Regional	\$	0
Construction	\$	202,447	Local (CMA-TIP)	\$	2,300
			Local (Union City)	\$	6,708
			TBD	\$	210,081
TOTAL Expenditures:	\$	319,860	TOTAL Revenues:	\$	319,860

PROJECT SCHEDULE								
Project Phase	Begin - End	2015	2016	2017	2018	2019	2020	2021+
	MM/YY							
Scoping / Environmental	03/07 - 06/09							
Final Design (PS&E)	10/15 - 03/19							
Right-Of-Way	10/15 - 03/19							
Construction ¹	03/19 - 03/22							

Notes:

- 1) Assumes full funding decision fall 2017.
- 2) The information on this fact sheet is subject to periodic updates.



Memorandum

5.2

1111 Broadway, Suite 800, Oakland, CA 94607

• 510.208.7400

• www.AlamedaCTC.org

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 (SANBAG) County <u>Transportation Authority</u>		
<u>Alameda County Transportation Commission (Alameda CTC)</u>		

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