

**TRANSPAC**  
**Transportation Partnership and Cooperation**  
**Meeting Notice and Agenda**

**THURSDAY, FEBRUARY 8, 2018**

**9:00 A.M. to 11:00 A.M.**

Pleasant Hill City Hall – Community Room  
100 Gregory Lane, Pleasant Hill

**TRANSPAC reserves the right to take formal action on any item included on this agenda, whether or not a form of resolution, motion, or other indication that action will be taken is included on the agenda or attachments thereto.**

1. **CONVENE MEETING / PLEDGE OF ALLEGIANCE / SELF-INTRODUCTIONS**
2. **PUBLIC COMMENT:** At this time, the public is welcome to address TRANSPAC on any item not on this agenda. Please complete a speaker card and hand it to a member of the staff. Please begin by stating your name and address and indicate whether you are speaking for yourself or an organization. Please keep your comments brief. In fairness to others, please avoid repeating comments.

<b>ACTION ITEMS</b>
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3. **CONSENT AGENDA**

- a. MINUTES OF THE DECEMBER 14, 2017 MEETING  **Page 6**

ACTION RECOMMENDATION: Approve minutes.

Attachment: Minutes of the December 14, 2017 meeting

END CONSENT AGENDA

4. **ELECTION OF TRANSPAC CHAIR AND VICE CHAIR.**
5. **APPOINTMENT OF TRANSPAC REPRESENTATIVE TO THE CCTA.** TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Board by two members and two alternate members (all elected officials). The two alternate member positions are allowed to serve for either or both of the TRANSPAC's CCTA representatives, as necessary. Julie Pierce is the TRANSPAC representative to the CCTA and Carlyn Obringer the alternate for the two-year term through January 31, 2018. TRANSPAC is requested to appoint a primary and alternate member to the CCTA Board to represent TRANSPAC for the two-year period from February 1, 2018 through January 31, 2020. Loella Haskew is the TRANSPAC representative to the CCTA and Sue Noack the alternate for the two-year term through January 31, 2019. Karen Mitchoff also serves as a CCTA Commissioner, representing one of the two appointments through the County Board of Supervisors.

 **Page 13**

**ACTION RECOMMENDATION:** Appoint the TRANSPAC CCTA Representatives for the term February 1, 2018 through January 31, 2020.

Attachment: CCTA letter (12/21/17) regarding TRANSPAC CCTA member appointments

6. **APPOINTMENT TO COUNTYWIDE BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE.** TRANSPAC is represented on the Contra Costa Transportation Authority's (CCTA) Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) by one TRANSPAC staff representative (and alternate) and one citizen representative. TRANSPAC has an appointed resident (i.e. non-agency staff) position on the CCTA Countywide Bicycle and Pedestrian Advisory Committee that reached the end of the two-year term December 2017. The prior appointee, David Favello, indicated he is not interested in continuing to serve on the CBPAC. Staff had requested that Bike Concord and Bike Walnut Creek post information on their Facebook sites regarding the citizen CBPAC position. A letter of interest has been received from Tony Phillips, a resident of Walnut Creek, volunteering to serve on the CBPAC as TRANSPAC's citizen representative. At its meeting on January 25, 2018, the TAC recommended that the TRANSPAC Board appoint Tony Phillips to serve on CBPAC for the two-year term January 1, 2018 to January 1, 2020. 🌀 **Page 14**

**ACTION RECOMMENDATION:** Appoint Tony Phillips to serve as the citizen representative to the CCTA CBPAC for the term January 1, 2018 to January 1, 2020.

Attachment: Letter from Tony Phillips

7. **ELECTRIC VEHICLE CHARGING / SHARED MOBILITY READINESS PLAN.** The CCTA is proposing to conduct the subject plan. The goals of the plan include providing a blueprint for future charging equipment, position Contra Costa for funding opportunities, and effect travel mode choice to improve congestion and air quality. Potential funding opportunities are envisioned to include Bay Area Air Quality Management District, PG&E, Volkswagen settlement related funds, and California Energy Commission. CCTA staff made a presentation to the TAC at its meeting on January 25, 2018 and will brief TRANSPAC on the proposed goals and elements for the proposed Electric Vehicle Charging /Share Mobility Readiness plan. 🌀 **Page 15**

**ACTION RECOMMENDATION:** Approval of a letter of support for CCTA sponsored Electric Vehicle Charging / Shared Mobility Readiness Plan.

Attachment: Summary of goals, elements and policy drivers of the Electric Vehicle Charging / Shared Mobility Readiness Plan

<b>INFORMATIONAL ITEMS</b>
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8. **680 CONTRA COSTA EXPRESS LANE PERFORMANCE REPORT.** MTC staff will provide information about the 680 Express Lane facility that was opened in October 2017. The northbound express lane is from Alcosta Boulevard in San Ramon to Livorna Road just south of Walnut Creek. The southbound express lane is between Rudgear Road in Walnut Creek and Alcosta Boulevard in San Ramon. Express lanes are specially designated highway lanes. Carpools and eligible clean air vehicles can use express lanes toll free or at a reduced toll.

Vanpools, transit vehicles and motorcycles can use express lanes toll-free. Solo drivers can choose to pay a toll to use the lanes. Tolls increase as traffic increases and decrease as traffic decreases. The 680 Express Lanes require a FasTrak Flex toll tag for toll-free travel. The 680 Express Lanes are available Monday through Friday from 5 A.M. to 8 P.M. At other times, these lanes are open to regular traffic. A Joint Powers Authority (JPA) between the Metropolitan Transportation Commission (MTC) and the Bay Area Toll Authority (BATA) along with the Contra Costa Transportation Authority (CCTA) lead the environmental review, design and construction of the projects. The JPA operates the lanes and makes policy and operational decisions, such as toll rates and use of revenue. MTC staff made a presentation to the TAC at its meeting on January 25, 2018. 🌀 **Page 16**

Attachment: I-680 Contra Costa Express Lanes, October–November 2017 Performance Update presentation (**Sent Electronically Only**)

9. **STREET SMARTS DIABLO BICYCLE GARDEN / BICYCLE PLAYGROUND.** Central County's Safe Routes to Schools program, Street Smarts Diablo, is working with the CCTA to create a Bicycle Playground: a permanent, hands-on bicycle training area within an existing park in Central Contra Costa County. A bicycle playground is a contained park designed like a miniature city street-scape where children ride bikes to learn the rules-of-the-road. The park could consist of small roads that weave in and around landscaped areas with smaller scaled versions of real-life traffic features such as mini signals, traffic signs, road markings, bus stops, bike lanes, train tracks, etc. The bicycle playground would be the first of its kind in the region and is expected to be completed via private-public partnership. CCTA staff made a presentation to the TAC at its meeting on January 25, 2018. 🌀 **Page 33**

Attachment: Bicycle Playground Slideshow (**Sent Electronically Only**)

10. **CONCORD BART STATION MODERNIZATION PROJECT.** The Concord BART Station Modernization project is included in the projects proposed for new 2018 funding (\$13 million). In 2016, BART completed the Concord Station Modernization Plan, a long-term vision for station improvements to enhance accessibility, safety, capacity, state of good repair, appearance, and sustainability. BART staff would like to discuss next steps for implementing a project with the STIP funding with TRANSPAC, including the time frame to begin the process of revising the designs and the role of local stakeholders. BART staff made a presentation to the TAC at its meeting on January 25, 2018. 🌀 **Page 39**

Attachment: Concord Station Modernization Plan presentation (**Sent Electronically Only**)

11. **MEASURE J LINE 20A FUNDS PROGRAM.** The Measure J Expenditure Plan includes a program, 15: Transportation for Seniors & People With Disabilities. The name generally self-describes the activities that the program funds. There is an additional program in Measure J, 20a: Additional Transportation Services for Seniors and People & Disabilities, which provides the TRANSPAC area an additional 0.5% (or about \$440,000 per year) for these types of services. TRANSPAC is responsible for recommendations on how the Line item 20a funds are to be used. TRANSPAC approved a two-year program of projects in 2016 for the FY 2016/2017 and FY 2017/2018 period. Sponsors are required to submit periodic progress reports. TRANSPAC is requested to review the progress reports for the current programs FY 2016/17 information. Information on the applications submitted for the FY 2018/19 and FY 2019/2020 program, required to be submitted by Monday, February 5, 2018, will also be available at the meeting. 🌀 **Page 49**

Attachments: Line 20a Progress Report Summary, Line 20a FY 2016/17 and 2017/18 Program Summary, Line 20a Program Progress Reports

12. **QUARTERLY FINANCIAL REPORT.** This report contains a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2017/18 for the period ended December 31, 2017. The TRANSPAC Bylaws call for the reporting of this financial information on a quarterly basis. 🌸 **Page 77**

Attachment: TRANSPAC Quarterly Financial Report for period ending December 31, 2017

13. **TRANSPAC CCTA REPRESENTATIVE REPORTS.** Reports on the December and January Planning Committee and the December Administration and Projects Committee.
14. **CCTA EXECUTIVE DIRECTOR'S REPORT REGARDING AUTHORITY ACTIONS/DISCUSSION ITEMS** 🌸 **Page 80**

Attachment: CCTA Executive Director Randell H. Iwasaki's Report dated January 17, 2018.

15. **ITEMS APPROVED BY THE AUTHORITY FOR CIRCULATION TO THE REGIONAL TRANSPORTATION PLANNING COMMITTEES (RTPCs) AND RELATED ITEMS OF INTEREST** 🌸 **Page 83**

Attachment: Letters to RTPCs from Randell H. Iwasaki dated December 28, 2017 for the December 20, 2017 meeting; and January 24, 2018 for the January 17, 2018 meeting.

16. **TAC ORAL REPORTS BY JURISDICTION:** Reports from Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and Contra Costa County, if available. 🌸 **PAGE 87**

- TRANSPAC – Status Letter dated December 14, 2017
- TRANSPLAN – Meeting Summary dated January 16, 2018
- SWAT – Meeting Summary dated January 9, 2018
  
- County Connection Fixed Route Monthly Report:  
<https://countyconnection.com/wp-content/uploads/2018/01/6a.pdf>
- County Connection Link Monthly Report:  
<https://countyconnection.com/wp-content/uploads/2018/01/6b.pdf>
- CCTA Project Status Report may be downloaded at:
- The CCTA Board agenda for the February 21, 2018 meeting is not yet available.
- The CCTA Administration & Projects Committee (APC) meeting scheduled for February 1, 2018 may be downloaded at:  
[http://ccta.granicus.com/GeneratedAgendaViewer.php?view\\_id=1&event\\_id=379](http://ccta.granicus.com/GeneratedAgendaViewer.php?view_id=1&event_id=379)
- The CCTA Planning Committee (PC) meeting scheduled for February 7, 2018 has been cancelled.
- The CCTA Calendar for January to April 2018 may be downloaded at:  
[http://ccta.granicus.com/MetaViewer.php?view\\_id=1&clip\\_id=381&meta\\_id=34317](http://ccta.granicus.com/MetaViewer.php?view_id=1&clip_id=381&meta_id=34317)

17. **REMINDER: Form 700 Conflict of Interest Deadline is April 2, 2018.** Members of the Board, TAC members, and staff all need to file even if you have to file elsewhere. For more information and the link to forms, go to <http://www.fppc.ca.gov/Form700.html>. You can file electronically through <https://netfile.com/filer> and advise if you have filed electronically, or you can print out and complete a paper Form 700 and deliver the completed form to the TRANSPAC Clerk.

18. **BOARDMEMBER COMMENTS**

19. **MANAGING DIRECTOR'S REPORT**

20. **ADJOURN / NEXT MEETING**

The next meeting is scheduled for March 8, 2018 at 9:00 A.M. in the Community Room at Pleasant Hill City Hall unless otherwise determined.

## **TRANSPAC Meeting Summary Minutes**

**MEETING DATE:** December 14, 2017

**MEMBERS PRESENT:** Julie Pierce, Clayton (Vice Chair/CCTA Representative); Sue Noack, Pleasant Hill; Carlyn Obringer, Concord; and Justin Wedel, Alternate for Loella Haskew, Walnut Creek

**PLANNING COMMISSIONERS PRESENT:** John Mercurio, Concord; Bob Pickett, Walnut Creek; and Diana Vavrek, Pleasant Hill

**STAFF PRESENT:** Bill Churchill, County Connection; Eric Hu, Pleasant Hill; Abhishek Parikh, Concord; Robert Sarmiento, Contra Costa County; Andy Smith, Walnut Creek; Michael Tanner, BART; and Matt Todd, TRANSPAC Managing Director

**GUESTS/PRESENTERS:** Martin Engelmann, Deputy Executive Director, Planning, Contra Costa Transportation Authority (CCTA); Hisham Noeimi, Engineering Manager, CCTA; Margaret Stroubel, Gray Bowen Scott

**MINUTES PREPARED BY:** Anita Tucci-Smith, TRANSPAC Clerk

### **1. Convene Meeting/Pledge of Allegiance/Self Introductions**

The meeting was convened at 9:00 A.M. by Vice Chair Julie Pierce who led the Pledge of Allegiance.

### **2. Public Comment**

There was no public comment.

### **CONSENT AGENDA**

### **3. Approve November 9, 2017 Minutes**

**On motion by Director Noack, seconded by Director Obringer to adopt the Consent Calendar, as submitted. The motion was adopted by unanimous vote of the members present, unless otherwise noted.**

### **END CONSENT AGENDA**

### **4. MEASURE J LINE 20A FUNDS PROGRAM FOR FY 2018/2019 AND FY 2019/2020.** The Measure J Expenditure Plan includes a program, 15: Transportation for Seniors & People With Disabilities.

The name generally self-describes the activities that the program funds. There is an additional program in Measure J, 20a: Additional Transportation Services for Seniors and People & Disabilities, which provides the TRANSPAC area an additional 0.5% for these types of services. TRANSPAC is responsible for recommendations on how the Line item 20a funds are to be used. TRANSPAC last issued a call for projects process and approved a program of projects in 2016 for the FY 2016/2017 and FY 2017/2018 period. TRANSPAC is requested to review the draft call for projects and application material for the Measure J Line 20a Program for the upcoming two-year period (2018/2019 and 2019/2020.) The assumption is the Measure J Line 20a funds are expected to generate about \$880,000 over the two-year programming period.

Managing Director Matt Todd highlighted the item related to the call for projects that had previously been discussed by the Board and described the programs involved, the history of TRANSPAC funding for Line 20a, the eligibility, the evaluation criteria proposed to be used to evaluate any proposal received for the funds, and the application process that had previously been used but had since been reorganized. He explained that capital projects would need both sections of the application completed and would be evaluated as a standalone request, and modifications had also been made to the progress report. As to schedule, he explained the call for projects would be released when approved by the TRANSPAC Board, to be due on January 19, 2018 to allow for review and analysis of the submittals in February and March, and return with a draft program for Board review in April, to be approved in May, and then to be forwarded to the CCTA Board of Directors for its approval prior to the next fiscal year.

Mr. Todd referred to the fund estimate and the history of funding for the TRANSPAC Measure J Line 20a program, advised that there was about \$1.95 million available, with \$880,000 being considered for the next two-year funding. Of that \$1.1 million remaining, \$500,000 had been proposed to be left as a reserve to allow multiyear programming and \$270,000 that could be used as an operational reserve and to address a potential downturn or unseen event in the future. The remaining \$300,000 he suggested be used as a capital fund. He asked the TRANSPAC Board to approve the call for projects, application material, schedule, and fund estimate.

Director Noack suggested a \$300,000 capital reserve might be a good way to start as an outreach, and then use some of the larger reserve if necessary. With respect to the application, she expressed concern for the program schedule and had a concern differentiating between the service itself and how the money would be used. She asked that the application clearly identify whether the proposed program was a new program or an existing program.

John Mercurio verified with Mr. Todd how a potential capital reserve could be used beyond the purchase of vehicles, and was advised that potentially computers and computer programs might be considered. He suggested special consideration for projects that would save money in the long term to leverage the capital money for the future.

Vice Chair Pierce did not want to have so much in reserve that new programs could not be enabled, although she liked the idea of having a continuity of funds to keep programs moving without threat of the loss of funds. She supported moving some funds to the capital side and liked the proposal as a good start, but expressed her hope to get applications for a portion of the \$300,000 capital reserve with something left for the next year. She also verified with Mr. Noeimi that 10 percent had been allocated by CCTA to a reserve to address potential downturns.

Director Obringer questioned the timeline involved for a January 19, 2018 deadline given the holidays and expressed concern that would not allow time for an appropriate response. It was verified that the TRANSPAC TAC was anticipated to begin the evaluation process at its January 25 meeting. With the holidays in this application window, she recommended a deadline in early February which should allow a more thorough responsive application process. She also recommended a limit on the narrative to a maximum amount to avoid rambling applications.

Vice Chair Pierce recommended that the application be modified to include reference numbers for ease in review, the application be made clear and concise, a table be created to allow ease of review, the second bullet under Expenditure budget in the middle of Page 16 be made clearer, that proof of insurance be required, that any claims against the agency involved be identified, and that CCTA staff verify whether the Line 20a funds could be used to fund computers and administrative costs.

Other Directors expressed concern that safety records might be identified, which could create legal concerns; Bob Pickett commented that just having insurance implied that the agency was insurable.

**On motion by Director Noack, seconded by Director Obringer to approve the call for projects and application material, schedule and program fund estimate (that identifies the categorical uses of the unprogrammed funds) for the Measure J Line 20a Program for FY 2018/2019 and 2019/2020, with amendments to require proof of insurance and to change the deadline for applications to February 5, 2018. The motion was adopted by unanimous vote of the members present, unless otherwise noted.**

5. **INNOVATE 680 – REQUEST FOR NOMINATIONS FOR POLICY ADVISORY COMMITTEES.** Innovate 680 is a program of projects that promotes an integrated approach to redefining mobility and addressing the increasing congestion on Interstate 680 (I-680) through seven key strategies that range from completing the High Occupancy Vehicle (HOV) lanes to deploying a suite of technologies to improve traffic flow. At its October 2017 meeting, the Authority programmed \$40 million in Measure J funds to begin project development work on the four projects that constitute Innovate 680. CCTA staff is proposing the formation of a Policy Advisory Committee (PAC) and Technical Advisory Committee (TAC) to ensure close coordination and help guide Innovate 680. Each jurisdiction along the corridor is proposed to be represented on the committees.

The PAC will be made of elected officials while the TAC is proposed to be comprised of technical staff from the jurisdictions. In addition to local jurisdictions, it is also proposed the County Connection, Wheels, and BART each have a representative on both committees. The PAC and TAC will each have 10 members representing Martinez, Concord, Pleasant Hill, Walnut Creek, Contra Costa County, San Ramon, Danville, County Connection, Wheels, and BART. The committees are expected to meet at least quarterly to assess progress and provide input on the various projects that make up Innovate 680.

In addition to nominations to the PAC and TAC, CCTA is also requesting TRANSPAC nominate one staff member to assist Authority staff in all procurement activities related to Innovate 680 program/projects. CCTA is working with the County Board of Supervisors representatives regarding representation for the multiple Supervisorial Districts that the 680 Corridor travels through. CCTA is also concurrently requesting nominations directly from other agencies including SWAT, BART, and County Connection. Information on the identified TAC members from the TRANSPAC region will be available at the meeting.

Mr. Todd presented a basic description of the Innovate 680 program and explained as part of the process a TAC and a PAC had been created and the TRANSPAC Board is requested to make appointments to the PAC from the cities.

Vice Chair Pierce recommended that the City elected representatives on the TRANSPAC Board serve as members of the Innovate 680 PAC. When asked why the City of Clayton had not been listed as a member, she clarified that Clayton was not on the PAC roster because it did not touch I-680.

The Board nominated current elected TRANSPAC Directors from the cities of Concord (Carlyn Obringer); Martinez (Mark Ross); Pleasant Hill (Sue Noack); Walnut Creek (Loella Haskew), and Contra Costa County (Karen Mitchoff) to serve on the Innovate 680 Policy Advisory Commission (PAC).

**6. BART STATION ACCESS DURING CONSTRUCTION.** At the November TRANSPAC Board meeting, additional information was requested regarding access to the Walnut Creek and Concord BART stations, both with construction activity that impacts access. TRANSPAC is requested to review the material detailing the access during construction and after construction is complete for the two stations

Michael Tanner described the improvements proposed to the Walnut Creek BART station, most of which would be conducted by the developer, with surface parking around the garage to go into a new garage, which would take on all of the existing surface spaces as well as the buses. There would also be a police substation in the corner of the garage. He stated that improvements were already being made to close the first quadrant and creating additional parking spaces within the existing garage and in the kiss and ride area. There would be a new kiss and ride area adjacent to the existing garage. The entry into the station would be reconfigured.

Mr. Tanner stated the entrance to the existing garage would be closed in order to build the new garage. The buses would remain at their current location, and once the garage was complete he used a graphic to show where the buses would be circulated at the ground level of the parking garage with the police substation and other activities. The buses would ultimately come into the garage as they currently did. There would be valet parking in the garage area during construction and once Phase I was complete in about a year, the developer would begin construction of the housing and retail elements on Parcel 2, which would take another year. BART would do some work inside the station area once Phase 2 had started.

In response to comments, Mr. Tanner clarified the future access into the station after completion of improvements, and explained that the entire work to be done would take about four years. He stated the developer was working with the BART Planning Department to provide clarity on the access, movement, and legal parking at the Walnut Creek BART station. Regular updates to the TRANSPAC Board during the construction period were requested.

Bill Churchill, County Connection, advised that the electric buses would be in the new garage, there would be no impact during the course of construction, and continuity of service would be maintained. He added that the space was so constrained it would mix more pedestrians with more buses. County Connection was working with the developer and for the period of construction County Connection buses might be running a bit differently.

Mr. Tanner also explained how the paid area of the BART station area would likely be moved to where the elevators were located. As part of work across the BART system, starting in downtown San Francisco, fare gates would be raised to deter fare evaders.

Directors expressed concern for the impacts associated with access and parking during the construction period.

With respect to the Concord BART station, Mr. Tanner stated the purpose of the changes at the Concord station was to change the flow of pedestrian access and how the station operated. He identified the improvements that had been proposed and stated that construction on the north side of the station was now complete and would offer a better flow to downtown Concord. BART had helped the city with lighting and banners to help that flow. Construction on the other side of the station would result in a smoother flow for bike/ped movements. He pointed out the parking area that would be closed during the next stage of construction starting in January 2018.

Vice Chair Pierce expressed concern for the kiss and ride area at the Concord BART station and pedestrian movements across Oakland Avenue.

Mr. Tanner stated that periodic updates would also be provided to the TRANSPAC Board for the Concord BART station improvements. He clarified that the specific improvements to the Oakland Avenue side of the station would take six to nine months before completion.

**7. TRANSPAC CCTA Representative Reports.** Reports on the November Planning Committee and the Administration and Projects Committee.

Vice Chair Pierce reported on the last Planning Committee meeting when the Committee had programmed and reprogrammed funds; reviewed a Martinez request for an Urban Limit Line (ULL) adjustment to accommodate a lot in Martinez; distributed the 2017/18 and 2018/19 Local Street Maintenance and Improvements application forms; looked at the Priority Development Area (PDA) planning grants and where those dollars should go; and recommended adoption of the 2017 Congestion Management Plan update for Contra Costa. The issues at the Administration and Projects Committee (APC) were the state and federal advocacy programs and impacts of the new tax code on projects, such as housing projects. The APC had accepted the Annual Comprehensive Financial report with a clean opinion; looked at the Authority Contract Management and Electronic Procurement Services, which would allow e-bidding; looked at the SB1 Local Partnership Program; looked at the Innovate 680 project as well as projects in El Cerrito and Martinez; and had appointed a Salary and Benefits Committee to look at salary and benefits going forward in 2018/19.

**8. CCTA Executive Director's Report Regarding Authority Actions/Discussion Items**

CCTA Executive Director Randell H. Iwasaki's Report dated November 15, 2017 had been included in the Board packets.

**9. Items Approved by the Authority for Circulation to the Regional Transportation Planning Committees (RTPCs) and Related Items of Interest**

The letter to RTPCs from Randell H. Iwasaki dated November 17, 2017 for the November 15, 2017 Board meeting had been included in the Board packets.

**10. TAC Oral Reports by Jurisdiction**

In response to the prior discussion related to BART access at the Walnut Creek BART station, Andy Smith confirmed that the entrance off of Ygnacio Valley Road into the Walnut Creek BART station would remain open until 9:00 A.M. every morning.

Martin Engelmann reported that the Final Action Plan had been transmitted which the Authority had adopted and cleared environmentally on September 20, 2017, with a new checklist reporting period which would begin January 1, 2018 on the new Action Plan.

Mr. Engelmann explained that an Environmental Impact Report (EIR) would be required for the Action Plan for California Environmental Quality Act (CEQA) clearance at a cost of half a million dollars in Measure J planning funds. Eliminating the Action Plans might require an amendment to the plan, but if able to exempt the 2020 Plan from CEQA would save half a million dollars and potential legal challenges. He was uncertain at this time how the SB 743 Guidelines would impact that issue; discussions on SB 743 had been scheduled to start in February, with a report back in March. Vice Chair Pierce requested that the item be placed on the TRANSPAC Board agenda for the February 8, 2018 meeting.

Director Obringer reported that the Concord City Council had held a study session about transportation and circulation related to the Concord Naval Weapons Station (CNWS), and one of the mitigation measures was to coordinate with TRANSPAC and get TRANSPAC and CCTA approval. A report would be brought to TRANSPAC in the near future. Abhishek Parikh advised that a CNWS presentation would likely be presented to the TRANSPAC Board in the February/March timeframe. Robert Sarmiento stated that the TRANSPLAN Committee in East County also had a standing item on the CNWS. Vice Chair Pierce recommended a joint meeting with TRANSPLAN on the CNWS transportation issues. She also requested a report on the GoMentum station.

**11. Boardmember Comments**

There were no comments.

**12. Managing Director's Report**

There was no Managing Director's Report.

**13. Adjournment**

The meeting was adjourned at 10:23 A.M. The next meeting of the Board is scheduled for February 8, 2018 at 9:00 A.M. in the City of Pleasant Hill Community Room, unless otherwise determined.



CONTRA COSTA  
transportation  
authority

COMMISSIONERS

December 21, 2017

Tom Butt, Chair

Karen Mitchoff, Chair

Federal Glover,  
Vice Chair

TRANSPAC

Janet Abelson

C/O Contra Costa County Board of Supervisors, District IV

Newell Americh

2151 Salvio, Suite R

Loella Haskew

Concord, CA 94520

Dave Hudson

Subject: Expiration of Authority Member Term and Appointment of  
Representative for the February 1, 2018 through January 31, 2020 Period

Karen Mitchoff

Dear Chair Mitchoff:

Julie Pierce

Kevin Romick

Commissioner Julie Pierce's term on the Authority Board will be expiring on January 31, 2018. TRANSPAC should make an appointment to the Authority for the two-year period from February 1, 2018 through January 31, 2020. An alternate must also be reappointed or replaced. Currently, the first alternate is Commissioner Carlyn Obringer with a term expiration of January 31, 2018 and the second alternate is Commissioner Sue Noack with a term expiration of January 31, 2019.

Robert Taylor

Dave Trotter

Randell H. Iwasaki,  
Executive Director

Please notify the Authority in writing of your appointments. We would also appreciate if you would provide us contact information for any new appointees. If any changes occur during the two-year terms, we ask that you please advise us in writing. We anticipate seating new members formally at the Authority Board Meeting on February 21<sup>st</sup>, 2018 and at the Authority's Administration & Projects Committee and Planning Committee meetings depending upon appointment in March (March 1<sup>st</sup> and March 7<sup>th</sup>, respectively).

Thank you for your attention to this matter. Please feel free to contact me at (925) 256-4722 if you have any questions.

2999 Oak Road  
Suite 100  
Walnut Creek  
CA 94597  
PHONE: 925.256.4700  
FAX: 925.256.4701  
www.ccta.net

Sincerely,

Tarienne Grover, MMC, EMPA  
Clerk of the Board

Cc: Julie Pierce, CCTA Commissioner  
Carlyn Obringer, CCTA Commissioner Alternate

1/17/2018

a.n.phillips@att.net  
1 925 360 3297

JAN 19 RECD

10 Arlene Lane  
Walnut Creek  
CA 94595

Dear Supervisor Mitchoff

I would like to volunteer for the TRANSPAC position.

I have lived in the Parkmead neighborhood of Walnut Creek since 1999 and strongly believe in livable cities that encourage walking, cycling and the use of mass transport systems., – In particular I think Safe Routes to Schools are a key policy as schools are usually an ideal distance for cycling/walking, provide exercise and a independence to kids who cannot drive, plus it removes parents with cars from the streets during the rush hour drive times.

I am a member of Bike Walnut Creek, Bike Concord and Bike East Bay and have organized local Bike to Work refreshment stations. I organized Bike to School week while my kids were at Parkmead Elementary School, and also encouraged them to bike while they were at WCI and Las Lomas schools (with limited success I admit).

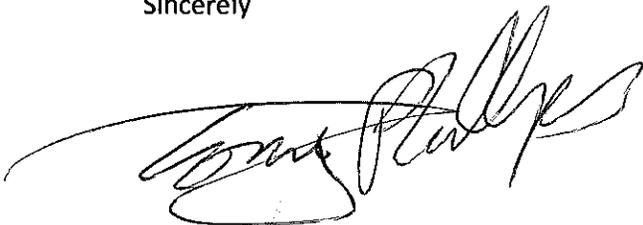
I used to cycle daily to and from WC BART when working in San Francisco and also to and from San Ramon when working there. (The return trip was faster than driving on the 680), and I recently asked and got Contra Costa County to install Cycle Route signs on Newell Avenue in Parkmead

I also run occasional half marathons and use the local trails for training

I served on the City of Walnut Creek car parking review team.

I am currently working from home and am available to attend daytime meetings in Walnut Creek.

Sincerely



Tony Phillips

**Goals:**

- 1) Provide a blueprint for efficient and effective deployment of EV charging capital and equipment.
- 2) Position Contra Costa County for current and upcoming funding opportunities to leverage local funding.
- 3) Facilitate effective mode choice opportunities to improve congestion and air quality.

**ELEMENTS OF THE EV CHARGING/ SHARED MOBILITY READINESS PLAN**

- 1) A web-based GIS mapping document available to the general public, local jurisdictions, etc.
  - a. Current location of EV charging facilities by type, owner, access, etc.
  - b. Current personal use EV penetration though out the county.
  - c. Current land use and demographic maps which will demonstrate opportunities for Electric Vehicle Supply Equipment (EVSE) installation
- 2) Potential locations for shared mobility centers that could host electric vehicle fueling centers
- 3) Tool Box
  - a. Best practices for EV station charging port turnover (pricing strategies, parking policies, enforcement, etc.)
  - b. Developer requirements/ordinances
    - i. New and Existing multi-unit dwelling
    - ii. New and Existing commercial development
    - iii. Permit process to facilitate installations
  - c. EV Charging rates and models for Personal use EVs and Heavy Duty Vehicles / Transit to maximize cost savings and reduce demand charges
- 4) Countywide demand for electricity for EV charging and weaknesses, if any, in the distribution grid
  - a. Transit demand for electricity storage and charging to ensure supply at both bus storage facilities and en-route through an inductive charge network.
  - b. Evaluation of appropriate charging technology investments.
- 5) Operation and maintenance models and cost estimate for the network.
- 6) Identify fund sources to leverage existing and future local fund sources.

**POLICY DRIVERS FOR EV SHARED MOBILITY READINESS PLAN:**

- 2015 Climate Action Plan
- State policies regarding smart growth, active transportation
- County complete streets policy
- Local transit operators are moving towards electric buses and local municipality fleet conversion
- Support for disadvantaged communities

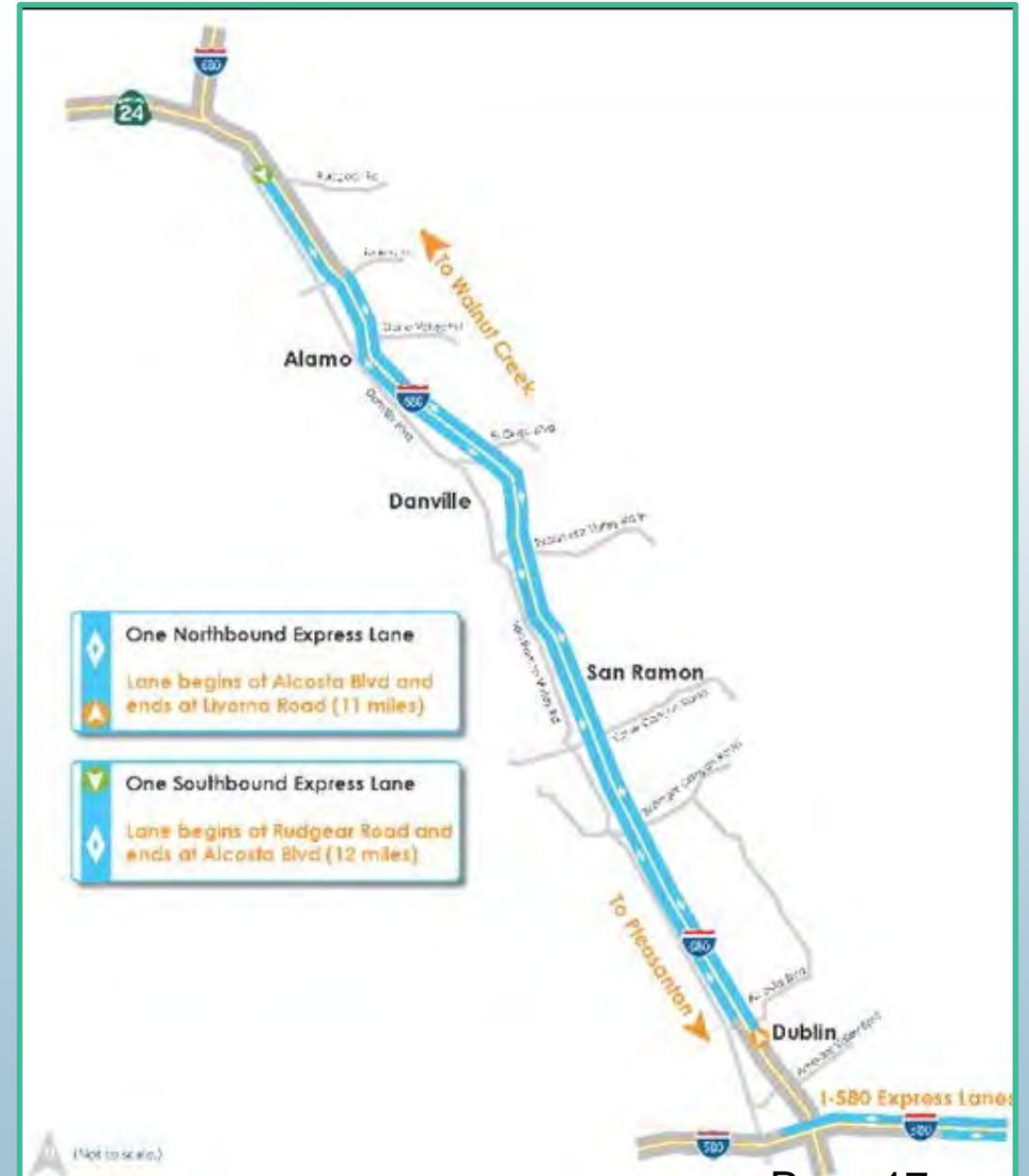
# I-680 Contra Costa Express Lanes

## October – November 2017 Performance Update



# Rules of the Road

- Hours: 5 a.m. to 8 p.m.  
Monday–Friday
- FasTrak<sup>®</sup> required
- Carpools (2+), clean-air vehicles & motorcycles toll-free with FasTrak Flex<sup>®</sup>



# Summary of Performance Highlights

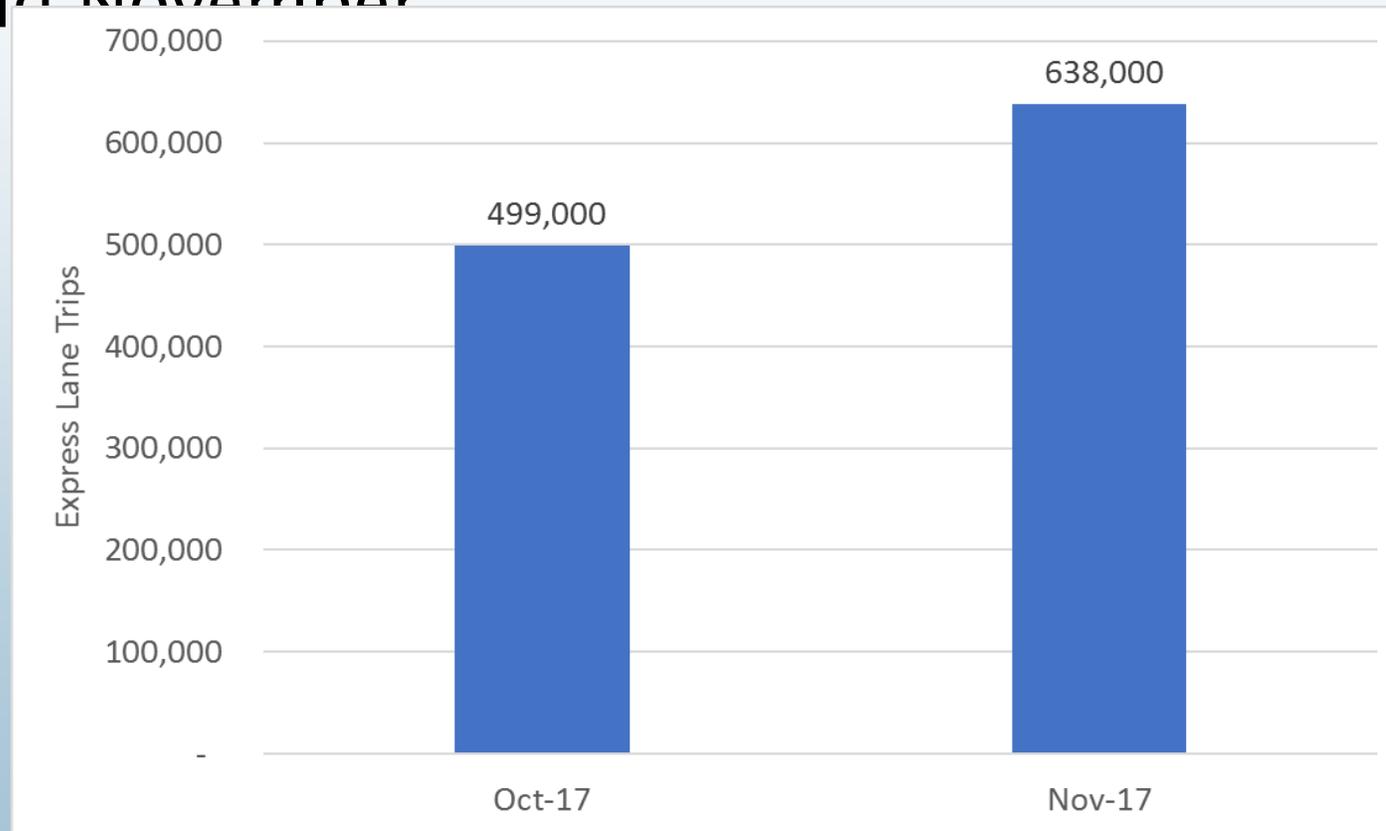


- The express lanes opened on October 9, 2017.
- There were over 1.1 million trips in the express lanes in October and November.
- In November, 30% of trips were by vehicles declared as carpools. Vehicles without FasTrak® accounts represented 8% of all trips.
- In the peak periods, express lane users traveled 9 to 11 miles per hour faster than the general purpose lane users, on average.
- The northbound p.m. peak period average toll paid = \$3.00.
- The southbound a.m. peak period average toll paid = \$1.80.
- Mid-day average toll paid = \$1.00.



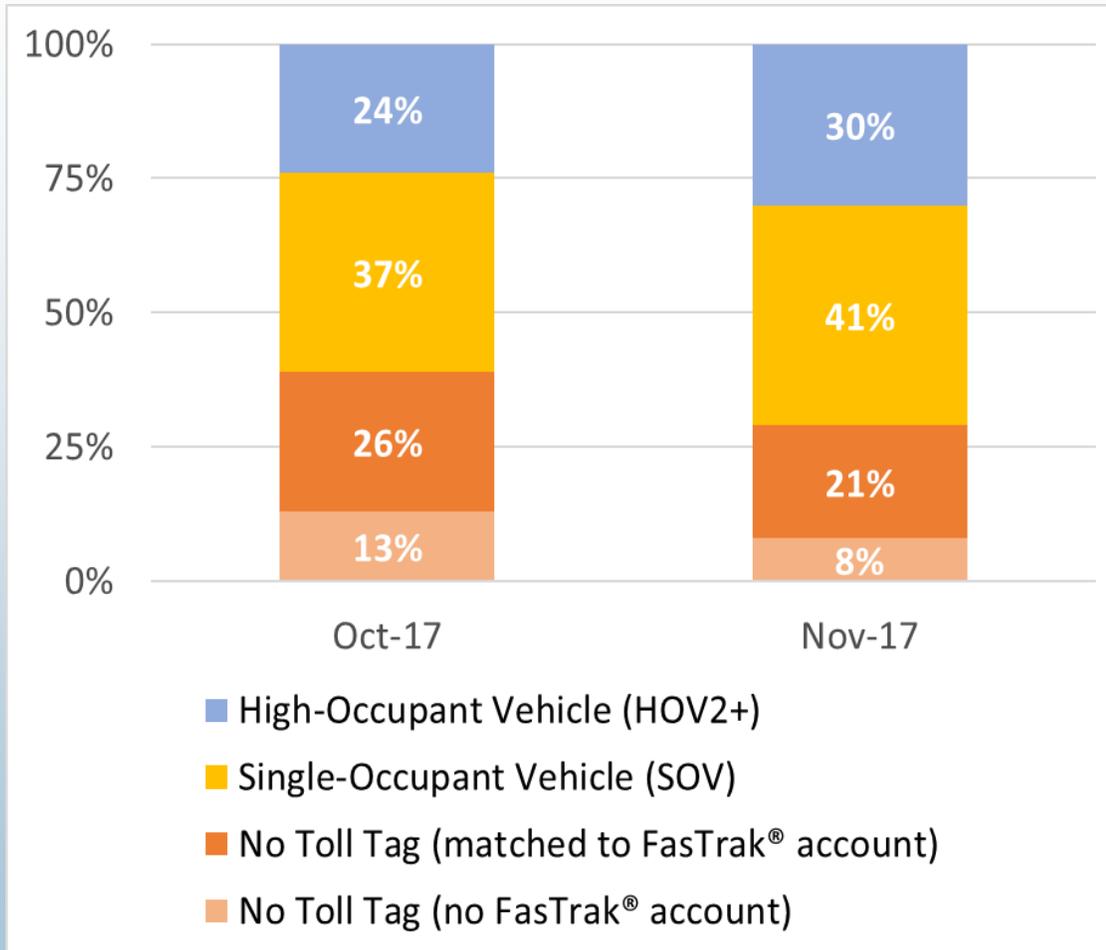
# Express Lane Trips

The graph below shows trips taken in the express lanes. In total, there were over 1.1 million trips taken in the express lanes in October and November



*Includes toll-free trips, tolled trips and violators taken during express lane hours.*

# Express Lane Trip Types



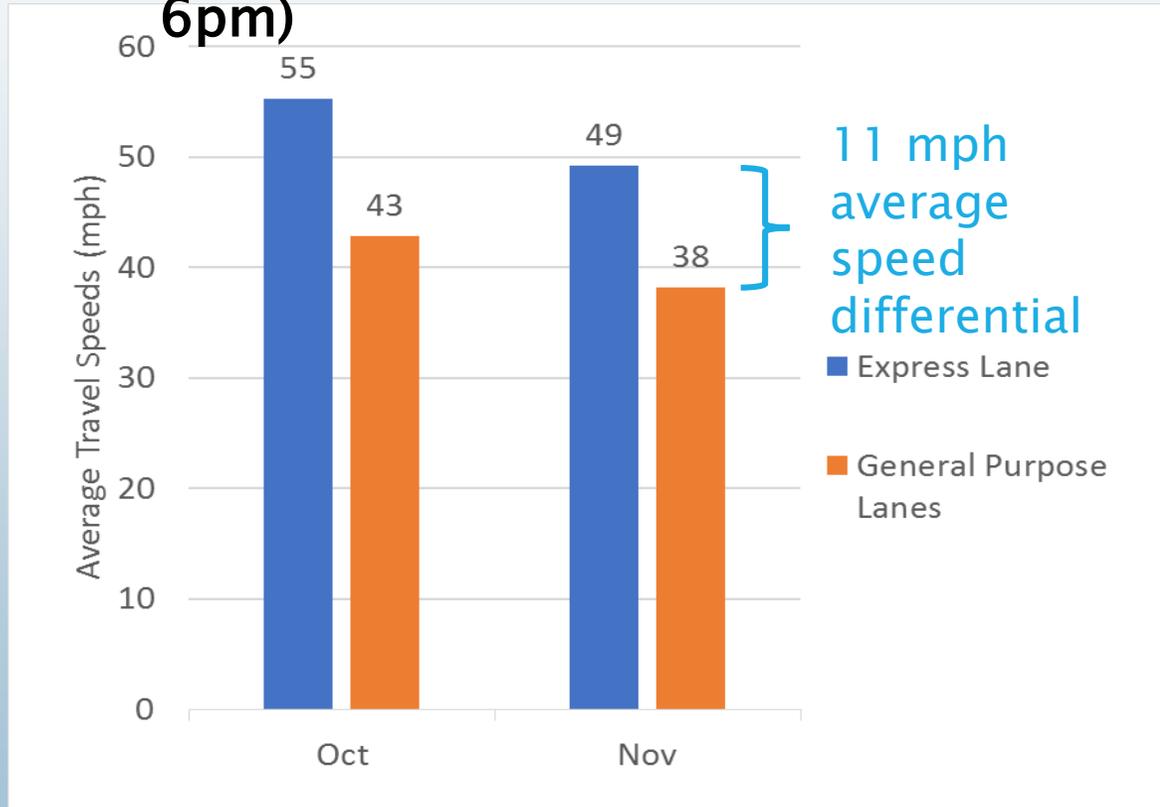
*Percentages of SOVs and HOVs are based on toll tag settings detected by the toll system.*

- In November, vehicles declared as carpools, including clean air vehicles eligible to use the lanes toll-free, accounted for 30% of all trips, a higher share than in October.
- The shares of carpool trips in the a.m. and p.m. peak periods run slightly higher than the overall averages shown at left. In November, the carpool share in peak periods was 31% to 33%.
- 29% of the trips taken in November were by users without a toll tag, but only 8% were by users without a FasTrak® account.

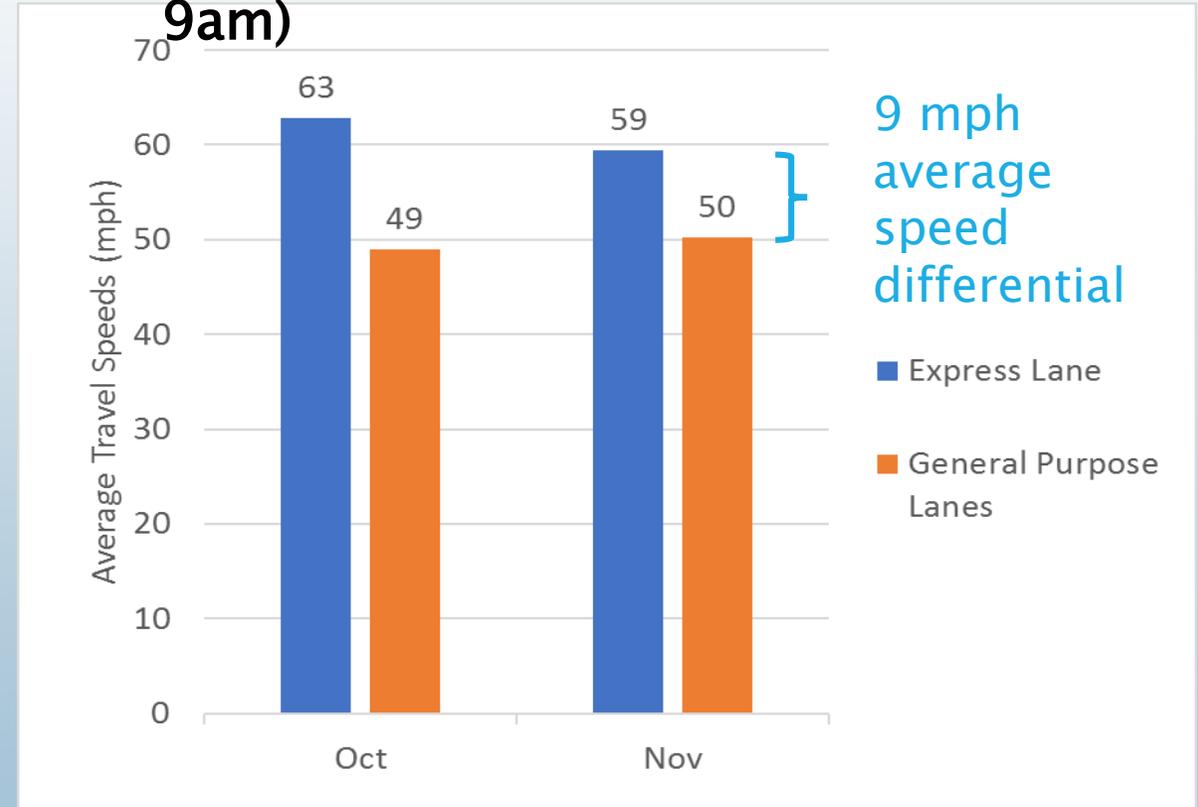
# Traffic Speeds

Speeds in the express lanes were an average of 9 to 11 miles faster than those in the general purpose lanes, in November – a slightly smaller difference than in October.

Northbound P.M. Peak Hour (5 – 6pm)



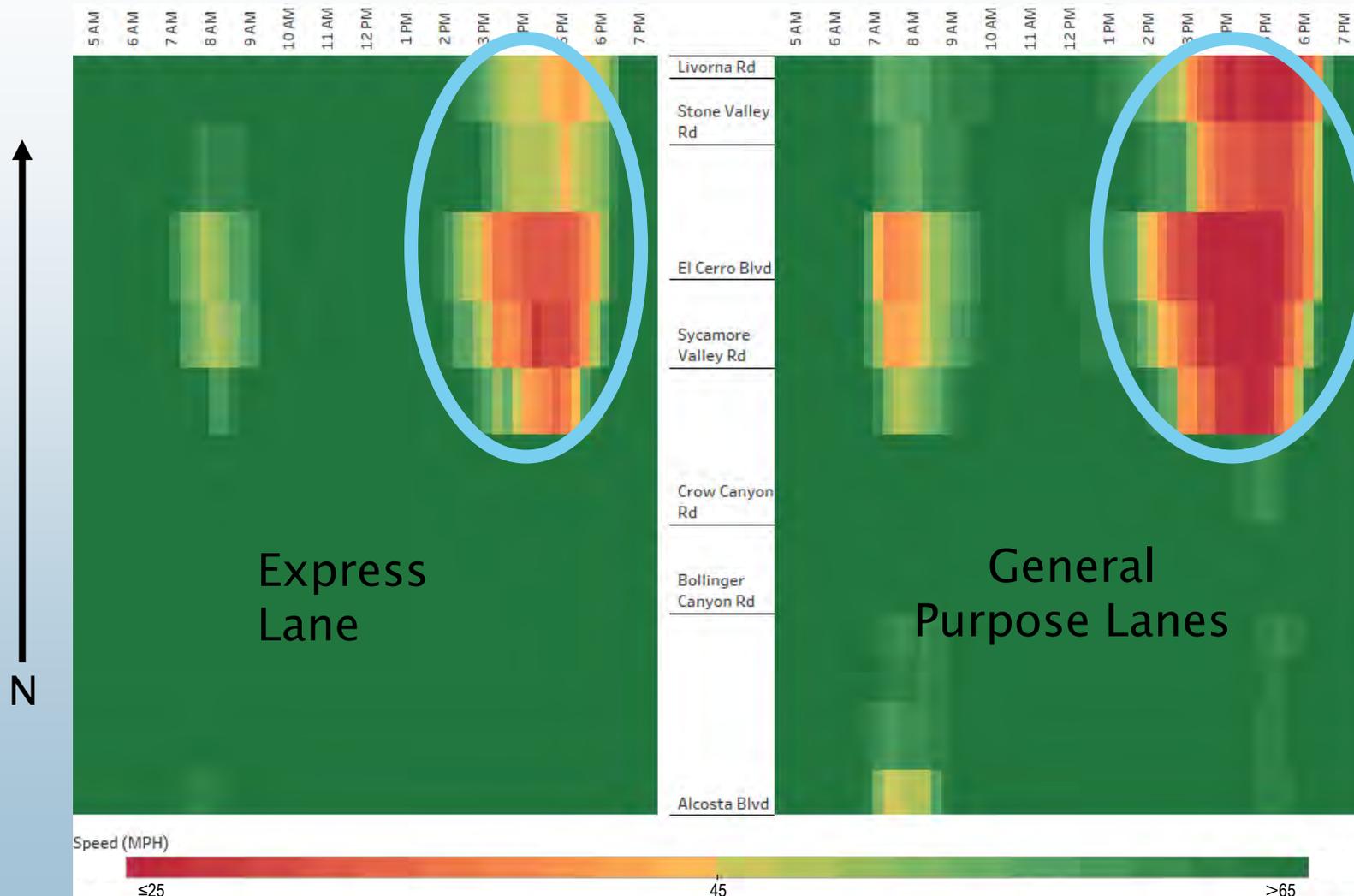
Southbound A.M. Peak Hour (8 – 9am)



*Speeds are averaged over the distance of the express lane. Peak hours are defined as the hours with lowest average cost.*

# Northbound Corridor Speeds

(November 1 – November 30)

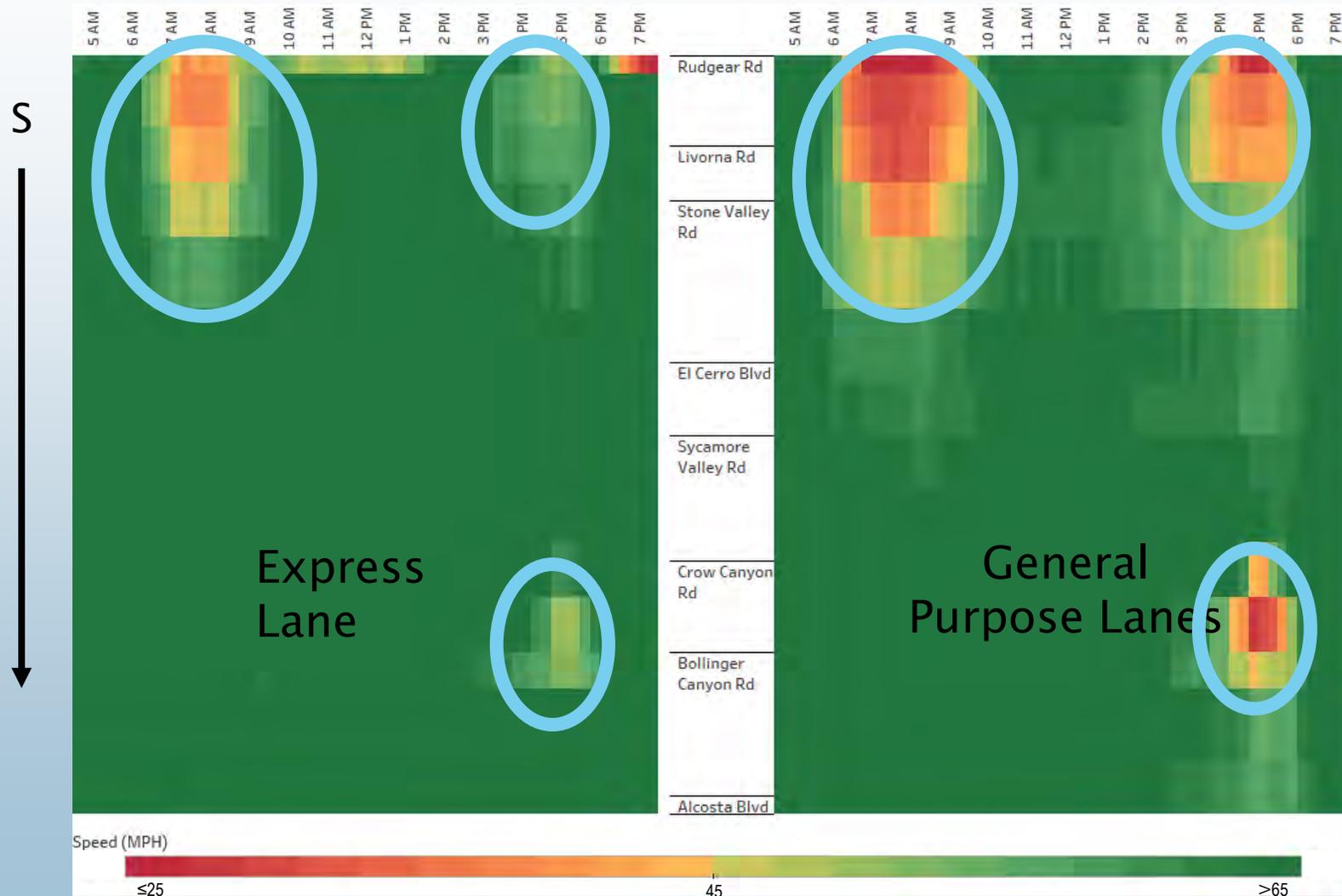


Congestion patterns were similar in October & November. Congestion originating north of the express lane regularly caused slowdowns in the general purpose lanes in the p.m. peak period.

While that congestion also affected the express lanes, express lane users were able to travel an average of 10 mph faster than vehicles in the general purpose lanes.

# Southbound Corridor Speeds

(November 1 – November 30)



Congestion patterns were similar in October & November.

Slowdowns regularly occurred in the general purpose lanes between Rudgear Rd. and Stone Valley Rd. in both the a.m. and p.m. peak periods, and near Bollinger Canyon Rd. in the p.m peak.

In the congested areas circled at left, express lane users were able to travel an average of 10 mph faster than vehicles in the general purpose lanes.

# Average Tolls Paid

(October 12 – November 30)



(The highest tolls posted to travel the entire corridor were \$6.25 Northbound and \$4.50 Southbound.)

# CHP Enforcement

(October 9 – November 30)

- Planned for 2 officers per 5-hour shift in the a.m. and p.m. peak
- CHP staffed 452 of 740 available hours (61%); lower staffing levels during North Bay Fires.
- Made 319 contacts in October and 318 in November.
- As expected, most were verbal warnings: 87% of all contacts in October and 76% in November.
- Main reasons for verbal warnings:

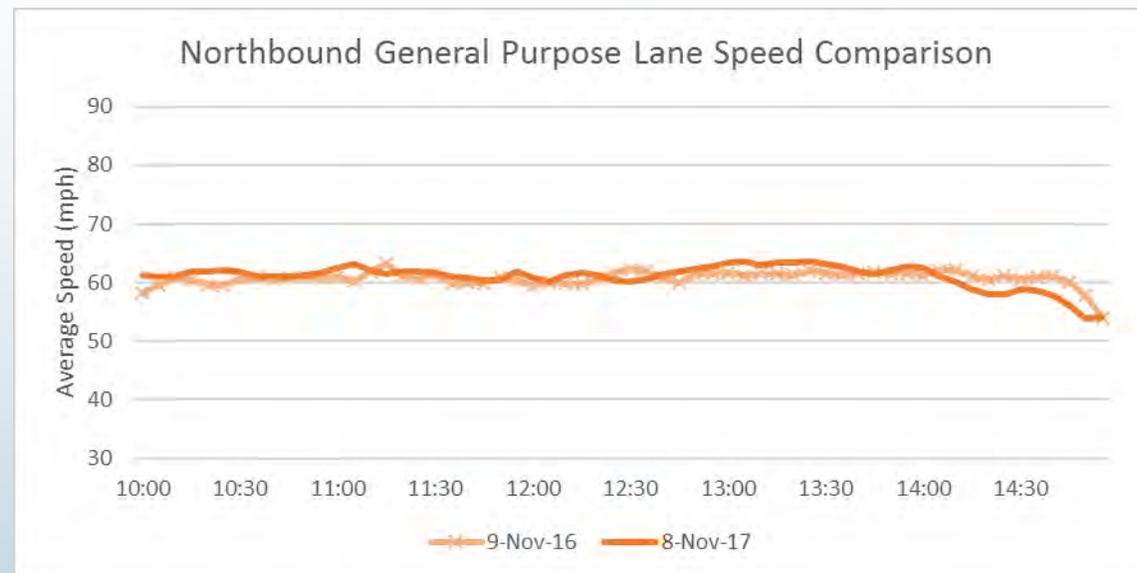
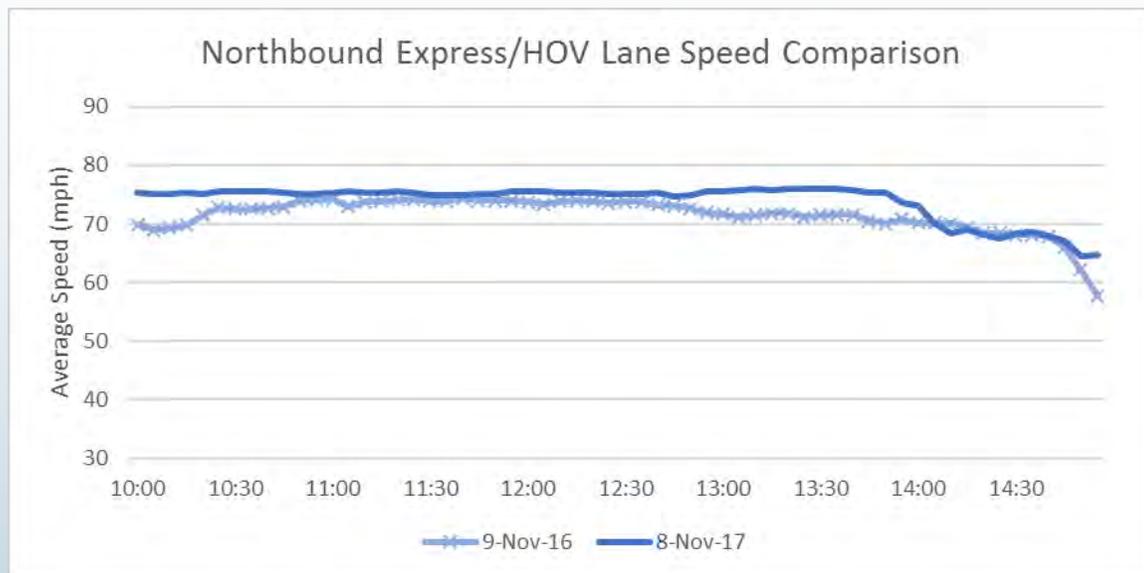
- HOV occupancy violation

• No license plate



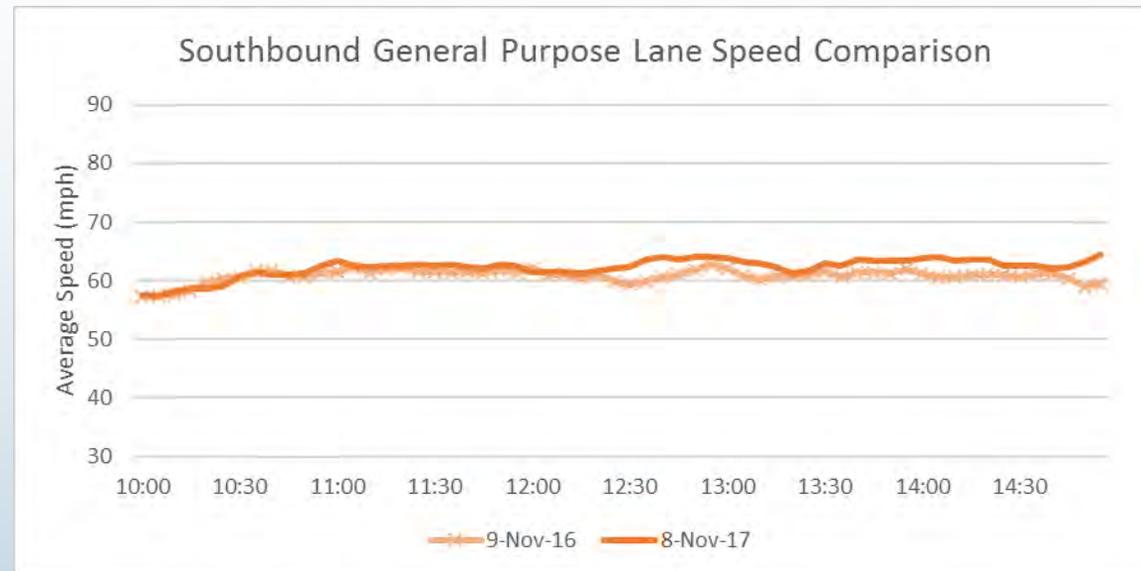
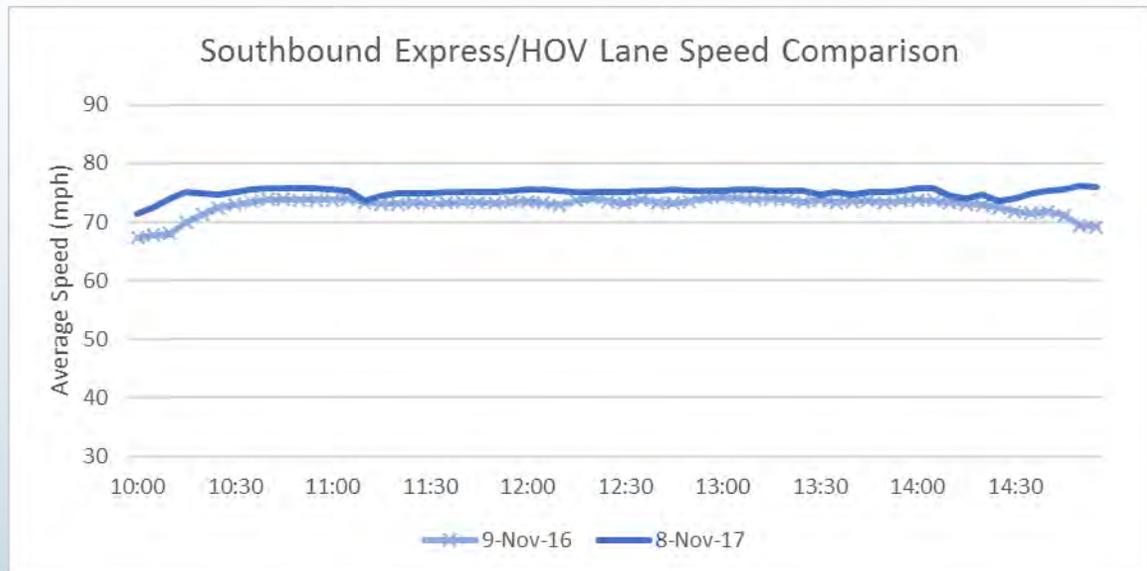
# Mid-Day Operations

# Northbound Speeds November 2016 & 2017



- Mid-day speeds in the HOV/express lane and the general purpose lanes were similar in November 2016 and November 2017.
- The average HOV/express lane mid-day speed increased from 72 mph to 74 mph.
- Average mid-day general purpose lane mid-day speed remained at 61 mph.

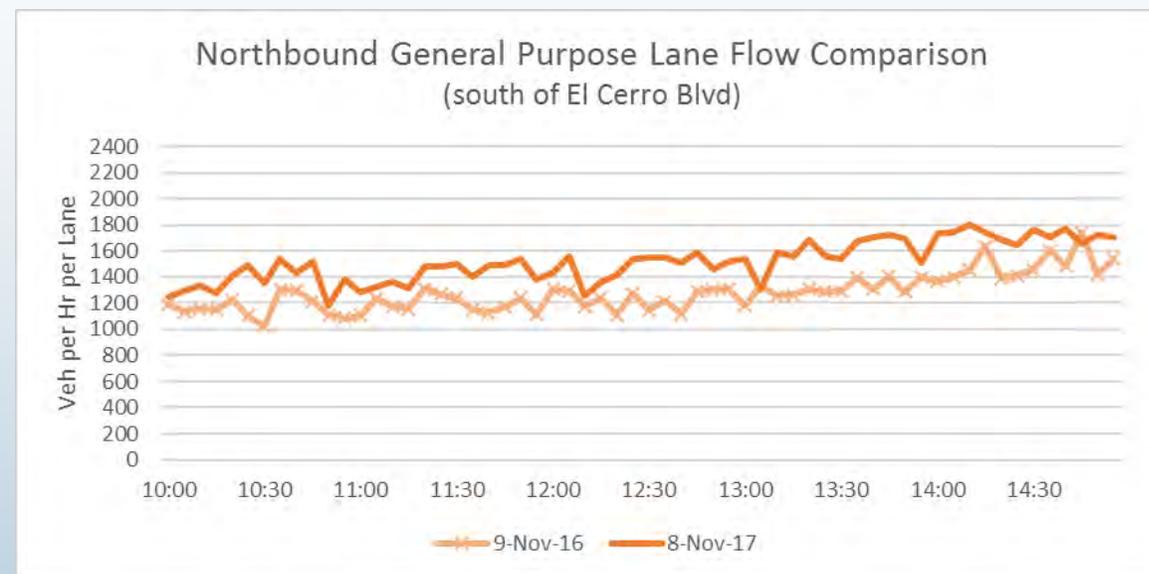
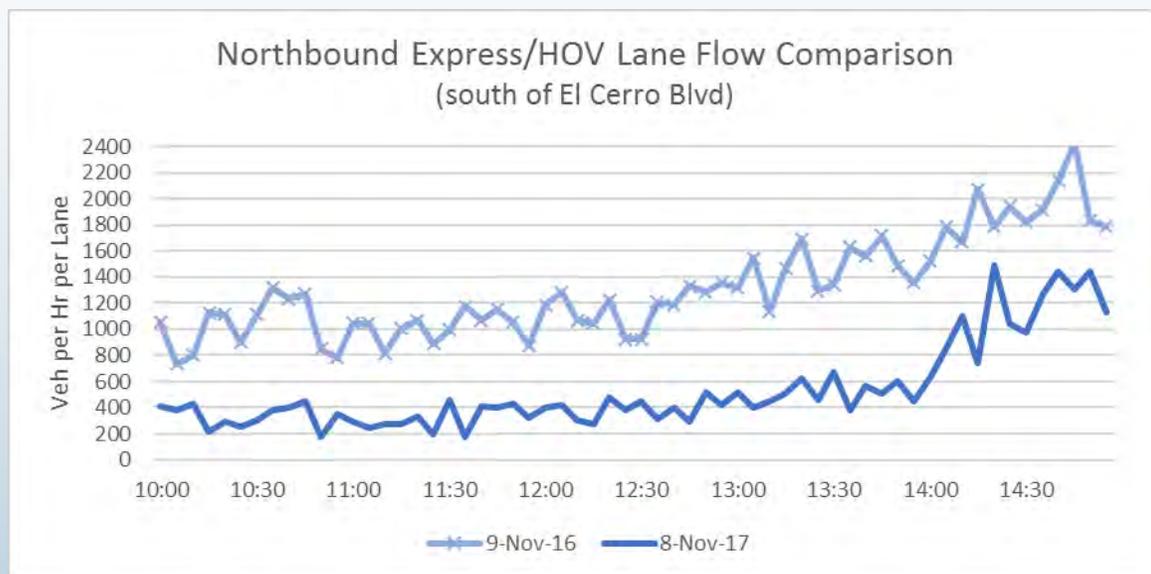
# Southbound Speeds November 2016 & 2017



- Mid-day speeds in the HOV/express lane and the general purpose lanes were similar in November 2016 and November 2017.
- The average HOV/express lane mid-day speed increased from 73 to 75 mph.
- Average general purpose lane mid-day speed increased from 61 to 62 mph.

# Northbound Traffic Flow November 2016 & 2017

Location: south of El Cerro Blvd\*

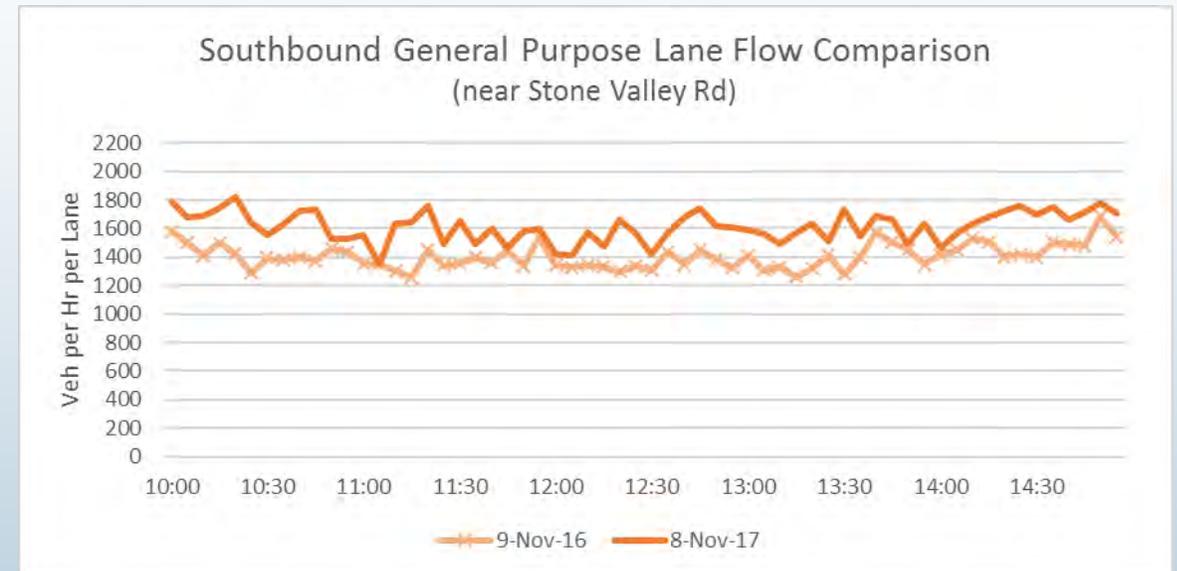
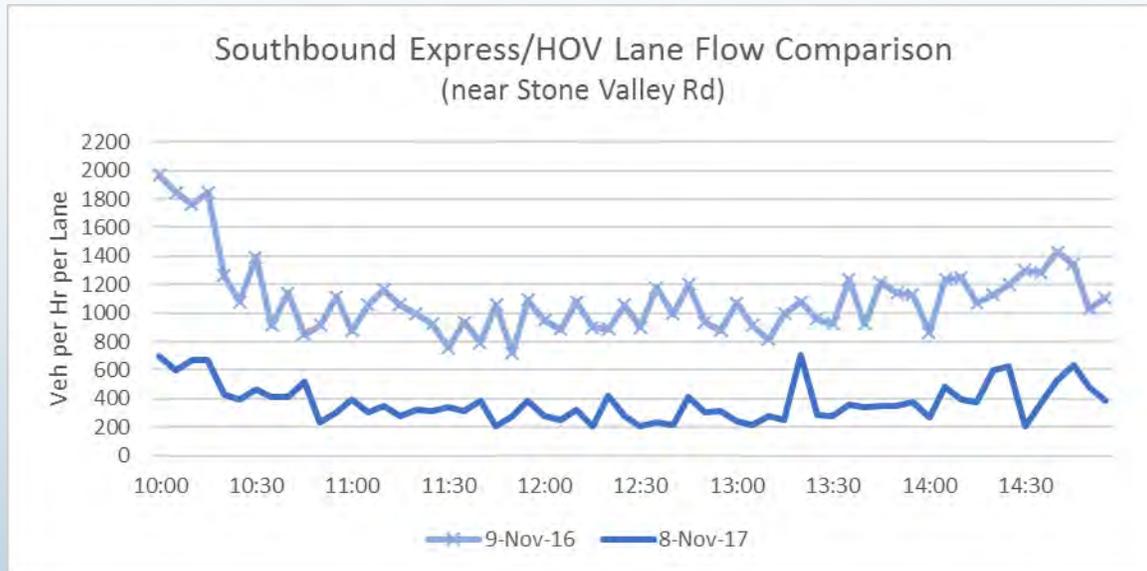


- HOV/express lane flow decreased an average of 780 vehicles per hour per lane during the mid-day.
- General purpose lane flow increased an average of 239 vehicles per hour per lane.

\*Location chosen because it is where the evening bottleneck occurs.

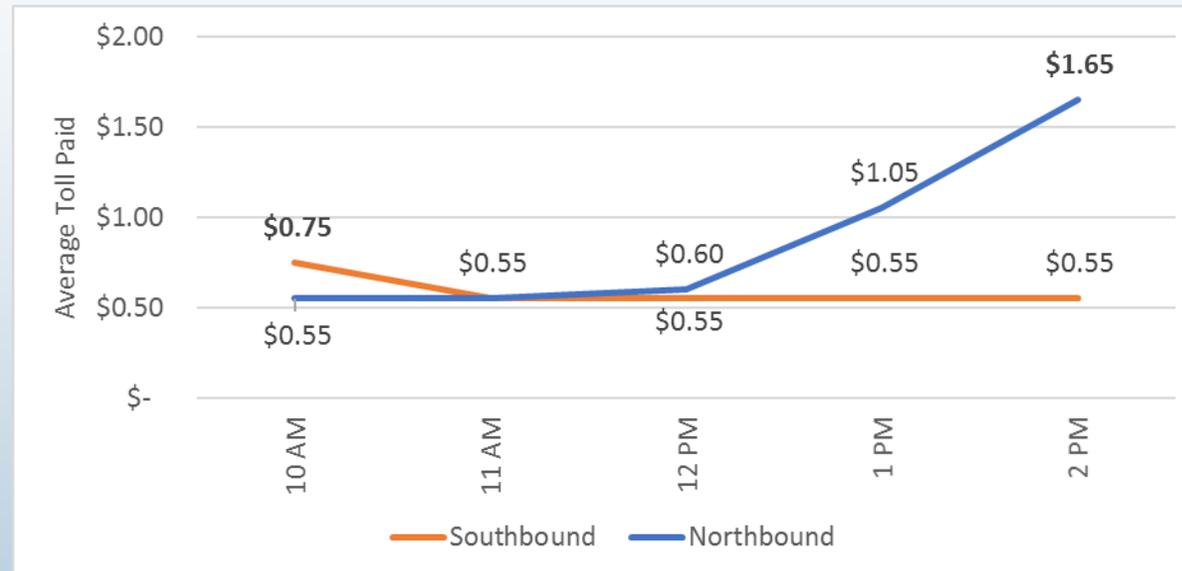
# Southbound Traffic Flow November 2016 & 2017

Location: near Stone Valley Rd\*



- HOV/express lane flow decreased an average of 726 vehicles per hour per lane during the mid-day.
  - General purpose lane flow increased an average of 210 vehicles per hour per lane.
- \*Location chosen because it is where the morning bottleneck occurs.

# Average Toll Paid Mid Day (October – November 2017)



- The average toll paid mid-day (10 AM to 3 PM) range as follows:
  - Southbound direction – \$0.55 to \$0.75
  - Northbound direction – \$0.55 to \$1.65

For more information, go to: [expresslanes.511.org](http://expresslanes.511.org)



# A BICYCLE PLAYGROUND FOR CONTRA COSTA COUNTY





DIABLO REGION

# A safe place to learn the rules of the road and practice real life traffic situations

## Goals:

- Improve bike/ped safety education
- Encourage biking by building confidence and making it fun
- Create a county resource open to the public



DIABLO REGION

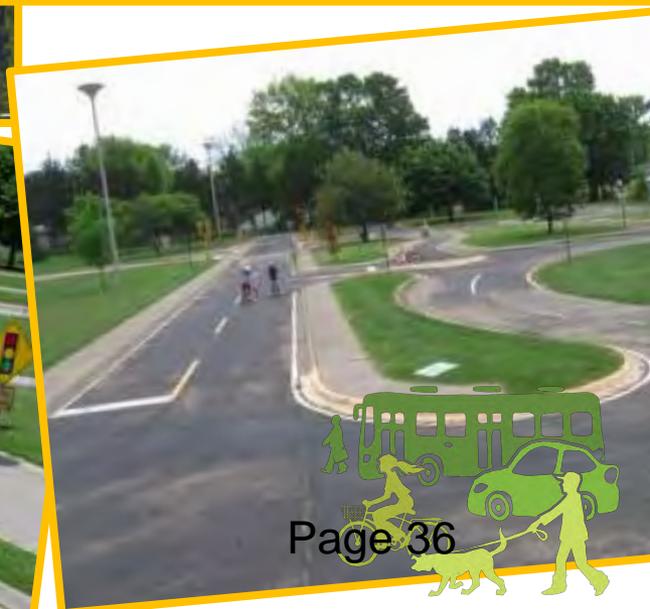
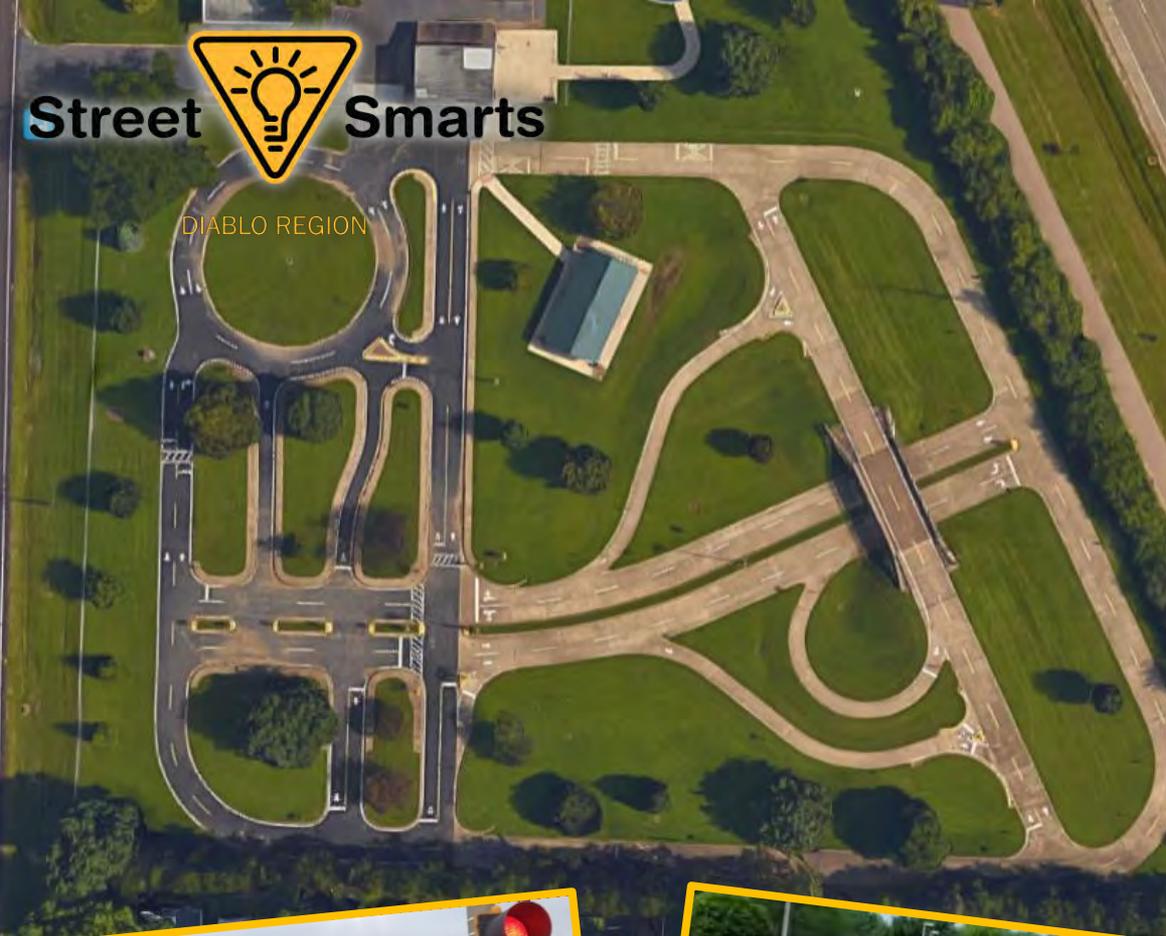
# SEATTLE, WASHINGTON

## White Center Bicycle Playground





DIABLO REGION





# Imagine the possibilities...

Real life traffic features

Intersections & Mini signals

Instructional signage

Road markings

Roundabouts

Driveways, Sidewalks and Crosswalks

Bike lanes, transitions, on-street parking, bus stops

Rock dodge (for handling skills)

Train tracks & crossings

“Destination” zones for groups to gather





# BE INSPIRED



# ENJOY



# FIX IT



# LEARN



# Concord Station Modernization Plan

January 25, 2018 // TRANSPAC TAC

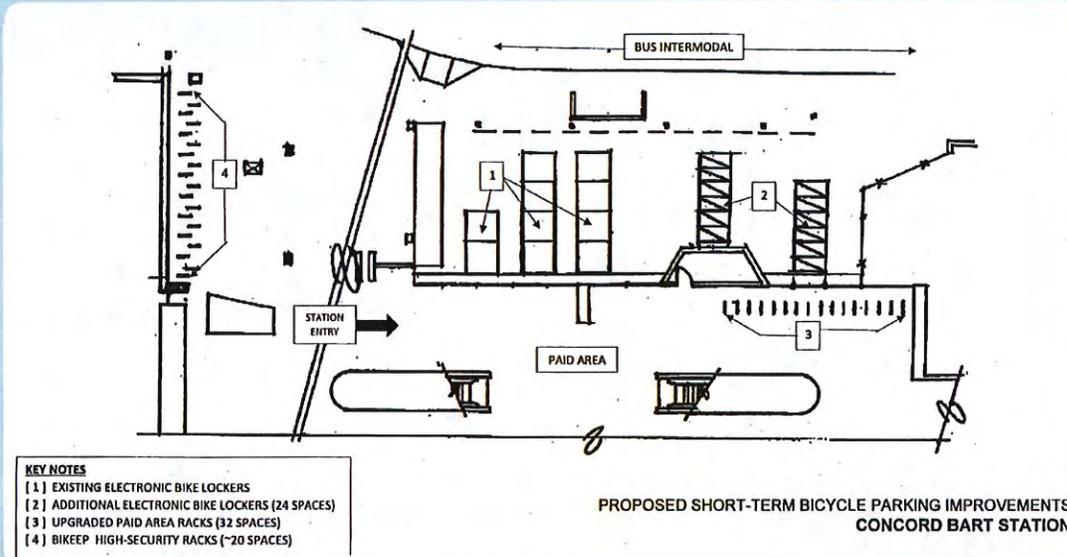


## Agenda



1. Concord Bike Station Update
2. Concord Station Modernization Plan Update
3. Next Steps

# Proposed Short-Term Bicycle Parking Improvements (+55)



- KEY NOTES**
- [ 1 ] EXISTING ELECTRONIC BIKE LOCKERS
  - [ 2 ] ADDITIONAL ELECTRONIC BIKE LOCKERS (24 SPACES)
  - [ 3 ] UPGRADED PAID AREA RACKS (32 SPACES)
  - [ 4 ] BIKEEP HIGH-SECURITY RACKS (~20 SPACES)

PROPOSED SHORT-TERM BICYCLE PARKING IMPROVEMENTS  
CONCORD BART STATION

# BikeLink Lockers





# Concord Station Modernization Overview



## Advisory Committee

### External Stakeholders

- City of Concord
- County Connection
- Tri-Delta Transit

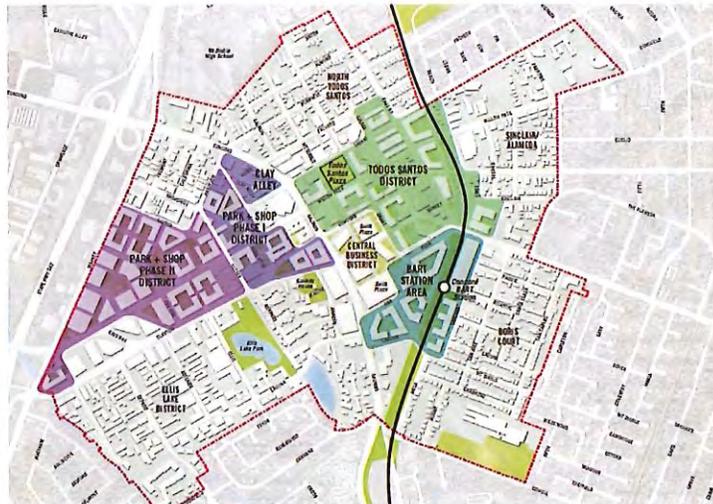
### BART Departments

- Planning
- District Architect
- Operations Planning
- Stations Engineering
- Customer Access
- Maintenance + Engineering
- Safety

# Neighborhood Context



- Downtown Specific Plan completed in 2014
- Area surrounding station zoned for mixed use development
- By 2040:
  - 10,100 new residents,*
  - 7,720 new jobs*



## Existing Conditions



### Operational Issues

- Elevator is a source of fare evasion
- Poor distribution of waiting passengers on platform due to:
  - Existing escalators and stair locations*
  - Obstructions at platform level*
  - Lack of weather protection*
- Projected station growth will require additional vertical circulation,
- Poor sightlines; many hidden spaces
- Pigeon roosting



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## Existing Conditions



### Passenger Experience Issues

- Overall poor / unwelcoming appearance of station
- Pigeon roosting
- Cluttered/ ad hoc wayfinding, advertising, garbage
- Spread out bus area is unsafe and unnecessarily large
- Poor uneven lighting leads to feeling of insecurity
- Many passengers living within one mile of the station choose to drive instead of take other modes



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## Existing Conditions



### State of Good Repair / Standards Issues

- Significant rainwater intrusion; existing roof is difficult to maintain and repair
- Lack of ADA tactile wayfinding
- Lighting deficiencies
- Emergency egress requirements



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## Concord Station Modernization Goals



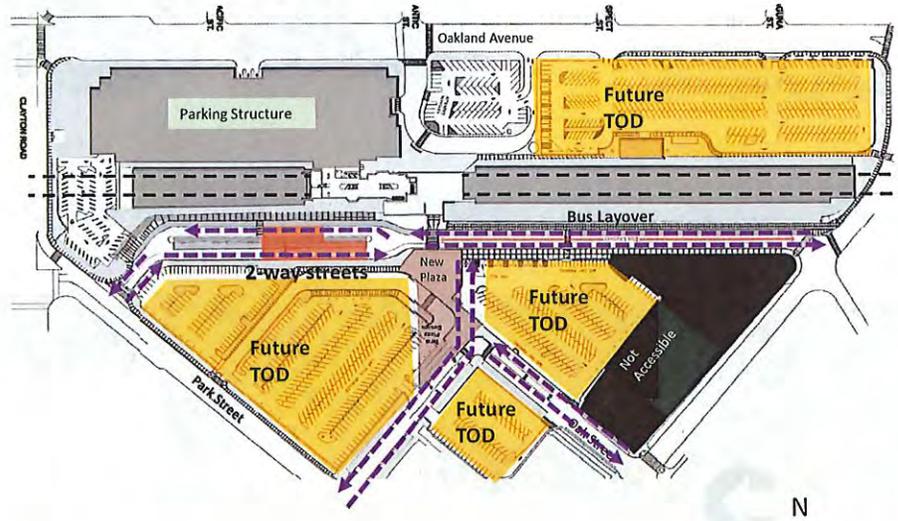
- Improve Station Access and Transit Connections
- Improve Security
- Ensure Capacity for Future Growth
- Enhance Passenger Experience
- Reduce Fare Evasion
- Create Place



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### Improved Station Access that supports future TOD

- New plaza provides improved connection to downtown, lays foundation for TOD
- Create 2-way streets
- Consolidate bus bays; remove bus terminal island



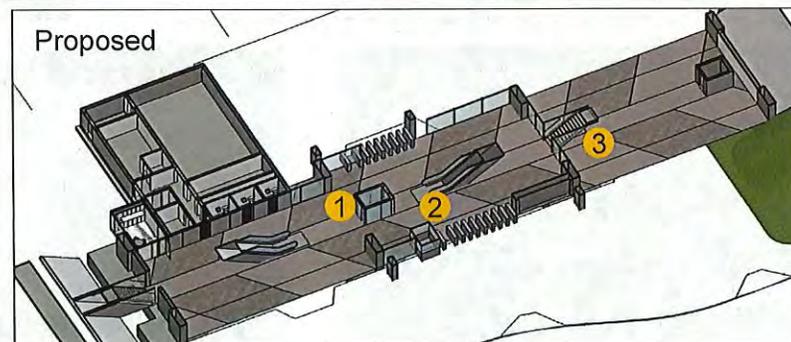
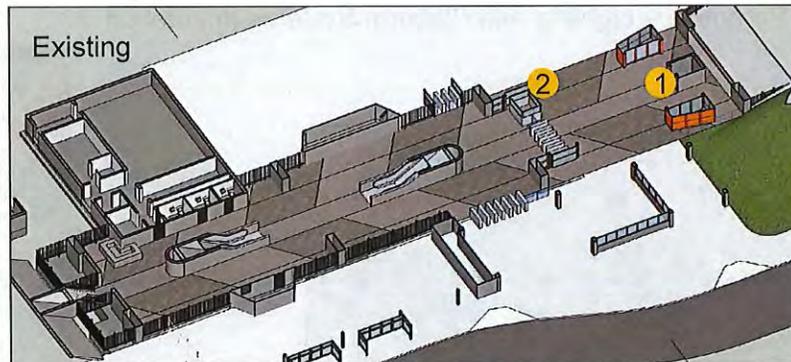
### Transit Circulation Improvements



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### Improved Station Security + Circulation

- Move elevator within fare paid area
- Relocate station agent booth for better visibility
- New stairs to platform to improve egress and reduce platform crowding



### Overall Station Layout



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## Transparency

- Open up western edge of the station by removing break room
- Removal of steel fencing; replacement with glass
- Removal of heavy non-structural concrete around stairs
- Increase natural light

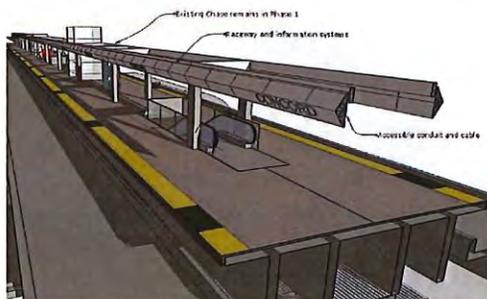


Enhance Passenger Experience



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## Proposed – Lighting and Platform Systems Integration



Option: New enclosed chase with lighting, signage, PA system



Option: Predominantly Up-lighting



Option: Predominantly Down-lighting

Enhance Passenger Experience



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## Additional placemaking opportunities

Public art feature  
within breezeway



Landscaped grove  
– provide additional  
shading in bus area



Enhance Passenger Experience



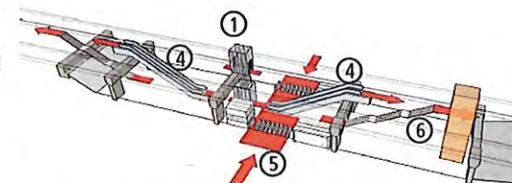
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## Project Elements (Phasing TBD)



### Proposed Station Modernization Improvements

1. New glass elevator in fare paid zone
2. Replace station roof with modern canopy with integrated systems
3. Extend canopy and systems to full coverage at north and south platforms
4. 2 new escalators with glass balustrades
5. Revised fare gate entries, relocated station agent booth and ticket vending machine locations to improve circulation, sight lines, and security
6. New south public stair with glass balustrades to reduce platform crowding and provide emergency egress
7. Provide emergency egress stairs at 2 ends of platform\*
8. Glazed station enclosure to increase natural lighting
9. New concourse level ceiling
10. Station-wide signage, graphics, wayfinding and public art\*
11. Consolidated bus waiting area with new modern canopies & windscreens\*
12. Intermodal plaza extension to north end of station\*



Concord BART Station proposed circulation improvements

Total Cost of All Identified Project Elements = \$50 million (including soft costs)

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# Phase 1 of Implementation



- **Phase 1 Project Funding**

- \$13 million – STIP (Confirmed)
- ~\$1 million – Measure J – for implementation of Bike Station (Proposed)
- ~\$1 million – Remaining Measure J allocation (Possible)
- Total = \$15 million

- **Next Steps**

- Identify Phase 1 Project Components
- Fall 2018-2020 – Design
- 2020-22 - Construction

**Measure J Line 20a**  
**FY 2016/2017 / FY 2017/2018 Program**

City of Walnut Creek	Senior Bus Operations	\$137,000
Senior Helpline Services / Mobility Matters	Volunteer Driver Program	\$190,000
Golden Rain Foundation (Rossmoor)	Bus Operations	\$125,766
John Muir Medical Foundation (Caring Hands)	Volunteer Driver Program	\$100,000
Rehabilitation Services of Northern California Choices in Aging	Bus Operations	\$ 90,000
Contra Costa ARC	Van Operations	\$ 82,340
	<b>TOTAL</b>	<b>\$725,106</b>

TRANSPAC 20A Program  
 Summary of the 2016/2017 Progress Reports

	TRIP INFORMATION					COST INFORMATION						Notes
	TRANSPAC Area Trips	Vehicle Service Hours	Hours Per Trip (Average)	Individual Trip Provided	Shuttle Vehicle	Total Cost of TRANSPAC Transportation Service	Measure J Cost of Transportation Service	Total \$'s Per Trip	Measure J \$'s Per Trip	Total \$'s per Vehicle Service Hour	Measure J \$'s per Vehicle Service Hour	
City of Walnut Creek	4,616	2,137	0.46		X	\$ 79,329	\$ 68,500	\$ 17.19	\$ 14.84	\$ 37.12	\$ 32.05	Volunteer Drivers
Senior Helpline Services / Mobility Matters	3,063	3,490	1.14	X		\$ 189,661	\$ 95,000	\$ 61.92	\$ 31.02	\$ 54.34	\$ 27.22	All trips from residents of TRANSPAC area; Volunteer Driver Program; Door through Door
Golden Rain Foundation (Rossmoor)	16,662	1,766	0.11		X	\$ 97,303	\$ 62,883	\$ 5.84	\$ 3.77	\$ 55.10	\$ 35.61	
John Muir Medical Foundation (Caring Hands)	5,860	7,685	1.31	X		\$ 257,948	\$ 50,000	\$ 44.02	\$ 8.53	\$ 33.57	\$ 6.51	Service Hours include time for rider activity; Volunteer Driver Program; Door through Door
Rehab. Services of Northern California - Choices in Aging	4,030				X	\$ 87,713	\$ 45,000	\$ 21.77	\$ 11.17			
Contra Costa ARC												Project started in October 2017
<b>TOTAL TRIPS</b>	<b>50,893</b>											
ADA LINK Service (2015/16 Data)								\$ 35.19		\$ 70.88		

Name of Agency

City of Walnut Creek

Primary Contact Name

Adriane Lee Bird

Street Address, City, State, Zip

1375 Civic Drive

Walnut Creek, CA 94596

Phone: 925.943.5876

Email: lee@walnut-creek.org

Project Funded: Walnut Creek Seniors Club Mini Bus Transportation Program

Date of Grant: September 21, 2016

Amount of Grant: \$68,500

I certify that the information contained in this report is true and complete to the best of my knowledge.

Signature of Responsible Party Adriane Lee Bird \_\_\_\_\_

Date 11/29/17 \_\_\_\_\_

## Reporting Data and Backup Documentation

1. Summary of activities/services/impact made possible by grant funds:

The Transpac 20A grant has made it possible to provide 4,616 rides to seniors and the developmentally disabled to access important aging resources such as the senior nutrition program, health care counseling, free legal counseling, educational workshops, attend wellness activities at Civic Park Community Center, doctor's appointments (seniors), grocery shopping (seniors), visiting friends (seniors), etc. These participants would otherwise be isolated, unable to go to doctor's visits or in some cases, unable to get a nutritious meal.

2. Cost Per Trip:

\$1 each way for the rider

3. Estimated Cost Savings per Trip Relative to LINK:

Savings for the rider is \$3 per trip.

4. Trip Characteristics:

a. Describe the provision of any services above and beyond ADA requirements?

N/A

b. Are trips eligible for ADA paratransit? Provide documentation

Some (I'm assuming Link), but we do not track that.

c. # of shared trips = 4,616 in 2016/2017

d. Common Destinations

Doctor's appointments, Civic Park Community Center, Safeway, John Muir Hospital, Shadelands Business Park (medical), Walnut Creek Library

e. Day/Time trip breakdown: Mon-Friday? AM? PM? Weekends?

Monday through Friday – 8:15 am to 4:30 pm with the first time slot at 8:45 am and the last at 3:45

f. Trip Geography: Do trips cross transit service areas? RTPC boundaries?

All trips take place within the boundaries of Walnut Creek.

5. Program Characteristics:

- a. Current capacity 3,840 as part of the regular bus schedule, but we open spots for special occasions – large events, etc.
- b. Waitlist status and/or other program needs, barriers, etc.

Depending on the day or the activity there might not be enough spots to accommodate everyone. Medical appointments get priority and riders are able to book those rides 2 days in advance. Our minivan is on its last legs. We have been servicing it once a week and it's over 10 years old with very high mileage. It has been difficult to staff a regular class B driver since it is a temporary position with limited hours.

c. Fleet description

We have a 7-person minivan (Dodge Grand Caravan 2007) as well as a new 15-person van (Ford 2017 Transit Van 350).

d. Driver training description

All volunteer drivers submit their driver's record and are entered into the City's DMV Pull Notice Program. They ride shotgun and train with current drivers before taking on a shift. They are also trained on the phone and the GPS system, as well as accident/incident procedures.

6. First and Second Year Grantees, please attach drivers log or other substantiation of trips/routes. Subsequent year grantees must retain records for 3 years.
7. Please attach documentation of capital purchases.

See attached.

8. Please describe any coordination activities with other transportation providers or mobility management function.

We have referred folks to mobility matters if they additional doorway to doorway help or have wheelchairs. We have also designed a platform with Lyft to act as a concierge service to our seniors who do not have smart phones or who do not feel comfortable booking a ride themselves. We have arranged special events with Rossmore and other low income senior housing developments to transport seniors to the center since the Rossmore bus only drops off at the Leshner Center, two blocks away.

## **City of Walnut Creek – Follow up questions Walnut Creek Seniors Club Mini Bus Transportation Program**

### **Question**

Want to confirm the 4,616 of share trips is also the 4,616 one way trips provided. As they are also shared, I'm assuming that means you may have had more than one passenger trip in the vehicle at a time.

### **Response**

We actually don't have a sophisticated enough dispatch system to determine how often the trips are "literally" shared. I thought that was a general term for the number of riders in this ride share program. It just depends on where they are going, if more than one person is in the car at a time. If five people are heading to the community center and live on the same side of town, then the driver would pick up all five first, if that makes any sense.

### **Question**

Can you clarify what the 3,840 "current capacity" represents.

### **Response**

On a regular basis, we have 16 slots per day, but for special events, we will secure a second driver to open up more spots. This could be a wellness conference, a volunteer luncheon, the holiday sale that our crafting group does, etc.

### **Question**

Cost to provide service in 16/17 (and amount of measure J used for 16/17 service)?

### **Response**

Cost to provide service was: \$79,328.64. We used the \$68,500 awarded from the grant to fund the program.

### **Question**

Provide cost per trip and cost per hour.

### **Response**

Trip cost for the City is \$17.19 per one way trip or \$37.12 per hour. (this does not include the purchase of the new van)

### **Question**

Cost of any vehicle purchase (and amount of measure J used for purchase).

### **Response**

Vehicle purchase was: \$43,071.54 – we did not use measure J funds to purchase, as we were told not to.

Name of Agency: **Choice in Aging**

Primary Contact Name: **Michael Whalen**

Street Address, City, State, Zip: **490 Golf Club Road, Pleasant Hill, CA 94523**

Phone: **925 682 6330**

Email: **mwhalen@choiceinaging.org**

Project Funded: Mt. Diablo Mobilizer (ADHC and Shopping Shuttle)

Date of Grant: 07/01/16

Amount of Grant: \$45,000

I certify that the information contained in this report is true and complete to the best of my knowledge.

Signature of Responsible Party

Debbi Tolle

Date

12/6/17

## Reporting Data and Backup Documentation

### 1. Summary of activities/services/impact made possible by grant funds:

Continuing transportation of participants 5 days a week to and from Choice in Aging's Mt. Diablo Center for Adult Day Health Care, allowing 12 participants to attend and thrive independently in the community because of:

- In depth medical case management by nurses, social workers, physical, speech and occupational therapists, and psychological services as needed
- Age/disability appropriate exercise, recreational and educational activities, discussions, current events, dancing, gardening and more!
- Games, live entertainment, music, art, crafts and horticulture therapy
- Socialization and engagement
- A nutritious meal
- Holiday and themed event celebrations
- Increased independence, well being, and FUN!
- Respite for caregivers

In addition, Choice in Aging provides a daily afternoon shopping shuttle to the low-income senior residents of Heritage Senior Housing and Carlton Senior Living facilities in Concord. This service drives seniors to local shopping centers to purchase essential food and personal items.

### 2. Cost Per Trip:

Participant transportation budget - \$66,000

Vehicle Maintenance budget - + \$21,713

= \$87,713

4,030 trips / year (*includes all AM Bus, afternoon shuttles, PM bus trips*)

$\$87,713 / 4,030 = \$21.77$

### 3. Estimated Cost Savings per Trip Relative to LINK:

It is our understanding the Link experiences an average cost of \$35.50 per ride. When multiplied by 4,030 rides, it equals \$143,065, a cost \$55,352 higher than our annual cost. It should be noted that we may calculate our cost per trip differently as there is no standardization for this between ADA and social service providers.

4. Trip Characteristics:

a. Describe the provision of any services above and beyond ADA requirements?

**All rides are door through door trips, a service Link cannot provide. With the ADHC rides, assistance is provided to riders who have difficulty managing independently on the LINK for a variety of reasons from late-stage dementia to limited continence control (longer trip times).**

**The shopping shuttle provides services that public transportation services do not, including helping residents with their shopping bags, providing assistance door through door, and a driver with experience in providing care for riders with dementia, resulting in extra guidance, understanding, and assistance to residents with cognitive difficulties.**

b. Are trips eligible for ADA paratransit? Provide documentation

**The trip riders are eligible for ADA paratransit. Choice in Aging ensures all clients are enrolled in LINK as a back-up option.**

c. # of shared trips

**All of the 4,030 trips are shared.**

d. Common Destinations

**Our Adult Day Health Care participants share three common destinations:**

- **180 La Casa Via, Walnut Creek,**
- **1485 Casa Montego, Walnut Creek**
- **2150 Tice Valley Blvd, Walnut Creek**

**Our afternoon shopping shuttle takes all daily riders to the same shopping locations.**

e. Day/Time trip breakdown: Mon-Friday? AM? PM? Weekends?

**Transportation is provided Monday – Friday, from 7:30AM – 4:00PM.**

f. Trip Geography: Do trips cross transit service areas? RTPC boundaries?

**Choice in Aging serves Central Contra Costa County and the City of Concord.**

5. Program Characteristics:

a. Current capacity

**12 participants for a 12 seat passenger bus.**

b. Waitlist status and/or other program needs, barriers, etc.

**There is no current wait list, but participants of the Mt. Diablo Center are eligible for space on the bus based on location and need, as determined by the Adult Day Health Care Center's Interdisciplinary Team.**

c. Fleet description

**2008 Ford E-450 Super Duty van (12 passenger)**

**2007 Chevrolet Uplander (4 passenger)**

d. Driver training description

- **1.5 hour safety training with program Physical Therapist to learn how to safely work with the frail participants we serve.**
- **2 days training in the field, including driving of program vehicle, dry runs of planned routes, and observation by Program Director.**
- **Experience and training on serving persons with dementia.**
- **The Bus Driver must have a valid Class B Commercial Drivers License with passenger endorsement.**
- **Obtain California Vehicles for Developmentally Disabled Persons (VDDP) certification.**
- **Must pass DOJ fingerprint clearance, CHP / DOT medical and examination and TB clearance.**
- **Must pass drug and alcohol testing throughout employment.**
- **Must be First Aid and CPR certified**

6. First and Second Year Grantees, please attach drivers log or other substantiation of trips/routes. Subsequent year grantees must retain records for 3 years.

**Please see attached for driver's log and substantiation of trips/routes.**

7. Please attach documentation of capital purchases.

**No capital purchases to report.**

8. Please describe any coordination activities with other transportation providers or mobility management function.

**The Choice in Aging President & CEO serves on the Paratransit Coordinating Council, volunteers on the Senior Mobility Action Council and is very involved in advocating for and promoting accessible transportation for people with disabilities and frail elders. She works closely with other providers to ensure riders are connected with the types of rides they need. She educates Choice in Aging staff on navigating the various different services and how to make appropriate referrals. She has provided community education through presentations and health fairs as well.**

**Choice in Aging program staff, including Program Director, Social Workers and other care providers, work daily with LINK staff to coordinate rides.**

Name of Agency: **Contra Costa ARC**

Primary Contact Name: **Carol Anne McCrary**

Street Address, City, State, Zip: **1340 Arnold Drive, Suite 127,**

**Martinez, CA 94553**

Phone: **925-595-0115**

Email: **cmccrary@arcofcc.org**

Project Funded: **Van Operations**

Date of Grant: **Awarded 7/15/16**

Amount of Grant: **\$82, 340 over 2 years**

I certify that the information contained in this report is true and complete to the best of my knowledge.

Signature of Responsible Party Carol Anne McCrary, Co-Executive Director

Date 12/4/17

## Reporting Data and Backup Documentation

1. Summary of activities/services/impact made possible by grant funds:

**Unfortunately, we were unable to hire for a bus driver for this project during this fiscal year.**

- **With our pay and benefits offerings, Contra Costa ARC's staff vacancy rate is currently at 10.6%; this is the highest it has been in the last 10 years, and while recruitment efforts have doubled, hiring has been difficult.**
- **Unsuccessful bus driver applicants did not pass the required criminal background check and/or drug screen, thus did not meet minimum standards, as per regulatory requirements.**
- **We had 2 bus driver openings at the same time and both were hired in Oct/Nov 2017 (outside of this reporting period).**
- **The project began operating in October 2017, again, outside of this reporting period.**

2. Cost Per Trip: **N/A**

3. Estimated Cost Savings per Trip Relative to LINK: **N/A**

4. Trip Characteristics: **N/A, project began in October 2017, outside of this reporting period.**

a. Describe the provision of any services above and beyond ADA requirements?

b. Are trips eligible for ADA paratransit? Provide documentation:

c. # of shared trips:

d. Common Destinations: To/From the George Miller Center-Concord

e. Day/Time trip breakdown: Mon-Friday? AM? PM? Weekends?

f. Trip Geography: Do trips cross transit service areas? RTPC boundaries?

5. Program Characteristics: **N/A, project began in October 2017, outside of this reporting period.**
  - a. Current capacity
  - b. Waitlist status and/or other program needs, barriers, etc.
  - c. Fleet description
  - d. Driver training description
6. First and Second Year Grantees, please attach drivers log or other substantiation of trips/routes. Subsequent year grantees must retain records for 3 years.
7. Please attach documentation of capital purchases. **None---received accessible vehicle through the 5310 Federal grant program. Vehicle is currently being used for day program purposes.**
8. Please describe any coordination activities with other transportation providers or mobility management function.

Golden Rain Foundation

Jeffrey Matheson, Director Resident Services  
800 Rockview Drive, Walnut Creek, CA 94563

925.988.7628

JMatheson@rossmoor.com

Project Funded: Golden Rain Foundation – Rossmoor ***Green Line Route***

Date of Grant: 2016-2017 Grant

Amount of Grant: \$62,883 Annually

I certify that the information contained in this report is true and complete to the best of my knowledge.

Signature of Responsible Party \_\_\_\_\_  
Jeff Matheson, Director Resident Services

Date November 29, 2017

## Reporting Data and Backup Documentation

1. Summary of activities/services/impact made possible by grant funds:
  - **Green Line / Downtown Walnut Creek Service (Line 20A Grant Funded)**

The Green Line was implemented as a dedicated route in 2011, the grant funds have made it possible for Rossmoor residents to have access to a section of downtown Walnut Creek, between BART and Kaiser/Newell. The Green Line is the only fixed route that travels to downtown Walnut Creek, departing Gateway Clubhouse bus shelter several times per day.
  - The Green Line service as a whole has given just over 16,900 rides in 2016 and 13,244 rides to date in 2017 on our weekday service.
  - **Rossmoor Bus Services:** In addition to the Green Line, Downtown Walnut Creek Route, Rossmoor offers bus service weekdays from 6:00am to 8:30pm and on Saturday, Sunday and Holiday's from 9:00am to 8:30pm. On weekdays, buses operate on a color-coded fixed loop routes all day inside the Rossmoor valley and the adjacent community where the Rossmoor Shipping Center and Medical Clinics are located. Rossmoor operates a Dial-a-Bus "gap service" weekdays; weekday mornings 6:00am to 9:00am and evenings service 5:30pm to 8:30pm. Dial-a-Bus is our Saturday, Sunday and Holiday's service.
  - **Paratransit**

Paratransit service has the same hours as all other services. Rossmoor's paratransit bus will go anywhere the regular Rossmoor buses go. To qualify for the Rossmoor Paratransit service, a resident must be physically unable to use the regular Rossmoor bus. Paratransit riders typically use wheelchairs, heavy walkers or they might live where they are unable to access the bus stop safely. Paratransit riders may be combined with other riders on the Green Line and on Dial-a-Bus.
2. Cost Per Trip:
  - The Green Line cost per trip - \$5.53
3. Estimated Cost Savings per Trip Relative to LINK:
  - \$31.47
4. Trip Characteristics:
  - a. Describe the provision of any services above and beyond ADA requirements?
    - We exceed ADA requirements to get onto our paratransit system, as our requirement is having difficulty getting to the street or difficult/slow to board the bus
    - The Green line provides paratransit rides for Rossmoor residents that might not qualify for County LINK, they are unable to use the regular fixed bus due to mobility, vision and

- or accommodate uncommon mobility equipment in order to go to destinations in the Downtown Walnut Creek area and Kaiser.
  - We can offer a same day service when requested, where and when the fixed route service does not operate
  - Our paratransit service takes our paratransit residents to the dialysis facility on Rossmoor Parkway and saves the LINK funds for this short distance trip
- b. Are trips eligible for ADA paratransit? Provide documentation
- Yes, see attached report
- c. # of shared trips
- See attached report
- d. Common Destinations
- Green Line (Grant Funded): BART, Target, Leshner Center for the Arts, Locust Street, S. California Street/CVS/Genova Deli, Kaiser, S. Main Street (access to Macy's), S. Broadway (access to Safeway, Nordstroms and Broadway Plaza) Trader Joe's, Botelho/Locust (Shops, Restaurants and Cinemark Theater)
- e. Day/Time trip breakdown: Mon-Friday? AM? PM? Weekends?
- Green Line: Monday – Friday 8 fixed schedule trips, beginning at 9:50am, 10:50am, 12:05pm, 12:45pm, 1:35pm, 2:35pm, 3:45pm and 4:50pm
  - AM weekday: 6:15am, 7:00am, 8:00am and 9:00am
  - PM weekday: 7:00pm and 8:20pm
  - Weekends and Holiday's: 7 scheduled trips, beginning 9:30am, 11:30am, 1:30pm, 3:30pm, 5:00pm, 7:00pm and 8:20pm
- f. Trip Geography: Do trips cross transit service areas? RTPC boundaries?
- The Green Line grant bus fills the gap created by the discontinuation of the CCTA Route 101 by providing Rossmoor's senior residents, both ambulatory and disabled access to and from the downtown Walnut Creek commuting, and shopping, medical, civil service and entertainment destinations. By including Paratransit riders along with the ambulatory riders we are giving disabled persons access to these destinations more efficiently and at a lower cost than what the locally available paratransit services offer
5. Program Characteristics:
- a. Current capacity
- Monday – Friday: Green Line (Line 20A Grant Funded) 16-18 passengers per trip at 8 trips per line
  - Weekends/Holiday's: 3 to 4 buses, 12-16 passengers per trip. This is an on demand type service with trips to the downtown Walnut Creek area that is covered by the Green Line on weekdays.

- b. Waitlist status and/or other program needs, barriers, etc.
  - Currently no waitlist status
  
- c. Fleet description
  - Green Line (Line 20A Grant Funded) bus: 1 bus at 18 passenger capacity
  - Our current fleet - 12 buses: 9 buses at 16 passenger capacity, 2 buses at 12 passenger capacity and 1 bus at 18 passenger
  - 12 drivers, 1 bus foreman, 1 evening dispatch, 1 weekend dispatch, 1 paratransit dispatch
  
- d. Driver training description
  - Our drivers are hired with the requirement of having a Class B Passenger Endorsement driver's license.
  - Our drivers have a one-on-one training for the routes we service and a 6 month probation period
  
6. First and Second Year Grantees, please attach drivers log or other substantiation of trips/routes. Subsequent year grantees must retain records for 3 years.
  - n/a
  
7. Please attach documentation of capital purchases.
  - No capital was purchased with Line 20A Grant Funds
  
8. Please describe any coordination activities with other transportation providers or mobility management function.
  - We try to coordinate drop off and pick up locations using CCCTA stops and coordinating schedules

Name of Agency: Caring Hands Volunteer Caregivers Program

Primary Contact Name: Maria Amadea, Manager

Street Address, City, State, Zip:

2855 Mitchell Drive, Suite 100

Walnut Creek, CA 94598

Phone: 925-952-2999

Email: maria.amadea@johnmuirhealth.com

Project Funded: Caring Hands Volunteer Caregivers Program - Transportation  
Provided to Seniors in TRANSPAC Cities

Date of Grant: 2016-2018

Amount of Grant: \$100,000.00

I certify that the information contained in this report is true and complete to the best of my knowledge.

Signature of Responsible Party: 

Date 11/28/2017

## Reporting Data and Backup Documentation

### 1. Summary of activities/services/impact made possible by grant funds:

Caring Hands provides **free** transportation to seniors over the age of 60, who still live independently, yet need assistance with transportation for them to age in place and remain in their own homes. Currently, the average age of the independent senior we serve is 83 years old. Rides are provided on either a regular, weekly schedule to seniors who participate in our One-to-One match program or on an occasional, as-needed basis to those who participate in our Senior Transportation Program.

The purpose of providing transportation is to allow seniors to age in place, remain in their own homes and maintaining their independence and freedom to continue activities of daily living. By providing transportation, Caring Hands is able to help hundreds of seniors postpone the need to move into costly assisted living or nursing homes due to no longer being able to drive.

Caring Hands provides door-through-door, wait-at-the-destination transportation services based on the needs of the particular senior who is being driven by a volunteer.

The transportation is either provided as an occasional service so a senior in the program may receive a ride to a physician's appointment and back home again. The other transportation services provided are to those seniors who receive a regular, weekly visit from a volunteer who transports them to any number of destinations including but not limited to the doctor, pharmacy, grocery, hairdresser, shopping mall, and church in order to maintain daily living. All transportation services are free of charge.

### 2. Cost Per Trip:

All of Caring Hands' services are free of charge, so there is no cost to the senior for the trips we provide. However, the estimated cost for the same level of personalized, private door-through-door, wait-at-the-destination transportation in our area is a minimum \$50 per round-trip.

### 3. Estimated Cost Savings per Trip Relative to LINK:

Cost savings for each senior participating in the program is 100%. Our program provides free transportation, so any ride provided by Caring Hands saves the senior the full cost of any cost provided by LINK.

4. Trip Characteristics:

a. Describe the provision of any services above and beyond ADA requirements?

Many of our volunteers are able and willing to accommodate a senior who uses a wheelchair or walker, however, since they are generally driving regular vehicles that are not specially designed for ADA accessible transport, each volunteer's ability to accommodate seniors with more advanced disabilities is limited.

Our target program participant is a senior who still lives independently, yet needs some assistance with transportation helping them to age in place and remain in their own homes. Therefore, we do not routinely provide care or transportation for seniors with significant disabilities.

b. Are trips eligible for ADA paratransit? Provide documentation?

Not applicable

c. # of shared trips

Each senior is driven to their destination by their regular volunteer, therefore seniors participating in our program do not share trips with other seniors.

Caring Hands provides approximately 489 one-way rides each month to seniors within the TRANSPAC area. This translates to more than 5,860 one-way rides per year to seniors living within the TRANSPAC area.

Of note, the program serves the greater Contra Costa County beyond the TRANSPAC area and in the same period of July 1, 2016 through June 30, 2017, Caring Hands volunteers provided a total of 7,956 one-way rides and 10,434 hours of service.

d. Common Destinations

The most common destinations of the trips include: physician's office; grocery store; pharmacy; hairdresser; dentist; shopping stores such as Target, Walmart, Macy's; exercise classes; restaurants to share a meal; church; bank; professional advisor's office such as attorney, financial planner; and other location as requested by the senior.

e. Day/Time trip breakdown: Mon-Friday? AM? PM? Weekends?

The majority of our trips are completed Monday through Friday during regular business hours, 8am – 6pm. There are occasional rides provided on weekends if that's the arrangement with the volunteer matched to a particular senior.

All occasional transportation is provided exclusively Monday through Friday during regular business hours.

f. Trip Geography: Do trips cross transit service areas? RTPC boundaries?

Caring Hands service area includes ALL areas within TRANSPAC Central Contra Costa County and beyond.

Our service area transcends the boundaries of TRANSPAC to the east and south as Caring Hands serves TRANSPLAN and SWAT-LaMorinda and SWAT - Tri-Valley. Our service stops at the boundary between TRANSPAC and WCCTAC, as we do not serve West Contra Costa County.

5. Program Characteristics:

a. Current capacity

Caring Hands allows 264 seniors who no longer drive to remain independent and continue living in their own homes within TRANSPAC cities. Caring Hands transportation helps these seniors to continue to enjoy the same quality of life as when they could drive and helps them continue activities of daily living. There is a significant positive financial impact for individuals and the community. The transportation Caring Hands provides postpones the need to move into costly assisted living or institutionalized settings. The fact that Caring Hands trips are free, it makes it priceless to the senior & and their family.

b. Waitlist status and/or other program needs, barriers, etc.

Currently, there are 17 seniors (living in TRANSPAC cities) who are waiting to be matched with a regular volunteer caregiver who can provide transportation for the senior.

One of the barriers to our providing more services and transportation is the recruitment of additional volunteers who can serve as drivers.

c. Fleet description

The transportation is provided in the private vehicles owned and operated by our program volunteers. John Muir Health requires all volunteers to carry appropriate automobile insurance, and verifies it is current on an annual basis.

d. Driver training description

All potential volunteer drivers must pass an initial interview, attend a full day mandatory training and provide three letters of reference prior to being certified as a Caring Hands Volunteer Caregiver and driver. Additionally, all candidates MUST pass a background screening and DMV check to verify their safety track record ensuring that ONLY safe drivers are entered into our program and eligible to drive our seniors.

6. First and Second Year Grantees, please attach drivers log or other substantiation of trips/routes. Subsequent year grantees must retain records for 3 years.

See attached documentation.

7. Please attach documentation of capital purchases.

Caring Hands has not made any capital purchases with this grant funding.

8. Please describe any coordination activities with other transportation providers or mobility management function.

Caring Hands coordinates services and resources by having the Manager regularly attend and participate in the monthly Area Agency on Aging – Contra Costa County Senior Mobility Action Council (SMAC) where several other transportation providers participate.

In addition, the Caring Hands social workers collaborate with staff at other non-profit agencies, such as Mobility Matters, Senior Outreach Services, and LaMorinda Spirit Van to best assist our senior population. Collaboration includes, but is not limited to, referring seniors to any of these agencies if it better serves their needs.

## SUPPLEMENTAL INFORMATION

### Caring Hands Volunteer Caregivers Program

- Can you confirm how you define the service hours (i.e. the total trip time (including the trip purpose) or the time required for the transportation component).

Our volunteers report their hours to the program on a monthly basis via a "Time sheet" report. These reports are entered afterwards into our database. Volunteers have been advised to count their hours from the time they pick up a senior at their home till the time they bring that senior back to their home after having spent time with them for example, taking them to an appointment, waiting for them, potentially also stopping on the way to pick up a medication or food etc etc and then dropping them back at their home. That is how "total trip time" is counted. Our volunteers usually report that time as "Transportation with the senior" and give us the number of hours they have spent taking them around and back to home.

- Hours of service for your entire program are included in the material. Can you provide the number of vehicle service hours for the TRANSPAC area trips. Can you specify if this is from specific trip information or another method.

Our database records each trip provided as "transportation with the senior" and it has associated with it the number of hours the volunteer reported that she/he has spent on that trip.

In particular 10,434 hours were given to provide 7,956 trips program wide. This means that on average 1.311463 hours were given for each trip. If you take that time and multiply it by the number of total trips given to seniors in Transpac cities (which is 5,860) we come out with a total of 7,685 hours that were given by our volunteers in providing transportation services to seniors in Transpac cities.

- Cost per trip – Please provide. This should be the total cost of your program divided by the total number of one way trips provided.

The Caring Hands Annual Budget is \$557,179. Our Volunteers and staff provide more services than just transportation services to our senior population. The total number of volunteer hours provided and reported from July 1, 2016 till June 30, 2017 is 16,600 hours. Of that number, 10,434 hours represent hours given involving transportation services, so that is 62.85%. Furthermore, 62.85% of our budget is \$350,187. If we divide \$350,187 by 7,956 which is the total number of rides provided program wide, we come out with \$44.01 as the cost per ride.



## Reporting Data and Backup Documentation

1. Summary of activities/services/impact made possible by grant funds:

In FY 16-17: 282 screened, trained volunteer drivers provided 3,068 one-on-one, escorted, door-through-door rides for 388 seniors residing in Contra Costa County, primarily for medical and dental care and basic necessity shopping, donating 3,490 hours and driving 38,579 miles. Of these trips, 1,493 were provided to senior residents of the TRANSPAC area.

These are all seniors who are trying to age in place and cannot access any other form of transportation because of the need for door-through-door assistance.

2. Cost Per Trip: \$61.92 (varies depending on the number of rides given and cost of staff that year)

3. Estimated Cost Savings per Trip Relative to LINK:

Clients in our volunteer driver programs, even though many are qualified for paratransit, cannot take it because of their need for one-one-one, door-through-door assistance which paratransit does not provide. None of them can afford a caregiver who can escort them on paratransit. We are not an alternative to paratransit, but are a highly specialized form of transportation for disabled seniors who cannot take paratransit. Our programs would be cost prohibitive if we had to use paid drivers instead of utilizing volunteers. We refer seniors who need our level of assisted rides, but have financial resources, to fee-for-service providers, like home care agencies or private pay transportation companies that offer door-through-door escort.

4. Trip Characteristics:

a. Describe the provision of any services above and beyond ADA requirements?

Free, door-through-door, one-on-one, escorted rides, including post anesthesia for same day procedures and surgeries.

b. Are trips eligible for ADA paratransit? Provide documentation

As stated above, almost all our clients are ADA qualified but cannot use paratransit because of the escort factor.

c. # of shared trips: None

d. Common Destinations

Usually doctor offices, outpatient departments, including same day surgery centers, dental offices, and grocery stores.

e. Day/Time trip breakdown: Mon-Friday? AM? PM? Weekends?

We provide rides Monday through Saturday from 7am - 5pm, and will take a client to church on Sunday, if we have a driver who is willing and able.

f. Trip Geography: Do trips cross transit service areas? RTPC boundaries?

We cover all of Contra Costa County, and cross over to Alameda County from West and Central County for medical appointments, but all clients must reside in Contra Costa County.

NOTE: For this grant, all clients must reside in the TRANSPAC area, but we will take them anywhere in Contra Costa County, and even some medical trips to Alameda County.

5. Program Characteristics:

a. Current capacity

For every newly trained volunteer, we can take on 1-3 clients depending on the area and frequency of need.

b. Waitlist status and/or other program needs, barriers, etc.

We have a short waitlist for those without immediate needs, and do not enroll more clients than we can accommodate. Most of the clients we enroll have a desperate need for the services we provide and cannot wait very long.

c. Fleet description

Volunteers drive their own cars.

d. Driver training description

Our basic driver training course is a mandatory three hour session presented by our CEO, who is an RN who specialized in geriatrics and rehab. It not only orients drivers to the program policies and procedures, but provides specific geriatric sensitivity and safety training re physiological and psychological changes as we age, fall prevention, escort techniques, handling durable medical equipment, etc.

6. First and Second Year Grantees, please attach drivers log or other substantiation of trips/routes. Subsequent year grantees must retain records for 3 years.

We turn these in monthly to CCTA with our invoice.

7. Please attach documentation of capital purchases. None
8. Please describe any coordination activities with other transportation providers or mobility management function.

In addition to our two volunteer driver programs: Rides for Seniors and Rides 4 Veterans, we work with public and private transportation providers all over Contra Costa County, and surrounding counties, as well.

Some of our most important mobility management activities include: publishing an accessible transportation guide called "Way To Go Contra Costa!" that is also on line and translatable into numerous languages, providing a toll free countywide Transportation Information & Referrals Helpline to match riders with providers, and chair and participate on key committees and task forces that address accessible transportation issues in Contra Costa County. We also provide consultation to senior villages in the 9 Bay Area counties to help them set up transportation programs and do training for their volunteer drivers.

REPORT.: 01/03/18  
RUN...: 01/03/18  
Run By.: ROSS

CITY OF PLEASANT HILL  
Balance Sheet Report  
ALL FUND(S)

PAGE: 001  
ID #: GLBS  
CTL.: PLE

Ending Calendar Date.: December 31, 2017      Fiscal (06-18)

Assets

			Acct ID
TRANSPAC CASH BAL.ADJ.	-41,980.71	85	1010 9999
TRANSPAC INVESTMENT IN LAIF	454,173.52	85	1060
	-----		
Total of Assets ---->	412,192.81		412,192.81
			=====

Liabilities

			Acct ID
--	--	--	---------

FUND Balances

			Acct ID
TRANSPAC RESTRICTED FUND BALANCE	243,777.65	85	2812
CURRENT EARNINGS	168,415.16		
	-----		
Total of FUND Balances ---->	412,192.81		412,192.81
			=====



# City of Pleasant Hill

## FY2017/18 Income Statement Summary by Quarter

Accounting Structure:

Fund	Department or Revenue Code	Expense Code
XX	XXXX	XXXX

Note: Revenue accounts are not associated with departments and do not utilize a

**FUND:85** Name :TRANSPAC

Revenue	Description	Revenue Description	Activity in 1st Quarter	Activity in 2nd Quarter	Activity in 3rd Quarter	Activity in 4th Quarter	YTD thru Dec-17
DEPT Id	OBJ Id						
3510		INTEREST REV		1,405.94			\$ 1,405.94
4570		CONTRIB FROM OTHER AGENCIES	229,956.00				\$ 229,956.00
		<i>SUBTOTALS</i>	<i>229,956.00</i>	<i>1,405.94</i>			
						<b>Total Revenue --&gt;</b>	<b>\$ 231,361.94</b>
Expense	Description	Expense Description					
DEPT Id	OBJ Id						
7085	0100	SALS-PERMANENT	8,833.98	17,303.05			\$ 26,137.03
7085	1198	CONSULTANT/OTHR					\$ -
7085	1300	CONTRACTUAL SVC	8,450.00	25,503.75			\$ 33,953.75
7085	2400	POSTAGE					\$ -
7085	4200	SUPLS/OPERATING					\$ -
7085	6800	ADMIN OVERHEAD	2,856.00				\$ 2,856.00
7085	6905	CONTINGENCIES					\$ -
		<i>SUBTOTALS</i>	<i>20,139.98</i>	<i>42,806.80</i>			
						<b>Total Expense --&gt;</b>	<b>\$ 62,946.78</b>
						<b>Net Rev/(Exp)</b>	<b>\$ 168,415.16</b>

**EXECUTIVE DIRECTOR'S REPORT**  
**January 17, 2018**

**Tom Gage:** December 11, 2017

Mr. Gage called and asked for help. He is working for the County of San Mateo and they want to know what steps they might take to advance the next generation of vehicle technology. I met Mr. Gage at the ITS World Congress in Montreal. I was on the executive session panel discussing smart cities.

**Carma:** December 11, 2017

I met with Paul Steinberg from Carma. They have developed a beacon that is the size of a thick quarter. The beacon is connected to the internet via a Wi-Fi connection. When two or three beacons are in the same vehicle it can be assumed that there are two or three people in the car. I suggested that we use the beacons to obtain origin and destination pairs for bicycles. We can get the beacons for about \$4 each. We will continue the discussions.

**I-80/Central Avenue Partnering Meeting:** December 12, 2017

Rob Reaugh from OrgMetrics, Inc. facilitated our formal partnering session with staff from Ghilotti Bros., Ghirardelli Associates, Inc., Mike Ostrom and CCTA. The overall progress on the project is going well. There are issues with old land fill debris getting in the way of the foundation work for the sign structures. We are also working with the City of Richmond to find the money necessary to rehabilitate the roadway within the project limits and repair a section of sidewalk that is in disrepair.

**Quarterly Bike Coordination Meeting:** December 12, 2017

CCTA staff met with Dave Campbell (Bike East Bay), Adam Foster (Caltrans Pedestrian Advisory Committee), Claire Linder (Bike Concord), and Kim Tenness (Bike Walnut Creek) to discuss and review various ongoing and construction projects. This is the first quarterly meeting to engage the bike community into projects during environmental and design phases.

**Federal Highway Administration (FHWA) Modeling Group Meeting:** December 13, 2017

Matt Kelly has been appointed to participate on the FHWA panel: Developing Analysis, Modeling, and Simulation (AMS) Tools for Connected and Automated Vehicle (CAV) Applications Phase II, with principal investigators Steven Shladover and Hani Mahmassani. The objectives of this task order are to: (1) develop AMS tools for the most prominent CAV applications; (2) incorporate these tools into existing AMS commercial products, improving the state-of-the-practice; and (3) conduct real-world case studies (practical implementation scenarios and real-world transportation networks) for the most prominent CAV applications – to better understand their impacts and deployment strategies/methods. We have been pushing for these tools to build a transportation plan that uses up to date models.

**Technology Expo Brainstorming Session:** December 13, 2017

Tim Haile and I are part of an executive team that is working with Public Sector Partners to develop an agenda and recruit speakers for a two-day Technology Forum to be held in Sacramento. The forum will focus on technology innovations and understanding the benefits, the applicability, the challenges of adoption, and the effective management of these world changing concepts and the changes that comes with them.

**Supervisor Glover's Breakfast:** December 14, 2017

I provided the attendees with an update of the construction program and our innovation program. I spoke for about 30 minutes and answered questions for about 15 minutes. There were a lot of people at Supervisor Glover's breakfast.

**North Dakota Department of Transportation:** December 14, 2017

I gave the North Dakota Director of Transportation Tom Sorel, their communication director and their strategic innovation manager a Redefining Mobility presentation and Jack Hall gave them a tour of GoMentum Station. They would like to partner with us on our testing program. They also brought their drone expert. He was interested in how we are using drones for construction surveying and if we wanted to sponsor their application to be one of the drone test sites in the United States.

**Supervisor Diane Burgis:** December 20, 2017

Tim Haile and I met with Supervisor Burgis and Mark Goodwin. Mark is her Chief of Staff. We were asked to brief them on the status of the airport connector. There is a developer that is working on a solar project along the potential alignment of the airport connector and she wanted to alert us to their project. The developer was at Supervisor Glover's breakfast so I was able to talk to them earlier. We need to schedule a meeting with the developer. Mark mentioned that the county would like to get involved with drones. We mentioned that we are already using drones for our construction projects. They are applying for a federal grant in the use of drones for laws enforcement purposes and wanted the Authority to know that local law enforcement agencies and first responders will be operating Unmanned Aircraft Systems (UAS) in support of emergency management operations. In their application, The Authority is named as a partner and they included the Authority's use of drones at SR4/Balfour Road Interchange project

**Federal Highway Administration (FHWA) Webinar:** December 21, 2017

I met Alexa Mitchell at the I-HEEP speech in Covington, Kentucky. She wanted to know more about our innovation program in construction. She works for WSP, but conducts innovation webinars for FHWA. She has asked us to present our innovation program in construction and this was a pre-meeting to discuss the topic and logistics. The webinar will be held on January 24, 2018 at 11 – 1230 PST. Ivan will be the speaker for the webinar.

**GoMentum Station Tour:** December 27, 2017

Jack Hall and I took Commissioner Trotter on a tour of GoMentum Station.

**Envoy:** January 3, 2018

I had a teleconference with Jack Axelrod from Envoy. He saw the TechFire speech on CSPAN and contacted me about any possibilities for a partnership. Envoy provides on-demand electric

vehicles for share communities. I have asked Peter Engel to review their proposal and we will have a follow up conversation.

**CableLabs:** January 3, 2018

I was asked to present at a CableLabs Workshop on January 12, 2017 in Sunnyvale. I called Michelle Vendelin, Director of Innovation Services to find out what they wanted me to talk about and how it will help CCTA. CableLabs has a number of partners in the cable, broadband and wireless industry. We need a partner for GoMentum Station and Contra Costa County to provide these services for our innovation program. The event will help us find a great partner.

**Martinez Intermodal Phase 3 Groundbreaking:** January 5, 2018

Tim Haile and Hisham Noeimi attended the ground breaking ceremony for the final phase of improvements at the Martinez Intermodal Station, which consists of a pedestrian bridge and improved access from Ferry Street. Tim spoke at the ceremony on behalf of CCTA.

**PlanetBids:** January 5, 2018

We had a successful launch of our new e-Procurement system called PlanteBids. The first bid we advertised was a Request for Proposals (RFP) for financial advisory services. This new system helps us streamline the bidding process and enlarge our outreach to prospective bidders. By the end of this first day being live in the new system, we had 371 vendors register with CCTA. Once registered, vendors will see our bid opportunities once we begin advertising.

*Staff Out-of-State Travel: There is nothing to report this month.*



COMMISSIONERS

- Tom Butt,  
Chair
- Federal Glover  
Vice Chair
- Janet Abelson
- Newell Americh
- Loella Haskew
- David Hudson
- Karen Mitchoff
- Julie Pierce
- Kevin Romick
- Robert Taylor
- Dave Trotter

Randell H. Iwasaki,  
Executive Director

2999 Oak Road  
Suite 100  
Walnut Creek  
CA 94597  
PHONE: 925.256.4700  
FAX: 925.256.4701  
www.ccta.net

# MEMORANDUM

To: Matt Todd, TRANSPAC  
 Lisa Bobadilla, SWAT  
 Jamar Stamps, TRANSPLAN, TVTC  
 John Nemeth, WCCTAC  
 Ellen Clark, LPMC

From:   
 Randell H. Iwasaki, Executive Director

Date: December 28, 2017

Re: Items of interest for circulation to the Regional Transportation Planning Committees (RTPCs)

At its December 20, 2017 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

1. **Approval to Distribute the Final Measure J Calendar Year (CY) 2016 & 2017 Growth Management Program (GMP) Compliance Checklist for Allocation of Fiscal Year (FY) 2017-18 and 2018-19 Local Street Maintenance and Improvement (LSM) Funds.** Staff has prepared the draft Measure J Calendar Year (CY) 2016 & 2017 GMP Compliance Checklist for distribution to local jurisdictions in early 2018. Apart from a few technical refinements, the new biennial checklist is unchanged from the previous CY 2014 & 2015 checklist. Staff recommends that the Authority approve the Checklist for distribution to local jurisdictions. *The Authority Board unanimously approved distribution of the final Measure J Calendar Year (CY) 2016 & 2017 Growth Management Program (GMP) Compliance Checklist for allocation of Fiscal Year (FY) 2017-18 and 2018-19 Local Street Maintenance and Improvement (LSM) funds to local jurisdictions.*
2. **Approval of Proposed 2018 Contra Costa Transportation Authority State and Federal Legislative Advocacy Programs.** Staff sought approval of the proposed 2018 State and Federal advocacy programs for the Contra Costa Transportation Authority. *The Authority Board unanimously approved the proposed 2018 Contra Costa Transportation Authority State and Federal Legislative Advocacy Programs.*

3. **PUBLIC HEARING: Adoption of Proposed 2017 Congestion Management Plan (CMP) Update for Contra Costa.** As the Congestion Management Agency (CMA) for Contra Costa, the Authority must prepare a Congestion Management Program (CMP) and update it every other year. State law requires that the Authority adopt the CMP update at a noticed public hearing and submit it to MTC. For the 2017 CMP update, this action by the Authority was taken through the adoption of Resolution 17-59-G. *Following a Public Hearing, the Authority Board unanimously adopted Resolution 17-59-G approving the proposed 2017 Congestion Management Plan (CMP) Update for Contra Costa and submittal of the plan to MTC.*
  
4. **Confirm Transmittal of CCTA Comment Letter to Caltrans on the Draft 2018 California State Rail Plan.** Authority staff has prepared a comment letter to Caltrans on the Draft *2018 California State Rail Plan*. Staff sought confirmation that the letter was complete and accurate. *The Authority Board unanimously confirmed the completeness, accuracy, and transmittal of CCTA's comment letter to Caltrans on the Draft 2018 California State Rail Plan.*



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# MEMORANDUM

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To: Matt Todd, TRANSPAC  
 Lisa Bobadilla, SWAT  
 Jamar Stamps, TRANSPLAN, TVTC  
 John Nemeth, WCCTAC  
 Ellen Clark, LPMC

From: Randell H. Iwasaki, Executive Director *RE for!*

Date: January 24, 2018

Re: Items of interest for circulation to the Regional Transportation Planning Committees (RTPCs)

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At its January 17, 2018 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

1. **Approval to Issue Annual Urban Limit Line (ULL) Policy Advisory Letter to Local Jurisdictions.** Staff prepared a draft ULL Policy Advisory Letter for Authority review and approval for transmittal to all Contra Costa local jurisdictions. Adopted Authority policy requires that on an annual basis, the Authority advises all local jurisdictions in writing of the requirements for compliance with the Measure J ULL policy. *The Authority Board approved the transmittal of the annual Urban Limit Line (ULL) Policy Advisory Letter to all local jurisdictions in Contra Costa.*
  
2. **Draft Results of 2017 Congestion Management Program (CMP) Traffic Monitoring.** As part of the required components of the State CMP legislation, the Authority monitors the Contra Costa CMP network and compares current results to past results. Staff provided a draft summary of results from the Spring 2017 monitoring of Level-of-Service (LOS) standards at 65 arterial intersections and on 23 freeway segments in Contra Costa for review and acceptance. *The Authority Board accepted the results of the 2017 Congestion Management Program (CMP) traffic monitoring and approved circulation of the draft 2017 CMP Traffic Monitoring Report for review.*

Randell H. Iwasaki,  
Executive Director

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3. **Review and Discussion of MTC's Proposed Community-Based Transportation Planning (CBTP) Program Guidelines.** Under the second One Bay Area Grant Program (OBAG2), MTC allocated \$1.5 million for a new cycle of transportation plans intended to address mobility and accessibility issues for low-income communities. Using a distribution formula based on the number of low-income households in each county, Contra Costa would receive \$215,000, or 14 percent of the regional total. As the designated Congestion Management Agency (CMA) for Contra Costa, CCTA is responsible for implementing the study effort in accordance with MTC's program guidelines. At this time, MTC is seeking feedback from the CMAs on the proposed guidelines. Staff recommends that CCTA review and comment on the proposed guidelines as appropriate. *The Authority Board accepted the Metropolitan Transportation Commission's (MTC) proposed Community-Based Transportation Planning (CBTP) Program Guidelines, and directed staff to communicate their acceptance back to MTC staff. The Authority Board also requested that staff identify Measure J or other fund sources to increase the fund amount available for the upcoming cycle and seek approval at a future Board meeting on the overall approach for allocating the funds and conducting the CBTP program.*

## TRANSPAC

### Transportation Partnership and Cooperation

Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County  
1676 North California Boulevard, Suite 400  
Walnut Creek, CA 94596  
(925) 937-0980

December 14, 2017

Randell H. Iwasaki  
Executive Director  
Contra Costa Transportation Authority  
2999 Oak Road, Suite 100  
Walnut Creek, CA 94597

Re: Status Letter for TRANSPAC Meeting – December 14, 2017

Dear Mr. Iwasaki:

At its regular meeting on December 14, 2017, the TRANSPAC Board of Directors took the following actions that may be of interest to the Transportation Authority:

1. Approved the call for projects (including application material, schedule, and program fund estimate) for the Measure J Line 20a Program for FY 2018/2019 and 2019/2020, with amendments to require proof of insurance and to change the deadline for applications to February 5, 2018.
2. Nominated current elected TRANSPAC Directors from the cities of Concord (Carlyn Obringer), Martinez (Mark Ross), Pleasant Hill (Sue Noack), Walnut Creek (Loella Haskew), and Contra Costa County (Karen Mitchoff) to serve on the Innovate 680 Policy Advisory Commission (PAC).
3. Received update on BART station access during construction at Concord and Walnut Creek BART stations.

TRANSPAC hopes that this information is useful to you.

Sincerely,



Matthew Todd  
TRANSPAC Managing Director

cc: TRANSPAC Representatives; TRANSPAC TAC and staff  
Martin Engelmann, Hisham Noeimi, Brad Beck (CCTA)  
Jamar I. Stamps, TRANSPLAN; Salvatore (Sal) Evola, Chair, TRANSPLAN  
Lisa Bobadilla, SWAT; Amy Worth, Chair, SWAT  
John Nemeth, WCCTAC; Janet Abelson, Chair, WCCTAC  
Tarienne Grover, CCTA  
June Catalano, Diane Bentley (City of Pleasant Hill)

# TRANSPLAN COMMITTEE

## EAST COUNTY TRANSPORTATION PLANNING

Antioch • Brentwood • Oakley • Pittsburg • Contra Costa County  
30 Muir Road, Martinez, CA 94553

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January 16, 2018

Mr. Randell H. Iwasaki, Executive Director  
Contra Costa Transportation Authority (“CCTA”)  
2999 Oak Road, Suite 100  
Walnut Creek, CA 94597

Dear Mr. Iwasaki:

This correspondence reports on the actions and discussions during the TRANSPLAN Committee meeting on January 11, 2018.

**STANDING ITEM: Concord Community Reuse Project (former Concord Naval Weapons Station) Update.** TRANSPLAN staff, per the Committee’s direction, will provide periodic updates on the status of the subject project.

**ELECT Chair and Vice-Chair for 2018.** The Committee elected Supervisor Diane Burgis (County), Chair, and Mayor Sean Wright (Antioch), Vice-Chair.

**APPOINT TRANSPLAN Representative to the Contra Costa Transportation Authority (“CCTA”) Board.** The Committee appointed Mayor Robert Taylor (Brentwood) as the TRANSPLAN representative and Mayor Wright as his alternate.

Should you have any questions, please do not hesitate to contact me at (925) 674-7832 or email at [jamar.stamps@dcd.cccounty.us](mailto:jamar.stamps@dcd.cccounty.us).

Sincerely,



Jamar Stamps, AICP  
TRANSPLAN Staff

c: TRANSPLAN Committee      T. Grover, CCTA  
L. Bobadilla, SWAT/TVTC      J. Townsend, EBRPD  
M. Todd, TRANSPAC          D. Dennis, ECCRFFA  
J. Nemeth, WCCTAC



# SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

January 9, 2018

Randell H. Iwasaki, Executive Director  
Contra Costa Transportation Authority  
2999 Oak Road, Suite 100  
Walnut Creek, CA 94597

**RE: SWAT Meeting Summary Report for January 2018**

Dear Mr. Iwasaki:

The Southwest Area Transportation Committee ("SWAT") met on Monday, January 8, 2018. The following is a summary of the meeting and action items:

1. Recognized Karen Stepper, Councilmember, Town of Danville, for her 7 years of service to SWAT.
2. Appointed Town of Moraga (Dave Trotter) SWAT Chair effective February 1, 2018 to January 31, 2019.
3. Appointed City of San Ramon (Dave Hudson) SWAT Vice Chair effective February 1, 2018 – January 31, 2019.
4. Appointed Dave Hudson (San Ramon) as the SWAT/San Ramon Valley representative to Contra Costa Transportation Authority for two-year term February 1, 2018 through January 30, 2020.
5. Appointed Renee Morgan (Danville) as the SWAT/San Ramon Valley alternate representative to Contra Costa Transportation Authority for two-year term February 1, 2018 through January 30, 2020.
6. Appointed Derek Farmer (Town of Moraga) as the CCTA TCC alternate effective February 1, 2018 through March 31, 2019.

Please contact me at (925) 973-2651, or email at [lbobadilla@sanramon.ca.gov](mailto:lbobadilla@sanramon.ca.gov), if you should have any questions.

All the best,

A handwritten signature in blue ink that reads "Lisa".

Lisa Bobadilla  
SWAT Administrator

Cc: Hisham Noeimi, CCTA; SWAT; SWAT TAC; Anita Tucci-Smith, TRANSPAC; John Nemeth, WCCTAC; Jamar Stamps, TRANSPLAN