

TRANSPAC
Transportation Partnership and Cooperation
Meeting Notice and Agenda

THURSDAY, JULY 12, 2018

CLOSED SESSION 8:30 A.M.

REGULAR MEETING

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.

CLOSED SESSION

1. **Public Employee Performance Evaluation Pursuant to Government Code §54957.**
Title: Managing Director

Conference with Labor Negotiators Pursuant to Government Code §54957.6.
Agency Designated Representative: Julie Pierce, Chair
Unrepresented Employee: Managing Director

RECONVENE IN OPEN SESSION

2. **Report on Action Taken in Closed Session**
3. **CONVENE REGULAR MEETING / PLEDGE OF ALLEGIANCE / SELF-INTRODUCTIONS**
4. **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.

ACTION ITEMS

5. **CONSENT AGENDA**
 - a. **MINUTES OF THE JUNE 14, 2018 MEETING** 🌀 Page 6

ACTION RECOMMENDATION: Approve minutes.

Attachment: Minutes of the June 14, 2018 meeting.

END CONSENT AGENDA

6. **MONUMENT COMMUNITY SHUTTLE SERVICE FUNDING REQUEST.** 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 & People with 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. The City of Concord and the County Connection are requesting Measure J Line 20a funds for the operation of the Monument Community Shuttle service.

The Monument Community Shuttle service provides two fare free routes to key community locations and is projected to carry about 12,000 rides in FY 18. The service operating cost is about \$250,000 per year.

The Monument Community Shuttle service was launched on August 2016, funded with a combination of Lifeline funds (that were exchanged for Measure J 19a funds), Measure J 20a funds, and Measure J 20a funds (that were exchanged for Measure J 19a funds). The County Connection ability to exchange funds with the Measure J 19a funds have been an important component in the funding of this service. The total funding of about \$722,000 provides operations for the service through about August 2019.

The City of Concord was last approved for \$250,000 of Measure J Line 20a (that were exchanged for Measure J 19a) funds in July 2017. With the last funding, the goal of the City of Concord was to have a funding plan in place to operate the service through August 2019, and the City would apply for the next cycle of MTC Lifeline program funds for the FY 2019 / 2020 and FY 2020 / 2021 period of operation. The City of Concord submitted an application for the MTC Lifeline funds in April 2018. The City of Concord, County Connection, CCTA, and TRANSPAC staff met multiple times regarding coordination required for the City of Concord to be able to utilize MTC Lifeline fund sources (FTA and STA), which require a transit operator's administrative structure to secure grant funds.

Based on the agreement detailed in the May 4, 2018 letter from County Connection (included as attachment), the City of Concord withdrew its Lifeline application. The agreement includes County Connection transferring \$200,000 from Measure J Line 19a funds to the Monument Community Shuttle Service Program. In return, County Connection agreed to pursue the equivalent amount of funding through Measure J Line 20a funds for County Connection's Link service. City of Concord would request \$50,000 through Measure J Line 20a funds, representing 20% of the funding, the estimate of the senior and disabled share of ridership on the service. These funds are proposed to provide the operations for August 2019 to July 2020. The TRANSPAC TAC also scheduled an item to further review the remaining Line 20a funds at its next meeting. 🌸 **Page 12**

ACTION RECOMMENDATION: Approve the Measure J Line 20a funding requests related to operations funding for the Monument Community Shuttle Service, including \$50,000 to the City of Concord and \$200,000 to the County Connection, as well as concurrence with the use of the Line 19a funds for the Monument Community Shuttle Service.

Attachments:

- City of Concord Letter dated June 28, 2018
- County Connection Letter dated May 4, 2018
- Monument Community Shuttle (Detroit Route)
- Monument Community Shuttle (Meadow Route)
- Monument Community Shuttle Ridership Statistics
- Measure J Line 20a Program Projected Balance
- Excerpt of 7/13/17 TRANSPAC meeting minutes
- Measure J Line 20a Program – Fund Estimate (Reserve Funds)

7. **DRAFT MONUMENT BOULEVARD / I-680 BICYCLE AND PEDESTRIAN IMPROVEMENTS FEASIBILITY STUDY SCOPE OF WORK.** The TRANSPAC Board approved the I-680 / Monument Boulevard Bicycle and Pedestrian Improvement Project area to be studied with the \$220,000 of funding included in the TRANSPAC budget project reserve (November 2017). The funds are proposed to perform a feasibility study to identify specific improvements in this area with the effort resulting in material to support future funding requests. The approximate limits of the area to be examined are proposed to be between Contra Costa Boulevard and Mohr Lane/Iron Horse Trail. This area, a gap in the current Countywide Bike Plan, would provide for an improved east-west connection across I-680, and would directly benefit residential areas and schools as well as an identified Community of Concern (MTC) area. The study is envisioned to detail improved bicycle and pedestrian related improvements in the study area and identify scope, cost, and delivery strategy information that could be used to pursue additional project funding. The attached draft scope of work for review is based on the recent study completed for the I-680 / Treat Boulevard Bicycle and Pedestrian Improvements Project and comments received from the TRANSPAC TAC. The redline-strikeout in the attached scope detail comments received from CCTA since the TRANSPAC TAC meeting. This effort will also require additional project/contract management work. Additional material on the project/contract management tasks and costs recommended to be provided by the Managing Director will be reviewed at the next TAC meeting. A project of this type is proposed to include tasks such as identifying feasible improvements, traffic modeling, simulations, and a comprehensive outreach effort with stakeholders. 🌸 **Page 25**

ACTION RECOMMENDATION: Approval of the Study scope of work and delivery plan.

Attachments:

- Draft Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study Scope of Work
- Draft Schedule

8. **TRANSPAC MANAGING DIRECTOR CONTRACT AMENDMENT.** The TRANSPAC Bylaws specify the Board shall appoint a Managing Director to administer the day-to-day activities of TRANSPAC and report to the Board. Gray Bowen Scott (GBS) was selected to perform the Managing Director duties in late 2016 through a procurement process. Consistent with the approved TRANSPAC Budget and Workplan for 2018/2019, it is proposed that TRANSPAC continue to utilize the services of GBS in FY 2018/2019. The scope of work of the time and materials contract is included in the attached material. The initial contract term was from November 2016 to June 2018 (20 months) with a value of \$238,259. The contract amendment would increase the value of the contract by \$135,000 to \$373,259 and extend the term by 12 months through June 2019. This amount is consistent with the TRANSPAC budget for FY 2018/2019. The term of the contract would provide for the next evaluation process to occur in early 2019 concurrently with the annual budget process. 🌀 **Page 34**

ACTION RECOMMENDATION: Approve a contract amendment with GBS to provide Managing Director services for TRANSPAC for the term of upcoming fiscal year July 1, 2018 to June 30, 2019 for a time and materials contract that is not to exceed an additional \$135,000 (and total amended contract value of \$373,259).

Attachments:

- TRANSPAC Managing Director Services Agreement
- TRANSPAC Managing Director Services Agreement Amendment 2

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| INFORMATIONAL ITEMS |
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9. **TRANSPAC CENTRAL COUNTY ACTION PLAN / SUBREGIONAL TRANSPORTATION MITIGATION PROGRAM.** Through the Central County Action Plan for Routes of Regional Significance (Action Plan), TRANSPAC has implemented a Subregional Transportation Mitigation Program (STMP) to generate funding for project mitigations from private developers whose projects are found to increase traffic on Routes of Regional Significance. Staff will review the STMP that is included in Chapter 5 of the Central County Action Plan. The STMP details the process for consideration of, and mitigation if required, for proposed development. 🌀 **Page 40**

Attachment:

- Chapter 5 of the Central County Action Plan for Routes of Regional Significance (September 20, 2017)

10. **STATUS OF CONSTRUCTION FOR BART CONCORD STATION.** BART staff will provide an update on the project.

11. **INTERSTATE 680 / STATE ROUTE 4 INTERCHANGE IMPROVEMENT, STATE ROUTE 4 WIDENING, PHASE 3 PROJECT STATUS.** Contra Costa Transportation Authority staff will provide an update on the project. 🌀 **Page 45**

Attachment:

- CCTA Quarterly Project Status Report: Interstate 680/State Route 4 Interchange Improvement: State Route 4 Widening, Phase 3 (# 6001), April to June 2018

12. **TRANSPAC CCTA REPRESENTATIVE REPORTS.** Reports on the July Planning Committee and Administration and Projects Committee.
13. **CCTA EXECUTIVE DIRECTOR'S REPORT REGARDING AUTHORITY ACTIONS/DISCUSSION ITEMS** 🌀 Page 47

Attachment:

- CCTA Executive Director Randell H. Iwasaki's Report dated June 20, 2018 for the June 20, 2018 Board Meeting.

14. **TAC ORAL REPORTS BY JURISDICTION:** Reports from Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and Contra Costa County, if available. 🌀 Page 53

- TRANSPAC – Status Letter dated June 14, 2018.
- TRANSPLAN – Meeting Summary dated June 18, 2018; July 12, 2018 meeting cancelled.
- SWAT – July 2, 2018 meeting cancelled.
- WCCTAC – Board Meeting Summary not available.

- County Connection Fixed Route Monthly Report: <https://countyconnection.com/wp-content/uploads/2018/05/7a-1.pdf>
- County Connection Link Monthly Report: <https://countyconnection.com/wp-content/uploads/2018/05/7b-1.pdf>
- CCTA Project Status Report may be downloaded at: <http://www.ccta.net/resources/detail/62/1>
- The CCTA Board agenda for the July 18, 2018 meeting is not yet available.
- The next meeting of the CCTA Administration & Projects Committee (APC) meeting is scheduled for September 6, 2018.
- The CCTA Planning Committee (PC) meeting for July 11, 2018 may be downloaded at: http://ccta.granicus.com/GeneratedAgendaViewer.php?view_id=1&event_id=603
- The CCTA Calendar for June to September 2018, may be downloaded at: http://ccta.granicus.com/MetaViewer.php?view_id=1&clip_id=406&meta_id=37626

15. **BOARDMEMBER COMMENTS**
16. **MANAGING DIRECTOR'S REPORT**
17. **ADJOURN / NEXT MEETING**

There is no TRANSPAC Board meeting in August. The next meeting is scheduled for September 13, 2018 at 9:00 A.M. in the Community Room at Pleasant Hill City Hall unless otherwise determined.