

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

**THURSDAY, DECEMBER 13, 2018**

**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.**

- 1. CONVENE REGULAR 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 NOVEMBER 8, 2018 MEETING**    🌀 **Page 6**

**END CONSENT AGENDA**

- 4. ELECTION OF TRANSPAC CHAIR AND VICE CHAIR.** The TRANSPAC JPA calls for the selection of a Chair and Vice Chair, who shall be elected officials and hold the office for a period of one year, commencing in February.    🌀 **Page 13**

**ACTION RECOMMENDATION: Elect the TRANSPAC Chair and Vice Chair for the term February 1, 2019 through January 31, 2020.**

Attachment: Summary of TRANSPAC Membership and CCTA Appointments

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. Commissioner Loella Haskew is the TRANSPAC representative to the CCTA and Commissioner Sue Noack the alternate for the two-year term through January 31, 2019. 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, 2019 through January 31, 2021. Commissioner Julie Pierce is the TRANSPAC representative to the CCTA and Commissioner Carlyn Obringer the alternate for the two-year term through January 31, 2020. Commissioner Karen Mitchoff also currently serves as a CCTA Commissioner, representing one of the two appointments through the County Board of Supervisors. 🌸 **Page 14**

**ACTION RECOMMENDATION: Appoint the TRANSPAC CCTA Representatives for the term February 1, 2019 through January 31, 2021.**

Attachment: CCTA Letter Requesting Appointment of Central County Representative Appointments (dated 11/28/18)

6. **ACCEPT TRANSPAC ANNUAL FINANCIAL REPORT AS OF JUNE 30, 2018 AND 2017 WITH INDEPENDENT AUDITORS' REPORT.** TRANSPAC policy calls for an independent audit to be made by a certified public accountant to ensure TRANSPAC is complying with JPA defined requirements and Government Code Section 6505 regarding strict accountability of funds. The audit has been completed and a copy included in the attached material. Upon acceptance of the financial and audit reports, staff will distribute copies of the final materials to the TRANSPAC member agencies as well as the County Auditor (in compliance with Government Code Section 6505). 🌸 **Page 15**

**ACTION RECOMMENDATION: Accept the Annual Financial Report as of June 30, 2018 and 2017 with Independent Auditors' Reports thereon.**

Attachment: TRANSPAC Annual Financial Report as of June 30, 2018 and 2017 with Independent Auditors' Reports thereon

7. **MTC SAFE ROUTES TO SCHOOL (SRTS) PROGRAM.** As part of the extension of the initial One Bay Area Grant (OBAG) for an additional year, MTC allocated an additional \$822,000 to Contra Costa in funding for Safe Routes to School (SRTS) projects and programs. These federal funds were not included in the OBAG 2 call for projects and they remain available to Contra Costa jurisdictions. The TRANSPAC share of the funds is projected to be \$217,000. The Contra Costa Transportation Authority (CCTA) has approved a process for RTPCs to recommend projects for the funding. The CCTA guidance includes programming the funds to projects that are already included in the MTC Transportation Improvement Program (TIP) document, which is an indicator the project has existing federal sources of funding and would already have to attain a NEPA environmental document, gain approval of funds through Caltrans, and have to follow federal contracting guidelines for project delivery.

The City of Concord Willow Pass Road at Ashdale Drive and the City of Pleasant Hill Pleasant Hill Road Improvements (Taylor Boulevard to Gregory Lane) were the two projects that met the CCTA programming guidelines. The City of Concord has requested \$150,000 of the funds; the City of Pleasant Hill project can utilize the remaining \$67,000. Through this process, information about SRTS type projects from throughout Central County had also been collected. With this project information collected, TRANSPAC can continue to monitor for future funding opportunities for the remaining projects. Upon TRANSPAC approval, the project information will be forwarded to CCTA for final approval. 🌸 **Page 35**

**ACTION RECOMMENDATION: Approve the programming of \$150,000 for the City of Concord Willow Pass Road at Ashdale Drive, and \$67,000 for the City of Pleasant Hill Pleasant Hill Road Improvements (Taylor Boulevard to Gregory Lane) of the additional SRTS funding.**

Attachments: Summary of SRTS Candidate Project List; Process for Allocating Additional One Bay Area Grant 2 Safe Routes to School Funding (CCTA Memo, November 7, 2018)

8. **COOPERATIVE FUNDING AGREEMENT NO. 45-18-01 BETWEEN CCTA AND TRANSPAC TO SUPPORT THE DELIVERY OF THE MONUMENT BOULEVARD / I-680 BICYCLE AND PEDESTRIAN IMPROVEMENTS FEASIBILITY STUDY.** TRANSPAC approved the joint project management structure with CCTA to deliver the Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study (Study) as well as the CCTA assistance to procure and administer a consultant contract for the Study in November. CCTA staff has evaluated their existing contracts and determined that they will release an RFP for the procurement of a consultant team, based on the TRANSPAC provided project scope, to assist TRANSPAC to deliver the Study. CCTA staff is requesting the CCTA Board to approve the release of an RFP as well as approval of a cooperative agreement between TRANSPAC and CCTA to document certain roles and responsibilities for the Study effort. TRANSPAC staff has worked with CCTA in drafting the Cooperative Funding Agreement No. 45-18-01 (Cooperative Agreement) between CCTA and TRANSPAC to conduct a feasibility study to identify improvements for bicyclists and pedestrians on the Monument Boulevard corridor in the vicinity of the Monument Boulevard/I-680 interchange. The funding identified in the Cooperative Agreement represents the portion of the TRANSPAC budget proposed for the consultant services to be procured and administered by the CCTA. The CCTA Planning Committee recommended approval of the release of an RFP and approval of the Agreement at its December 5, 2018 meeting. The CCTA Board is scheduled to consider the approval of the two agenda items at its meeting on December 19, 2018.

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**ACTION RECOMMENDATION: Authorize the TRANSPAC Chair to execute the Cooperative Agreement 45-18-01 between TRANSPAC and CCTA regarding the delivery of the Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study.**

Attachment: Draft Cooperative Funding Agreement No. 45-18-01 between CCTA and TRANSPAC.

## INFORMATIONAL ITEMS

9. **TRANSPAC FINANCIAL REPORTS.** This report contains a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2018/19 for the period ended September 30, 2018. The TRANSPAC JPA calls for the reporting of this financial information on a quarterly basis. 🌀 **Page 61**

Attachment: TRANSPAC Quarterly Financial Report for period ending September 30, 2018

10. **INTERSTATE 680 HOV COMPLETION AND EXPRESS LANES PROJECT STATUS.** Contra Costa Transportation Authority staff will provide an update on the project construction status.
11. **TRANSPAC CCTA REPRESENTATIVE REPORTS.**
12. **CCTA EXECUTIVE DIRECTOR'S REPORT REGARDING AUTHORITY ACTIONS/DISCUSSION ITEMS** 🌀 **Page 65**

Attachment: CCTA Executive Director Randell H. Iwasaki's Report dated November 27, 2018 for the November 14, 2018 Board Meeting.

13. **ITEMS APPROVED BY THE AUTHORITY FOR CIRCULATION TO THE REGIONAL TRANSPORTATION PLANNING COMMITTEES (RTPCs) AND RELATED ITEMS OF INTEREST** 🌀 **Page 67**

Attachment: CCTA Executive Director Randell H. Iwasaki's RTPC Memo dated November 14, 2018.

14. **TAC ORAL REPORTS BY JURISDICTION:** Reports from Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and Contra Costa County, if available. 🌀 **Page 70**

- TRANSPAC – Status Letter dated November 9, 2018.
  - TRANSPLAN – The November meeting was cancelled.
  - SWAT – Meeting Summary dated November 16, 2018.
  - WCCTAC – Board Meeting Summary dated October 2, 2018,
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- County Connection Fixed Route Monthly Report: <https://countyconnection.com/wp-content/uploads/2018/11/6a.pdf>
  - County Connection Link Monthly Report: <https://countyconnection.com/wp-content/uploads/2018/10/6b.pdf>
  - CCTA Project Status Report may be downloaded at: <http://ccta.net/wp-content/uploads/2018/11/02-Attachment-A-QPSR.pdf>
  - The next meeting of the CCTA Board is scheduled for December 19, 2018. The agenda is not yet available.
  - The CCTA Administration & Projects Committee (APC) meeting for December 6, 2018 may be downloaded at:  
[http://ccta.granicus.com/GeneratedAgendaViewer.php?view\\_id=1&clip\\_id=428](http://ccta.granicus.com/GeneratedAgendaViewer.php?view_id=1&clip_id=428)
  - The CCTA Planning Committee meeting for December 5, 2018 may be downloaded at:  
[http://ccta.granicus.com/GeneratedAgendaViewer.php?view\\_id=1&clip\\_id=427](http://ccta.granicus.com/GeneratedAgendaViewer.php?view_id=1&clip_id=427)

- The CCTA Calendar for November 2018 to February 2019, may be downloaded at:  
[http://ccta.granicus.com/MetaViewer.php?view\\_id=1&event\\_id=774&meta\\_id=39531](http://ccta.granicus.com/MetaViewer.php?view_id=1&event_id=774&meta_id=39531)

15. **STREET SMARTS PROGRAMS IN THE TRANSPAC REGION FOR DECEMBER/JANUARY.** December and January are typically slow months for Street Smarts. **Note:** In the future Street Smarts Programs will be shown through the following link: <https://streetsmartsdiablo.org/events/>

**Mr. Beeps** (Grades K-2) **and Heads Up!** (Grades 3-5):  
January 9: Holbrook Language Academy, Concord

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

There is no TRANSPAC Board meeting in January. The next meeting is scheduled for February 14, 2019 at 9:00 A.M. in the Community Room at Pleasant Hill City Hall unless otherwise determined.

## ***TRANSPAC Meeting Summary Minutes***

**MEETING DATE:** November 8, 2018

**MEMBERS PRESENT:** Sue Noack, Pleasant Hill (Vice Chair); Loella Haskew, Walnut Creek (CCTA Representative); Karen Mitchoff, Contra Costa County; Carlyn Obringer, Concord; and Mark Ross, Martinez

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

**STAFF PRESENT:** Martin Engelmann, Deputy Executive Director Planning, Contra Costa Transportation Authority (CCTA); Ruby Horta, County Connection; Eric Hu, Pleasant Hill; Abhishek Parikh, Concord; Robert Sarmiento, Contra Costa County; Andy Smith, Walnut Creek; and Matt Todd, TRANSPAC Managing Director

**GUESTS/PRESENTERS:** Lisa Bobadilla, San Ramon, TRAFFIX; Bill Churchill, County Connection; Peter Engel, Director of Programs, CCTA; and Michael Ohnemus, 511 Contra Costa

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

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

Vice Chair Sue Noack led the Pledge of Allegiance; introductions followed.

### **2. Public Comment**

There were no comments from the public.

With no quorum at this time, the Board moved to the informational items on the agenda.

- 5. TRAFFIX School Bus Program.** Lisa Bobadilla, with the City of San Ramon, to provide information about the TRAFFIX Program. TRAFFIX is a traffic congestion relief program funded in part by Measure J. Its sole purpose is to reduce traffic congestion caused by parents driving their children to and from school through some of the San Ramon Valley's most congested intersections. To determine where the program would reduce the most traffic, TRAFFIX conducted comprehensive traffic studies throughout the service area as well as surveyed parents at all San Ramon Valley schools, prior to establishing routes for specific schools in the area. The TRAFFIX Program is operated jointly by the local cities, county, and school district through a joint exercise of powers agreement.

Lisa Bobadilla reported that TRAFFIX had been formed ten years ago and the Measure J Program provided 90 percent of the funds for the program.

Ms. Bobadilla explained that prior to 2004 and the approval of Measure J, the San Ramon Valley had no school bus program. In the process of forming Measure J, San Ramon and Danville staff had focused on the common need between the two cities that could be pursued as a subregional program to reduce traffic congestion. Given the school traffic congestion, rather than reduce traffic at each school site the cities had focused on the core congested areas and had taken an “outside in” service approach to address that traffic. The ultimate school bus program that had been developed was not a traditional school bus program and did not provide transportation for every single child at every single school but sought ways to reduce traffic congestion as a result of school traffic under the auspices of the Safe Transportation to Schools Program.

Since the funds from the passage of Measure J in 2004 would not become available until 2009, Ms. Bobadilla described the actions taken to ensure that the program would have buses on the road by 2009. To allow that to occur, a Policy Advisory Committee (PAC) had been formed and the City of San Ramon, Town of Danville, San Ramon Valley Unified School District (SRVUSD) and Contra Costa County had each agreed to front \$50,000, which funds had been reimbursed to those agencies by the CCTA in 2009 when the funds became available. A structure had been developed to be able to implement the program by 2009. Along with the formation of the PAC, a Technical Advisory Committee (TAC) had been formed, and later a Citizens Advisory Committee (CAC) to make sure the citizens in the area, and connected with the schools, were part of the program.

Ms. Bobadilla explained that a routing study, a cost analysis, and a valley-wide analysis to validate the severe traffic congestion in different parts of the San Ramon Valley had been done to identify the areas of severe congestion. Parents had been surveyed to identify the parents’ willingness to use and pay for a school bus program. To be ready in 2009, the governance for the JPA had been defined, a focused survey for the targeted school population had been conducted, an interactive website that served as the primary mechanism for ticket purchases and communication with parents had been developed, and an RFP for potential service providers had been issued. The JPA included representatives from each jurisdiction involved and the seven-member Board made all the decisions.

Ms. Bobadilla used maps to show how and where the traffic congestion had been identified to identify the routes that were ultimately selected, noted the historical development that had impacted intersections or would impact intersections, and stated the focus had been on those which were at a distance from the school that would best address the congestion. She also described the routing strategy and tiering that had been developed and how the school district was required to stagger bell times to allow service to the most students with the least amount of vehicles by allowing one vehicle to serve more than one school on each run.

Ms. Bobadilla described all the details involved in setting up and implementing the program and noted since there was no culture of bus ridership in the area that informational brochures, outreach, and marketing were focused on the schools identified to receive bus service. She described how the structure of the program had changed over the years, the staffing involved, and the additional services, such as accounting and auditing services being provided. She also described the evolution of the program and some of the challenges that had to be addressed such as the oversight of the program, the overhaul of the website, the liquidated damages factor and the universal issue securing bus drivers, along with student discipline on the bus, the cost of the service and consideration to expand the service.

Ms. Bobadilla presented a summary of the budget and the current need to either increase parent contributions, identify additional funding, or reduce routes. She reported that initially 19 buses were used in the program to provide service to two middle schools and four elementary schools in the San Ramon Valley, where 2,195 students from 1,742 unique addresses had been accommodated by the program. Currently, First Student was providing the service to 1,730 students using 23 buses on 21 routes through an Annual Pass of \$325.00, with a discounted price of \$280.00 if passes were purchased in the spring time of the prior school year.

Ms. Bobadilla responded to comments from the Board and explained that students were walking or being driven to the bus stops, there was no family discount or discounts for low-income residents, and K-12 students were being served which included three high schools. The highest ridership was from Monte Vista High School where the buses sold out and where there was the largest demand for service. She described the differences between the TRAFFIX Program and the Lamorinda School Bus Program, which was not designed to eliminate congestion at key intersections in the Lamorinda corridor. As to expanding the program to other jurisdictions, she emphasized that the San Ramon Valley had only one school district, which was easier to address, and it was very important that the bell times be altered to allow tiered routing with a 20 to 25-minute gap in bell times. It had also been important to get the SRVUSD Board and school principals involved.

Vice Chair Noack commented that the Mt. Diablo Unified School District encompassed 51 schools.

The TRANSPAC Board commended the program and expressed a desire to consider a similar program for Central Contra Costa County, although it was noted that not all schools in Central County were receiving kids from the neighborhood and that many attending classes in schools located in Pleasant Hill may arrive from other communities. The Board expressed a desire to study the possibility of having a TRAFFIX type program in Central County and Vice Chair Noack requested that a study session be scheduled.

With a quorum of members present, the Board moved to the Consent Agenda at this time.

### **3. Consent Agenda**

- a. Minutes of the September 13, 2018 Meeting**
- b. Contra Costa County Department of Conservation and Development Application to the Caltrans Sustainable Communities Grant Program**

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

### **End of Consent Agenda**

- 4. Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study.** The TRANSPAC Board approved the scope of work for the Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study scope of work in July 2018. The study is envisioned to detail improved bicycle and pedestrian related improvements in the study area and identify scope, cost, and delivery strategy material that could be used to pursue project funding.



TRANSPAC TAC has been reviewing options for a procurement process as well as project/ contract management (for work beyond the traditional TRANSPAC Managing Director tasks) options for the study. Staff reached out to Contra Costa Transportation Authority (CCTA) regarding options to utilize existing CCTA procurement/contract arrangements as well as CCTA staff to support the delivery (project/contract management) of the study. CCTA staff provided information to the TAC regarding the use of existing CCTA consultants that could provide efficiencies (schedule acceleration and less staff resources) to the procurement aspect for the study. The TRANSPAC TAC reviewed the inventory of the CCTA procured consultants (including on call design and planning, as well as the Countywide Bike and Pedestrian Plan resources) and the relevance of the firms expertise related to the scope of the TRANSPAC Study. How to manage the study effort was also discussed. CCTA staff proposed providing support to TRANSPAC with contract administration and project management staff. The TRANSPAC TAC discussion reviewed the study project management needs including a contract administrator, project management, and the need for direct input from the local jurisdictions affected by proposed improvements. There was further discussion regarding the benefits of input and guidance from CCTA project manager and local agency staff, but also from TRANSPAC, resulting in discussion of a hybrid project management proposal, including CCTA staff as well as the TRANSPAC Managing Director acting in co-project manager roles. Additional information detailing the hybrid option is included in the material attached to the Agenda Packet. The benefits of the various procurement methods were also discussed, with the TAC acknowledging the relevant expertise included in the CCTA Countywide Bike and Pedestrian Plan consultant team. In the aforementioned scenario, a TRANSPAC/CCTA agreement would also be required to define tasks, responsibilities, and financial commitments. As has been previously noted, the costs for the project/contract management tasks are proposed to be funded from the funds identified for the study and that are included in the FY 2018/19 budget. Upon approval of the delivery administration structure, next steps would include seeking CCTA approval and contract negotiations that would be brought to TRANSPAC.

Mr. Todd noted the concept of a scope and cost of a strategy to provide improvements and the best way to procure and manage a contract. A proposal worked out with the CCTA and the TRANSPAC TAC had been proposed, and he highlighted that proposal and noted that the CCTA had various on-call contracts and a contractor working with the recently completed Countywide Bike and Pedestrian Plan. Through that discussion, one of the options was to work with the CCTA and Fehr & Peers, which had the expertise to do that type of work. There would also have to be a Cooperative Agreement between TRANSPAC and the CCTA to make that arrangement. He summarized the discussion that had occurred at the TAC and noted that the Contract Administrator role would be served by the CCTA; the Project Manager roles would be served by the TRANSPAC Managing Director utilizing CCTA support (under the implementation of the Countywide Bike and Pedestrian Plan and the CCTA's offer to help); and the Technical Manager role would be served by the cities of Pleasant Hill and Concord since the project was located in Pleasant Hill and a large majority of trips coming through this area were Concord-based trips. TRANSPAC staff time would be on a time and materials basis, and the number of meetings involved would be a factor in the cost.

Martin Engelmann, Deputy Executive Director Planning, CCTA, stated that he would help out where needed and facilitate the proposal. He stated he would continue to work with Mr. Todd on the study cost, look at the scope, and potentially phase the scope and advise whether the proposal could be expedited without going through a lengthy and costly RFP process.

Director Mitchoff clarified that the overall study was in the budget with \$220,000 set aside. She verified that the information shown would be in addition to Mr. Todd's overall compensation but within the \$220,000 that had been budgeted.

**On motion by Director Obringer, seconded by Director Mitchoff to approve the hybrid project management structure roles as well as the CCTA-assisted procurement process, utilizing the CCTA Countywide Bike and Pedestrian Plan consultant team to deliver the study. The motion was adopted by unanimous vote of the members present, unless otherwise noted.**

Mr. Todd reported that he would continue working with the CCTA and would return with a Cooperative Agreement and negotiate with consultants.

Mr. Engelmann explained that the timing would depend on whether a federal RFP process would be required. The CCTA would not charge TRANSPAC for CCTA staff services because it was in line with the Countywide Bike and Pedestrian Plan. If sole sourced, they could be underway in January. If an RFP was required, it would be later in the spring. An identification of the needed process would be available before the end of the year.

Eric Hu commented that since the project would be locally funded but because the existing contract was federalized, those federal funds might be in jeopardy without a more specific process.

**6. Contra Costa Accessible Transportation Strategic Plan.** Peter Engel, with the CCTA, to provide information about the Contra Costa Accessible Transportation Strategic (ATS) Plan effort. The ATS Plan is a collaborative effort between Contra Costa Transportation Authority (CCTA) and the County. The overall objective of the ATS Plan is to improve accessible transportation services and administration in Contra Costa County through an assessment process, which will include a wide range of organizations, and encompass the entire County. The ATS Plan will include expansive outreach specifically designed for the target population and has three core tasks or milestones: 1) Study of existing individual (city, transit agency, and other programs receiving Measure J or state/federal funding) programs resulting in recommendations; 2) Study of alternative countywide system designs with alternatives presented to: elected officials, staff, passengers, advocates, and the public with a preferred design identified; and 3) Presentation of an implementation plan for the consensus design. The effort is also proposed to include policy, technical, and rider advisory committees.

Peter Engel explained that the CCTA had received a grant from Caltrans through its Sustainable Planning Program, had received \$340,000 to do the study of the total project cost of \$400,000 to prepare the ATS Plan, and CCTA was working closely with the County given the significant mandates that required transportation to be a part of social service programs. The CCTA was interested in making sure that the individual transportation programs were working and that there were non-profits and others providing transportation services with coordination to make sure that the populations being served were being served in the best possible way. He identified the three primary parts of the study, reported that the CCTA had approved the release the RFP in December which was currently being finalized, and developing a Memorandum of Understanding (MOU) so that the participants of the study (transit operators/non-profits) would sign onto the MOU committing to the process.

There were three oversight committees: a TAC which would include TRANSPAC staff; a client or user committee that would be primarily those using the different services; and an extensive outreach to people using those services which would be processed through the ridership committee to confirm there were significant issues. The committee structure would make sure they were getting buy-in for all the technical issues and from policymakers to ensure a transparent process. It was expected to be a two-year study, with the funding to expire in 2021.

## **7. 2019 Meeting Schedule**

**On motion by Director Haskew, seconded by Director Obringer to approve the 2019 Meeting Schedule, changing the TAC meeting date from the fourth Thursday of the month to the last Thursday of the month. The motion was adopted by unanimous vote of the members present, unless otherwise noted.**

## **8. TRANSPAC CCTA Representative Reports.** The Administration and Projects Committee meeting for October was cancelled.

Director Haskew reported on the discussions at the Planning Committee related to an issue regarding an amalgamation of the Urban Limit Line (ULL) adjustment for San Ramon; the appointment of a Board Member for the San Joaquin JPA where Kevin Romick had been appointed as the representative and Dave Hudson as the alternate; MTC's Casa Initiative; a housing credit report card as to how well cities were doing with the Regional Housing Needs Allocation (RHNA) targets; and the new Safe Routes to School funds.

Director Mitchoff stated that the Casa Initiative was troubling in that it related to the fundamental issue where the big cities got all the jobs and the smaller cities housed all the workers.

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

CCTA Executive Director Randell H. Iwasaki's Reports dated September 19, 2018 and October 17, 2018 had been included in the Board packets.

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

CCTA Executive Director Randell H. Iwasaki's RTPC Memos dated September 26, 2018 and October 23, 2018 had been included in the Board packets.

## **11. TAC Oral Reports by Jurisdiction**

There were no reports.

## **12. Street Smarts Program in the TRANSPAC Region for November/December**

**Mr. Beeps** (Grades K-2) and **Heads Up!** (Grades 3-5):

November 1	Gregory Gardens Elementary (Pleasant Hill)
November 2	Ygnacio Valley Elementary (Concord)
November 7	Valhalla Elementary (Pleasant Hill)

New Date TBD: Walnut Acres Elementary (Walnut Creek)  
December 3: Holbrook Elementary (Concord)

### **13. Boardmember Comments**

There were no comments.

### **14. Managing Director's Report**

Given the upcoming holidays, Mr. Todd noted that the Street Smarts program was expecting fewer events in December and would start picking up again in the next year.

Mr. Todd reported that I-680 Southbound Express Lanes had started; Walnut Creek BART had some work done this month; the TRANSPAC audit was in process; and he had received a call from Don Tatzin from SWAT to forward some complaints about traffic on Reliez Valley Road.

The Board discussed some of the issues related to traffic along Reliez Valley Road and the potential reasons for those complaints and commented that the issue included a significant impact from Lafayette.

### **15. Adjournment**

The meeting was adjourned at 10:30 A.M. to the next meeting of the Board scheduled for December 13, 2018 at 9:00 A.M. in the City of Pleasant Hill Community Room, unless otherwise determined.

TRANSPAC ELECTED MEMBERS									
Jurisdiction	Clayton	Concord	Contra Costa County	Martinez	Pleasant Hill	Walnut Creek	CCTA Even Yr Appt	CCTA Odd Yr Appt	CCTA Alt. At-Large
2018	Julie Pierce (Chair)	Carlyn Obringer	Karen Mitchoff	Mark Ross	Sue Noack (V Chair)	Loella Haskew	Julie Pierce 2018-20		Carlyn Obringer 2018-20
	Appt: 01/16/18	Appt: 12/12/17	Appt: 01/09/18		Appt: 01/08/18	Appt: 12/19/17	Appt: 2/8/18		Appt: 2/8/18
2017	Julie Pierce (V Chair)	Ron Leone	Karen Mitchoff (Chair)	Mark Ross	Sue Noack	Loella Haskew		Loella Haskew 2017-19	Sue Noack 2017-19
	Appt: 12/20/16	Appt: 12/13/16	Appt: 01/10/17	Appt: 02/15/17	Appt: 01/09/17	Appt: 12/20/16		Appt: 12/8/16	Appt: 2/9/17
2016	Julie Pierce	Ron Leone (Chair)	Karen Mitchoff (V Chair)	Mark Ross	David Durant	Loella Haskew	Julie Pierce 2016-18		Carlyn Obringer 2016-18
	Appt: 12/15/15	Appt: 12/15/15	Appt: 01/05/16	Not Available	Not Available	Appt: 12/15/15	Appt: 11/12/15		7/13/2017
2015	Julie Pierce	Ron Leone (Vice Chair)	Karen Mitchoff	Mark Ross	David Durant	Loella Haskew (Chair)		David Durant 2015-17	Loella Haskew 2015-17
	Appt: 12/16/14	Appt: 12/16/14	Appt: 01/06/15	Not Available	Appt: 01/12/15	Appt: 01/20/15		Appt: 12/11/14	12/11/2014
2014	Julie Pierce	Ron Leone	Karen Mitchoff	Mark Ross (Chair)	David Durant	Loella Haskew (V Chair)	Julie Pierce 2014-16		Ron Leone 2014-16
	Appt: 12/03/13	Appt: 12/10/13	Appt: 01/21/14	Not Available	Appt: 01/06/14	Appt: 12/17/13	Appt: 12/12/13		12/12/2013
2013	Julie Pierce	Ron Leone	Karen Mitchoff	Mark Ross (V Chair)	David Durant (Chair)	Loella Haskew		David Durant 2013-15	Loella Haskew 2013-15
	Appt: 12/20/12	Appt: 12/11/12	Appt: 01/08/13	Appt: 01-16-13	Appt: 01/28/13	Appt: 12/18/12			
2012	Julie Pierce (Chair)	Bill Shinn	Karen Mitchoff	Mark Ross	David Durant (V Chair)	Kristina Lawson	Julie Pierce 2012-14		
	Appt: 12/20/11	Appt: 12/13/11	Appt: 01/10/12	Not Available	Appt: 07/16/12	Appt: 12/20/11			
2011	Julie Pierce (V Chair)	Bill Shinn (Chair)	Karen Mitchoff	Mark Ross	David Durant	Kristina Lawson		David Durant 2011-13	
	Appt: 02/01/11	Appt: 02/22/11	Appt: 01/11/11	Not Available	Appt: 02/07/11	Appt: 12/21/10			
2010	Julie Pierce (V Chair)	Guy Bjerke	Susan Bonilla	Mark Ross	David Durant	Cindy Silva (Chair)	JuliePierce 2010-12		
	Not Available	Appt: 12/14/09	Appt: 01/12/10	Appt: 04-21-10	Appt: 01/25/10	Appt: 01/19/10			
2009	Julie Pierce	Bill Shinn	Susan Bonilla	Mark Ross (Chair)	David Durant	Cindy Silva (V Chair)		David Durant 2009-11	
	Appt: 12/16/08	Appt: 01/12/09	Appt: 04/21/09	Not Available	Appt: 01/26/09	Appt: 12/16/08			
2008	Julie Pierce	Bill Shinn	Susan Bonilla	Mark Ross (V Chair)	David Durant (Chair)	Cindy Silva	Julie Pierce 2008-10		
	Appt: 12/18/07	Appt: 12/11/07	Appt: 01/04/08	Not Available	Appt: 12/11/07	Amended Appt: 09/16/08			
2007	Julie Pierce (Chair)	Bill Shinn (V Chair)	Susan Bonilla	Mark Ross	David Durant	Charlie Abrams		Charlie Abrams 2007-09	
	Appt: 12/19/06	Appt: 12/12/06	Appt: 01/03/07	Not Available	Appt: 12/13/06	Appt: 01/16/07			
2006	Julie Pierce (V Chair)	Bill Shinn (Chair)	Mary N. Piepho	Mark Ross	David Durant	Charlie Abrams	Julie Pierce 2006-08		
	Appt: 11/07/05	Appt: 12/13/05	Appt: 01/03/06	Not Available	Appt: 12/19/05	Appt: 01/03/06			



CONTRA COSTA  
transportation  
authority

COMMISSIONERS

Federal Glover, Chair

Robert Taylor,  
Vice Chair

Janet Abelson

Newell Americh

Tom Butt

Loella Haskew

Dave Hudson

Karen Mitchoff

Julie Pierce

Kevin Romick

Dave Trotter

Randell H. Iwasaki,  
Executive Director

November 28, 2018

Julie Pierce, Chair  
TRANSPAC c/o City of Clayton  
6000 Heritage Trail  
Clayton, CA 94517

Subject: Expiration of Authority Member Term and Appointment of a Central County  
Representative for the February 1, 2019 through January 31, 2021 Period

Dear Chair Pierce,

Commissioner Loella Haskew's term as the TRANSPAC representative on the Authority Board will be expiring on January 31, 2019. The Contra Costa Transportation Authority kindly requests that TRANSPAC make an appointment to the Authority for the two-year period from February 1, 2019 through January 31, 2021. An alternate(s) should also be appointed for the same term. Currently, the first alternate is Commissioner Carlyn Obringer whose term ends January 31, 2020 and the second alternate is Commissioner Sue Noack whose term ends January 31, 2019.

Please notify the Authority in writing of your appointments and provide us contact information for any new appointees. If any changes occur, we ask that you please advise the Authority in writing. We anticipate seating new members formally at the Authority Board Meeting on February 20, 2019 and at the Authority's Planning Committee and Administration & Projects Committee meetings depending upon appointment in March (March 6<sup>th</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.

Sincerely,

Tarienue Grover, MMC, EMPA  
Clerk of the Board

Cc: Loella Haskew, CCTA Commissioner  
Carlyn Obringer, CCTA Commissioner Alternate  
Sue Noack, CCTA Commissioner Alternate  
Matt Todd, TRANSPAC Managing Director

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

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
ANNUAL FINANCIAL REPORT  
AS OF JUNE 30, 2018 and 2017  
WITH  
INDEPENDENT AUDITORS' REPORTS THEREON

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
**ANNUAL FINANCIAL REPORT**  
**JUNE 30, 2018 and 2017**

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## **INDEPENDENT AUDITORS' REPORT**

Board Members  
Transportation Partnership and Cooperation  
Pleasant Hill, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities of the Transportation Partnership and Cooperation (TransPAC), as of and for the years ended June 30, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the TransPAC's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

TransPAC's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of TransPAC, as of June 30, 2018 and 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 3-4 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

CROPPER ACCOUNTANCY CORPORATION  
Walnut Creek, CA  
November 30, 2018

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
(A JOINT POWERS AUTHORITY)  
Management's Discussion and Analysis  
June 30, 2018

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**THE PURPOSE OF THE TRANSPORTATION PARTNERSHIP AND COOPERATION:**

In 1990, the six jurisdictions of Clayton, Concord, Contra Costa County, Martinez, Pleasant Hill, and Walnut Creek adopted a cooperative agreement to form the Transportation Partnership and Cooperation (TransPAC). TRANSPAC is responsible for the development of transportation plans, projects and programs for the Central County areas as well as the appointment of two representatives to the Contra Costa Transportation Authority who serve alternating two-year terms.

In 2014, all six jurisdictions signed a formal Joint Exercise of Powers Agreement (JPA). The purpose of the JPA was the joint preparation of a Central County Action Plan (Action Plan) for Routes of Regional Significance (RRS) and cost sharing of recommended improvements.

TransPAC adopted an update to the Action Plan in 2014. The Action Plan was updated again in 2017. The Plan is a mutual understanding and agreement on Central County transportation concerns and recommendations for improvements. The Plan also identifies specific regional transportation improvements for funding and implementation.

**THE BASIC FINANCIAL STATEMENTS**

The Basic Financial Statements comprise the *Statement of Net Position* and *Statement of Activities* for the Combined Government-wide and Fund Financial Statements. These statements present the TransPAC financial activities as a whole. The *Statement of Net Position* and *Statement of Activities* include all assets and liabilities using the full accrual basis of accounting similar to the accounting model used by private sector firms.

**Statement of Net Position**

The *Statement of Net Position* (Basic Financial Statements, page 5) is a snapshot of TransPAC's financial position at the end of the Fiscal Year (FY) 2018 and 2017. TransPAC's assets are all current assets, i.e. cash and receivables. TransPAC has no capital assets. For the years ended June 30, 2018 and 2017, net position totaled \$261,004 and \$243,778, respectively.

**Table 1. Statement of Net Position as of June 30:**

	<u>2018</u>	<u>2017</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Assets</b>				
Cash and equivalents	\$ 306,827	\$ 315,405	\$ (8,578)	-2.7%
Interest receivable	1,217	726	492	67.8%
	<u>\$ 308,044</u>	<u>\$ 316,131</u>	<u>\$ (8,086)</u>	<u>-2.6%</u>
<b>Liabilities and Net Position</b>				
Liabilities	\$ 47,040	\$ 72,353	\$(25,313)	-35.0%
Net position	261,004	243,778	17,226	7.1%
	<u>\$ 308,044</u>	<u>\$ 316,131</u>	<u>\$ (8,087)</u>	<u>-2.6%</u>

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
**Management's Discussion and Analysis**  
**June 30, 2018**

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**Statement of Activities**

The Statement of Activities (Basic Financial Statements, page 7) presents TransPAC's revenue and incurred expenses for the year ended June 30, 2018. All financial activities incurred for TransPAC are recorded here, including operational expenses, capital project costs, depreciation and accrued liabilities, when applicable.

**Table 2. Statement of Activities for the Fiscal Years Ended June 30:**

	<u>2018</u>	<u>2017</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Expenses</b>				
Administrative	\$ 71,321	\$ 68,351	\$ 2,970	4.3%
Consulting and contractual	136,326	110,238	26,088	23.7%
Maintenance	10,000	4,373	5,627	128.7%
	<u>217,647</u>	<u>182,962</u>	<u>34,685</u>	<u>19.0%</u>
<b>Revenues</b>				
Investment income	4,917	2,804	2,113	75.4%
Membership dues	229,956	204,222	25,734	12.6%
	<u>234,873</u>	<u>207,026</u>	<u>27,847</u>	<u>13.5%</u>
<b>Change in net position</b>	17,226	24,064	(6,838)	-28.4%
<b>Beginning net position</b>	<u>243,778</u>	<u>219,714</u>	<u>24,064</u>	<u>2.2%</u>
<b>Ending net position</b>	<u><u>\$ 261,004</u></u>	<u><u>\$ 243,778</u></u>	<u><u>\$ 28,396</u></u>	<u><u>11.0%</u></u>

**CONTACTING TRANSPAC'S FINANCIAL MANAGEMENT**

This Management's Discussion and Analysis is intended to provide the reader with a narrative overview of TransPAC's financial statements for the year ended June 30, 2018. Questions concerning any information provided in this report or requests for additional financial information should be directed to:

Transportation Partnership and Cooperation  
Matthew Todd, TransPAC Administrator  
1211 Newell Avenue, Suite 200  
Walnut Creek, CA 94596

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
 Combined Government-Wide and Fund Financial Statements  
 Statement of Net Position and Governmental Funds Balance Sheet  
 June 30, 2018

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	<b><u>ASSETS</u></b>		
	<b><u>General Fund</u></b>	<b><u>Adjustments (Note 2)</u></b>	<b><u>Statement of Net Position</u></b>
Cash and cash equivalents (Note 3)	\$ 306,827	\$ -	\$ 306,827
Interest receivable	<u>1,217</u>	<u>-</u>	<u>1,217</u>
Total Assets	<u>\$ 308,044</u>	<u>\$ -</u>	<u>\$ 308,044</u>
<b><u>LIABILITIES AND NET POSITION</u></b>			
Accounts payable	<u>\$ 47,040</u>	<u>\$ -</u>	<u>\$ 47,040</u>
Total Liabilities	<u>47,040</u>	<u>-</u>	<u>47,040</u>
Fund Balance/Net Position (Note 4)			
Committed/Restricted	<u>261,004</u>	<u>-</u>	<u>261,004</u>
Total Liabilities and Fund Balance/Net Position	<u>\$ 308,044</u>	<u>\$ -</u>	<u>\$ 308,044</u>

The accompanying notes are an integral part of these financial statements.

**TRANSPORTATION PARTNERSHIP AND COOPERATION  
(A JOINT POWERS AUTHORITY)**

Combined Government-Wide and Fund Financial Statements  
Statement of Net Position and Governmental Funds Balance Sheet  
June 30, 2017

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	<b><u>ASSETS</u></b>		
	<u>General Fund</u>	<u>Adjustments (Note 2)</u>	<u>Statement of Net Position</u>
Cash and cash equivalents (Note 3)	\$ 315,405	\$ -	\$ 315,405
Interest receivable	<u>726</u>	<u>-</u>	<u>726</u>
Total Assets	<u>\$ 316,131</u>	<u>\$ -</u>	<u>\$ 316,131</u>
 <b><u>LIABILITIES AND NET POSITION</u></b>			
Accounts payable	<u>\$ 72,353</u>	<u>\$ -</u>	<u>\$ 72,353</u>
Total Liabilities	<u>72,353</u>	<u>-</u>	<u>72,353</u>
Fund Balance/Net Position (Note 4)			
Committed/Restricted	<u>243,778</u>	<u>-</u>	<u>243,778</u>
Total Liabilities and Fund Balance/Net Position	<u>\$ 316,131</u>	<u>\$ -</u>	<u>\$ 316,131</u>

The accompanying notes are an integral part of these financial statements.

**TRANSPORTATION PARTNERSHIP AND COOPERATION  
(A JOINT POWERS AUTHORITY)**

Combined Government-Wide and Fund Financial Statements

Statement of Activities and

Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Year Ended June 30, 2018

	<u>General Fund</u>	<u>Adjustments (Note 2)</u>	<u>Statement of Activities</u>
<b>General Expenditures/Expenses</b>			
Minute taking and admin support	\$ 68,465	\$ -	\$ 68,465
Consulting and contractual services	136,326	-	136,326
Maintenance	10,000	\$ -	10,000
Other	<u>2,856</u>	<u>-</u>	<u>2,856</u>
<b>Total General Expenditures/Expenses</b>	<u>217,647</u>	<u>-</u>	<u>217,647</u>
<b>General Revenues:</b>			
Investment income	<u>4,917</u>	<u>-</u>	<u>4,917</u>
Membership dues:			
City of Clayton	25,628	-	25,628
City of Concord	59,297	-	59,297
Contra Costa County	35,196	-	35,196
City of Martinez	33,265	-	33,265
City of Pleasant Hill	33,600	-	33,600
City of Walnut Creek	<u>42,970</u>	<u>-</u>	<u>42,970</u>
Total development fees	<u>229,956</u>	<u>-</u>	<u>229,956</u>
<b>Total General Revenues</b>	<u>234,873</u>	<u>-</u>	<u>234,873</u>
Change in fund balance/net position	17,226	-	17,226
Fund Balance/Net Position July 1, 2017	<u>243,778</u>	<u>-</u>	<u>243,778</u>
Fund Balance/Net Position June 30, 2018	<u>\$ 261,004</u>	<u>\$ -</u>	<u>\$ 261,004</u>

The accompanying notes are an integral part of these financial statements.

**TRANSPORTATION PARTNERSHIP AND COOPERATION  
(A JOINT POWERS AUTHORITY)**

Combined Government-Wide and Fund Financial Statements

Statement of Activities and

Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Year Ended June 30, 2017

	<u>General Fund</u>	<u>Adjustments (Note 2)</u>	<u>Statement of Activities</u>
<b>General Expenditures/Expenses</b>			
Minute taking and admin support	\$ 65,500	\$ -	\$ 65,500
Consulting and contractual services	110,238	-	110,238
Maintenance	4,373	-	\$ 4,373
Other	<u>2,851</u>	<u>-</u>	<u>2,851</u>
<b>Total General Expenditures/Expenses</b>	<u>182,962</u>	<u>-</u>	<u>182,962</u>
<b>General Revenues:</b>			
Investment income	<u>2,804</u>	<u>-</u>	<u>2,804</u>
Membership dues:			
City of Clayton	22,849	-	22,849
City of Concord	52,204	-	52,204
Contra Costa County	31,867	-	31,867
City of Martinez	29,649	-	29,649
City of Pleasant Hill	29,884	-	29,884
City of Walnut Creek	<u>37,769</u>	<u>-</u>	<u>37,769</u>
Total membership dues	<u>204,222</u>	<u>-</u>	<u>204,222</u>
<b>Total General Revenues</b>	<u>207,026</u>	<u>-</u>	<u>207,026</u>
Change in fund balance/net position	24,064	-	24,064
Fund Balance/Net Position July 1, 2016	<u>219,714</u>	<u>-</u>	<u>219,714</u>
Fund Balance/Net Position June 30, 2017	<u><u>\$ 243,778</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 243,778</u></u>

The accompanying notes are an integral part of these financial statements.



**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
Notes to the Financial Statements  
June 30, 2018 and 2017

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**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

The Transportation Partnership and Cooperation (TransPAC) is a joint powers authority (JPA) organized by the County of Contra Costa, and the Cities of Clayton, Concord, Martinez, Pleasant Hill, and Walnut Creek. The TransPAC accounting records are currently administered by the City of Pleasant Hill. TransPAC was created to administer membership fees for the planning and implementation of sub-regional transportation projects. There are no separate legal entities that are a part of TransPAC's reporting entity.

TransPAC applies all applicable GASB pronouncements for certain accounting and financial reporting guidance. In December of 2010, GASB issued GASBS No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements. This statement incorporates pronouncements issued on or before November 30, 1989 into GASB authoritative literature. This includes pronouncements by the Financial Accounting Standards Board (FASB), Accounting Principles Board Opinions (APB), and the Accounting Research Bulletins of the American Institute of Certified Public Accountants' (AICPA) Committee on Accounting Procedure, unless those pronouncements conflict with or contradict with GASB pronouncements.

**B. Basis of Presentation**

*Government-wide Financial Statements:*

The Statement of Net Position and Statement of Activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. TransPAC has one governmental activity as described below:

**Governmental Funds**

General Fund – The General Fund is the general operating fund of TransPAC and is always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
Notes to the Financial Statements  
June 30, 2018 and 2017

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**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

*Fund Financial Statements:*

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be separate accounting entities. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into three major categories: governmental, proprietary, and fiduciary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of TransPAC or meets the following criteria:

1. Total assets, liabilities, revenues or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that *category or type*; and
2. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

**C. Measurement Focus and Basis of Accounting**

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements regardless of the measurement focus applied.

Measurement Focus

On the government-wide Statement of Net Position and the Statement of Activities, governmental activities are presented using the economic resources measurement focus. The accounting objective of this measurement focus is the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and all liabilities (whether current or noncurrent) associated with the operation of these funds are reported.

In the fund financial statements, the "current financial resources" measurement focus is used for all Governmental Funds; with this measurement focus, only current assets and current liabilities generally are included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
Notes to the Financial Statements  
June 30, 2018 and 2017

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**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when "measurable and available". Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or soon enough thereafter to pay current liabilities. TransPAC defines available to be within 60 days of year-end.

**D. Cash and Investments**

TransPAC cash and investments are held by the City of Pleasant Hill as part of the City's pooled cash. The funds are invested in accordance with the State Investment Policy established pursuant to the State Law. All monies not required for immediate expenditure are invested or deposited to earn maximum yield consistent with safety and liquidity.

Investments are carried at fair value, which is based on quoted market price if applicable. Otherwise, the fair value hierarchy is as follows:

Level 1 – Values are unadjusted quoted prices on active markets for identical assets or liabilities at the measurement date.

Level 2 – Inputs, other than quoted prices, included within Level 1 that are observable for the asset or liabilities at the measurement date.

Level 3 – Certain inputs are unobservable inputs (supported by little or no market activity, such as TransPAC's best estimate of what hypothetical market participants would use to determine a transaction price for the asset or liability at the reporting date).

TransPAC invests in the California Local Agency Investment Fund (LAIF), which is part of the Pooled Money Investment Account operated by the California State Treasurer. LAIF funds are invested in high quality money market securities and are managed to insure the safety of the portfolio. A portion of LAIF's investments are in structured notes and asset-backed securities.

LAIF determines fair value on its investment portfolio based on market quotations for these securities where market quotations are readily available, and on amortized cost or best estimate for those securities where market value is not readily available.

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
Notes to the Financial Statements  
June 30, 2018 and 2017

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**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**E. Receivables**

Receivables recorded in the financial statements are net of any allowance for doubtful accounts. Any doubtful accounts at June 30, 2018 and 2017 were not considered material.

**F. Revenue Recognition – Membership Dues**

Membership dues are assessed annually to each of the six member jurisdictions.

**G. Budget Comparison**

Under GASB No. 34, budgetary comparison information is required to be presented for the general fund and each major special revenue fund with a legally adopted budget. TransPAC is not legally required to adopt a budget for the general fund. Therefore, budget comparison information is not included in TransPAC's financial statements.

**H. Equity Classifications**

*Government-wide Statements*

Net position is the excess of all TransPAC's assets over all its liabilities, regardless of fund. Net position is divided into three categories under GASB Statement 34. These categories apply only to net position, which is determined at the Government-wide level, and are described below:

1. Invested in capital assets, net of related debt - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
2. Restricted net position - Consists of net position with constraints place on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
3. Unrestricted net position - All other components of net position that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
Notes to the Financial Statements  
June 30, 2018 and 2017

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**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

*Fund Statements*

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which TransPAC is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

1. Nonspendable- Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
2. Restricted - Amounts that are restricted for specific purposes when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, laws, or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.
3. Committed - Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority.
4. Assigned - Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted or committed.
5. Unassigned - Amounts that do not meet classifications 1 – 4 above.

Further detail about TransPAC's fund balance classification is described in Note 4.

**NOTE 2. ADJUSTMENTS FROM FUND BASIS TO GOVERNMENT-WIDE BASIS**

The following is a summary of adjustments to the financial statements to comply with GASB 34.

	<u>2018</u>	<u>2017</u>
Receivables		
Fund basis	\$ 1,217	\$ 726
Adjustment	<u>-</u>	<u>-</u>
Government-wide basis	<u>\$ 1,217</u>	<u>\$ 726</u>

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
(A JOINT POWERS AUTHORITY)  
Notes to the Financial Statements  
June 30, 2018 and 2017

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**NOTE 3. CASH AND INVESTMENTS**

The cash and investments of TransPAC are maintained and tracked with the funds of the City of Pleasant Hill. TransPAC considers cash and investment amounts with original maturities of three months or less to be cash equivalents.

Cash and Investments consisted of the following at June 30:

	<u>2018</u>	<u>2017</u>
Cash in banks	\$ 359	\$ 363
Local Agency Investment Fund	306,468	315,042
Total cash and investments	<u>\$ 306,827</u>	<u>\$ 315,405</u>

Investments Authorized by TransPAC's Investment Policy

TransPAC is authorized to invest in obligations of the U.S. Treasury, agencies, commercial paper with certain minimum ratings, certificates of deposit, bankers' acceptances, repurchase agreements and the State Treasurer's Investment pool ("LAIF").

Deposits/Credit Risk

The California Government Code requires California banks and savings and loan associations to secure Public Agencies' deposits by pledging government securities as collateral. The market value of pledged securities must equal at least 110% of deposits. California law also allows financial institutions to secure such deposits by pledging first trust deed mortgage notes having a value of 150% of the total deposits. The first \$250,000 of each institution's deposits are covered by FDIC insurance.

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and TransPAC's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies.

## TRANSPORTATION PARTNERSHIP AND COOPERATION

### (A JOINT POWERS AUTHORITY)

#### Notes to the Financial Statements

June 30, 2018 and 2017

#### **NOTE 3. CASH AND INVESTMENTS (continued)**

Custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover its deposits or will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and TransPAC's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.

##### Investment Fair Value

TransPAC is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code under the oversight of the Treasurer of the State of California. The fair value of TransPAC's investment in this pool is reported in the accompanying financial statements at amounts based upon TransPAC's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

#### **NOTE 4: FUND BALANCE**

TransPAC has implemented GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balances more transparent.

The Transportation Partnership and Cooperation have established the following fund balance policies:

- **Assigned Fund Balance:** TRANSPAC is responsible for the development of transportation plans, projects and programs for the Central County areas as well as the appointment of two representatives to the Contra Costa Transportation Authority who serve alternating two-year terms. All amounts not committed in the fund balance at year-end are assigned for this purpose.
- **Committed Fund Balance:** Amounts that have been designated for payment by TransPAC prior to year-end. At June 30, 2018 and 2017 there were no commitments.

The accounting policies of TransPAC consider restricted fund balance to have been spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, TransPAC considers committed amounts to be reduced first, followed by assigned amounts, and finally, unassigned amounts.

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
Notes to the Financial Statements  
June 30, 2018 and 2017

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**NOTE 5: TRANSPORTATION IMPROVEMENT PROJECTS**

For the fiscal years ended June 30, 2018 and 2017, \$10,000 and \$4,373, respectively, were accrued as accounts payable to the City of Martinez for maintenance costs of the Pacheco transit hub.

**NOTE 6: SUBSEQUENT EVENTS**

Management has evaluated subsequent events through the date of the audit opinion, the date on which the financial statements were available to be issued. No events came to managements attention that would require additional adjustment or disclosure.



**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING**  
**AND ON COMPLIANCE AND OTHER MATTERS**  
**BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE**  
**WITH GOVERNMENT AUDITING STANDARDS**

The Board Members  
Transportation Partnership and Cooperation  
Pleasant Hill, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities of the Transportation Partnership and Cooperation (TransPAC) as of and for the years ended June 30, 2018 and 2017, and the related notes to the financial statements, which collectively comprise TransPAC's basic financial statements, and have issued our report thereon dated November 28, 2018.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered TransPAC's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of TransPAC's internal control. Accordingly, we do not express an opinion on the effectiveness of TransPAC's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether TransPAC's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CROPPER ACCOUNTANCY CORPORATION  
Walnut Creek, CA  
November 28, 2018

## Safe Routes to School Project Candidates That Meet CCTA Guidelines

Reference	Sponsor	Project Title / Location	Project Scope	Safe Route to School Eligible Scope	Does Project already have federal funds? (Y/N)	Fund Sources	Amount	Schedule			Other Information (i.e. CCTA Coordinated program project, new funds or funds that SRTS would replace, match percentage with requested SRTS funds)		
									Begin (Month/Year)	End (Month/Year)			
1	Concord	Willow Pass Rd @ Ashdale Dr  Intersection safety improvement project at Ashdale Dr/Willow Pass Road intersection.	Installing two double-sided rapid flashing beacon, curb ramps and (possibly) a small concrete center median island for an additional solar powered flashing beacon in the center	Ashdale Dr, provides access to Monte Garden Elementary School, Mt Diablo School District and Sunrise School and sees significant pedestrian activity  Installing two double-sided rapid flashing beacon, curb ramps and (possibly) a small concrete center median island for an additional solar powered flashing beacon in the center	Y	TBD	\$ 180,000	Env.			TAC RECCOMENDATION \$150,000		
							\$ -	Design			Within 1,000 feet of existing OBAG 2 project ( CC-170037)		
							\$ -	CON			Given the 4 lane Willow Pass Corridor with high speeds, it is a high priority improvement that would fit in with our existing Willow Pass Road safe route to school project that improves traffic safety for pedestrians in the nearby San Vicente neighborhood		
							\$ -						
							\$ -						
						Total \$ 180,000							
2	Pleasant Hill	Pleasant Hill Road Improvements (Taylor Boulevard to Gregory Lane) - Phase 2  Within the City of Pleasant Hill, on Pleasant Hill Road between Gregory Lane and Taylor Boulevard	Overall project split into two project phases. The Locally funded project (phase 1) consists of traffic signal upgrades, median reconstruction, ADA curb ramp upgrades, street lighting, irrigation, and landscaping. Local project will be completed before federally funded project begins. Federally funded project (phase 2) includes pavement rehabilitation; installation of pavement markers, striping, and signage; and installation of bicycle lanes.	Project corridor approximately 1000 feet from Strandwood Elementary School and will provide Class II bike and ped. facilities to the school. SRTS funds will be used specifically for striping work and pavement rehabilitation for the Class II bike lanes area only along the project limit.	Y	Sales Tax - Measure J - CC	\$ 98,000	Env.	Aug-18	Feb-19	TAC RECCOMENDATION \$67,000		
							STP - T5 - OBAG2 - CO	\$ 920,000	Design	Mar-18	Nov-19	SRTS funds will reduce other local funds that would be used for the construction of the Federal phase of the project.	
								Proposed SR2S Funds	\$ 217,000	CON	Mar-20		Oct-20
								Other Local Funds	\$ 133,000				
								\$ -					
						Total \$ 1,368,000					In MTC TIP CC-170044		

## Other Project Candidates Considered

Reference	Sponsor	Project Title / Location	Project Scope	Safe Route to School Eligible Scope	Does Project already have federal funds? (Y/N)	Fund Sources	Amount	Schedule			Other Information (i.e. CCTA Coordinated program project, new funds or funds that SRTS would replace, match percentage with requested SRTS funds)
									Begin (Month/Year)	End (Month/Year)	
1	Clayton	Signalization Improvements for Mt. Diablo Elementary School  Clayton Road at Mitchell Canyon Road (600.0 feet West of Mt. Diablo Elementary School)	-Intersection and signal study to determine ultimate needs of the intersection, -Environmental review and document (CEQA), -Purchase and installation of additional signal and signal support equipment as determined by the study, -Striping and pavement marking revisions and enhancements as necessary to facilitate the pedestrian scramble cycle, -Advance warning signage, -Enhanced, lighted and interactive crossing warning signage.	This is a skewed four-legged intersection that is the nearest signalized opportunity to cross Clayton Road from the elementary school. Improvements are needed to the existing signal to enhance crossing safety for parents and students. The signal is capable of operating in an all-pedestrian "scramble" mode but not all of the required supporting signal equipment is present.	N	TBD	\$ 150,000	Env.			
							\$ -	Design			
							\$ -	CON			
							\$ -				
							\$ -				
							<b>Total \$ 150,000</b>				
2	Clayton	Signalization Improvements for Diablo View Middle School  Marsh Creek Road at Clayton Road (Diablo View Middle School)	-Intersection and signal study to determine ultimate needs of the intersection, -Environmental review and document (CEQA), -Purchase and installation of additional signal and signal support equipment as determined by the study, -Striping and pavement marking revisions and enhancements as necessary to facilitate the pedestrian scramble cycle, -Advance warning signage, -Enhanced, lighted and interactive crossing warning signage.	This is a four-legged intersection with the fourth leg being the school entrance. Improvements are needed to the existing signal to enhance crossing safety for the students. Currently students attempt to cross two legs of the intersection to get to parents parked across Marsh Creek Road from the school. The signal is capable of operating in an all-pedestrian "scramble" mode but not all of the required supporting signal equipment is present.	N	TBD	\$ 150,000	Env.			
							\$ -	Design			
							\$ -	CON			
							\$ -				
							\$ -				
							<b>Total \$ 150,000</b>				
3	Martinez	Center Ave at Redwood Dr Pedestrian Crossing Flashers  Center Avenue at Redwood Dr. This crossing is within 200 feet of Hidden Valley Elementary School property.	Install solar powered Rectangular Rapid Flashing Beacons (RRFB), crossing signs, poles and controller along with advance warning crossing signs and poles.	Install solar powered Rectangular Rapid Flashing Beacons (RRFB), crossing signs, poles and controller along with advance warning crossing signs and poles.	N	Local	\$ 10,000	Env.			
							\$ 20,000	Design			
							\$ 100,000	CON			
							\$ -				
							\$ -				
							<b>Total \$ 130,000</b>				
4	Walnut Creek	Walnut Boulevard Sidewalk at Walnut Heights Elementary  Walnut Boulevard from View Lane to Walnut Heights Elementary	This project would construct a sidewalk along Walnut Boulevard in front of Walnut Heights Elementary School and close a sidewalk gap from the school to View Lane. This project will complement a Contra Costa County project to construct a pedestrian path on Walnut Boulevard east of the school.	This project would construct a sidewalk along Walnut Boulevard in front of Walnut Heights Elementary School and close a sidewalk gap from the school to View Lane. The project would provide pedestrian facilities within 1/2 mile of an elementary school along a known walking route for the school's students.	N	MTC	\$ 200,000	Env.	Mar-19	Sep-19	
							\$ 200,000	Design	Sep-19	Mar-20	
							\$ -	CON	Jun-20	Sep-20	
							\$ -				
							\$ -				
							<b>Total \$ 400,000</b>				

## Other Project Candidates Considered

Reference	Sponsor	Project Title / Location	Project Scope	Safe Route to School Eligible Scope	Does Project already have federal funds? (Y/N)	Fund Sources	Amount	Schedule			Other Information (i.e. CCTA Coordinated program project, new funds or funds that SRTS would replace, match percentage with requested SRTS funds)
								Begin (Month/Year)	End (Month/Year)		
5	Walnut Creek	Parkside Sidewalk Gap Closure  Parkside Drive from Overlook to 250 feet east of Buena Vista Ave	Project would construct sidewalk along Parkside from the intersection of Overlook drive along the county border with Walnut Creek and connect to existing sidewalk and curb ramps leading to Buena Vista Elementary and Walnut Creek Intermediate Schools.	This project would construct a sidewalk along Parkside Drive connecting to Buena Vista Avenue for Buena Vista Elementary School and close sidewalk gap a to North Broadway which is adjacent to Walnut Creek Intermediate. The project would provide pedestrian facilities within 1/2 mile of an elementary school along a known walking route for the school's students.	N	MTC	\$ 200,000	Env.	Mar-19	Sep-19	
						City	\$ 400,000	Design	Sep-19	Mar-20	
							\$ -	CON	Jun-20	Sep-20	
							\$ -				
							\$ -				
						Total	\$ 600,000				

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## Planning Committee **STAFF REPORT**

**Meeting Date:** November 7, 2018

<b>Subject</b>	<b>Process for Allocating Additional One Bay Area Grant (OBAG) 2 Safe Routes to School (SRTS) Funding</b>
<b>Summary of Issues</b>	As part of the extension to the first cycle of OBAG for an additional year, the Metropolitan Transportation Commission (MTC) allocated an additional \$822,000 in funding to Contra Costa for SRTS projects and programs. These federal funds, however, were not included in the OBAG 2 call for projects. Authority staff reviewed options for allocating this funding with the Regional Transportation Planning Committee (RTPC), Technical Advisory Committees (TACs) and members of the SRTS Task Force, and identified a recommended process for allocating those funds, based on the comments received.
<b>Recommendations</b>	Staff recommends the Authority approve the proposed process for allocating the additional \$822,000 in funding to Contra Costa for SRTS projects and programs.
<b>Financial Implications</b>	The additional \$822,000 is available to augment previous OBAG 2 SRTS funding available through the Coordinated Call for Projects.
<b>Options</b>	Modify the proposed process
<b>Attachments</b>	None
<b>Changes from Committee</b>	<i>None</i>

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### Background

As part of the extension to the first cycle of OBAG for an additional year, MTC allocated an additional \$822,000 in funding to Contra Costa for SRTS projects and programs. While these federal funds were not included in the OBAG 2 call for projects, they do remain available to Contra Costa. Authority staff prepared a memo outlining potential options for allocating these funds which they reviewed by the four RTPC, TACs and members of the SRTS Task Force.

The consensus that Authority staff heard at these meetings was that the Authority should:

1. Allocate the funds to the RTPCs using the same formula used previously in the Coordinated Call for Projects.
2. Ask the RTPCs to recommend how to apply that funding to projects already programmed in the Transportation Improvement Program (TIP).

**RTPC Allocations** Based on the formula used in OBAG 2, the \$822,000 in funding would be allocated among the RTPC as follows:

<i>Region</i>	<i>Share</i>
West	\$177,000
Central	\$217,000
East	\$246,000
Southwest	\$182,000
TOTAL	\$822,000

**TIP Projects** The following six SRTS projects have federal Congestion Mitigation and Air Quality (CMAQ) funds programmed to them in the TIP:

<i>Project</i>	<i>Sponsor</i>	<i>SRTS Funding</i>
Willow Pass Road Repaving and 6 <sup>th</sup> Street SRTS *	Concord	\$1,077,000
Moraga Way and Canyon/Camino Pablo Improvements **	Moraga	\$607,000
L Street Pathway to Transit-Bike Ped Improvements	Antioch	\$1,223,000
Lincoln Elementary SRTS Ped Enhancements	Richmond	\$320,000
Street Smarts San Ramon Valley	San Ramon	\$300,000
West Contra Costa Walk and Bike Leaders	Contra Costa County	\$561,000
<b>TOTAL</b>		<b>\$4,088,000</b>

\* This project combines components from two projects that were originally separate

\*\* Originally named "Strategic Bicycle, Pedestrian and SRTS Improvements"

As long as enough local funds remain to provide the 11.47 percent minimum match, project sponsors can use the additional SRTS funds to either:

- Add to the total funds programmed to the project to expand its scope, or
- Replace some of the local match with additional SRTS funds where the local funds currently exceed 11.47 percent of the total project cost.

Where an RTPC has more than one SRTS project in the TIP, it would be up to the RTPC to decide how to allocate its share of the funding to those projects. The range of eligible projects and programs remains the same as described in the original call for projects.

A proposal to the Authority consistent with these recommendations would allocate the additional SRTS funds to the RTPCs for allocation to SRTS projects currently programmed in the TIP, either to expand the project scope or to replace local matching funds.



**TCC Comments**

Authority staff presented the proposed process to the TCC on October 18, 2018 and, after a number of clarifying questions, approved the proposed process unanimously.

## **Cooperative Funding Agreement No. 45-18-01**

**between**

**Contra Costa Transportation Authority and**

**TRANSPAC**

This COOPERATIVE FUNDING AGREEMENT ( "AGREEMENT") is effective this 19th day of December 2018 ( "EFFECTIVE DATE") between CONTRA COSTA TRANSPORTATION AUTHORITY, a local transportation authority ("AUTHORITY") and TRANSPAC, the Regional Transportation Planning Committee for Central County ("SPONSOR"), each separately, a "PARTY", or together "PARTIES".

### **RECITALS**

**THE PARTIES ENTER THIS AGREEMENT** on the basis of the following facts, understandings and intentions:

- A. SPONSOR is the designated Regional Transportation Planning Committee for Central Contra Costa County under Measure C (1988) and Measure J (2004);
- B. SPONSOR is comprised of a policy committee with one elected official from each of six local jurisdictions in Central Contra Costa County: Pleasant Hill, Concord, Clayton, Martinez, Walnut Creek, and the County of Contra Costa, along with other appointees from local jurisdictions and transit agencies.
- C. SPONSOR also has a Technical Advisory Committee (TAC) comprised of staff from local jurisdictions within Central Contra Costa.
- D. SPONSOR wishes to conduct a feasibility study to develop improvements for bicyclists and pedestrians on the Monument Boulevard corridor in the vicinity of the Monument Boulevard/I-680 interchange (referred to hereinafter as "STUDY").

- E. AUTHORITY, which serves as the Congestion Management Agency for Contra Costa County, has assumed responsibility for certain planning and programming activities, work tasks and products that support the RTPC's efforts including the administration of Professional Service Contracts for the retention of a qualified consultant or consultant team (CONSULTANT) to perform work on the STUDY.
- F. SPONSOR has identified up to \$150,000 available for STUDY.
- G. To minimize management costs for STUDY, SPONSOR wishes for AUTHORITY to procure professional services and administer the consultant contract to undertake STUDY.
- H. In October 2018, SPONSOR agreed "in concept" to work in partnership with the AUTHORITY, with AUTHORITY serving as contract administrator for the STUDY, while SPONSOR would provide technical oversight and day-to-day Consultant management services.
- I. SPONSOR and AUTHORITY desire to work together to undertake the STUDY.

## Section I

### SPONSOR AGREES:

- A. To manage and direct the substantive work of the consultants assigned to the STUDY including, but not limited to, providing necessary data and materials, reviewing and overseeing the revision of work products, and supporting public outreach efforts.
- B. To provide AUTHORITY with copies of reports and other documents developed as part of the STUDY scope. AUTHORITY, and any federal agency providing funding under the terms of this Agreement shall have the right to reproduce, publish or otherwise use, or authorize others to use the information developed from this STUDY.

- C. To pay the AUTHORITY in an amount not to exceed \$150,000 for consultant services to be provided, based upon expenses incurred by CONSULTANT on a time and materials basis to perform STUDY.
- D. To hold regular meetings (at least quarterly) with CONSULTANT and TAC to review progress on STUDY and comment on deliverables.
- E. To keep AUTHORITY apprised of CONSULTANT activities and notify AUTHORITY of any scope, schedule, or budget issues affecting the work of the CONSULTANT.
- F. **RECORDS:** SPONSOR shall maintain full and adequate books, records, accounts, and any and all work products, materials, and other data relevant to its performance under this AGREEMENT for a minimum of three (3) years following completion or termination of STUDY and, if any litigation, claim, negotiation, audit, or other action has been started prior to the end of such three (3) years, then until the completion of the action and any resolution of all issues which arise from it, or the end of the three (3) year period, whichever is later.

## Section II

### **AUTHORITY AGREES:**

- A. To work cooperatively with SPONSOR to procure a qualified consultant or consultant team to conduct STUDY to the mutual satisfaction of PARTIES.
- B. To provide consultant planning support services for the STUDY consistent with the scope of work in Exhibit A. Prior to finalizing the consultant services agreement, AUTHORITY will provide SPONSOR with an opportunity to review and comment on the draft work plan and schedule to be included in the consultant services agreement, as well as any future revisions or updates to the work plan and schedule. SPONSOR will have fifteen (15) business days to complete its review. If SPONSOR does not respond within fifteen (15) business days, AUTHORITY will assume that SPONSOR agrees with the provisions of the work plan and schedule, or any revisions or updates thereto.

- C. AUTHORITY will provide consultant invoices to SPONSOR for its review. SPONSOR will review each invoice to identify whether the items in the invoice are consistent with the work performed, whether that work is consistent with the agreed scope of work and work plan, and whether the quality of the work is consistent with the degree of skill and judgment normally exercised by professional firms performing services of a similar nature. SPONSOR will have fifteen (15) business days to complete its review. If SPONSOR does not respond within fifteen (15) business days, AUTHORITY will assume that SPONSOR agrees that the invoice complies with the terms and conditions of the scope of work and consultant services agreement.
- D. To assist SPONSOR in delivering the STUDY.
- E. To submit invoices for work on the STUDY conducted by the consultant team to SPONSOR consistent with the requirements of this AGREEMENT.
- F. To provide forty-eight hours written notice of any audit to be conducted relating to this AGREEMENT.
- G. To comply with the requirements of the AGREEMENT as applicable to the AUTHORITY.

### Section III

#### THE PARTIES MUTUALLY AGREE:

- A. **TERM:** The Termination Date for this AGREEMENT shall be 36 months from the date this AGREEMENT is executed unless terminated at such other time by the written consent of all the parties hereto. Termination Date may be modified only if mutually agreed to in writing by both SPONSOR and AUTHORITY.
- B. **ADDITIONAL ACTS AND DOCUMENTS:** Each party agrees to do all such things and take all such actions and to make, execute, and deliver such other documents and instruments as shall be reasonably requested to carry out the provisions, intent, and purpose of the AGREEMENT.

- C. **AMENDMENT:** This AGREEMENT may not be changed, modified, or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this AGREEMENT shall be void and of no effect.
- D. **ASSIGNMENT:** SPONSOR may not assign, transfer, hypothecate, or pledge this AGREEMENT to any other party.
- E. **INDEMNITY:** It is mutually understood and agreed, relative to the reciprocal indemnification of AUTHORITY and SPONSOR:
1. SPONSOR shall indemnify, defend, and hold harmless AUTHORITY and AUTHORITY's Board, representatives, agents, officers and employees from and against all claims, injury, suits, demands, liability, losses, damages and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of SPONSOR, its officers, employees or agents, or subcontractors or any of them by reason of anything done or omitted to be done by SPONSOR under or in connection with any work, authority or jurisdiction delegated to SPONSOR under this AGREEMENT. It is also understood and agreed that, pursuant to Government Code Section 895.4, SPONSOR shall fully indemnify and hold AUTHORITY harmless from any liability imposed for injury and damages (as defined by Government Code Section 810.8) or environmental obligations or duties occurring by reason of anything done or omitted to be done or imposed by obligation of law or assumed by SPONSOR under this AGREEMENT or in connection with any work, authority, or jurisdiction delegated to SPONSOR under this AGREEMENT.
  2. AUTHORITY shall indemnify, defend, and hold harmless SPONSOR and SPONSOR's council, representatives, agents, officers and employees from and against all claims, injury, suits, demands, liability, losses, damages and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of AUTHORITY, its officers, employees or agents, or subcontractors or any of them by reason of anything done or omitted to be done by AUTHORITY under or in

connection with any work, authority or jurisdiction delegated to AUTHORITY under this AGREEMENT. It is also understood and agreed that, pursuant to Government Code Section 895.4, AUTHORITY shall fully indemnify and hold SPONSOR harmless from any liability imposed for injury and damages (as defined by Government Code Section 810.8) or environmental obligations or duties occurring by reason of anything done or omitted to be done or imposed by obligation of law or assumed by AUTHORITY under this AGREEMENT or in connection with any work, authority, or jurisdiction delegated to AUTHORITY under this AGREEMENT.

F. **COMPLIANCE WITH LAWS:** AUTHORITY and SPONSOR shall comply with all applicable federal and State laws and regulations regarding the work performed and the reimbursements and funds requested or used under this Agreement.

G. **NOTICES:** Any notice which may be required under this AGREEMENT shall be in writing, shall be effective when received, and shall be given by personal service or by certified or registered mail, return receipt requested, to the addresses set forth below, or to such addresses which may be specified in writing by the parties hereto.

SPONSOR:

Matt Todd  
TRANSPAC Managing Director  
1211 Newell Avenue, Suite 200  
Walnut Creek, CA 94596

AUTHORITY:

Martin R. Engelmann, P.E.  
Deputy Executive Director, Planning  
2999 Oak Road, Suite 100  
Walnut Creek CA 94597

**H. TERMINATION OR CANCELLATION:**

1. By written mutual consent of both parties, this AGREEMENT may be terminated at any time.
2. Either party may terminate this AGREEMENT at any time for cause pursuant to a power created by the AGREEMENT or by law, otherwise than for breach, by giving written notice of termination to the other party, which shall specify both the cause and the effective date of termination. Notice of termination under this provision, shall be given at least ninety (90) days before the effective date of such termination. Payment shall be made by the AUTHORITY for all services rendered by SPONSOR to the STUDY pursuant to this AGREEMENT up to the time of termination, subject to any expenditure limits applicable to this AGREEMENT.
3. This AGREEMENT may be canceled by a PARTY for breach of any obligation, covenant, or condition hereof by the other PARTY, upon written notice to the breaching PARTY. With respect to any breach that is reasonably capable of being cured, the breaching PARTY shall have 30 days from the date of the notice to initiate steps to cure. If the breaching PARTY diligently pursues cure, such PARTY shall be allowed a reasonable time to cure, not to exceed thirty (30) days from the date of the initial notice, unless a further extension is granted by the non-breaching PARTY. On cancellation, the non-breaching PARTY retains the same rights as a PARTY exercising its right to terminate under the provisions of this Section, except that the canceling PARTY also retains any remedy for breach of the whole contract or any unperformed balance.

**I. ENTIRE AGREEMENT:** This AGREEMENT is the entire agreement between AUTHORITY and SPONSOR relating to the subject matter of this AGREEMENT. AUTHORITY and SPONSOR acknowledge they have not relied upon any promise, representation or warranty not expressly set forth in this AGREEMENT in executing this AGREEMENT.



J. **SEVERABILITY:** Should any part of this AGREEMENT be determined to be unenforceable, invalid, or beyond the AUTHORITY of SPONSOR to enter into or carry out, such determination shall not affect the validity of the remainder of this AGREEMENT which shall continue in full force and effect, provided that the remainder of this AGREEMENT can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.

K. **WAIVER:** No waiver by a PARTY of any default or breach of any covenant by the other PARTY shall be implied from any omission to take action on account of such default if such default persists or is repeated and no express waiver shall affect any default other than the default specified in such waiver and then such waiver shall be operative only for the time and to the extent stated in such waiver. Waivers of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. No waiver of any provision under this AGREEMENT shall be effective unless in writing and signed by the waiving PARTY.

L. **CONTROLLING LAW AND VENUE:** This AGREEMENT and all matters relating to it shall be governed by the laws of the State of California and venue shall be in Contra Costa County.

M. **AUTHORITY:** All PARTIES executing this AGREEMENT represent and warrant that they are authorized to do so.

N. **COUNTERPARTS:** This AGREEMENT may be executed in counterparts.

O. **LIMITATIONS:** All obligations of AUTHORITY under the terms of this AGREEMENT are expressly subject to the AUTHORITY'S continued authorization to receive and expend federal funds as the Congestion Management Agency for Contra Costa County. If for any reason the AUTHORITY'S right to receive and expend such federal funds is terminated or suspended in whole or part, the AUTHORITY shall promptly notify SPONSORS, and the PARTIES shall consult on a course of action. If, after twenty five (25) working days, a course of action is not agreed upon by the parties, this AGREEMENT shall be deemed terminated by mutual or joint consent; provided,

that any obligation to fund from the date of the notice shall be expressly limited by and subject to (i) the lawful ability of the AUTHORITY to expend sales tax proceeds for the purposes of this AGREEMENT; and (ii) the availability, taking into consideration all the obligations of the AUTHORITY under all outstanding contracts, agreement to other obligations of the AUTHORITY, of funds for such purposes.

P. **EXHIBITS:** EXHIBIT A, Scope of Work, is hereby incorporated by reference and made a part of this AGREEMENT.

**AUTHORITY**

**SPONSOR**

BY: \_\_\_\_\_  
Federal D. Glover  
Authority Chair

BY: \_\_\_\_\_  
Julie Pierce  
TRANSPAC Chair

ATTEST:

ATTEST:

BY: \_\_\_\_\_  
Tarienne Grover  
Clerk of the Board

BY: \_\_\_\_\_  
Matt Todd  
TRANSPAC Managing Director

APPROVED as to legal form:

BY: \_\_\_\_\_  
Malathy Subramanian  
Authority Counsel

\_\_\_\_\_

## **Exhibit A**

### **Scope of Work**

**<<See Scope of Work for RFP 18-15 in Attachment A of Planning Committee Board  
Item No. 4>>**

## **SCOPE OF WORK**

### **Introduction**

This scope of work is proposed to perform a feasibility study to identify specific improvements to the bicycle and pedestrian connections on the Monument Boulevard Corridor across I-680. This area, an identified gap in the Countywide Bike Plan, would provide for an improved east-west connection across I-680. 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 study area to be evaluated includes travel on the Monument Boulevard Corridor between Mohr Lane (and the Iron Horse Trail connection with Monument Boulevard) and Contra Costa Boulevard (and including consideration of the Cleaveland Road route that is parallel to Contra Costa Boulevard to the west) and includes other equivalent parallel routes used to travel this section of the Monument Corridor, and the access for the multiple user types.

### **Task Description**

#### **Task 1: Project Initiation and Data Collection**

##### **A. REVIEW SCOPE, SCHEDULE AND BUDGET, AND INITIATE PROJECT**

Consultant shall hold a kick-off meeting with Staff and others, as determined by the Staff, to:

- Review scope of services
- Confirm study area
- Review project schedule
- Establish communication channels with other key stakeholders
- Identify available data and published materials
- Identify applicable design and planning standards
- Identify State and Federal required elements

If any changes to the Monument Boulevard / I-680 Bicycle and Pedestrian Improvements Feasibility Study (Study) are necessary following the kick-off meeting, Consultant and the Staff will consider amending this Study. Consultant shall continue to meet with Staff on a monthly basis, in person or by conference call, to review progress and keep Staff involved in the Development of the Study.

##### **B. REVIEW AVAILABLE DATA/MAPPING/ANALYSIS**

Consultant shall collect and review plans, studies, maps, and reports that are relevant to the development of the Study.

## **C. PREPARE BASE MAPS**

Using the collected project data (see Section I.B., above), Consultant shall create project base maps in GIS and Adobe Illustrator. Consultant shall send base maps to Staff for one round of staff review. After receiving comments following Staff review, Consultant shall prepare final base maps based on latest mapping styles that are optimized for user accessibility, such as color vision impairment, and designed to convey information in an easy-to-understand format.

### ***Task 1 Deliverables***

- Kick-Off meeting agenda; presentation materials and meeting notes
- Revised scope (if applicable) and schedule
- Final base maps in Illustrator format

## **Task 2: Walking and Bicycling Tour and Documentation of Existing Conditions**

### **A. WALKING AND BICYCLING TOURS**

The objectives of the walking and bicycling tours will be determined through discussions with the Staff and/or Technical Advisory Committee (TAC).

During the tour, Consultant shall familiarize invited participants (staff, TAC, local community members and other stakeholders) with the existing conditions using mobility aids or artificial impairment devices. Consultant will schedule tour based on participant's availability.

Consultant shall schedule the first tour based on participant's availability early in the planning process. Consultant shall schedule the second tour later in the process after the preferred alignments have been tentatively identified (and to promote the draft study recommendations).

Consultant shall prepare memorandum that highlights discussion from the tours recorded through notes, map graphics and digital photos. Consultant shall identify transportation needs as defined through input received from the tour participants. Consultant shall include the memorandum as part of the Draft Study prepared under task 5A.

### **B. STUDY AREA ANALYSIS**

Consultant shall conduct an in-depth site visit to the Study area, which will include the collection of geo-tagged photos, field measurements, and the identification of existing impediments to pedestrian and bicycle travel. Consultant shall conduct a meeting with Staff, Caltrans, City of Pleasant Hill, and City of Concord staff to review the Project's opportunities and constraints and discuss design assumptions that will direct the development of concept design alternatives.

### **C. TRANSPORTATION ANALYSIS**

Consultant shall conduct two-hour AM and PM peak-period turning movement counts using video equipment at a set of intersections to be proposed by consultant.

Consultant shall conduct video traffic counts that will include pedestrians and bicycles and collect data to assess the daily traffic on the corridor. Based on Staff/stakeholder provided traffic signal timing data for each of the identified traffic signals, a peak hour Synchro analysis will be performed for each of the above intersections. The data obtained from the analysis will be used to construct a traffic model. Consultant shall convert the Synchro data output into a SimTraffic visual simulation model that will animate lane changes and impacts that may exist. Consultant will document vehicle origin and destination movements to simulate the actual conditions. Consultant will follow the CCTA Technical Procedures (January 2013) when collecting traffic data.

Consultant shall prepare a HCM 2010 compatible multi-modal level of service (MMLOS) base model using ARTPLAN. The MMLOS outputs will be assessed against existing conditions to confirm applicability to the study segment; if appropriate then MMLOS may be used in the evaluation of alternatives (Task 3).

Consultant shall provide a technical memorandum of traffic count data and a summary with: graphics; written descriptions of lane configurations along the corridor; predominant vehicular paths of travel descriptions based upon traffic counts and observations; and electronic Synchro files and electronic SimTraffic data files.

#### **D. LAND USE AND URBAN DESIGN ANALYSIS**

Consultant shall complete a land use and urban design analysis. The land use and urban design analysis will consider the character of the built environment and how pedestrians and bicyclists interact with the adjacent land uses. Consultant shall review relevant documents, plans, and studies, including the Pleasant Hill City Wide Design Guidelines (2008), Concord design guidelines, and Contra Costa Transportation Authority 2018 Countywide Bicycle and Pedestrian Plan (CBPP) best practices (Appendix C and D) (scheduled for adoption on July 18, 2018) as appropriate, to identify urban design guidelines and objectives applicable to the study area (including Level of Traffic Stress (LTS) analysis), and which may inform the development of the design concepts.

#### **E. USER ANALYSIS**

Consultant shall collect and analyze five years of crash data from SWITRS, to assess if there are any indicative trends, such as crash movement type, time of day, age involved, cause, or location. Consultant shall collect user video data from one weekday and one weekend peak-period survey using National Bicycle and Pedestrian Documentation Project methods. Consultant will consider the usage patterns (time and day) when scheduling data collection. These observations will help determine existing travel desire lines, user behaviors, and characteristics such as age and gender.

#### **F. TECHNICAL ADVISORY COMMITTEE MEETING #1**

Consultant shall attend meeting 1 of 3 with the TAC. TAC shall consist of staff, as determined by the Staff, from City of Pleasant Hill, City of Concord and Caltrans. TAC may include, but not be limited to, representatives from: Bike advocacy groups (i.e. Bike Concord, East Bay Bicycle Coalition), TRANSPAC Board member representatives, local agency business groups, , EBRPD,

and other community groups (i.e. Monument Impact), and other organizations as determined by the TAC. The purpose of this meeting will be to discuss the deliverables provided in Tasks 2A through 2E.

## **G. DRAFT MEMORANDUM ON EXISTING CONDITIONS**

Consultant shall prepare a draft memorandum on existing conditions of the Study Area, including a review of the physical limitations and opportunities, including but not limited to, traffic, right-of-way, surface, land use and urban design, and factors that influence the safety and experience for all modes of travel. The existing conditions will include observations from the walking and bicycling tour and the TAC meeting. Consultant shall prepare an existing conditions summary pertaining to traffic conditions and traffic engineering considerations. Traffic operations on the corridor will be conducted using volume threshold LOS analysis. Recommended improvements will be based on the analysis results.

### ***Task 2 Deliverables***

- Materials and Presentations for the TAC Meeting #1
- TAC Meeting #1 Summary
- Existing Conditions Draft Memorandum
- Traffic Technical Memorandum and electronic Synchro files and SimTraffic data files

## **Task 3: Prepare Preliminary Transportation and Streetscape Improvements**

### **A. PREPARE ALTERNATIVE IMPROVEMENT PLANS**

Consultant shall develop three (3) multi-modal design concepts of the Study Area. Consultant's design concepts shall consider existing and future walking and bicycling patterns, available right-of-way, crossing options, and existing and planned improvements within the Study Area to evaluate the functionality and feasibility of each concept. The concepts will be designed to enhance the walking and bicycling experience in the Study Area and access to key nearby destinations. Consultant shall prepare the initial three design concepts as plan view graphics for early feedback from Staff before developing them as photo simulation renderings.

Each concept will include a corridor-wide plan, plus a close-up detail view of the Buskirk to Contra Costa Blvd. area. Consultant shall attend up to two meetings with the Staff and stakeholder agency staff to work through traffic operations along the study corridor, as directed by the Staff.

### **B. TAC MEETING #2**

Consultant shall attend meeting 2 of 3 with the TAC. The purpose of this meeting will be to solicit feedback from the TAC on the three concept alternatives. These alternatives will be based on input from TAC Meeting #1, the walking and bicycle tours, and informed by technical and environmental studies.

### **C. COMMUNITY / STAKEHOLDER ENGAGEMENT PLAN**

Consultant shall work with Staff to organize a first effort for Community/Stakeholder engagement and input on the work completed to date. The purpose of this first effort will be to present the existing conditions analysis and obtain feedback on the initial improvement plans. The Consultant shall draft a Community/Stakeholder Engagement Plan that includes strategic outreach and informational meeting(s) to local decision-makers and groups, which may include the City Councils (City of Pleasant Hill, City of Concord), Board of Supervisors, Planning Commission, Traffic Safety Commission, Transportation Commission, employers, active mobility stakeholders, local transit operators, and local advocacy groups. The engagement plan shall meaningfully integrate public engagement with key components of the project timeline. The Study may include a mixture of informational workshops, presentations, website and social media, stakeholder interviews, and public meetings throughout the project timeline that help inform the public on the Study efforts while recognizing language barriers, and also informing Staff and the Consultants on the preferred strategies moving forward. The TAC will be invited to all planned community events.

Though agency staff will participate in the outreach efforts, the Consultant will be responsible for producing outreach materials that may include agendas, flyers, posters (including distribution), sign in sheets, name tags, facilitating and leading discussions, preparing large format graphics and presentation materials for the meetings, and meeting memos/summaries immediately following each meeting. The Consultants should also be prepared to take the lead in presenting the material to stakeholders, elected officials, and at commissions throughout the process, when a presentation is required. Consultants are highly encouraged to create a Stakeholder Engagement Plan that is innovative and unique, yet also builds upon past experiences and incorporates best practices for such an outreach effort. Staff understands that this Study should utilize engagement strategies that will effectively and efficiently gain stakeholder input. Engagement strategies for this effort could include (but not limited to) tours, workshops, photo simulations, surveys, interviews, or online tools (including site maintenance). Staff will help identify or provide a suitable venue for the workshop as required.

#### **D. REFINE ALTERNATIVE IMPROVEMENT PLANS**

Consultant shall revise the three alternatives based on feedback from the Staff, the TAC, and community input received.

##### ***Task 3 Deliverables***

- Materials and Presentations for the TAC Meeting #2 and Community /Stakeholder Engagement efforts
- Community / Stakeholder Input (1<sup>st</sup> effort) summary
- Three (3) draft corridor design concepts
- Concept Design Alternatives TAC Meeting #2 summary
- Concept Design Alternatives Public Workshop #1 summary
- Three (3) final corridor design concepts
- Nine photo simulation renderings (three (3) photo simulations of each of three (3) concept design alternatives }
- Two (2) Traffic Operations Technical Meetings with Staff and agency staff

#### **Task 4: Prepare Feasibility Study and Improvements Evaluation**



**A. DEVELOP FEASIBILITY STUDY/EVALUATION CRITERIA**

Consultant shall identify and evaluate feasibility of implementation, including full life cycle costs, planning-level construction cost estimates, grant funding opportunities, and management/maintenance responsibilities and cost estimates. In order to facilitate a systematic evaluation of the Study concept designs, Consultant shall prepare an evaluation matrix with a set of criteria agreed on by the Staff that may include:

- Conformance with existing plans and standards
- Safety
- Environmental impact
- Security
- Utility and drainage impacts
- Right-of-way needs
- Traffic and structural impacts
- Cost
- Impact on adjacent land uses
- Usage (appeal to different user groups)

**B. PREPARE FEASIBILITY STUDY AND EVALUATION**

Once the TAC has selected alternatives for the proposed improvements, Consultant shall develop a traffic forecast for the Study Area using a horizon year of 25 years and a forecast annual growth percentage obtained from the Staff. The growth in traffic will be proportioned to the turning movement activities. Consultant shall analyze the following scenarios: alternative plus forecast volumes for up to three different configurations for the corridor. This effort will involve modifying the Synchro model developed in Task 2.C to reflect alternative volumes, proposed configurations and optimized signal timing. The Synchro models will be converted to SimTraffic for more detailed analysis, and the results summarized in a Technical Memorandum.

Consultant shall use the evaluation criteria to inform the feasibility of the proposed Study design concepts. Weights for each criterion will be assigned by the TAC members using a simple pairwise comparison method to ensure a robust, transparent evaluation process. The overall evaluation results will be summarized and recommendations will be made for the preferred alternative based upon scores for the identified criteria, and submitted to Staff for one round of review.

**C. TAC MEETING #3**

Consultant shall attend meeting 3 of 3 (final meeting) with the TAC. At this third TAC meeting, Consultant shall solicit feedback from the committee on the feasibility study and final Study design concepts. Consultant shall work with Staff to structure the presentation to meet the goals of the third TAC meeting.

**Task 4 Deliverables**

- Traffic Analysis Technical Memorandum, Synchro and SimTraffic data files

- Alternatives Evaluation Memorandum with recommendations for the preferred alternative
- Materials and Presentations for the TAC Meeting #3
- TAC Meeting #3 summary

## **Task 5: Prepare Draft Study**

### **A. PREPARE DRAFT STUDY**

Consultant shall prepare an administrative draft Study for the Staff, which shall include the following topics:

- Introduction
- Project area opportunities and constraints analysis
- Concept design alternatives with renderings
- Cost estimates
- Concept design alternatives evaluation matrix
- Final design alternative

Consultant shall submit the draft Study to Staff and TAC for review.

### **B. DEVELOP FINAL CONSTRUCTION AND MAINTENANCE COST ESTIMATES**

Consultant shall prepare planning-level cost estimates for the design, permitting, construction and maintenance of the draft Study concept based on recent bicycle and pedestrian projects and other projects with similar attributes in the area. The Consultant shall submit the construction and maintenance cost estimates to Staff and TAC for review.

#### ***Task 5 Deliverables***

- Draft Study Document
- Final design, permitting, construction and maintenance cost estimates

## **Task 6: Public Review of Draft Study**

### **A. PUBLIC POSTING OF STUDY MATERIALS**

As detailed in Task 3C Community / Stakeholder Engagement Plan, Consultant shall include outreach to inform study area users to the online Study information and to a second round of input. The TAC members will be asked to suggest additional outreach methods.

### **B. COMMUNITY / STAKEHOLDER ENGAGEMENT PLAN**

As detailed in Task 3C Community / Stakeholder Engagement Plan, Consultant shall organize this second effort for Community/Stakeholder engagement and input on the work completed to date subsequent to the public posting of the draft Study materials, to gain input on the revised concept

Study. The final concept Study will be based on input from the TAC Meeting #3, Staff and TAC feedback, and Community Workshops.

**Task 6 Deliverables**

- Draft Study materials for public viewing
- Poster (draft and final) advertising the Study and opportunities to provide input
- Materials and Presentations for Community /Stakeholder Engagement efforts
- Community / Stakeholder Input (2<sup>nd</sup> effort) summary

**Task 7: Prepare Final Study**

**A. PREPARE FINAL DRAFT OF STUDY**

Consultant shall revise the draft Study and prepare a final draft Study based on Task 6, which shall include:

- Executive Summary
- Introduction
- Existing Conditions
- Project area opportunities and constraints analysis
- Concept design alternatives with renderings
- Final concept Study
- Cost estimates
- Public and TAC input
- Appendices including the Traffic Analysis Technical Memorandum and the Alternatives Evaluation Memorandum

Staff will consolidate all Staff and TAC review comments and provide them to Consultant as one internally consistent set of comments. Consultant shall complete a feedback log for responses.

**B. FINAL STAFF REVIEW**

The final draft Study shall be submitted to Staff for one round of review. The Staff will provide feedback from Staff and agencies to the Consultant as a consolidated, internally consistent set of comments.

**C. PREPARE FINAL STUDY DOCUMENT**

Based on feedback from the Staff, Consultant shall revise the final draft Study and prepare a final Study document. The final Study will be submitted to Staff for review before it is presented to the public.

**D. FINAL PRESENTATION MATERIALS**

Consultant shall assist Staff with presenting the results of the final Study at up to seven public meetings, which shall be determined by Staff.

***Task 7 Deliverables***

- Revised concept design renderings (PDFs and PowerPoint)
- Final Draft of Study
- Final Study Document
- Source files of all documents submitted to the Staff (text, AutoCAD, spreadsheets, photos)

# City of Pleasant Hill

## FY2018/19 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 9/30/2018
DEPT Id	OBJ Id						
3510		INTEREST REV					\$ -
4570		CONTRIB FROM OTHER AGENCIES	225,000.00				\$ 225,000.00
Total Revenue ----->							\$ 225,000.00

Expense	Description	Expense Description					
DEPT Id	OBJ Id						
7085	0100	SALS-PERMANENT	9,085.08				\$ 9,085.08
7085	1198	CONSULTANT/OTHR					\$ -
7085	1300	CONTRACTUAL SVC	7,249.00				\$ 7,249.00
7085	1486	MAINT					\$ -
7085	2400	POSTAGE					\$ -
7085	4200	SUPLS/OPERATING					\$ -
7085	6800	ADMIN OVERHEAD	2,856.00				\$ 2,856.00
7085	6905	CONTINGENCIES					\$ -
Total Expense ----->							\$ 19,190.08
Net Rev/(Exp)							\$ 205,809.92

REPORT.: 10/11/18  
RUN....: 10/11/18  
Run By.: ROSS

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

PAGE: 001  
ID #: GLBS  
CTL.: PLE

Ending Calendar Date.: September 30, 2018      Fiscal (03-19)

Assets

			Acct ID
TRANSPAC CASH BAL.ADJ.	59,275.30	85	1010 9999
TRANSPAC INVESTMENT IN LAIF	307,684.86	85	1060
TRANSPAC ACCOUNTS RECEIVABLE	99,854.00	85	1150
<hr/>			
Total of Assets ---->	466,814.16		466,814.16
<hr/>			

Liabilities

FUND Balances

			Acct ID
TRANSPAC RESTRICTED FUND BALANCE	261,004.24	85	2812
CURRENT EARNINGS	205,809.92		
<hr/>			
Total of FUND Balances ---->	466,814.16		466,814.16
<hr/>			

REPORT.: 10/11/18  
RUN....: 10/11/18  
Run By.: ROSS

CITY OF PLEASANT HILL  
Balance Sheet Report  
FUND 85 - TRANSPAC

PAGE: 002  
ID #: GLBS  
CTL.: PLE

Ending Calendar Date.: September 30, 2018      Fiscal (03-19)

Assets

1010	9999	CASH BAL.ADJ.	59,275.30	
1060		INVESTMENT IN LAIF	307,684.86	
1150		ACCOUNTS RECEIVABLE	99,854.00	
			-----	
Total of Assets ---->			466,814.16	466,814.16
				=====

Liabilities

FUND Balances

2812		RESTRICTED FUND BALANCE	261,004.24	
		CURRENT EARNINGS	205,809.92	
			-----	
Total of FUND Balances ---->			466,814.16	466,814.16
				=====

TRANSPAC 2018-2019 BUDGET - Expenditure Status							
EXPENDITURES							
			2018-2019 BUDGET		ACTUAL		Notes
Managing Director			\$ 135,000		\$ 7,074	5.2%	Includes invoices paid through 9/30/18
Admin Support Contract - Secretary / Clerk of the Board (includes printing, postage & supplies)			\$ 72,000		\$ 9,085	12.6%	Includes invoices approved through 6/30
Legal Services - expenses would be incurred on a time and material basis			\$ 5,000		\$ -	0.0%	
Web Site - Maintain / Enhance			\$ 10,000		\$ 175	1.8%	Includes invoices approved through 6/30
Audit Services			\$ 15,000		\$ -	0.0%	
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance			\$ 10,000		\$ -	0.0%	Includes invoices approved through 6/30
<b>Subtotal</b>			<b>\$ 247,000</b>		<b>\$ 16,334</b>	6.6%	
Pleasant Hill City/Fiscal Administration			\$ 3,000		\$ 2,856	95.2%	Annual invoice
<b>Subtotal</b>			<b>\$ 3,000</b>		<b>\$ 2,856</b>	95.2%	
<b>Costs subtotal</b>			<b>\$ 250,000</b>		<b>\$ 19,190</b>	7.7%	
Contingency			\$ 16,500		\$ -	0.0%	
Project Reserve - This line represents estimated carryover balance, to fund a plan/study to support future project development, funded with carryover balance funds.			\$ 220,000		\$ -	0.0%	
<b>Total</b>			<b>\$ 486,500</b>		<b>\$ 19,190</b>	3.9%	
REVENUES							
			2018-2019				
Member Agency Contributions			\$ 225,000		\$ 225,000	100.0%	
Carryover Balance			\$ 261,500		\$ 261,004	99.8%	
Interest Earned							Through 6/30/18
<b>Total</b>			<b>\$ 486,500</b>		<b>\$ 486,004</b>	99.9%	
30-Nov-18							



**EXECUTIVE DIRECTOR'S REPORT**  
**November 14, 2018**

**National Association of Regional Councils (NARC):** October 10, 2018

I had a telephone conference with Erich Zimmermann and other members of the team from NARC. Tim Haile, Jack Hall and I gave the NARC team a briefing about our innovation program. Commissioner Pierce asked them to contact us and get the briefing.

**Ventura County Broadband Summit:** October 11, 2018

I gave one of the keynote speeches at the Ventura County Broadband Summit. I was invited by Ventura County Transportation Commission's Executive Director Darren Kettle. The topic was our innovation program, which will require a fiber backbone system, to backhaul all of the data generated and will be required to manage our transportation system in the near future.

**Gridsmart INTERSECT2018 Conference:** October 16, 2018

I gave the keynote speech at the conference. The topic was about how and why we innovate at CCTA. The first part of the presentation was about the team and the second about the projects. There were several requests for the deck.

**VERGE:** October 17, 2018

I participated on a panel with representatives from Black and Veatch, Santa Clara Valley Transportation Authority (VTA) and the San Diego Association of Governments (SANDAG). The title of the panel was "Autonomous Vehicle Planning (Hint: You're Behind)." Ruth Cox is the new CEO for Prospect Silicon Valley. The attendance was good and there were many questions from the audience.

**Local Motors:** October 17, 2018

I met with CEO Jay Rogers to further the discussions about their plans to set up a micro-manufacturing facility in Northern California.

**City/County Engineering Advisory Committee (CCEAC):** October 18, 2018

I gave the members of the CCEAC a presentation on the progress of our projects and followed up with our innovation program. They had a number of questions and requested a copy of the presentation. I enjoyed giving the presentation and answering their questions. Stephanie Hu and Jack Hall also attended and arranged for the group to tour the shared autonomous vehicle project at Bishop Ranch.

**Mobility 21:** October 19, 2018

I participated on a panel titled “Reality of an Autonomous Transportation World.” The other speakers were from Nissan, Peloton, HDR and the California State Transportation Agency. It was standing room only and there wasn’t any time left for questions.

**Governing Special Districts Podcast:** October 24, 2018

I was interviewed for a Governing Special Districts Podcast. The topic was an update on CCTA’s innovation program. It should be posted sometime in November.

**City of Brentwood:** October 24, 2018

Jack Hall and I gave City Manager Gus Vina, Public Works Director Miki Tsubota and Community Development Director Casey McCann a tour of GoMentum Station. They got to ride in the Livermore Amador Valley Transit Authority (LAVTA) shuttle and take a look at the ELIX induction charging system. We had a great discussion about technology and the impact on infrastructure.

**Telegra:** October 25, 2018

I answered transportation questions on camera for a television story on transportation technology for Telegra. Telegra’s technology was deployed for the Caldecott Tunnel project. They deployed the decision support system that controls the safety systems for the tunnel.

**Associated General Contractors (AGC) of California Builder Awards:** October 27, 2018

I was a judge for the 2018 AGC Builder Awards. A panel of judges reviewed and voted on an assortment of projects from all over California. The awards were given out that evening at their awards ceremony. Ivan Ramirez won the S.I.R. award. S.I.R. stands for Skill, Integrity and Responsibility. Some say it is the highest and most prestigious AGC award. Ivan asked me to present the award to him during the ceremony. It was an honor.

**Self-Help Counties Coalition Focus on the Future Conference:** October 29 – 30, 2018

Tim Haile, Ivan Ramirez, Hisham Noemi, Linsey Willis, Martin Engelmann and I attended the conference. Tim Haile moderated the Managed Lanes panel, Ivan Ramirez moderated the Small Business Panel and I moderated the Mobility as a Service (MaaS) panel.

**Staff Out-of-State Travel:**

*Ivan Ramirez attended the Construction Management Association of America’s (CMAA) National Conference in Las Vegas, NV from October 14-16, 2018 for a total amount of \$1,639.43. Randell Iwasaki attended the 2018 Intelligent Transportation Society (ITS) World Congress in Copenhagen, Denmark from September 14-21, 2018 for a total amount of \$6,296.01; additional fees for Chair Federal Glover was \$6,246.80 for a total amount of \$12,542.81.*



CONTRA COSTA  
transportation  
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## MEMORANDUM

To: Matt Todd, TRANSPAC  
Lisa Bobadilla, SWAT  
Jamar Stamps, TRANSPLAN  
Cedric Novenario, TVTC  
John Nemeth, WCCTAC  
Derek Farmer, LPMC

From:  Randell H. Iwasaki, Executive Director

Date: November 27, 2018

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

At its November 14, 2018 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

- Housing Permit Report Card.** Each local government must adopt a Housing Element as part of its General Plan that outlines plans and programs for meeting the forecast need for housing in the jurisdiction. The forecast need that the Housing Element must achieve are set through the Regional Housing Needs Allocation, or RHNA, process. The current RHNA cycle covers the period from January 1, 2014 through October 31, 2022. The Association of Bay Area Governments (ABAG), which is responsible for developing the RHNA, has collected housing permit data for the first four years of that period. It shows that while both Contra Costa County and the Bay Area are more than meeting their allocations for above moderate housing, both are lagging significantly in permitting lower-income housing. Staff sought the Authority's input on housing production issues and challenges. *The Planning Committee had an extensive discussion about housing production, noting that local jurisdictions (cities and towns) do not build housing, rather, developers build housing, and at present, there is an*

*accute lack of skilled labor, which has put upward pressure on labor costs. This, coupled with higher costs for raw materials, lack of financing and redevelopment fees, and the difficulty in working with the utility companies, have all converged to create a shortage of affordable housing production. The Authority requested that staff continue to monitor housing permit activity and report back on a regular basis.*

2. **Process for Allocating Additional One Bay Area Grant (OBAG) 2 Safe Routes to School (SRTS) Funding.** As part of the extension to the first cycle of OBAG for an additional year, the Metropolitan Transportation Commission (MTC) allocated an additional \$822,000 in funding to Contra Costa for SRTS projects and programs. These federal funds, however, were not included in the OBAG 2 call for projects. Authority staff reviewed options for allocating this funding with the Regional Transportation Planning Committee (RTPC), Technical Advisory Committees (TACs) and members of the SRTS Task Force, and identified a recommended process for allocating those funds, based on the comments received. Staff recommends the Authority approve the proposed process for allocating the additional \$822,000 in funding to Contra Costa for SRTS projects and programs. *The Authority Board approved the proposed process for allocating the additional \$822,000 in funding to Contra Costa for the Safe Routes to School projects and programs.*
3. **Approve Urban Limit Line (ULL) Policy Advisory Letter Request for the City of San Ramon.** Staff recommends that the Authority direct the transmission of a ULL Policy Advisory letter to the City of San Ramon in response to the question of whether certain actions, such as adjusting the ULL and annexing property, would result in Growth Management Plan (GMP) compliance issues. *The Authority Board directed staff to transmit the Urban Limit Line (ULL) Policy Advisory letter to the City of San Ramon in response to the questions of whether certain actions, such as adjusting the ULL and annexing property would result in Growth Management Program compliance issues.*
4. **Update on Metropolitan Transportation Commission (MTC)/Association of Bay Area Governments (ABAG) Housing Incentive Pool (HIP) Program and CASA Initiative.** In an attempt to address the housing shortage in the Bay Region, MTC & ABAG have taken on a variety of initiatives aimed at increasing the supply of

affordable housing for people who want to work in the Bay Area but cannot afford to live here. Staff will provide an update on two such initiatives: 1) the HIP program, which MTC is expanding by adding \$76 million in newly available revenues to dedicate to HIP; and 2) preliminary recommendations from CASA – the Committee to House the Bay Region – recommending several options for generating revenue for housing through new taxes. *The Authority Board had an extensive discussion about the Bay Area's housing crisis voicing concerns over the CASA to include the forthcoming CASA Compact, the imbalance of funding allocations to top producers of affordable housing, the lack of basis in reality, lack of incentives, and lack of a vision beyond housing to include schools, fire departments, police departments, and jobs to support the housing initiative. The Board further committed to working with our MTC representatives to ensure that any approvals or actions taken at the regional level do not conflict with the goals, objectives, and interests of Contra Costa.*

**TRANSPAC**  
**Transportation Partnership and Cooperation**

Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County  
1211 Newell Avenue, Suite 200  
Walnut Creek, CA 94596  
(925) 937-0980

October 9, 2018

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

Re: Status Letter for TRANSPAC Meeting – October 9, 2018

Dear Mr. Iwasaki:

At its regular meeting on October 9, 2018, the TRANSPAC Board of Directors took the following actions that may be of interest to the Transportation Authority:

1. Reviewed the letter of support for the Contra Costa County Department of Conservation and Development's application to the Caltrans Sustainable Communities Grant Program.
2. Approved the project management structure roles as well as the CCTA-assisted procurement process, to deliver the Monument Boulevard/I-680 Bicycle and Pedestrian Improvements Feasibility Study.
3. Received presentation of the TRAFFIX School Bus Program from Lisa Bobadilla, TRAFFIX TAC Chair.
4. Received information on the Contra Costa Accessible Transportation Strategic Plan from Peter Engel, Director of Programs, CCTA.
5. Approved 2019 Meeting Schedule, which changed TRANSPAC TAC meeting dates from the fourth Thursday of each month to the last Thursday of each month.

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; Diane Burgis, Chair, TRANSPLAN  
Lisa Bobadilla, SWAT; Dave Trotter, Chair, SWAT  
John Nemeth, WCCTAC; Cecilia Valdez, Chair, WCCTAC  
Tarienne Grover, CCTA  
June Catalano, Diane Bentley (City of Pleasant Hill)



# SWAT

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

November 16, 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 November 2018**

Dear Mr. Iwasaki:

The Southwest Area Transportation Committee ("SWAT") met Monday, November 5, 2018. The following is a summary of the meeting and action items:

1. Recognized Don Tatzin, Mayor, City of Lafayette for his 30 years of service to SWAT.
2. Approved submitting a letter of support for the Contra Costa County application to the Caltrans Sustainable Communities Grant Program to support regional sustainable community's strategies intended to reduce the State's greenhouse gas reduction targets.
3. Deferred action on the Lamorinda Program Management Committee comments on the Bollinger Valley Final Environmental Impact Report. The item was deferred to the December 2018 SWAT meeting for consideration.

Please contact me at (925) 973-2651, or email at [lbobadilla@sanramon.ca.gov](mailto:lbobadilla@sanramon.ca.gov), if you need additional information.

All the best,

A handwritten signature in blue ink, appearing to read "Lisa".

Lisa Bobadilla  
SWAT Administrator

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



El Cerrito

Hercules

October 2, 2018

Pinole

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

RE: September WCCTAC Board Meeting Summary

Richmond

Dear Randy:

The WCCTAC Board, at its meeting on September 28, 2018, took the following actions that may be of interest to CCTA:

San Pablo

1. Approved the setting of STMP fee levels. Residential projects will be 75% of maximum allowable fee and non-residential projects will also be at 75% of the maximum allowable fee.
2. Approved authorization for the release of the 2018 STMP Call for Projects.
3. Approved to forward a letter of support to CCTA regarding the East Bay Regional Park District's project for the Western Contra Costa County, San Francisco Bay Trail Rehabilitation (North Richmond Regional Wetlands, Point Pinole Regional Shoreline and San Pablo Bay Regional Shoreline) and the allocation of 2018 Measure J funds, to fund the project.

Contra Costa  
County

Please let me know if you have any follow-up questions.

AC Transit

Sincerely,



John Nemeth  
Executive Director

BART

cc: Tarien Grover, CCTA; John Cunningham, TRANSPAC; Jamar Stamps, TRANSPLAN; Lisa Bobadilla, SWAT; Matt Todd, CCTA

WestCAT