

TRANSPAC Transportation Partnership and Cooperation
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and Contra Costa County

TRANSPAC TAC MEETING NOTICE AND AGENDA
THURSDAY, AUGUST 29, 2019

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

In the LARGE COMMUNITY ROOM at City of Pleasant Hill City Hall
100 GREGORY LANE
PLEASANT HILL

1. Minutes of the June 27, 2019 and July 11, 2019 Meetings

ACTION RECOMMENDATION: Approve Minutes

Attachment(s)

- TAC minutes from the June 27, 2019 meeting
- TAC minutes from the July 11, 2019 meeting

- 2. TRANSPAC Strategic Planning Discussion.** TRANSPAC has requested a strategic planning discussion to review the TRANSPAC scope of work, prioritization of work, and how we complete that work. The attached material includes information from other RTPCs, including scope, duties and workplans, to inform the discussion. The TAC is requested to review and discuss, and to provide feedback to the TRANSPAC Board. The TRANSPAC Board is scheduled to discuss this item at their meeting on September 12, 2019.

Attachment(s)

- The attached includes material regarding CCTA guidance on RTPCs, TRANSPAC documents (i.e. JPA, budget, position work scopes), and information from other RTPCs (i.e. JPA, Administrative Procedures, Rules of Procedure, Work Program)

3. **2020 Transportation Expenditure Plan Status.** The Contra Costa Transportation Authority (CCTA) is developing a new Transportation Expenditure Plan (TEP) for possible placement on the March 2020 ballot. The CCTA met on August 21, 2019 and approved revisions to the TEP, including the addition of 5 years to the revenue assumption as well as edits to TEP descriptions and policy. CCTA staff will discuss the proposed Draft TEP, including previously discussed revisions as well any additional input received from stakeholders on August 28, 2019. The CCTA will be requested to approve the Draft TEP and circulate for consideration by the cities/towns and Contra Costa County Board of Supervisors at their August 28, 2019 meeting.

Attachment(s)

- Copy of the Draft TEP (Published August 23, 2019) may be downloaded at:
https://ccta.granicus.com/MetaViewer.php?view_id=1&event_id=985&meta_id=45827

4. **Grant Funding Opportunities.** This agenda item is intended to provide an opportunity to review and discuss grant opportunities.

Attachment:

- Will be available at meeting

5. **Committee Updates:**

- a. Technical Coordinating Committee (TCC): The July 18, 2019 meeting was cancelled; The next meeting is scheduled for September 19, 2019
- b. Countywide Bicycle & Pedestrian Advisory Committee (CBPAC): The last meeting was scheduled for July 22, 2019; The next meeting is scheduled for September 23, 2019
- c. Paratransit Coordinating Council (PCC): The last meeting was scheduled for July 15, 2019; The next meeting is scheduled for September 16, 2019

6. **Future Agenda Items:**

- The CCTA Calendar for July to October 2019, may be downloaded at:
https://ccta.granicus.com/MetaViewer.php?view_id=1&clip_id=470&meta_id=45326

7. **Member Comments**

8. **Next Meeting: September 26, 2019**

MEETING DATE: June 27, 2019

MEMBERS PRESENT: Ruby Horta, County Connection; Eric Hu, Pleasant Hill; Aileen Delos Reyes, BART; Robert Sarmiento, Contra Costa County; and Andy Smith, Walnut Creek

STAFF: Matt Todd, TRANSPAC Managing Director; and Anita Tucci-Smith, TRANSPAC Clerk

GUESTS/PRESENTERS: Dave Campbell, Bike East Bay; and Hisham Noeimi, Engineering Manager, Contra Costa Transportation Authority (CCTA)

MINUTES PREPARED BY: Anita Tucci-Smith

The meeting of the TRANSPAC TAC convened at 9:08 A.M.

1. Minutes of the May 30, 2019 and June 11, 2019 Meetings

The TAC did not consider the minutes and continued both May 30, 2019 and June 11, 2019 TAC minutes to the next meeting.

2. 2020 Transportation Expenditure Plan (TEP)

- a. **TEP Projects/Programs.** The Initial Draft TEP discussion to date has included discussing projects and programs included in the plan and the corresponding investment levels. TRANSPAC TAC is requested to continue discussion on the Initial Draft TEP, including further review of the Fix and Modernize Local Roads category and considering additional investment scenarios (i.e. 18 percent and 20 percent), continuing discussion on student pass program including receiving additional information from County Connection staff, identifying example projects to include in TEP material (Improve Traffic on Local Streets category), as well as comments and input regarding other projects/programs and investments in the plan. Additional information to be available at the meeting.

Mr. Todd described the discussion at the last TRANSPAC Board meeting and explained that SWAT had requested, similar to the Caldecott Tunnel funding split in Measure J, a 50-50 share of the costs for the Caldecott Tunnel at \$2.5 million, and the Board had supported that request. While the TAC had recommended reducing ferry service from \$30 million to \$8 million, the Board had requested \$13 million in that category. For the I-680 Corridor that had been reduced by \$10 million and SWAT had kept its level the same, the Board requested that it be retained at \$100 million and that \$5 of the \$10 million eliminated be added back. For Highway 4 and SR 242, the Board had emphasized the need for all the funding that had been proposed in the initial list, and while that had been dropped in the scenario from \$154 to \$134 million there was a proposal it should be at least \$139 million.

Mr. Todd added that one of the recommendations from the Board related to the TAC's request for a 23 percent return to source and the Board requested a report on other options such as an 18 to a 20 percent scenario for return to source.

Hisham Noeimi spoke to the question asked by Director Pierce whether the chart, prepared by the Metropolitan Transportation Commission (MTC) on the 10-year analysis of pavement conditions, included all local sales taxes. He suggested that only Pleasanton's local tax might not have been included in the calculations on the chart. He noted that from the information provided by the cities, Clayton, Walnut Creek, Martinez, and Pleasant Hill all had a sales tax of some sort for streets and roads, and Concord had not responded. The issue was whether MTC's numbers were current which might have reduced deferred maintenance and where some of the numbers might be higher than they should be.

Andy Smith commented that bike facilities were being provided through ordinary maintenance of residential and collector streets, although arterials were more difficult given that they didn't always have the extra space. He noted that Ygnacio Valley Road was not an example and it would take something extraordinary to get bike lanes on YVR.

Mr. Noeimi explained that the major street categories could be used to widen roads, add bike lanes and sidewalks, and input could still be provided on the discussion of the percentage for return to source from 15 to 23 percent range. The CCTA thought the 15 percent return to source was a logical starting point. He added that the argument for not increasing to 23 percent was understanding the huge needs the funds would have to address, and since 2016 the passage of SB1 had offered more funds for local roads. Since Measure X did not pass, the same proposal for fixing roads was not included since the voting public's top priority now was congestion relief. There would still be deferred maintenance and the question was whether it was reasonable that the shortfall be addressed with this measure or whether future measures would have to be considered to do that.

Mr. Smith noted the concern for the amount of money going to BART and the distrust of BART in the region. He also noted that Innovate 680 would also consume a lot of the funding.

Ruby Horta spoke to the suggestion for a youth bus pass for those under 18 years and explained that County Connection had estimated a \$70 monthly cost for a youth pass and had estimated the need for \$2 million for County Connection to fund a youth pass program on an annual basis, split 60/40 between TRANSPAC (\$1.2million) and SWAT (\$800,000). Over 30 years that would be approximately \$36 million for TRANSPAC. She identified 681,000 trips for 2,400 students annually. She also noted that there were a number of grants available and suggested the numbers may be revised with further analysis. At the end of the day, County Connection's goal was to get people on the buses.

Mr. Noeimi also responded to the request for the senior population percentage in the subregion, and reported that TRANSPAC had more seniors than any other region, probably as a result of Rossmoor. The population share was 29.6 percent overall and seniors 65+ were identified as 35.2 percent. He commented that in West County, WCCTAC had decided to identify more money

for programs to benefit seniors beyond its population share.

Mr. Todd explained that the TRANSPAC Board had discussed a split between youth and seniors and he suggested identifying what a student monthly pass program might cost. For local roads, he asked if each city had a policy on how to invest its local road monies for arterials, and collectors versus the smaller streets.

Mr. Noeimi explained that federal funds used to fund roads normally had to be spent for a collector and above so cities tried to save up their return to source funds to do other projects.

Eric Hu advised that every city had a plan for how it wanted to spend its local road monies. In Pleasant Hill, he pictured return to source funds for local roads including maintenance, bike and ped; arterials, collectors and other improvements on regional routes would be in the Major Streets and Roads category; freeways had its own category; and everything overlapped.

Mr. Noeimi explained that the scenarios to be presented at the next CCTA Board meeting would include a difference between 15 and 23 percent coming from the Major Streets and Roads category, less money for major streets and more money as return to source, and he asked for TAC comments in that case.

Dave Campbell asked how the “story” would be presented to the voters on the 15, 18 and 23 percent scenarios.

Mr. Noeimi acknowledged that going from 15 to 23 percent would have an impact and there was a question of the justification of that impact.

Mr. Hu stated that going to 18 percent could increase the Major Streets and Roads category, which would still address PCI to a certain degree, transit needs on the corridors, and ultimately the goal to fund as many projects as possible, and given the population of Central County less on major streets would make it harder and harder to get federal projects to fund.

On the \$2.5 million request from SWAT for the Caldecott Tunnel, Mr. Smith verified that the Caldecott Tunnel project involved fixing tiles, lights, and other elements.

On the TEP itself, Mr. Noeimi stated that nothing would be fully funded and the amounts were intended to attract other funding sources. He noted that TRANSPLAN was investing in some of the regional projects that impacted both regions.

Mr. Campbell suggested more money in new technologies and less in the more predictable pothole and fixing categories because funding potholes now and considering innovations later would be less acceptable to the public.

On the continued discussion, Mr. Noeimi explained that the TEP included draft language that the CCTA Board would look at the TEP every ten years to see if it was accomplishing its goals the way it was presented to voters. He reiterated that the TEP could be amended in the future and

clarified that the CCTA Board's goal was to keep transit and alternative modes as close as possible to 50 percent each. With respect to bike/ped, he stated the actual bike/ped category was 7 percent, although 15 percent of return to source would go to bike/ped improvements, and ultimately about 10 percent of the measure countywide would be bike/ped. He also clarified that the TEP was not expanding freeways and was only adding lanes to close HOV gaps.

Mr. Smith had no problem with the HOV elements, the I-680/SR-4 Interchange which was a safety issue and a gap closure, or the NB closure on I-680, although auxiliary lanes on SR-242, for example, could add capacity.

The TAC discussed the Fix and Modernize Local Roads chart that it had discussed at the last meeting and in consideration of the TRANSPAC Board's comments, made the following recommendation.

	15.2% Scenario	May 30 TAC Discussion 23% Scenario		June 27 TAC Discussion of Board Requests
	Initial Draft TEP Funding Level (Central County)	TRANSPAC TAC Proposed Adjustment	Adjusted TEP Funding Level (Central County)	TAC Proposed Adjustments w/TRANSPAC Board Requests
Enhance Ferry Service and Commuter Rail in Contra Costa	\$30	(\$22)	\$8	\$13
Seamless Connected Transportation Options and Reduce Emissions	51	(11)	40	40
Regional Transportation Priorities	5	(5)	-	-
Transportation Planning, Facilities & Services	27	(1)	26	27
Relieve Congestion and Improve Local Access along Interstate 680 Corridor	105	(10)	95	105
Improve Transit Reliability along the Interstate 680 and State Route 24 Corridors	25		25	25
Relieve Congestion on Highway 4 and State Route 242 between Martinez and Pittsburg	154	(20)	134	144
Caldecott Tunnel 50/50 Share with SWAT				2.5

The TAC agreed to present the 18 percent scenario to the TRANSPAC Board. For the 20 percent scenario, the local street money would be put into maintenance. For local streets and roads, Mr. Todd noted he would request student pass information from County Connection.

- a. **Proposed Policies to be Contained in the TEP.** The Initial Draft TEP is proposed to include policies as well as projects/programs and investment levels. Many of the policies included in the 2016 Measure X material are proposed to be included in the new TEP in a similar format with updates to reflect current status and to be consistent with possible new Policy Statements (i.e. Complete Streets Policy; Advance Mitigation Program; Taxpayer Safeguards and Accountability Policy). The

CCTA is also working to develop language to address contracting provisions that would be included in the Taxpayer Safeguards and Accountability Policy. The new TEP effort is also considering three additional new Policy Statements: Transit Policy, Periodic (10-Year) TEP Program Review, and Vision Zero Policy and Framework. TRANSPAC TAC is requested to review and comment on the proposed policies.

Mr. Todd advised that for the list of projects for Major Streets and Roads, each jurisdiction had been asked for one or two examples of top priority projects to be listed in the plan as example projects.

With respect to policies, Mr. Todd referred to the Urban Limit Line (ULL) and the Complete Street policies, and the Advanced Mitigation Program and explained that some changes would be made to make it consistent with current legislation. Under Taxpayer Safeguard and Accountability, he stated it was substantially the same. The CCTA Board had discussed equity and how it was described and what to do if there was extra money versus what to do if there was reprogramming of funds. There had also been discussion about periodic review, changes in the future, and the strategic delivery plan. Two new policies had been proposed: a Transit Policy and a Vision Zero Policy. An equivalent to a Measure J Compliance List had also been discussed.

- c. TEP Public Information and Outreach.** Additional information to be available at the meeting.

Mr. Todd reported that the CCTA Board had requested to be apprised of city events that the CCTA could attend to provide information on the proposed TEP. He also reported on and described a telephone town hall proposed for each subregion and a possible July 8 event date for the Central County area.

- d. TEP Schedule and Other Information.**

Given the need to further discuss the TEP, the TAC scheduled a special meeting on July 18, 2019.

- 3. 2020 State Transportation Improvements Program Review Committee.** TRANSPAC TAC is requested to identify two (2) volunteers to serve on the CCTA 2020 STIP evaluation committee. The evaluation meeting is anticipated to occur in late July.

The item was continued to the next meeting.

- 4. Grant Funding Opportunities.** This agenda item is intended to provide an opportunity to review and discuss grant opportunities.

The item was continued to the next meeting.

5. Committee Updates:

There were no Committee updates.

6. Member Comments

Aileen Delos Reyes reported that a presentation would be made to the TAC in August on the Bike Parking Improvements at the Concord BART station; BART had just received a \$1.5 million grant from the Bay Area Air Quality Management District (BAAQMD) for a first mile/last mile project at Walnut Creek; and she was working internally with the planner to oversee the safe routes to BART grant program where \$25 million in Measure R funds would be issued to projects specifically to improve access to BART. She would be reaching out to the jurisdictions to provide information and get feedback on the program itself, shooting for February 2020. BART was also to apply for the 2020 STIP round for a Walnut Creek Modernization project, estimated at \$50 million with a \$30 million shortfall. As a result, the project would be phased and one phase would be solely on circulation within the station. She would reach out to Walnut Creek for letter of support for that project.

Ms. Horta advocated for pedestrian safety access to BART given the buses, Uber pickups, and the like.

Mr. Noeimi reported that the California Transportation Commission (CTC) had just released the draft fund estimates and Contra Costa County was only expected to receive \$6 million for this STIP round. Given the limited amount of money, CCTA would likely only submit one project.

7. Adjournment

The meeting adjourned at 11:50 P.M. to a special meeting on July 18, 2019.

TRANSPAC TAC Special Meeting Summary Minutes

MEETING DATE: July 11, 2019

MEMBERS PRESENT: Heather Ballenger, Walnut Creek; Lynne Filson, Clayton; Ruby Horta, County Connection; Aileen Hernandez, BART; Eric Hu, Pleasant Hill; Randy Leptien, Martinez; Abhishek Parikh, Concord; Ricki Wells, BART; Robert Sarmiento, Contra Costa County

STAFF PRESENT: Danielle Habr, Pleasant Hill; Matt Todd, TRANSPAC Managing Director

GUESTS/PRESENTERS: None

MINUTES PREPARED BY: Danielle Habr, City of Pleasant Hill Deputy City Clerk

1. Convene Regular Meeting/Self Introductions

The meeting convened at 9:01 A.M. Introductions followed.

2. 2020 Transportation Expenditure Plan

Matt Todd, TRANSPAC Managing Director, explained that the Contra Costa Transit Authority (CCTA) had updated their draft Transportation Expenditure Plan (TEP) and planned to circulate it the day of the TAC meeting. He reported that on July 3, 2019 the TRANSPAC Board provided feedback to CCTA and were focused on \$2.5M for Caldecott and the Vision Zero Policy (no pedestrian and bike fatalities) and Enhanced Mitigation Policies. He explained that the purpose of the TAC meeting was to review the July 3rd draft of the TEP and determine if there was more information to be shared with the TRANSPAC Board at its July 18th meeting.

Abhishek Parikh, Concord, noted that on the revised TEP, major arterials were allocated \$93M in funding and he thought it was \$105-\$108M previously. Mr. Todd referred to the smaller (8 ½ x 11") spreadsheet handed out and explained that CCTA sorted the information into corridors instead of sorting it Countywide. He explained seamless connected transportation options was on the first version for \$51M in Central County and if you added SR 4 \$13M seamless connected transportation, I-680 \$21M seamless connected transportation, and reduced emissions and improved air quality at \$17.8M, it equaled approximately \$51M. He added that CCTA also broke transit reliability into multiple corridors. Mr. Todd explained they added additional funds of \$24.3M for local streets and roads (formerly \$131M at baseline 15% and added \$24M) by removing \$5M from regional choice and they removed the category called focused growth and jobs (\$20M for Central County). He said everything was split into smaller pots, but could be tied back to the prior version TEP levels.

Mr. Parikh said that improved traffic flow on major streets in Lamorinda in Central County at \$93M was the category under which some named projects had been listed and asked for

confirmation; Mr. Todd confirmed. Mr. Parikh said he thought it was \$108M previously. Mr. Todd said the TAC proposed adding \$16M, but the proposal was not accepted.

There was a brief discussion about the TAC's proposal recommendations and the ultimate direction from the Board.

Mr. Parikh suggested the TAC continue to propose desired changes to the TRANSPAC Board since CCTA continues to amend the draft plan.

Mr. Todd confirmed for Ms. Ballenger that the "final" TEP to be released by CCTA the day of the TAC meeting should match what was in front of the TAC at the meeting.

Mr. Parikh said Concord support including a 23% return to source and if not that, impacted regional routes that go through Concord. He referred to information he distributed and said there is a 55/25 split in the morning of East County commuters using highways versus streets going to Concord (28/72 split in the afternoon). Mr. Parikh said that the TEP was investing a large amount of funds into Highway 4- I-680, but a lot of people are using arterial routes so Concord's proposal was they would like to see funding allocated to Ygnacio Valley and Treat Boulevard for adapted signal systems to improve traffic flow through the city. He added that Concord wanted to add funding to these type of projects separate from improved traffic flow to major arterials as \$93M is not a lot of funding for multiple cities. He referred to the category, improve local access to I-680, and similar improvements on Highway 4 did not address the 45% of traffic using major arterials. Mr. Parikh proposed creating a category separately or allocating funding under an existing category. He suggested roughly \$10M for Ygnacio Valley & Treat Boulevard (total) in Concord and noted that 680 and 4 are larger projects that will take longer to complete whereas addressing traffic flow on major arterials would be faster.

Mr. Parikh commented that projects would be in Concord and Walnut Creek along the whole corridor to 680. Mr. Parikh confirmed for Mr. Todd that he was referring to technological improvements, not a capacity improvement, just traffic signaling. He said the benefit was high compared to the cost.

In response to Eric Hu, Pleasant Hill, Ms. Ballenger confirmed that Walnut Creek has implemented adaptive technology and that it has been successful. Mr. Parikh said he understood the older technology had been taken out, but Walnut Creek was considering newer technology corridor-wide. Ms. Ballenger commented some of the cameras stayed in place.

In response to Ms. Ballenger's reference to Ygnacio Valley Road in Concord under improved traffic flow in Lamorinda and Central County and others and request to add Walnut Creek, Mr. Parikh said that is a different project that Concord no longer plans to do and the new proposed project *is* in both cities. Mr. Parikh said he was getting conflicting information from CCTA about whether to provide named projects or not, but that Mr. Todd had received the top two projects for the category for Concord for the list. Mr. Parikh said he proposed to keep the adaptive system out of the arterial category as \$93 was not sufficient for all the major projects needed.

Mr. Todd said for Measure J there were similar pots of money and that the projects considered for that looked like there were some equity decisions made; he stated it was supposed to be a similar pot of money for the whole area covered by TRANSPAC. He added that there would be a \$5-\$10M performance management threshold going forward so there would be more CCTA involvement. Mr. Parikh commented that cities should monitor the threshold level proposed because having to do performance based analysis on small projects is a concern and the procedure to complete an analysis is also an unknown.

Mr. Hu commented all of the corridors and goals are different; Mr. Parikh agreed. Mr. Hu confirmed the difficulty for CCTA in creating a new category countywide, and suggested that might be why they proposed putting money into major arterials with line items for the projects in the future. Mr. Parikh agreed that a line item could be specified with the project details. He said he wanted to make sure the TAC re-emphasized applying performance measures to a project less than \$10M and not knowing what those measures are means the project managers would not know what projects will be prioritized in the future and that should be highlighted as a concern to the Board.

Mr. Parikh suggested to add a “routes of regional significance” line if no names should be applied. He suggested if other cities have similar projects to determine the cost and identify them as well. Mr. Hu responded that was what was done with the quick list of projects everyone provided (\$300M) and reported he addressed it at the TRANSPAC Board as noting the need versus the \$93M identified in the plan.

Ms. Ballenger asked if CCTA worked backwards to get to the number or if the TAC’s projects guided CCTA. Mr. Hu said he thought it was previous Measure X figures that guided CCTA. Mr. Todd said that no project list was provided to CCTA. Mr. Hu said Central County chose to put a larger level of funds into the category as part of Measure X, but the need has always been greater than the allocation. Proposals for additional funds in the category were not included in recommendations to CCTA. Mr. Todd referred to the draft TEP and explained CCTA was resorting the categories to show how it was responding to comments about investments in bike/ped/transit.

Mr. Hu said if money in the plan is to be adjusted, it should be taken from highway projects and shifted to arterials because highway projects should have competitive projects for federal dollars on highway projects, rather than arterial projects. Ms. Ballenger noted it polls better to put money into local projects.

Mr. Todd said part of the discussion at TRANSPAC was looking at highway corridors versus non-freeway commuters, but revisions to date do not capture that aspect.

Ms. Ballenger said a percentage of local agencies will have to adopt a resolution supporting it. Mr. Todd said TRANSPAC has not been taking actions, but are providing guidance, review, and comment for CCTA and then CCTA will send the draft TEP to each City. Mr. Todd noted that CCTA would prefer to have unanimous support for the TEP. He commented that focused job growth was removed and the not all the local agencies support that revision. Robert Sarmiento, Contra Costa County, said the County was still working on a response, but East County appears to have

a concern. Ms. Ballenger said if the money puts jobs in East County, it would relieve traffic coming into Central County. Mr. Todd gave an example of the waterfront project in East County. Mr. Sarmiento added Martinez and Concord are considered part of that Northern Waterfront area.

Ms. Ballenger asked if the TAC was done with the return to source discussion. Mr. Todd explained it was base 15% plus a bonus 2.2% for approximately 17.5% return to source, with the funding moved from the focused job growth category, and West County remained at a 15% level. There was discussion about the percentage being stepped up toward the end of the measure. Mr. Parikh commented on the number of scenarios being discussed, but said there was no concrete answer on whether it was stepped up over time. Ms. Ballenger asked if anyone knew if the extra percentage was formulaic or competitive. Mr. Hu said formulaic.

Mr. Parikh reported the Concord City Council and City Manager were still supporting 23% return to source. Mr. Parikh requested in lieu of 23% to propose funding corridor projects on Ygnacio Valley and Treat Boulevard to show the TEP was helping Concord in other ways.

Mr. Hu asked where the previous improved access to transit category was shifted and if \$78M in Central County under provide convenient and reliable transit service in Central Contra Costa County was a catch-all. Aileen Hernandez, BART, noted CCTA moved all the funding from parking and access improvements. She said they felt there was too much of a gray area and wanted it to be cleaner/safer BART. Mr. Todd referred to page two of the larger spreadsheet and said Central County showed \$30M for BART on the current version under parking/access improvements to BART along 680/24 and also cleaner/safer BART for another \$30M in Central County. He said it was \$200M across the County on a previous plan.

Mr. Hu said almost all categories have multiple benefits and if you improve traffic flow through any technology, buses will benefit on reliability and service and asked if there is a way to include those improvements. Mr. Parikh said the project he proposed would qualify to be funded from different categories – transit and arterials – so CCTA would look at it and fund it from different categories. He also noted the current format does not provide a commitment in the TEP for any specific arterial projects.

Mr. Parikh said the projects Concord proposed would directly impact TRANSPAC so they could potentially be jointly funded like cities are funding the Caldecott tunnel. He suggested working with cities in East County as many of the users have origins or destinations there.

Lynne Filson, Clayton, said she understood the majority of trips were going to Concord/Walnut Creek. Mr. Parikh said 45% was the total percentage of traffic coming from East County *through* Concord. In response to Ms. Filson's statement that East County would like jobs, Mr. Todd said the TEP funds could only be used for transportation projects and programs.

Ms. Filson said for relieve congestion on Highway 4/SR 242 between Martinez & Pittsburg, 242 does not go between Martinez and Pittsburg so the wording was confusing. She added that improve transit reliability on 4/Vasco Road is in East County. Ruby Horta, County Connection, asked why the \$90M was reduced to \$78M and went to a part of the County that County

Connection does not serve. In response to Ms. Filson questioning how Vasco Road got into that category, Mr. Sarmiento commented it did not fit anywhere else.

Randy Leptien, Martinez, said he would not want to reduce ferry service funding. He said that Martinez was looking at the waterfront but he otherwise supported Mr. Parikh's proposal. Mr. Todd commented the TRANSPAC Board did not reduce funding to the ferry service category at their last meeting.

Ms. Ballenger said going back to Mr. Hu's point (and supporting Ygnacio Valley and Treat Boulevard), money could be taken from highway funding since those projects are more likely to be funded through federal dollars.

Mr. Parikh confirmed agreement to propose increasing the category from \$93M to \$103M to fund the discussed projects. Ms. Ballenger clarified the project is for Ygnacio Valley and Treat Boulevard across city boundaries. Mr. Parikh reiterated that the Concord project was already removed and should instead be replaced with the proposed arterial project, relieve Clayton and Monument Complete Streets, and that he was proposing a new additional project to improve traffic flow along Ygnacio Valley Road and Treat Boulevard (and identify it as "adaptive signal system" or "improved traffic flow").

Mr. Todd reviewed the City projects list (except Clayton) and the County's projects from the July 3rd TRANSPAC Board meeting agenda packet. He said CCTA never specifically asked for the project list so he was proposing to provide a priority projects list to CCTA.

Mr. Hu suggested shortening the list to each agency's top two priorities and asked what it would look like. Mr. Todd responded the projects totaled \$150M. Mr. Hu suggested providing an arterial project list each jurisdiction cares about instead of an arbitrary \$10M.

Ms. Filson reported that based on polling, relieving congestion was the biggest issue people would be willing to pay for. Mr. Todd noted he believed that improved traffic flow along Ygnacio Valley and Treat Boulevard would poll well. Mr. Parikh agreed.

There was discussion about what would be more appealing to voters and performance measures.

The TAC reviewed suggestions of revised funding proposals.

The TAC discussed and agreed to propose two scenarios to get \$10M: 1) \$10M from 4/242's \$154M funding; and 2) \$5M from the 4/242 project and \$5M from 680. Mr. Parikh offered to provide bullet points to support the request for improving traffic flow/efficiency on Ygnacio Valley Road and Treat Boulevard. There was consensus to propose the project under major arterial category as a subline.

There was a discussion about combining safe transportation for youth with senior programs. Ms. Horta said she provided an estimate for the youth pass, but not seniors. There was discussion about providing more money for ADA paratransit service. Mr. Sarmiento said CCTA would be doing an accessible transit study to review all of the available resources.

Ms. Hernandez suggested adding a flexibility caveat for reprogramming funds that was in an old TAC letter. Mr. Todd described Measure X's language. Mr. Todd said he would find the TAC letter language and provide that and the two scenarios to the TRANSPAC Board.

3. Member Comments

There were no comments.

4. Next Meeting TBD

Mr. Todd reported that the next TRANSPAC Board meeting was scheduled for July 18th.

There was agreement to wait to set the next TAC meeting after the TRANSPAC Board meeting, but before next regular TAC meeting at the end of August if required.

5. Adjournment

The meeting was adjourned at 10:42 A.M. to a special meeting of the TAC for a date to be determined. The next regular meeting is scheduled for August 29, 2019.

TRANSPAC Strategic Planning Discussion Attachments

- CCTA
 - Administrative Code (as amended through 11/19/2014)
- TRANSPAC
 - JPA (August 2014)
 - MOU (prior to the 2014 JPA)
 - Bylaws
 - 2018-2019 Budget and Workplan
 - Draft 2019-2020 Budget and Workplan
(reviewed at April 2019 TRANSPAC meeting)
 - Managing Director Contract Scope
 - Secretary / Clerk of Board Contract Scope
- Other RTPCs
 - SWAT
 - Excerpt from Rules of Procedure
 - TRANSPLAN
 - Excerpt from JPA
 - Excerpt from Administrative Code
 - Draft Work Program for FY 2019/2020
 - WCCTAC
 - Excerpt from JPA
 - FY 2020 Draft Work Program

From Administrative Code of the CCTA (as amended through 11/19/2014)

104.3 Standing and Advisory Committees. The following committees have been established to assist in the creation of the Authority and the development of the Ordinance and the Expenditure Plan, to assist in the development of programs and projects under the Expenditure Plan and Ordinance, and to continue as standing committees. The standing and advisory committees are as follows:

- (a) Regional Transportation Planning Committees. For each of the Central, East, West and Southwest County regions, a regional transportation planning committee has been established with responsibility for transportation issues within such area. Relative to the Authority's programs and processes, the Board shall prescribe the powers, duties and responsibilities of each RTPC. The RTPCs shall cooperate with the Authority in furtherance of Authority purposes. Each RTPC is responsible for developing a transportation plan for its area and updating it periodically, for incorporation by the Authority into a countywide transportation plan consistent with the Expenditure Plan and the Ordinance authorized by the voters and as amended from time to time by the Authority.
- (b) Each RTPC shall consist of Elected Officials from each City in the region as well as a member or members of the Board of Supervisors representing the unincorporated area within the region. RTPCs may also include planning commissioners from the Cities and/or County represented on such RTPC as well as members from the policy board of other public bodies such as transit organizations, the Metropolitan Transportation Commission and ports, airports, or other agencies concerned with transportation. For election or recall of Commissioners, only City and County Elected Officials shall vote, and each City and Board of Supervisors shall have one vote for each such action. Other voting rights and procedures of the RTPCs governing the conduct of their activities shall be determined by each such RTPC with the concurrence of the Authority. Robert's Rules of Order shall be observed in the conduct of all RTPC meetings.
- (c) Each City RTPC member shall be appointed by the governing body of the City and in the case of Board of Supervisors' members, by the Board of Supervisors; provided, that the removal or resignation of any RTPC member who is a Commissioner shall not cause such Commissioner to be removed from the Board. Members from other public bodies and special interest groups shall be appointed by the RTPC and shall serve at the pleasure of the RTPC. Each RTPC shall, by vote of a majority of the members of such RTPC, elect a chair at its first meeting and thereafter from time to time as required.

TRANSPAC

JOINT EXERCISE OF POWERS AGREEMENT

This Joint Powers Agreement ("Agreement") is entered into on this 21st day of August, 2014, by and between the cities of Clayton, Concord, Martinez, Pleasant Hill, and Walnut Creek, all municipal corporations, and Contra Costa County, a state political subdivision. Each public agency which is a party to this Agreement is hereby referred to individually as "Party" and collectively as "Parties".

RECITALS

WHEREAS, the Parties entered into the Central Contra Costa Transportation/Land Use Partnership ("TRANSPAC") Agreement dated November 29, 1990 and superseded by the First Amendment to the Central Contra Costa Transportation/Land Use Partnership Agreement dated February 22, 1993 ("Partnership Agreement") to cooperate in the establishment of policies and action to more effectively respond to the requirements of Measure C; and

WHEREAS, Section 12 of the Partnership Agreement provides that TRANSPAC shall conduct an annual review of the implementation of the Partnership Agreement to determine whether the execution of a Joint Exercise of Powers Agreement that establishes TRANSPAC as a separate legal entity is a more suitable alternative to the Partnership Agreement; and

WHEREAS, Government Code Section 6500 et seq. permits two or more public agencies by agreement to exercise jointly powers common to the contracting parties; and

WHEREAS, the Parties have determined that establishing TRANSPAC as a separate legal entity enables the Parties to more effectively respond to transportation issues and is a more suitable alternative to the Partnership Agreement.

NOW, THEREFORE, THE PARTIES TO THIS AGREEMENT DO AGREE AS FOLLOWS:

1. DEFINITIONS

The following words as used in this Agreement are defined as follows:

- (a) "Agency" shall mean each city and county which is a Party to this Agreement.
- (b) "Board" or "TRANSPAC Board" shall mean the board designated herein to administer this Agreement.
- (c) "Joint Transportation Planning Program" shall mean a transportation planning program undertaken by the Agencies.
- (d) "Managing Director" shall mean the person selected by the Board to manage the day-to-day activities of TRANSPAC.

(e) "Measure C" shall refer to half-cent local transportation sales tax established in 1988.

(f) "Measure J" shall refer to the extended half-cent local transportation sales tax first established by Measure C or replacement and augmentation thereof.

(g) "TRANSPAC" shall mean the public and separate entity created by this Agreement.

(h) "TRANSPAC TAC" shall mean a technical advisory committee to TRANSPAC.

2. OBJECTIVES

The intent of this Agreement is to express cooperation between the Parties and to establish policies which will protect and advance the interest of the Central Contra Costa County communities, which include the TRANSPAC boundaries as shown in Appendix A attached hereto and incorporated herein, with respect to transportation issues in general and the utilization of Measure J funds in particular. More specifically, TRANSPAC is hereby authorized to do all acts necessary for the exercise of its objectives, including but not limited to, the following:

- (a) Conduct, authorize, review and accept studies and reports;
- (b) Periodically review transportation plans and recommend changes thereto;
- (c) *Hold and conduct meetings pursuant to this Agreement;*
- (d) Develop regional strategies to meet Measure J requirements;
- (e) Address transportation issues that affect the Central Contra Costa County communities;
- (f) Assess Central Contra Costa County transportation needs, including transit services;
- (g) Coordinate with County Connection regarding transit services;
- (h) Advise the Agencies on transportation issues that impact the Agencies and the region;
- (i) Coordinate with Agencies on the responses and actions concerning transportation issues;
- (j) Work with Central Contra Costa jurisdictions to formulate transportation policy statements;
- (k) Sponsor educational forums, workshops and discussions on transportation matters;

(l) Advocate the interest of Agencies concerning transportation management and funding issues to local, state and federal officials;

(m) To provide comprehensive, accurate, reliable and useful multimodal travel information to meet the needs of Central Contra Costa travelers; and

(n) Gather information necessary to accomplish the foregoing purposes.

3. POWERS

The powers of TRANSPAC include, but are not limited to, the following:

(a) To make and enter into contracts;

(b) To apply for and accept grants, advances and contributions;

(c) To employ and contract for services of agents, employees, consultants, engineers, attorneys, and other such persons or firms as it deems necessary to carry out the objectives of this Agreement;

(d) To conduct studies;

(e) To incur debts, liabilities, or obligations, subject to the limitations set forth herein;

(f) To receive and use contributions and advances from an Agency as provided in Government Code section 6504, including contributions or advances of personnel, equipment or property;

(g) To provide a program of benefits for employees, including, but not limited to, contracting for retirement benefits with an existing retirement system; and

(h) To exercise other reasonable and necessary powers in furtherance or support of any purpose of the Authority or the bylaws of the Authority.

4. ORGANIZATIONAL STRUCTURE

The TRANSPAC Board shall provide overall policy direction for the operations and activities of the Joint Transportation Planning Program. TRANSPAC TAC shall provide administrative guidance, technical review, and decision making for the ongoing operational activities of the Joint Transportation Planning Program. Any staff or consultants hired by TRANSPAC shall report directly to the TRANSPAC Board or its designee.

5. TRANSPAC ORGANIZATION

TRANSPAC Board. TRANSPAC shall be governed by the TRANSPAC Board. The TRANSPAC Board is empowered to establish its own procedures for operation and may revise these periodically as deemed necessary.

(a) Members.

The Board shall consist of 6 members (one member from each Agency), which shall be determined as follows:

(i) For the City Agencies, one councilmember shall be appointed by the respective City Council.

(ii) For the County Agency, one Supervisor shall be appointed by the County Board of Supervisors.

Upon execution of this Agreement, the governing body of each Agency shall appoint its member to serve as a member of the Board and an alternate member of the Board to serve in the absence of its regular member, both shall be elected officials. Each member and alternate shall serve at the pleasure of the appointing governing board without compensation.

The Board shall also consist of 6 ex-officio members (one member from each Agency), which shall be determined as follows:

(i) For the City Agencies, one planning commissioner shall be appointed by the respective City Council.

(ii) For the County Agency, one planning commissioner shall be appointed by the County Board of Supervisors.

Upon execution of this Agreement, the governing body of each Agency shall appoint its ex-officio member to serve as an ex-officio member of the Board and an alternate ex-officio member to serve in the absence of its regular ex-officio member, both shall be planning commissioners. Each ex-officio member and alternate shall serve at the pleasure of the appointing governing board without compensation. Ex-officio members shall not be entitled to vote and shall not be counted towards the quorum.

(b) Officers.

TRANSPAC shall select a Chair and a Vice Chair who shall be elected officials and shall hold office for a period of one year, commencing February. However, the first Chair and Vice Chair shall hold office from the date of appointment to the following February. If any Agency removes a Board member who is also an officer, the Board shall appoint a member from the newly constituted Board to fill the vacant office for the remainder of that term.

(i) Chair

The Chair shall preside over Board meetings, call them to order and adjourn them, announce the business and order to be acted upon, recognize people entitled to the floor, put to vote all questions moved and seconded, announce voting results, maintain rules of order, and carry out other duties as set forth in the bylaws.

(ii) Vice Chair

The Vice Chair shall serve as chair in the absence of the regularly elected chair.

(iii) Secretary

The Board shall designate someone to serve as the Secretary and shall prepare, distribute, and maintain minutes of the meeting of the TRANSPAC Board, TRANSPAC TAC and any committees of TRANSPAC or shall contract for such services. The Secretary shall also maintain the official records of TRANSPAC and shall file notices as required by this Agreement.

(iv) Treasurer/Auditor

The City of Pleasant Hill shall serve as the initial Treasurer/Auditor. The Board shall have the authority to designate a different Treasurer/Auditor consistent with Government Code Section 6505.5 should the City of Pleasant Hill not be able to serve as the Treasurer/Auditor in the future for any reason.

The Treasurer shall:

(1) Receive and provide for the receipt of all funds of TRANSPAC and place them in the treasury to the credit and for the account of TRANSPAC.

(2) Be responsible, upon an official bond, for the safekeeping and disbursement of all TRANSPAC funds.

(3) Pay, when due, out of TRANSPAC funds, the indebtedness of TRANSPAC and any other sum duly authorized for payment from TRANSPAC funds.

(4) Verify and report, in writing, in July, October, January, and April of each year to the Board and to the Parties to this Agreement the amount of funds held for TRANSPAC, the amount of receipts and amount paid out since the last report.

(5) Invest TRANSPAC's funds in the manner provided by law and collect interest thereon for the account of TRANSPAC.

The Auditor shall ensure that an independent audit is made by a certified public accountant to ensure that the Treasurer is complying with the aforementioned requirements and Government Code section 6505 regarding strict accountability of all funds.

(c) Board Meetings.

(i) Regular Meetings. The Board should attempt to hold at least one regular meeting a month.

(ii) Special Meetings. Special meetings of the Board may be called as provided in accordance with the Ralph M. Brown Act (Gov. Code sections 54950 et seq.) ("Brown Act").

(iii) Notices of Meetings. All meetings of the Board shall be held in accordance with the Brown Act and other applicable laws.

(iv) Minutes. The Board shall keep written minutes of all meetings. As soon as possible after each meeting, the Board shall cause a copy of the minutes to be distributed to members of the Board and to the Agencies.

(v) Quorum. A majority of the members of the Board shall constitute a quorum, except that less than a quorum may adjourn from time-to-time.

(d) Vote.

(i) Authorized Voting Members. Each voting member or designated alternate when taking the place of the member shall be authorized to vote.

(ii) TRANSPAC Business. Four votes of the voting members present shall be required to take action with respect to the budget. A majority vote of the voting members present will be required to take action on all other matters.

(iii) Appointments of Representatives to the Contra Costa Transportation Authority ("CCTA"). A majority of the members present shall be required to appoint or recall a representative to the CCTA consistent with the requirements of CCTA's Administrative Code. The TRANSPAC representatives and his or her alternate to the CCTA shall be a Board Member of TRANSPAC.

(e) TRANSPAC Staff.

TRANSPAC shall have staff to carry out the objectives of the Agreement. In addition, independent consultants may be engaged as needed. The Managing Director shall report to the TRANSPAC Board. Additional staff may be added with Board approval within the constraints of the then current fiscal year budget.

(f) TRANSPAC TAC.

The TRANSPAC TAC shall serve as the technical advisory committee for Transpac. It shall be made up of at least one staff member from each Agency selected by each Agency. TRANSPAC TAC shall study and discuss issues pertaining to TRANSPAC and shall make recommendations to TRANSPAC concerning those issues.

6. TRANSPAC BUDGET, WORK PROGRAM AND AGENCY PAYMENTS

TRANSPAC shall adopt a budget by an annual resolution. The budget shall set forth all operational expenses of TRANSPAC. It shall also set forth the proportional amount each Agency will be required to pay.

(a) Within 120 days of the effective date of this Agreement the Board shall formulate a budget for the first fiscal year of TRANSPAC's operation. In doing so, the Board shall assign each agency a proportionate share of required funding to meet the budget agreed upon. Absent

formal Board action extending this deadline, failure to agree upon a budget within the 120 days' time frame shall cause this Agreement to terminate.

(b) After the first year, the annual budget and work program shall be prepared by April 1 and shall then be submitted to the Board for its review and consideration to be adopted on or after July 1.

(c) All bills and invoices for expenses incurred pursuant to said budget shall be routed to the Treasurer, who shall pay such expenses from the budget. The Treasurer has the authority to set forth the method and timing of payment of such invoices. The Treasurer shall also calculate the amount owed by each Party under the formula set forth in Section 7, and shall bill each Party accordingly. Each Party shall pay its billing by TRANSPAC within 30 days of receipt thereof. Bills shall be prepared for each calendar quarter in which activity occurs and shall be payable by the Parties upon demand.

7. PAYMENT OBLIGATIONS

Each Party shall pay, upon demand, its proportionate share of expenses. The funding allocation of each Party is as follows: each Party shall contribute 50% of TRANSPAC funding on an equal (1/6th) share basis. The remaining 50% TRANSPAC subsidy is based on the percentage of Measure J return-to-source funding received by each Party from Contra Costa Transportation Authority. This funding allocation shall be reviewed annually and, if necessary may be altered by written amendment to this Agreement.

8. DISPOSITION OF TRANSPAC FUNDS UPON TERMINATION

In the event this Agreement is terminated, TRANSPAC funds, together with interest accrued thereon, which remain after payment of all outstanding TRANSPAC debts, shall be distributed to the Parties in the same proportion as the Parties have paid into TRANSPAC.

9. WITHDRAWAL

Any Party may, upon 60 days' written notice to the Chair of TRANSPAC, withdraw from this Agreement. However, a withdrawing Party shall be liable for its proportionate share of TRANSPAC expenses incurred up to the date notice of termination became effective, which exceeds the withdrawing Agency's contribution under Section 7, and provided further, that in no event shall a withdrawing Party be entitled to a refund of all or any part of its contribution made under Section 7. A withdrawing Party may no longer be eligible to receive Measure J return-to-source funding.

10. TERMINATION

This Agreement shall remain in effect indefinitely, unless amended or terminated as provided hereunder. This Agreement may be terminated by the affirmative vote of the governing bodies of not less than two-thirds of the Parties.

11. AMENDMENTS

The TRANSPAC Board shall first consider any and all amendments to this Agreement. A majority vote of the TRANSPAC Board shall be required before any recommended amendment to this agreement is forwarded to the Parties for consideration and adoption. The Agreement may be amended by an affirmative vote of the governing bodies of not less than two-thirds of the Parties.

12. NOTICES

All notices shall be deemed to have been given when mailed to the governing body of each Party. Notices to TRANSPAC shall be sent to:

TRANSPAC
c/o City of Pleasant Hill
100 Gregory Lane
Pleasant Hill, California 94523

13. LIMITED LIABILITY OF THE AUTHORITY

Consistent with Government Code section 6508.1, the debts, liabilities, and obligations of TRANSPAC shall be limited to the assets of TRANSPAC and shall under no circumstances be the debts, liabilities, and obligations of any of the Parties. A Party may, but has no obligations to, separately contract for or assume responsibility in writing for specific debts, liabilities, or obligations of the Authority. In furtherance of this Section, TRANSPAC shall indemnify the Parties as provided in Section 14 below.

14. INDEMNIFICATION

TRANSPAC shall defend, indemnify and hold harmless each Party and each Party's officers, officials, agents, and employees from any and all liability, including, but not limited to, claims, losses, suits, injuries, damages, costs and expenses, including attorneys' fees and consequential damages, of every kind, nature and description (collectively, "Losses") directly or indirectly arising from or as a result of any act of the Authority or its agents, servants, employees or officers in the observation or performance of any of its responsibilities under this Agreement, or any failure by the Authority to perform any such responsibilities; and/or any actions or inactions of Parties taken as a result of their membership in TRANSPAC. Notwithstanding the foregoing, TRANSPAC shall not be required to indemnify any Party against any Losses that are caused by the negligence or willful misconduct of such Party seeking indemnification or any of their respective officers, agents, or employees.

15. EFFECTIVE DATE

This Agreement shall take effect upon receipt of executed copies of the Agreement from not less than two-thirds of the Parties.

[SIGNATURES ON THE FOLLOWING PAGES]

TRANSPAC MOU (prior to the creation of the TRANSPAC JPA)

EXHIBIT A

FIRST AMENDMENT TO THE CENTRAL CONTRA COSTA TRANSPORTATION/LAND USE PARTNERSHIP AGREEMENT

I. GENERAL STATEMENT OF PURPOSE

This Agreement is entered into on this 22nd day of February, 1993, between the cities of Clayton, Concord, Martinez, Pleasant Hill and Walnut Creek, municipal corporations, and Contra Costa County, a state political subdivision.

As a result of Measure C, which was approved by the voters of Contra Costa County and which established County-wide transportation priorities, the above-mentioned entities enter *into this Agreement to cooperate in the establishment of policies and action to more effectively respond to the requirements of Measure C.

II. DEFINITIONS

The following words are defined as follows:

- (a) "Agency" shall mean each city and county which is a party to this Agreement.
- (b) "TRANSPAC Board" (hereinafter "Board") shall mean the board designated herein to administer this Agreement.
- (c) "Central Contra Costa Transportation/Land Use Partnership" ("TRANSPAC") shall mean the association of Agencies charged with carrying out of specific purposes related to Measure C.
- (d) "Central Contra Costa Transportation/Land Use Partnership-Technical Advisory Committee" ("TRANSPAC TAC") shall mean the group which provides technical assistance to TRANSPAC.
- (e) "Joint Transportation Planning Program" shall mean a transportation planning program undertaken by the Agencies.
- (f) "Designated City" shall mean that Agency which is designated by TRANSPAC's Board to act on behalf of, and at the direction of, the Board.
- (g) "Measure C" shall refer to The Revised Contra Costa Transportation Improvement and Growth Management Program adopted on August 3, 1988.

III. SPECIFIC PURPOSES OF THIS AGREEMENT

The intent of this Agreement is to express cooperation between the cities and the county and to establish policies which will protect and advance the interests of Central Contra Costa County ("Central County") communities with respect to transportation issues in general and the utilization of Measure C funds in particular. This Agreement shall serve to summarize the understanding amongst the parties to form an association of the entities (TRANSPAC), hire consultants to assist TRANSPAC in effectuating the intent of Measure C, and to coordinate meetings wherein transportation policy and action shall be formulated. TRANSPAC shall advise the Contra Costa County Transportation Authority of these policy decisions.

IV. POWERS OF TRANSPAC

In addition, it is the intent of this Agreement that TRANSPAC adopt an annual work program and budget to accomplish the following:

- (a) Conduct, authorize, review and accept studies and reports;
- (b) Periodically review transportation plans and recommend changes thereto;
- (c) Hold and conduct meetings pursuant to Section V(A)(e).
- (d) Develop regional strategies to meet Measure C requirements;
- (e) Address transportation issues which affect the Central county region;
- (f) Assess Central County transportation needs;
- (g) Assess the need to expand Central County transit services;
- (h) Advise the Agencies on transportation issues which impact the Agencies and the region;
- (i) Coordinate Agencies' responses and actions concerning transportation issues;
- (j) Formulate transportation policy statements;
- (k) Sponsor educational forums, workshops and discussions on transportation matters;

(1) Advocate the interests of Agencies concerning transportation management issues to local, state and federal officials; and

(m) Gather information necessary to accomplish the foregoing purposes.

V. POWERS OF TRANSPAC's DESIGNATED CITY

By execution of this Agreement, the Agencies recognize that TRANSPAC, by and through its Designated City, shall have the following powers, including, but not limited to:

- (a) To make and enter into contracts;
- (b) To apply for and accept grants, advances and contributions;
- (c) To employ and contract for services of agents, consultants, engineers, attorneys, and such other persons or firms as it deems necessary;
- (d) To incur debts or obligations, subject to the limitations set forth herein; and
- (e) To hire consultants when necessary to accomplish the foregoing purposes.

VI. ORGANIZATIONAL STRUCTURE

It is agreed through this Agreement that TRANSPAC shall provide overall policy direction for the operations and activities of the Joint Transportation Planning Program. In addition, that City which is named as the Designated City shall oversee the annual work program approved by TRANSPAC. TRANSPAC-TAC shall provide daily administrative guidance and decision-making for the operational activities of this program. Any staff or consultants hired by TRANSPAC shall report directly to TRANSPAC-TAC.

A. TRANSPAC Organization.

(a) TRANSPAC Board. TRANSPAC shall be governed by the Board. The Board is empowered to establish its own procedures for operation and may revise these periodically as deemed necessary.

(b) Members.

- (1) The Board shall consist of two members of each of the six Agencies. One of the two shall be a councilmember, or in the case of the county a supervisor, the other a planning commissioner. The members shall be appointed by their respective jurisdictions.
- (2) Upon execution of this Agreement, each Agency shall appoint its members and alternate(s). Each member and alternate shall serve at the pleasure of the appointing Agency without compensation.
- (3) Upon execution of this Agreement, the members of the Board shall designate one Agency to be the signatory to any contract obligations incurred and which shall exercise all power and authority on behalf of, and at the direction of, the TRANSPAC Board.

(c) Officers. TRANSPAC shall have the following officers: a chair and vice-chair who shall also be elected officials. It is also agreed that TRANSPAC shall designate a treasurer and, if desired, a secretary.

(1) Term.

The Board shall select from its members a chair and vice chair, each of whom shall hold office for a period of one year, commencing January 15. However, the first chair and vice chair shall hold office from the date of appointment the following January 14. Further, if an Agency removes a Board member who is also an officer, the Board shall appoint a member from the newly constituted Board to fill the vacant office for the remainder of that term.

(2) Duties.

a. Chair. The chair shall preside over Board meetings, call them to order and adjourn them, announce the business and order to be acted upon, recognize people entitled to the floor, put to vote all questions moved and seconded, announce voting results, maintain rules of order, and carry out other duties as set forth in the bylaws.

b. Vice-Chair. The vice-chair shall serve as chair in the absence of the regularly elected chair.

(d) Board Meetings.

(1) Regular Meetings. The Board should attempt to hold at least one regular meeting a month.

(2) Special Meeting . Special meetings of the Board may be called as provided in Government Code Section 54956.

(3) Notice of Meetings. All meetings of the Board shall be held in accordance with the Ralph M. Brown Act, (Government Code Sections 54950 et seq.), and other applicable laws.

(4) Minutes. The Board shall keep written minutes of all meetings. As soon as possible after each meeting, the Board shall cause a copy of the minutes to be distributed to members of the Board and to the Agencies.

(5) Quorum . A majority of the elected officials on the Board shall constitute a quorum, except that less than a quorum may adjourn from time-to-time. The chair may convene meetings, other than regularly scheduled TRANSPAC meetings, under the provisions of Government Code Section 54950 et seq.

(e) Vote.

(1) Authorized Voting Members. The councilmembers, county supervisors, or their alternates, planning commissioners or their alternates shall be voting members.

(2) TRANSPAC Business. A unanimous vote of the voting members present shall be required to take action with respect to the annual work plan and budget. A majority vote of the voting members present will be required to take action on all other matters.

(3) Appointments to the Authority. A majority of the elected officials present who are voting members shall be required to appoint or recall a representative to the Contra Costa Transportation Authority consistent with the requirements of the

Authority's Administrative Code. The representative or his or her alternate to the Authority shall be the primary representative to TRANSPAC.

(f) Restrictions on Exercise of Board Power. This Agreement is entered into pursuant to Article I of Chapter 5, Division 7, Title 1 of the Government Code, concerning joint powers agreements. TRANSPAC's powers are restricted to those of the Designated City pursuant to Section 6509 of the Government Code.

(g) Delegation of Powers. The Board may delegate its authority and functions to the Planning Committee to act on the Board's behalf.

B. TRANSPAC-TAC. The technical advisory committee which presently serves TRANSPAC ("TRANSPAC-TAC"), shall serve as the technical advisory committee for the entity entitled TRANSPAC. It shall continue to be made up of at least one staff member from each Agency selected by each Agency.

(a) Duties of TRANSPAC-TAC. TRANSPAC-TAC shall provide staff support to TRANSPAC, provide direct supervision over TRANSPAC staff and consultants, prepare and distribute all TRANSPAC agenda material, and make recommendations to TRANSPAC.

(b) TRANSPAC-TAC Officers. TRANSPAC-TAC shall annually elect a chair. Each Agency shall have one vote.

(c) Staffing TRANSPAC-TAC. Each of the Agencies shall strive to provide the necessary staff support to the Board to fulfill its duties. However, nothing in this section shall limit TRANSPAC's Designated City's authority to hire and engage the services of consultants and staff.

VII. TRANSPAC BUDGET, WORK PROGRAM AND AGENCY PAYMENTS

TRANSPAC shall adopt a budget and work program by an annual resolution. The budget shall set forth all operational expenses of TRANSPAC. It shall also set forth the proportionate amount each Agency will be expected to pay.

(a) Within 120 days of the effective date of this Agreement the Board shall formulate a budget for the first fiscal year of TRANSPAC's operation. In

doing so, the Board shall assign each Agency a proportionate share of required funding to meet the budget agreed upon. Absent formal Board action extending this deadline, failure to agree upon a budget within the 120 day time frame shall cause this Agreement to terminate.

- (b) After the first year, the annual budget and work program shall be prepared by April 1 and shall then be submitted to the Agencies for review prior to its adoption on or after July 1. Absent formal Board action extending the July 1 deadline, failure to agree upon a budget within the 90-day time frame (April to July) shall cause this Agreement to terminate.
- (c) All bills and invoices for expenses incurred pursuant to said budget shall be routed to TRANSPAC's Treasurer (the Designated City's Finance Director) who shall pay such expenses from the TRANSPAC budget. The Treasurer has the authority to set forth the method and timing of payment of such invoices. The Treasurer shall also calculate the amount owed by each Agency under the formula set forth in Section IX, and shall bill each Agency accordingly. Each Agency shall pay its billing by TRANSPAC within 30 days of receipt thereof. Bills shall be prepared for each calendar quarter in which activity occurs and shall be payable by the Agencies upon demand.

VIII. FUNDS AUDIT AND ACCOUNTING SERVICES

The Board shall designate the Finance Director of the Designated City as the Treasurer, to be the depository and to have custody of all TRANSPAC funds from whatever source, and to perform the following functions:

- (a) Receive and account for all money of TRANSPAC's and place it in the Treasury of the Designated City for the credit of TRANSPAC;
- (b) Be responsible upon official bond for the safe-keeping and disbursement of all TRANSPAC money so held;
- (c) Pay any sums owed of TRANSPAC from TRANSPAC money, or any portion thereof, only upon warrants of the public officer performing the functions of auditor or controller who has been so designated pursuant to this Agreement.
- (d) Verify and report in writing on the first day of July, October, January and April of each year to TRANSPAC and to the contracting parties to this

Agreement the amount of money the Treasurer holds for the Board, the amount of receipts and amount paid out since the last report to the Board.

The functions of the auditor may also be performed for the Board by the Finance Director of the Designated City. If designated, the auditor shall draw warrants to pay demands against the Board when the demands have been approved by the Board or by a person authorized by the Board to so approve. If the Designated City changes, the Finance Directors of the two cities shall cooperate in account reconciliation during the transition.

If deemed necessary by the Board, an independent audit shall be made by a certified public accountant to ensure that the Treasurer is complying with the aforementioned requirements and Government Code Section 6505 regarding strict accountability of all funds.

IX. PAYMENT OBLIGATIONS OF AGENCIES S

Each Agency shall pay, upon demand, its proportionate share of expenses. The funding allocation of each Agency is as follows: each jurisdiction shall contribute 50% of TRANSPAC funding on an equal (1/6th) share basis. The remaining 50% TRANSPAC subsidy is based on the percentage of Measure C return-to-source funding received by each jurisdiction according to the Allocation Formula attached hereto as Appendix "B" and incorporated herein by this reference as though fully set forth. This funding allocation shall be reviewed annually and, if necessary, may be altered by written amendment to this Agreement.

X. DISPOSITION OF TRANSPAC FUNDS UPON TERMINATION

In the event this Agreement is terminated, TRANSPAC funds, together with interest accrued thereon, which remain after payment of all outstanding TRANSPAC debts, shall be distributed to the Agencies in the same proportion as the Agencies have paid into TRANSPAC.

XI. WITHDRAWAL

Any Agency may, upon 60 days' written notice to the Chair of TRANSPAC, withdraw from this Agreement. However, a withdrawing Agency shall be liable for its proportionate share of TRANSPAC expenses incurred up to the date notice of termination is received.

XII. TERMINATION

This Agreement will terminate twenty (20) years from the date of its execution, or when Measure C revenues have been exhausted, whichever comes first. Further, the Agreement may also be terminated in accordance with the provisions or Paragraph VII or this agreement. However, TRANSPAC shall conduct an annual review of the implementation of this Agreement to determine whether the execution of a Joint Exercise of Powers Agreement that establishes TRANSPAC as a separate legal entity is a more suitable alternative to this Partnership Agreement.

XIII. NOTICES

All notice to Agencies shall be deemed to have been given when mailed to the governing body of each Agency. Notices to TRANSPAC shall be sent to the City which is the Designated City.

XIV. BOUNDARIES

The TRANSPAC boundaries shall be as shown in Appendix A.

XV. AMENDMENTS

The affirmative vote of the governing bodies of two-thirds of the Agencies shall be required to amend this Agreement. Any amendment to this Agreement shall be in writing.

This agreement supersedes the agreement titled "Central Contra Costa Transportation/Land Use Partnership Agreement" entered into by the parties on November 29, 1990.

XVI. EFFECTIVE DATE

This agreement shall take effect 30 (thirty) days after the last date it is approved by an Agency's governing body. THIS AGREEMENT MAY BE EXECUTED IN COUNTERPARTS.

CITY OF PLEASANT HILL

APPROVED AS TO FORM

Mayor

City Attorney

TRANSPAC BYLAWS

CENTRAL CONTRA COSTA TRANSPORTATION/LAND USE PARTNERSHIP BYLAWS

ARTICLE I - GENERAL PROVISIONS

1.1 Purpose.

The Central Contra Costa Transportation/Land Use Partnership (“TRANSPAC”) is a joint powers authority, established under the laws of the State of California (Government Code, section 6500 et seq.) and governed by that certain TRANSPAC Joint Powers Agreement dated August 21, 2014 (“Agreement”). The definition of terms used in these Bylaws shall be the same as contained in the Agreement, unless otherwise expressly provided herein. If any provision of these Bylaws conflicts with the Agreement, the Agreement shall govern.

1.2 Offices.

The principal office for the transaction of the business of TRANSPAC shall be located within Central Contra Costa County at a place fixed by the Board from time to time. The Board may also establish one or more subordinate offices at any place or places within Central Contra Costa County.

1.3 Amendments to Bylaws.

The Bylaws may be amended by majority vote of the Board. Any such amendment shall become effective immediately, unless otherwise stated therein.

ARTICLE II - BOARD AND MEETINGS

2.1 Board.

The Board shall consist of 6 members, one member from each Agency. For the City Agencies, one councilmember shall be appointed to the Board by the respective City Council. For the County Agency, one Supervisor shall be appointed to the Board by the County Board of Supervisors. The Board shall also consist of 6 ex-officio members, one member from each Agency. For the City Agencies, one planning commissioner shall be appointed as an ex-officio member of the Board by the respective City Council. For the County Agency, one planning commissioner shall be appointed as an ex-officio member of the Board by the County Board of Supervisors. Ex-officio members shall not be entitled to vote and shall not be counted towards the quorum.

2.2 Powers of Board.

Subject to the powers and limitations as provided by law, the Agreement, or these Bylaws, all powers of TRANSPAC shall be exercised, its property controlled and its affairs conducted by the Board as is further specified in the Agreement.

2.3 Compensation of Board Members, Committee Members and Officers.

Board members, members of committees and officers shall receive no compensation for their services. There will be no per diem or travel reimbursement for attending Board or committee meetings. However, they shall be able to receive reimbursement of such reasonable and necessary expenses incurred on behalf of TRANSPAC upon review of supporting documentation as may be determined by the Board.

2.4 Officers.

The officers of TRANSPAC shall be the Chair, Vice Chair, Treasurer/Auditor, and Secretary and such other officers as the Board may appoint. The responsibilities of said officers shall be as set forth in the Agreement or as otherwise set forth in writing by the Board. The Board shall elect the Chair, Vice Chair, Auditor/Treasurer, and Secretary from among the elected officials, unless otherwise provided for in the Agreement. Any officer may be removed, either with or without cause, by a majority vote of the members at any duly held regular or special meeting of the Board. Any officer may resign at any time by giving written notice to the Board, the Chair, or the Secretary. Any such resignation shall take effect at the date of the receipt of such notice, or at any later time specified therein and, unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective. In case any office becomes vacant, the Board shall fill the vacancy at the next regular meeting or as soon as practicable thereafter.

2.5 Meetings.

Regular meetings of the Board shall be held at such day, time and place within Central Contra Costa County as the Board may determine. All meetings of the Board, whether regular, special or adjourned shall be open to the public, except for closed session as authorized by law. The Board may adopt reasonable regulations that limit the total amount of time allotted for public speakers and for each individual speaker.

2.6 Advisory Committees.

The Board may establish advisory committees to meet the needs of TRANSPAC. The chairperson of each advisory committee or his or her designee shall provide periodic reports to the Board at its regular meetings. All advisory committees that are standing committees shall be subject to the Ralph M. Brown Act (California Government Code section 54950 et seq.).

ARTICLE III –EMPLOYEES

3.1 Managing Director.

The Board shall appoint a Managing Director, who shall administer the day-to-day activities of TRANSPAC and report to the Board. The Managing Director shall attend meetings of the Board, but shall have no vote, and shall administer the business and activities of TRANSPAC, including those specific duties assigned by the Board or required by the Agreement. The Managing Director shall provide for such other employees and consultants as may be necessary for management of TRANSPAC's business, subject to approval by the Board.

3.2 Performance Evaluations.

The Board shall meet annually to discuss the performance of the Managing Director. At the conclusion of the meeting, the Chair shall prepare a written performance evaluation for the Managing Director to be administered annually no later than January 31st. The evaluation shall include any changes to the performance standards and goals for the upcoming calendar year.

The Managing Director shall establish personnel rules, performance standards, and evaluation criteria for all other employees of TRANSPAC subject to the review of the Board. The Managing Director shall administer performance evaluations to employees annually and before the anniversary of the date of hire.

ARTICLE IV – RECORDS AND REPORTS

4.1 Maintenance of TRANSPAC Records.

TRANSPAC will keep adequate and correct books and records on account. All such records will be kept at TRANSPAC's principal office.

4.2 Maintenance and Inspection of Agreement and Bylaws.

TRANSPAC will keep at its principal office the original or copy of the Agreement and these Bylaws, as amended to date, which will be open to inspection at all reasonable times during office hours.

4.3 Audit.

No later than January 1st after the close of TRANSPAC's fiscal year, the Board will cause an audit prepared by a certified public accountant to be sent to the governing body of each Member.

4.4 Fiscal Year.

TRANSPAC's fiscal year shall commence on the 1st day of July and shall conclude on the 30th day of June of each year.

ARTICLE V – CONFLICTS OF INTEREST

TRANSPAC shall be subject to the conflict of interest rules set forth in the Political Reform Act (commencing with Section 81000 of the Government Code of the State of California) and Sections 1090 et seq. of the Government Code of the State of California, and TRANSPAC shall adopt a conflict of interest code as required and as provided by the implementing regulations of the Political Reform Act.

TRANSPAC 2018-2019 BUDGET AND WORKPLAN

TRANSPAC 2018-2019 BUDGET					
EXPENDITURES					
			2017-2018		2018-2019
Managing Director (time and material based expenses)			\$ 135,000		\$ 135,000
Admin Support Contract - Secretary / Clerk of the Board (includes printing, postage & supplies) (time and material based expenses)			\$ 65,000		\$ 72,000
Legal Services - expenses would be incurred on a time and material basis			\$ 5,000		\$ 5,000
Web Site - Maintain / Enhance (time and material based expenses)			\$ 5,000		\$ 10,000
Audit Services			\$ 8,000		\$ 15,000
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance			\$ 10,000		\$ 10,000
Subtotal			\$ 228,000		\$ 247,000
Pleasant Hill City/Fiscal Administration			\$ 3,000		\$ 3,000
Subtotal			\$ 3,000		\$ 3,000
Costs subtotal			\$ 231,000		\$ 250,000
Contingency			\$ 22,733		\$ 16,500
Project Reserve - This line represents a cumulative carryover balance, to fund a plan/study to for project development. The Board approved I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Project (Nov. 2017).			\$ 220,000		\$ 220,000
Total			\$ 473,733		\$ 486,500
REVENUES					
			2017-2018		2018-2019
2017/2018 Member Agency Contributions			\$ 229,956		\$ 225,000
Carryover Balance			\$ 243,777		\$ 261,500
Total			\$ 473,733		\$ 486,500
NOTES:					
-TRANSPAC does not have any direct employees, with staff positions provided through contract					
-TRANSPAC is not a member of CalPERS					

	TRANSPAC 2018-2019 BUDGET							
	TRANSPAC MEMBER AGENCY CONTRIBUTION ALLOCATION FORMULA METHODOLOGY							
PART A	Each jurisdiction contributes 50% of the TRANSPAC Member Agency Contributions based on an equal (1/6) share of the annual budget amount.						\$ 112,500	
PART B	The remaining 50% share of the TRANSPAC Member Agency Contributions is calculated on the most recent percentage of Measure J "return to source" funds received by each jurisdiction.						\$ 112,500	
	PART A	ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET						
		50% SHARE OF ANNUAL						
		MEMBER AGENCY						PER JURISDICTION
JURISDICTION		CONTRIBUTION BUDGET						EQUALS
		PER JURISDICTION						(R)
CLAYTON		1/6						\$ 18,750
CONCORD		1/6						\$ 18,750
MARTINEZ		1/6						\$ 18,750
PLEASANT HILL		1/6						\$ 18,750
WALNUT CREEK		1/6						\$ 18,750
CONTRA COSTA COUNTY		1/6						\$ 18,750
TOTAL								\$ 112,500

TRANSPAC 2018-2019 BUDGET						
ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET						
PART B	MEASURE J RTS \$s	MEASURE J RTS %	\$ FROM RTS PART B		PART A	Total for Jurisdiction
JURISDICTION	Allocation					
CLAYTON	\$ 250,599	5.63%	\$ 6,334		\$ 18,750	\$ 25,084
CONCORD	\$ 1,541,746	34.64%	\$ 38,968		\$ 18,750	\$ 57,718
MARTINEZ	\$ 548,467	12.32%	\$ 13,863		\$ 18,750	\$ 32,613
PLEASANT HILL	\$ 561,660	12.62%	\$ 14,196		\$ 18,750	\$ 32,946
WALNUT CREEK	\$ 925,231	20.79%	\$ 23,386		\$ 18,750	\$ 42,136
CONTRA COSTA COUNTY ^	\$ 623,251	14.00%	\$ 15,753		\$ 18,750	\$ 34,503
TOTAL	\$ 4,450,954		\$ 112,500		\$ 112,500	\$ 225,000
^Estimated at 25% of allocation (\$2,493,002)						
Based on "DRAFT - FY 2017-18 Distribution of 18% Funds to Local Jurisdictions to Street Maintenance"						

TRANSPAC

2018 / 2019 WORK PLAN

July, 2018

- Define and initiate an audit process
- Define and initiate a web site update process

August

- No Meeting

September

- Receive Quarterly and Year End Financial Report
- Coordinate with TRANSPLAN for a joint meeting (Concord Naval Weapons Station Project)

October

- Initiate Study for the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Project (with identified budget carryover funds)

November

- Receive Quarterly Financial Report
- Approve 2019 Calendar Meeting Schedule

December

- Appointment of CCTA Representative
- Action Plan Update

January, 2019

- No Meeting

February

- Election of Chair / Vice Chair
- Receive Quarterly Financial Report

March

- Appointment of CCTA TCC Representatives
- Conflict of Interest Form 700 Due

April

- Review Draft 2019/2020 Budget
- Review TRANSPAC Contracts

May

- Receive Quarterly Financial Report

June

- Approve 2019 / 2020 Budget

Other Potential Items

- Programming/Funding
 - Measure J Line 10 (BART Parking, Access, and Other Improvements)
 - Measure J Line 19a (Additional Bus Service Enhancements)
 - Measure J Line 20a (Additional Senior and Disabled Transportation)
 - Regional Measure 3
 - CCTA TEP
 - Identify Other Funding Opportunities
- Projects
 - Concord Naval Weapon Station Project
 - I-680 / SR 4 Interchange Improvements
 - Phase 3 - SR 4 Widening Project
 - I-680 Express Lanes
 - Quarterly (or semi annually) Project Presentations
- TRANSPAC Governance
 - Review of Bylaws
 - Administrative Procedures
 - Procurement of Services
 - Invoice Approval

DRAFT TRANSPAC 2019 -2020 BUDGET AND WORKPLAN (reviewed at April 2019 TRANSPAC meeting)

DRAFT TRANSPAC 2019-2020 BUDGET						
EXPENDITURES						
			2018-2019		2019-2020	
Managing Director (time and material based expenses)			\$ 135,000		\$ 140,000	
Admin Support Contract - Secretary / Clerk of the Board (includes printing, postage & supplies) (time and material based expenses)			\$ 72,000		\$ 72,000	
Legal Services - expenses would be incurred on a time and material basis			\$ 5,000		\$ 5,000	
Web Site - Maintain / Enhance (time and material based expenses)			\$ 10,000		\$ 10,000	
Audit Services			\$ 15,000		\$ 7,500	
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance			\$ 10,000		\$ 10,000	
Subtotal			\$ 247,000		\$ 244,500	
Pleasant Hill City/Fiscal Administration			\$ 3,000		\$ 3,000	
Subtotal			\$ 3,000		\$ 3,000	
Costs subtotal			\$ 250,000		\$ 247,500	
Contingency			\$ 16,500		\$ 17,500	
Project Reserve - This line represents a cumulative carryover balance, to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study. TRANSPAC has entered into an agreement with CCTA to procure a consultant. Contract NTP was issued in March 2019 to the Fehr and Peers team. Unexpended funds from FY 2018/2019 will carry over to FY 2019/2020.			\$ 220,000		\$ 195,000	
Total			\$ 486,500		\$ 460,000	
REVENUES						
			2018-2019		2019-2020	
Member Agency Contributions			\$ 225,000		\$ 228,000	
Carryover Balance			\$ 261,500		\$ 232,000	
Total			\$ 486,500		\$ 460,000	
NOTES:						
-TRANSPAC does not have any direct employees, with staff positions provided through contract						

DRAFT TRANSPAC 2019-2020 BUDGET						
ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET						
PART B	MEASURE J RTS \$s	MEASURE J RTS %	\$ FROM RTS PART B		PART A	Total for Jurisdiction
JURISDICTION	Allocation					
CLAYTON	\$ 263,217	5.53%	\$ 6,302		\$ 19,000	\$ 25,302
CONCORD	\$ 1,657,497	34.81%	\$ 39,682		\$ 19,000	\$ 58,682
MARTINEZ	\$ 585,811	12.30%	\$ 14,025		\$ 19,000	\$ 33,025
PLEASANT HILL	\$ 600,067	12.60%	\$ 14,366		\$ 19,000	\$ 33,366
WALNUT CREEK	\$ 986,866	20.72%	\$ 23,626		\$ 19,000	\$ 42,626
CONTRA COSTA COUNTY ^	\$ 668,291	14.03%	\$ 15,999		\$ 19,000	\$ 34,999
TOTAL	\$ 4,761,749		\$ 114,000		\$ 114,000	\$ 228,000
^Estimated at 25% of allocation (\$2,673,163)						
Based on "DRAFT - FY 2018-19 Distribution of 18% Funds to Local Jurisdictions to Street Maintenance"						

TRANSPAC

DRAFT 2019 / 2020 WORK PLAN

July, 2019

- 680/Monument Bike/Pedestrian Improvements Feasibility Study - Initiated in FY 2018/2019 and ongoing into FY 2019/20

August

- No Meeting

September

- Receive Quarterly and Year End Financial Report

October

November

- Appointment of CCTA CBPAC Representative
- Receive Quarterly Financial Report
- FY 2018/2019 Audit
- Start Measure J Line 20A programming process for FY 2020/2021 and FY 2021/2022
- Approve 2019 Calendar Meeting Schedule

December

- Appointment of CCTA Representative

January, 2020

- No Meeting

February

- Election of Chair / Vice Chair
- Receive Quarterly Financial Report

March

- Conflict of Interest Form 700 Due

April

- Review Draft 2020/2021 Budget
- Review TRANSPAC Contracts

May

- Approve Measure J Line 20A programming process for FY 2020/2021 and FY 2021/2022
- Receive Quarterly Financial Report

June

- Approve 2020 / 2021 Budget

Other Potential Items

- Programming/Funding
 - Update of Action Plans (and Countywide Transportation Plan)
 - Measure J Line 10 (BART Parking, Access, and Other Improvements)
 - Measure J Line 19a (Additional Bus Service Enhancements)
 - Measure J Line 20a (Additional Senior and Disabled Transportation)
 - CCTA TEP
 - Identify Other Funding Opportunities
- Projects
 - Concord Naval Weapon Station Project
 - I-680 Corridor Improvements
 - I-680 / SR 4 Interchange Improvements
 - Phase 3 - SR 4 Widening Project
 - Innovate 680
 - SB I-680 HOV (Bridge to Walnut Creek)
 - I-680 Express Lanes (Walnut Creek to San Ramon)
 - Quarterly (or semi annually) Project Presentations
- TRANSPAC Governance
 - Update website
 - Review of Bylaws
 - Administrative Procedures
 - Procurement of Services
 - Invoices (Review/Approvals)

TRANSPAC MANAGING DIRECTOR CONTRACT SCOPE OF SERVICES

EXHIBIT A Scope of Services TRANSPAC Agency Management & Administration

Gray-Bowen-Scott (GBS) will provide Agency Management & Administration services for Transportation Partnership and Coordination (TRANSPAC), essentially providing the Executive Director staff for the organization. The scope of services is further detailed below by task.

1. TRANSPAC
 - a. Attend and facilitate TRANSPAC Board meetings
 - b. Attend and facilitate TRANSPAC TAC meetings
 - c. Board Member support including communication with TRANSPAC Board Members
 - d. Attend other meetings representing TRANSPAC. Other meetings could include, but are not limited to:
 - i. CCTA Board
 - ii. CCTA Planning Committee
 - iii. CCTA Administration and Projects Committee
 - iv. CCTA Technical Coordinating Committee
 - v. Other meetings as required (such as MTC, ABAG, BAAQMD or other RTPC meetings in Contra Costa County)
2. TRANSPAC support includes preparation and/or analysis of material for the consideration of TRANSPAC, including but not limited to:
 - a. Annual Work Plan
 - b. Monthly Board Agenda and Staff Reports
 - c. Monthly TAC Agenda and Staff Reports
 - d. Meeting minutes
 - e. Monthly TRANSPAC summary to CCTA
 - f. Other tasks
 - i. Coordination with RTPCs/CCTA/Other Stakeholders
 - ii. Review of CEQA Docs. / Traffic Studies / Other Studies
3. Other tasks of interest to TRANSPAC as required to be responded to, including funding opportunities, project specific efforts, or policy issues that may not occur on a regular basis.
 - a. 2016-17 OBAG 2/TLC/PBTL call for projects
 - b. Central County Action Plan Update
 - c. Other tasks as identified by TRANSPAC
4. TRANSPAC Administrative Duties
5. Other tasks as identified by TRANSPAC

TRANSPAC SECRETARY/CLERK OF BOARD SCOPE OF SERVICES

EXHIBIT "A"

SCOPE OF SERVICES

TRANSPAC

Secretary /Clerk of the Board

Consultant will provide Secretary / Clerk of the Board services for Transportation Partnership and Coordination (TRANSPAC). The scope of services is further detailed below by task.

1. TRANSPAC Board

- a. Attend meetings and record minutes
- b. Contact Board Members in advance of the meeting regarding attendance
- c. Provide support for the meeting including meeting location preparation and tear down and meeting materials (copies of agenda, name cards, sign in sheets, refreshments)
- d. Preparing draft agendas and agenda packets and other required tasks including:
 - i. Appointments,
 - ii. Minutes from the prior meeting(s), and
 - iii. Regular information from the CCTA in the form of the CCTA Executive Director's monthly report
 - iv. Executive Director's report to the RTPCs
 - v. Status and summary letters provided by the other RTPCs
 - vi. Updated web links to County Connection, the CCTA's Planning Committee and Administration & Projects Committee, and the CCTA's calendar.
- e. Prepare final agenda and packet incorporating input from Managing Director and:
 - i. Distribute material by mail and email
 - ii. Post to website

2. TRANSPAC TAC

- a. Attend meetings and record minutes
- b. Contact Members in advance of the meeting regarding attendance
- c. Provide support for the meeting including meeting location preparation and tear down and meeting materials (copies of agenda, name cards, sign in sheets, refreshments)
- d. Preparing draft agendas and agenda packets and other required tasks including:
 - i. appointments,
 - ii. minutes from the prior meeting(s), and

- iii. regular information from the CCTA in the form of the CCTA Executive Director's monthly report
 - iv. Executive Director's report to the RTPCs
 - v. Status and summary letters provided by the other RTPCs
 - vi. Updated web links to County Connection, the CCTA's Planning Committee and Administration & Projects Committee, and the CCTA's calendar.
 - e. Prepare final agenda and packet incorporating input from Managing Director and:
 - i. Distribute material by mail and email
 - ii. Post to website
- 3. Admin Support
 - a. Assist Managing Director with tasks to complete other TRANSPAC business
 - b. Preparation of draft status letter of the TRANSPAC meeting to be submitted to the CCTA through Managing Director)
 - c. Work required as part of the Action Plan updates
 - d. Maintain contact list of TRANSPAC Officials, Planning Officials, TAC Staff, and other officials
 - e. Maintain annual meeting schedule and manage the meeting room availability (Board and TAC Meetings)
 - f. Routine website work including updating calendar and posting agenda material
 - g. Maintain electronic file of all agenda packets, and all other TRANSPAC and TAC documents, as well as a chronological binder of the complete packets and any handouts at the meetings, and any prepared correspondence.
 - h. Coordinate Form 700 Conflict of Interest submittals, including maintaining the files
 - i. Research of prior TRANSPAC agenda items and actions as required
 - j. Research for Public Records Act requests as required
- 4. Other tasks as identified by TRANSPAC

EXCERPT FROM SWAT RULES OF PROCEDURE

5. Functions of SWAT

- (1) To review and coordinate transportation plans and project proposals for the southwest region.
- (2) To serve as an advisory unit to the Contra Costa Transportation Authority, on all matters concerning the "Transportation Improvement and Growth Management Program" adopted by the voters of Contra Costa County on November 8, 1988.
- (3) To provide a forum on transportation issues which are regional in nature and to convey information on these issues to each jurisdiction.
- (4) To consider other transportation issues of mutual concern both in the southwest region and at a countywide level. Examples of such issues are integration of traffic signal systems, improvement in transit and paratransit systems, and transportation systems management.
- (5) Determine, pursuant to Section 27 of CCTA Ordinance No.88-01, the financial programming of the "Major Arterials" as defined therein, and provide input into the CCTA Strategic Plan update.
- (6) Review all proposed official actions of the Authority and provide the Authority with recommendations on such proposed action.
- (7) To coordinate and facilitate the process of taking appeals from actions of the Commission pursuant to Section 8 and 9 of Commission Ordinance No. 88-01.
- (8) To administer the Transportation Demand Management (TDM) Ordinances of member jurisdictions, at their options, and to accept grants for this purpose. Grant funds will be administered by a member jurisdiction designated by SWAT.
- (9) To assign members of the SWAT TAC to the CCTA Technical Coordinating Committee (TCC) to serve as representatives of the Committee and its member jurisdictions.

6. SWAT Staffing

SWAT may engage a member agency to provide staff services. Those services shall include:

- Attendance at monthly SWAT and SWAT TAC meetings.
- Maintenance of historical documents, records, and correspondence of the SWAT Board.
- Recordation and production of written minutes of SWAT Board meetings.
- Production and dissemination of the monthly agenda packet in accordance with state law governing public meetings.
- Develop and disseminate correspondence as directed by the Board or the Chair.
- Respond to administrative or historical inquiries from SWAT member jurisdictions, outside, agencies, and the public. Refer other questions to SWAT chair or other appropriate individuals.
- Act as primary contact point and disseminate environmental documents, as outlined by SWAT, CCTA Lamorinda Project Management Committee, Tri-Valley Transportation Committee, and other agreements, as requested by the SWAT Board and /or the Chair.
- Perform other administrative duties only as directed by the SWAT Board.
- The member agency providing staff services may determine the most appropriate method of providing above service, as agreed by the SWAT Board.

4. The intent of this updated joint exercise of powers agreement, hereinafter referred to as the AGREEMENT, is to acknowledge the ongoing multi-jurisdictional transportation planning process between the COUNTY and CITIES, to reaffirm the TRANSPLAN Committee as the Regional Transportation Planning Committee for eastern Contra Costa County, as prescribed under the Measure C-1988 Growth Management Program, to include the newly incorporated City of Oakley as a party to the AGREEMENT, and to update the responsibilities and authority assigned to the TRANSPLAN Committee.

SECTION I.

Responsibilities and Authority of the TRANSPLAN Committee:

1. The COUNTY and CITIES agree to assign the following responsibilities to the TRANSPLAN Committee (see TRANSPLAN Committee Administrative Procedures for further details):
 - a. Coordination - Review and coordinate transportation plans and transportation project proposals within or that effect eastern Contra Costa County in an area within the boundaries set forth in Exhibit A.
 - b. Advise Commission - Advise the Authority on all matters concerning MEASURE C-1988, and on programming of State and Federal transportation funds in eastern Contra Costa County.
 - c. Regional Forum - Provide the jurisdictions, agencies, and residents of eastern Contra Costa County with a forum to address regional transportation issues and other transportation matters, convey information on these issues to jurisdictions, agencies, and residents, and foster regional efforts to reduce traffic congestion.
2. The COUNTY and CITIES agree to assign to the TRANSPLAN Committee the following authority:
 - a. Accept, review, authorize and conduct transportation related studies and reports;
 - b. Review transportation and land use plans and/or policies and recommend changes thereto;
 - c. Develop regional strategies, plans, or programs to meet Measure C-1988 requirements;
 - d. Assess transportation needs in eastern Contra Costa County;

- e. Advise the COUNTY and CITIES on transportation issues which impact the jurisdictions and the region;
- f. Coordinate and advocate the region's response to local, state, and federal agencies concerning transportation issues;
- g. Appoint the region's representative(s) to the AUTHORITY's Board, Committees and/or Subcommittee;
- h. Prepare the region's advisory recommendations to the AUTHORITY concerning all transportation related programs, policies, and regulations;
- i. Hold and conduct regular public monthly meetings and adopt Administrative Procedures.
- j. Gather and collect all necessary information and data; and
- k. Adopt annual work program and budget to accomplish the foregoing purposes.

SECTION II.

The COUNTY and CITIES agree to:

- 1. Acknowledge and reaffirm that the TRANSPLAN Committee is the Regional Transportation Planning for eastern Contra Costa County.
- 2. Use the existing TRANSPLAN TAC, hereinafter referred to as the TAC, to prepare recommendations on matters of business before the TRANSPLAN Committee.
- 3. Conduct TRANSPLAN Committee and TAC activities in accordance with duties and powers described in SECTION I and Administrative Procedures the TRANSPLAN Committee may adopt.
- 4. Designate staff from Contra Costa County Community Development Department, as the designated Project Manager for the TRANSPLAN Committee or designate a Project Manager by other means as determined by the TRANSPLAN Committee.
- 5. Assign the Project Manager the following responsibilities to provide staff services and program management activities, subject to TRANSPLAN Committee consent or approval, including, but not limited to:

Section 7. Chair. The TRANSPLAN Chair shall be elected from among the voting members by a majority vote. The term of office shall be from the date of his or her election to the end of the calendar year as established in Section 2.

Section 8. Vice Chair. A Vice Chair may be elected from among the voting members by a majority vote. The term of office shall be from the date of his or her election to the end of the calendar year as established in Section 2.

Section 9. Representation on the Contra Costa Transportation Authority. The TRANSPLAN Committee shall appoint two representatives and two alternates to the Contra Costa Transportation Authority ("CCTA"). These representatives and alternates must be from the City Councils of Antioch, Brentwood, Oakley or Pittsburg. The terms of the representatives and alternates will be set by the CCTA, thereafter, they shall serve two year terms. Representatives or alternates may be removed by an absolute two-thirds vote of the TRANSPLAN Committee (8 votes). If a representative or alternate is removed, the TRANSPLAN Committee shall appoint a replacement to fill the remainder of that individual's term as soon as possible after their removal.

Section 10. Quorum. A quorum constitutes a majority six (6) TRANSPLAN Committee members.

ARTICLE II - DUTIES

Section 1. Coordination. The TRANSPLAN Committee shall review and coordinate transportation plans and transportation project proposals within the area described in Attachment A of the Joint Exercise of Powers Agreement for TRANSPLAN..

Section 2. Advise Commission. The TRANSPLAN Committee shall advise the CCTA on all matters concerning the Transportation Improvement and Growth Management Expenditure Plan as described in Ordinance 88-01, adopted by the voters of Contra Costa County on November 8, 1988, and on programming of State and Federal transportation funds in eastern Contra Costa County.

Section 3. Regional Forum. The TRANSPLAN Committee shall provide a forum to address regional transportation issues and other transportation issues in eastern Contra Costa County, convey information on these issues to the member jurisdictions, and foster regional efforts to reduce traffic congestion.

ARTICLE III - REVIEW OF ENVIRONMENTAL DOCUMENTS

Section 1. Role of TRANSPLAN STAFF. TRANSPLAN Staff will be responsible for

maintaining a monthly ***Register of Environmental Notices and Documents*** that have been received by the TRANSPLAN Committee. Staff will regularly review and comment on environmental documents for regionally significant projects in East County and proposed changes to local General Plans. In general, a comment letter sent by TRANSPLAN Staff will seek to ensure that impacts on Routes of Regional Significance designated in the East County Action Plan are accurately and fully analyzed and appropriate mitigation measures are identified. The comment letter may also suggest specific mitigation measures to reduce traffic or travel demand that would be consistent with the East County Action Plan and/or other relevant adopted plans. In addition, Staff will be responsible for informing local jurisdictions of the Measure C Growth Management Program procedures to evaluate the impact that a General Plan Amendment (GPA generating more than 100 additional peak hour trips) would have on maintaining the Traffic Service Objectives for the East County Action Plan.

Section 2. Role of the TRANSPLAN TECHNICAL ADVISORY COMMITTEE. There are situations in which it is appropriate and necessary for the TRANSPLAN Technical Advisory Committee to participate more directly in the review and preparation of comments on an environmental document. This participation may take the form of assisting TRANSPLAN Staff in the review and comments on an environmental document, or, providing concurrence on a TRANSPLAN Staff-prepared comment letter. The following thresholds are to be used in determining when the TRANSPLAN Technical Advisory Committee (TAC) would be directly involved in review of an environmental document ¹:

- 1) Any proposed residential development or plan of more than 500 dwelling units;
- 2) Any commercial, industrial, or retail development or plan exceeding 250,000 square feet of floor area;
- 3) Any proposed project (public or private action) that has the potential to adversely impact the transportation system in East County, in particular the Routes of Regional Significance (e.g., road closures, expansion, or extensions).

Section 3. TRANSPLAN COMMITTEE. The TRANSPLAN Committee will receive in

¹ Development size threshold is similar to that used by Metropolitan Transportation Commission in determining whether or not to review and comment on environmental documents. It is also similar to CEQA's "project of regional significance" definition [Sec. 15206 (b) (2) (A, B, C, D and E)].

its monthly agenda packet a ***Register of Environmental Notices and Documents***. The TRANSPLAN Committee will also receive a copy of all comment letters on environmental documents prepared by Staff/TAC. There are situations in which it is appropriate and necessary for the TRANSPLAN Committee to participate more directly in the review of an environmental document based on the previously described development size threshold. The TRANSPLAN Committee will review relevant excerpts from the environmental document and the Staff/TAC-prepared comment letter on the environmental document. In some situations, the lead agency on the environmental document would be requested to make a presentation to the TRANSPLAN Committee on the proposed project's impacts on East County's regional transportation system and proposed mitigation measures to reduce these impacts. The purpose of this presentation would be informational only, so that the TRANSPLAN Committee will understand the basis for the Staff/TAC-prepared comment letter on the environmental document, and, if necessary, provide additional input on the comment letter. The request for a presentation to the TRANSPLAN Committee would be based on a recommendation from either the TRANSPLAN Committee Chair or the TRANSPLAN Technical Advisory Committee.

Section 4. ADHERENCE TO CEQA. The TRANSPLAN Committee's procedures on the review and comment on environmental documents will be done in accordance with California Environmental Quality Act (CEQA) and other applicable laws. The submittal of a comment letter on an environmental document, which is prepared by Staff or TAC, and any subsequent review of the environmental document by the TRANSPLAN Committee, will occur within the 45-day comment period establish by CEQA.

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EXCERPT FROM TRANSPLAN ADMINISTRATIVE PROCEDURES

by a majority vote. The term of office shall be from the date of his or her election to the end of the calendar year as established in Section 2.

Section 8. Vice Chair. A Vice Chair may be elected from among the voting members by a majority vote. The term of office shall be for the date of his or her election to the end of the calendar year as established in Section 2.

Section 9. Representation on the Contra Costa Transportation Authority. The TRANSPLAN Committee shall appoint two representatives and two alternates to the Contra Costa Transportation Authority (CCCTA). These representatives and alternates must be from the City Councils of Antioch, Brentwood, Oakley or Pittsburg. The terms of the representatives and alternates will be set by the CCTA; thereafter, they shall serve two-year terms. Representatives or alternates may be removed by an absolute two-thirds vote of the TRANSPLAN Committee (8 votes). If a representative or alternate is removed, the TRANSPLAN Committee shall appoint a replacement to fill the remainder of that individual's term as soon as possible after their removal.

Section 10. Quorum. A quorum constitutes a majority six (6) TRANSPLAN Committee members.

ARTICLE II - DUTIES

Section 1. Coordination. The TRANSPLAN Committee shall review and coordinate transportation plans and transportation project proposals within the area described in Attachment A of the Joint Exercise of Powers Agreement for TRANSPLAN.

Section 2. Advise Commission. The TRANSPLAN Committee shall advise the CCTA on all matters concerning the Transportation Improvement and Growth Management Expenditure Plan as described in Ordinance 88-01, adopted by the voters of Contra Costa County on November 8, 1988, and on programming of State and Federal transportation funds in eastern Contra Costa County.

Section 3. Regional Forum. The TRANSPLAN Committee shall provide a forum to address regional transportation issues and other transportation issues in eastern Contra Costa County, convey information on these issues to the member jurisdictions, and foster regional efforts to reduce traffic congestion.

ARTICLE III - REVIEW OF ENVIRONMENTAL DOCUMENTS

Section 1. Role of TRANSPLAN STAFF. TRANSPLAN Staff will be responsible for maintaining a monthly ***Register of Environmental Notices and Documents*** that have been received by the TRANSPLAN Committee. Staff will regularly review and comment on environmental documents for regionally significant projects in East County and proposed changes to local General Plans. In general, a comment letter sent by TRANSPLAN Staff will

seek to ensure that impacts on Routes of Regional Significance designated in the East County Action Plan are accurately and fully analyzed and appropriate mitigation measures are identified. The comment letter may also suggest specific mitigation measures to reduce traffic or travel demand that would be consistent with the East County Action Plan and/or other relevant adopted plans. In addition, Staff will be responsible for informing local jurisdictions of the Measure C Growth Management Program procedures to evaluate the impact of a General Plan Amendment (GPA generating more than 100 additional peak hour trips) would have on maintaining the Traffic Service Objectives for the East County Action Plan.

Section 2. Role of the TRANSPLAN TECHNICAL ADVISORY COMMITTEE. There are situations in which it is appropriate and necessary for the TRANSPLAN Technical Advisory Committee to participate more directly in the review and preparation of comments on an environmental document. This participation may take the form of assisting TRANSPLAN Staff in the review and comments on an environmental document, or, providing concurrence on a TRANSPLAN Staff prepared comment letter. The following thresholds are to be used in determining when the TRANSPLAN Technical Advisory Committee (TAC) would be directly involved in review of an environmental document ¹:

- 1) Any proposed residential development or plan of more than 500 dwelling units;
- 2) Any commercial, industrial, or retail development or plan exceeding 250,000 square feet of floor area;
- 3) Any proposed project (public or private action) that has the potential to adversely impact the transportation system in East County, in particular the Routes of Regional Significance (e.g., road closures, expansion, or extensions).

Section 3. TRANSPLAN COMMITTEE. The TRANSPLAN Committee will receive in its a monthly agenda packet a ***Register of Environmental Notices and Documents***. The TRANSPLAN Committee will also receive a copy of all comment letters on environmental documents prepared by Staff/TAC. There are situations in which it is appropriate and necessary for the TRANSPLAN Committee to participate more directly in the review of an environmental document based on the previously described development size threshold. The TRANSPLAN Committee will review relevant excerpts from the environmental document and the Staff/TAC prepared comment letter on the environmental document. In some situations, the lead agency on the environmental document would be requested to make a presentation to the TRANSPLAN Committee on the proposed project's impacts on East County's regional transportation system and proposed mitigation measures to reduce these impacts. The purpose of this presentation

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would be informational only, so that the TRANSPLAN Committee will understand the basis for the Staff/TAC prepared comment letter on the environmental document, and, if necessary, provide additional input on the comment letter. The request for a presentation to the TRANSPLAN Committee would be based on a recommendation from either the TRANSPLAN Committee Chair or the TRANSPLAN Technical Advisory Committee.

Section 4. ADHERENCE TO CEQA. The TRANSPLAN Committee's procedures on the review and comment on environmental documents will be done in accordance with California Environmental Quality Act (CEQA) and other applicable laws. The submittal of a comment letter on an environmental document, which is prepared by Staff or TAC, and any subsequent review of the environmental document by the TRANSPLAN Committee, will occur within the 45-day comment period establish by CEQA.

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Draft Work Program for FY 2019/2020

Task 1: Participate in project implementation of the Brentwood-Tracy Expressway ("Tri-Link"/SR 239) Interregional Corridor Study. The Contra Costa Transportation Authority ("CCTA") is the project manager and identified TRANSPLAN as a primary stakeholder. The public/external planning process for this effort began in 2011/12 and is now complete. CCTA is now working with Caltrans on implementation.

Task 2: Review major land use proposals *within* East County for compliance with East County Action Plan for Routes of Regional Significance. This task will continue as an ongoing activity, required by Measure J and by TRANSPLAN's own procedures. It is part of the Measure J Growth Management Program.

Task 3: Review land use proposals *outside* of East County that meet the Measure J threshold requirements (100 or more new peak-period vehicle trips) for potential traffic impacts on East County routes of regional significance. This task will continue as an ongoing activity, similar to Task 2 above. It is part of the Measure J Growth Management Program.

Task 4: Facilitate collaboration between member jurisdictions and the Contra Costa Transportation Authority in conducting planning activities requiring sub-regional consultation. TRANSPLAN will provide ongoing assistance and local facilitation with CCTA, at a minimum for the State Route 4 Operational Improvements, the Congestion Management Program, the Measure J Strategic Plan, Measure J Growth Management Program ("GMP") (e.g. Countywide Transportation Plan/Action Plan for Routes of Regional Significance), the Countywide Bicycle and Pedestrian Plan, and various federal, state, regional and local funding programs. These efforts, while administered primarily by other agencies, require and benefit from local facilitation.

Task 5: Represent TRANSPLAN at meetings of CCTA as needed, including the monthly CCTA Board meetings and the monthly meetings of its two committees (the Administration and Projects Committee, and the Planning Committee). This task will continue.

Task 6: Participate as needed in refining the East County portion of the countywide travel demand forecasting model and/or in adapting the model for local application. CCTA completed the model update and combined the four sub-regional models into one countywide version in '10. Ongoing refinements or consultation may be needed. The Measure J GMP requires local jurisdictions to consult with the Technical Advisory Committee ("TAC") when they use or adapt the model for local general plan amendments or CEQA review of large development proposals.

Task 7: Ferry Planning: Coordinate ferry service planning activities with member agencies, the Contra Costa Transportation Authority, the Water Emergency Transportation Authority, and other affected entities.

Task 8: Growth Management Program Compliance: Assist in administering the resolution of growth management compliance issues between member jurisdictions in cooperation with Contra Costa Transportation Authority staff per *TRANSPLAN Committee Administrative Procedures, Article III*.

EXCERPT FROM WCCTAC JPA

the purpose of responding to the passage of Measure "C" and addressing existing and future transportation issues; and

WHEREAS, California Government Code Section 6500, et seq. provides that two or more public Agencies by Agreement may jointly exercise any power that any one of the Agencies could exercise separately; and

WHEREAS, the Parties to this Agreement are desirous of conferring upon a separate legal entity the necessary powers with regard to responding to Measure "C" and for addressing transportation issues for the benefit of each and all of the Parties.

NOW, THEREFORE, THE PARTIES TO THIS AGREEMENT DO AGREE AS FOLLOWS:

1. OBJECTIVE AND COMMISSION

The objective of this Joint Exercise of Powers Agreement is to create a city, county, transit district transportation advisory committee which shall protect and advance the interests of West Contra Costa County communities with regard to transportation issues in general and the utilization of Measure "C" funds in particular. More specifically, the committee created by this Agreement is commissioned to:

- (A) Assist member Agencies with a coordinated and cooperative implementation of the West Contra Costa Action Plan Update 2000;
- (B) Participate in the development and implementation of the Countywide Comprehensive Transportation Plan;
- (C) Initiate "area specific" and/or "project specific" transportation studies/plans where appropriate;
- (D) Assist member Agencies with Congestion Management Program compliance requirements;
- (E) Develop regional strategies and meet regional requirements established by Measure "C";

- (F) Cooperatively address transportation issues, beyond Measure "C" requirements, when said issues affect West Contra Costa County interests;
- (G) Assess the transportation needs of the West Contra Costa County area;
- (H) Consider the development of expanded West Contra Costa County transit services and Transportation Systems Management (TSM) programs;
- (I) Advise the Parties on transportation issues;
- (J) Coordinate the actions and responses of the Parties with regard to transportation issues;
- (K) Formulate transportation policy statements;
- (L) Sponsor educational forums, workshops, TSM Coordinator-training; and discussions on transportation matters;
- (M) Develop and administer a West Contra Costa Regional TSM program to encourage use of alternatives to single occupant commute travel;
- (N) Gather information necessary to carry out the foregoing purposes;
- (O) Oversee the Subregional Transportation Migration Program (STMP); and
- (P) Manage the Richmond Intermodal Station project.

2. DEFINITIONS

Certain words as used in this Agreement shall be defined as follows:

- (A) "Agency" shall mean each city, transit district, county or joint exercise of powers authority which is a signatory to this Agreement.
- (B) "Board" shall mean the board constituted herein pursuant to this Agreement to administer and execute this Agreement.
- (C) "Congestion Management Program" shall mean the State mandated program which establishes performance

WCCTAC FISCAL YEAR 2020 DRAFT WORK PROGRAM

WCCTAC's activities may be grouped into the following five major areas: Planning and Programming (General Operations), Special Projects, Transportation Demand Management (TDM), Sub-regional Transportation Mitigation Fee Program (STMP), and Office Administration.

Planning and Programming (General Operations)

This program area relates to WCCTAC's function as the Regional Transportation Planning Committee (RTPC) for West Contra Costa County under Measure J. It also includes transportation planning efforts resulting from the agency's Joint Powers Agency function. Activities in this program area are mainly funded with annual member agency contributions and, to a small extent, Measure J dollars.

MEASURE J PROGRAMMING

1. Program and administer West County's Measure J projects and programs, including:
 - a. Low Income Student Bus Pass Program (Measure J 21b)
 - b. Additional Bus Transit Enhancements (Measure J 19b)
 - c. Transportation for Seniors and People with Disabilities (Measure J 15b, 20b)
 - d. Sub-regional needs (Measure J 28b)

REGIONAL PLANNING AND FUNDING

2. Participate in regional, countywide, sub-regional, and local efforts related to planning, funding and delivery of priority capital projects in West County.
3. Provide support for the development of a Transportation Expenditure Plan (TEP) for a possible future county-wide ballot measure.
4. Work with CCTA on: project prioritization for Plan Bay Area 2050, the Congestion Management Plan's Capital Improvement Program, the STIP Call for Projects, the shift from LOS to VMT in the Authority's Technical Procedures, and PDA assessment.
5. Monitor Action Plan compliance by reviewing General Plans or Amendments, and work to advance goals, objectives and actions within the Action Plan.

I-80 CORRIDOR

6. Participate in follow-up, evaluation, trouble-shooting, and TAC meetings related to the Integrated Corridor Mobility (ICM) project.
7. Finalize the scope and pursue launch of a study to address I-80 HOV lane degradation and overall functionality with CCTA, Caltrans, and MTC.
8. Provide quarterly updates to the WCCTAC Board on I-80 issues.

OTHER SUB-REGIONAL ACTIVITIES

9. Continue working with CCTA and ACTC and local jurisdictions towards completion of the San Pablo Avenue Multimodal Corridor Study.
10. Continue advancement of recommendations of the High Capacity Transit Study.
11. Based on the 2015 Cooperative Agreement, participate with WETA, CCTA and Richmond on annual review of the Richmond ferry's ridership, marketing, fare policy, access issues, and capital needs.

GRANTS

12. Monitor grant opportunities, inform members about these opportunities, assist with grant applications, and facilitate prioritization of West County candidate projects for grants. Some examples of grant opportunities in the upcoming fiscal year include Active Transportation Program (ATP) grants for pedestrian and bicycle improvements, as well as federal 5310 grants for senior and disabled transportation.

FORMAL BODIES

13. Manage or participate in meetings of the: WCCTAC Board, WCCTAC TAC, I-80 Smart Corridor TAC, CCTA Board, CCTA Countywide Bicycle and Pedestrian Advisory Committee (CBPAC), CCTA Administration and Projects Committee (APC), CCTA Paratransit Coordinating Committee (PCC), CCTA Technical Coordinating Committee (TCC), and the Caltrans District 4 Pedestrian Advisory Committee.

Special Projects

As a Joint Powers Agency, WCCTAC is able to apply for and receive various grants that advance the transportation goals of West Contra Costa. WCCTAC can also serve as a lead for certain studies or projects using other agency contributions. In the upcoming fiscal year, WCCTAC will:

1. Continue the West Contra Costa County Express Bus Implementation Plan, a partnership with AC Transit and WestCAT, funded by a Caltrans SB1 grant.
2. Complete the grant-funded, multi-jurisdictional Program for System Synchronization (PASS) project to improve signal timing during weekends and off-peak times on San Pablo Avenue.
3. Implement a Travel Training Program funded under a one-time allocation of Measure J 28b funds. The main goals include:
 - a. Develop and implement the West County Travel Training program. Meet with groups and individuals on how to use fixed route transit (BART, buses, ferry), ADA and non-ADA paratransit, and other mobility services.
 - b. Seek additional funding from possible 5310 grant in the 2019 cycle.

Transportation Demand Management (TDM)

This program promotes transportation alternatives to the single occupant vehicle by encouraging walking, bicycling, transit, carpooling, and vanpooling, and is coordinated with the larger countywide 511 Contra Costa Program. It is funded on a reimbursement basis by Measure J and grants from the Air District. In the upcoming fiscal year, the TDM program will:

1. Manage the Commute Incentives Program, which includes: employer outreach and programs, tabling at community events, transit incentives, funding for bike racks and lockers, funding for EV charging stations, the “Pass 2 Class” student transit ticket program. Staff will also explore smartphone app-based incentive programs, such as “Miles”.
2. Manage the Countywide Guaranteed Ride Home and Try Transit Programs.
3. Co-lead Bike to Work Day with other regional partners
4. Coordinate with the Regional 511 Rideshare and 511 Contra Costa.
5. Support Local Agency Climate Action plans and other plans and efforts that aim to improve access to bicycling, pedestrian facilities, transit, and emerging mobility technology such as a shared bicycles and cars, electric bicycles, scooters, and autonomous vehicles.
6. Work with community groups and employers to explore the feasibility of providing bicycle repair education classes and bicycle safety awareness to increase bicycling as a viable mode of transportation.
7. Implement relevant recommendations of the Countywide TDM Strategic Plan.

Sub-regional Transportation Mitigation Fee Program (STMP)

WCCTAC acts as the trustee for the development impact fees collected by the West County cities and the unincorporated areas of the County. An updated program is planned to go into effect on July 1, 2019. Under the updated program, STMP funds are to be used for twenty pre-identified, regionally-benefitting capital projects. In the upcoming fiscal year, WCCTAC will:

1. Finalize the updated 2019 STMP Program.
2. Collect, administer, and track funds and reporting forms.
3. Provide quarterly monitoring reports on revenue collected and status of local reporting.
4. Potentially issue calls for projects based on the fund balance and Board direction, and disburse funds to eligible, Board-approved projects.

5. Issue the Annual Report for FY18-19
6. Oversee contractual agreements with fund recipients.
7. Respond to inquiries from local agencies.

Office Administration

In the upcoming fiscal year, staff will:

1. Complete the Annual Work Program, Budget and Audit.
2. Provide staff development and training opportunities to keep employees skills high and to stay aware of industry trends.
3. Maintain, update, and expand content on the WCCTAC website.
4. Develop a Procurement Policy for equipment and services purchased by WCCTAC.
5. Formalize WCCTAC's Conflict of Interest Code for staff and Directors.