

TRANSPAC
Transportation Partnership and Cooperation
Meeting Notice and Agenda

THURSDAY, DECEMBER 12, 2019

REGULAR MEETING

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

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

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

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

ACTION ITEMS

3. **CONSENT AGENDA**

- a. **MINUTES OF THE NOVEMBER 14, 2019 MEETING** 🌀 **Page 5**

Attachment: Minutes of the November 14, 2019 meeting

END CONSENT AGENDA

4. **ELECTION OF TRANSPAC CHAIR AND VICE CHAIR.** The TRANSPAC JPA calls for the selection of a Chair and Vice Chair, who shall be elected officials and hold the office for a period of one year, commencing in February. 🌀 **Page 11**

ACTION RECOMMENDATION: Elect the TRANSPAC Chair and Vice Chair for the term of February 1, 2020 through January 31, 2021.

Attachment: Staff Report

5. **APPOINTMENT OF TRANSPAC REPRESENTATIVE TO THE CCTA.** TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Board by two members and two alternate members (all elected officials). Commissioner Julie Pierce is the TRANSPAC representative to the CCTA and Commissioner Carlyn Obringer the alternate for the two-year term through January 31, 2020. 🌀 **Page 13**

ACTION RECOMMENDATION: Appoint the TRANSPAC CCTA Representatives for the term February 1, 2020 through January 31, 2022

Attachment: Staff Report

6. **TRANSPAC MANAGING DIRECTOR CONTRACT AMENDMENT.** The TRANSPAC Bylaws specify the Board shall appoint a Managing Director to administer the day-to-day activities of TRANSPAC and report to the Board. Gray Bowen Scott (GBS) was selected to perform the Managing Director duties in late 2016. In 2019, TRANSPAC conducted a strategic planning discussion through the summer to review the work of TRANSPAC and how to proceed into the future. In consideration of the strategic planning session discussion the TRANSPAC Board approved a work plan and budget and to continue to contract with GBS for Managing Director as well as including Clerk of the Board services in November 2019. The proposed GBS Contract Amendment #6 considers the tasks included in the approved work plan. The contract amendment adds \$146,597 to the contract, providing for the \$230,000 fiscal year budget, and a total amended contract value of \$628,856 for the 4 year period. 🌀 **Page 15**

ACTION RECOMMENDATION: Approve contract Amendment #6 with GBS to provide Managing Director and Clerk of the Board services for a term through the current fiscal year (FY 2019/2020) for a time and materials contract that will add \$146,597 in value to the contract.

Attachment: Staff Report

7. **MEASURE J LINE 20A FUNDS PROGRAM – FY 2020/2021 AND FY 2021/2022 PROGRAMMING CYCLE.** The CCTA Measure J line 20a program provides funds for Transportation Services for Seniors & People with Disabilities in the TRANSPAC area. TRANSPAC is responsible for recommendations on how the Line Item 20a funds are to be used. TRANSPAC TAC is requested to review the draft call for projects and application material for the Measure J Line 20a Program for the upcoming two-year period (2020/2021 and 2021/2022). Measure J Line 20a funds are expected to generate about \$918,000 over the two-year programming period. Additional information resulting from the TRANSPAC TAC discussion (on December 10, 2019) will be available at the meeting. 🌀 **Page 25**

ACTION RECOMMENDATION: Approve the call for projects and application material for the Measure J Line 20 Program for FY 2020/2021 and 2021/2022.

Attachment: Staff Report

INFORMATIONAL ITEMS

8. **I-680 CONTRA COSTA EXPRESS LANE – OPERATIONS POLICIES.** The I-680 Express Lane facility opened in October 2017 and is part of the expanding express lane system in the Bay Area. Carpools, eligible toll exempt vehicles, vanpools, transit vehicles and motorcycles can use express lanes toll-free and solo drivers can choose to pay a toll to use the lanes. Tolls increase as traffic increases and decrease as traffic decreases. MTC is proposing two operational policy revisions for the I-680 Contra Costa Express Lanes facility related to minimum toll level and Clean Air Vehicles usage of the facility. MTC staff will provide additional information at the meeting.
INFORMATION ITEM 🌀 **Page 53**

Attachment: Staff Report

9. **2020 TRANSPAC MEETING CALENDAR.** The TRANSPAC Board is requested to review and comment on the proposed meeting schedule.
INFORMATION ITEM 🌀 **Page 55**

Attachment: Staff Report

10. **TRANSPAC CCTA REPRESENTATIVE REPORTS**
11. **CCTA EXECUTIVE DIRECTOR'S REPORT REGARDING AUTHORITY ACTIONS/DISCUSSION ITEMS** 🌀 **Page 57**

Attachment: CCTA Executive Director Randell H. Iwasaki's Report dated November 20, 2019.

12. **ITEMS APPROVED BY THE CONTRA COSTA TRANSPORTATION AUTHORITY FOR CIRCULATION TO THE REGIONAL TRANSPORTATION PLANNING COMMITTEES AND RELATED ITEMS OF INTEREST**
🌀 **Page 63**

Attachment: CCTA Executive Director Randell H. Iwasaki's RTPC Memo dated November 25, 2019.

13. **TAC ORAL REPORTS BY JURISDICTION:** Reports from Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and Contra Costa County, if available.
🌀 **Page 65**

- TRANSPAC – Meeting summary letter dated November 20, 2019.
- TRANSPAC – Meeting summary letter dated November 18, 2019.
- SWAT – The regularly scheduled meeting was held on December 2, 2019.
- WCCTAC – The regularly scheduled meeting was not held in October. The next meeting will be held on December 13, 2019.
- Street Smarts Programs in the TRANSPAC Region can be found at: <https://streetsmartsdiablo.org/events/>
- County Connection Fixed Route Monthly Report: http://countyconnection.com/wp-content/uploads/2019/12/Fixed-Route-Rpt_October-2019.pdf

- County Connection Link Monthly Report: <http://countyconnection.com/wp-content/uploads/2019/12/MOPS.pdf>
- CCTA Project Status Report may be downloaded at: <https://www.ccta.net/wp-content/uploads/2019/10/QPSR-July-September-2019.pdf>
- The next meeting of the CCTA Board is scheduled for December 18, 2019. The agenda is not yet available.
- The CCTA Administration & Projects Committee (APC) meeting for December 5, 2019 may be downloaded at:
http://ccta.granicus.com/AgendaViewer.php?view_id=1&event_id=1139
- The CCTA Planning Committee meeting for December 4, 2019 has been canceled. Information related to the planning items that will be carried forward to the CCTA Board may be downloaded at:
http://ccta.granicus.com/AgendaViewer.php?view_id=1&event_id=620
- The CCTA Calendar for October 2019 to December 2020, may be downloaded at:
https://ccta.granicus.com/MetaViewer.php?view_id=1&clip_id=488&meta_id=46951

14. BOARDMEMBER COMMENTS

15. MANAGING DIRECTOR'S REPORT

16. ADJOURN / NEXT MEETING

The next meeting is scheduled for February 13, 2020 at 9:00 A.M. in the Community Room at Pleasant Hill City Hall unless otherwise determined.

TRANSPAC Committee Meeting Summary Minutes

MEETING DATE: November 14, 2019

MEMBERS PRESENT: Sue Noack, Pleasant Hill (Chair); Carlyn Obringer, Concord (Vice Chair); Loella Haskew, Walnut Creek; Mark Ross, Martinez;

PLANNING COMMISSIONERS PRESENT: John Mercurio, Concord; Diana Vavrek, Pleasant Hill

STAFF PRESENT: Stephanie Hu, CCTA; Eric Hu, Pleasant Hill; Robert Sarmiento, Contra Costa County; Ricki Wells, BART; Matt Todd, TRANSPAC Managing Director; and Debby Chernila, Gray Bowen Scott

GUESTS/PRESENTERS: Kat Reisinger, Walnut Creek; Kamala Parks, BART

MINUTES PREPARED BY: Debby Chernila

1. Convene Regular Meeting / Pledge of Allegiance / Self-Introductions

Chair Sue Noack call the meeting to order at 9:03 A.M. and led the pledge of allegiance; introductions followed

2. Public Comments

There was no comment from the public.

3. Consent Agenda

a. Minutes of the September 12, 2019 Meeting

On motion by Director Haskew, seconded by Vice Chair Carlyn Obringer to adopt the Consent Agenda, as submitted. The motion was adopted by unanimous vote of the members present (Noack, Obringer, Haskew, Ross)

4. Measure J Line 20A Funds Program – Walnut Creek Senior Mini Bus Program Funding

Managing Director Mr. Todd introduced the item. This is a request from Walnut Creek for additional Measure J funds for their Senior Mini Bus program. This program is requesting funds from a line item in Measure J, representing ½ of a percent of total Measure J revenues, in the

\$450,000-\$500,000 annual range. TRANSPAC has the discretion of how it uses these funds for senior and disabled services.

Kat Reisinger of the City of Walnut Creek gave a presentation about the Mini Bus program. The Mini Bus program has been in operation for many years. It operates Monday through Friday, from 9:00 A.M. to 3:00 P.M. They are in the second year of a pilot program using the ride sharing app Lyft. They have provided over 8,000 rides for seniors. The program is very popular, they have a waitlist and have hired a part-time transportation coordinator to help run the program. With the expansion in ridership, they have used up the \$8K from general fund support from the City of Walnut Creek and are requesting an additional \$40K to finish the pilot through July 2020.

Ms. Reisinger mentioned that due to the smaller size of the program, the City has not been able to get Lyft to assign an account manager to help with app usage, etc. Both the Mini Bus and Lyft require a \$15 membership per year. Beyond that, a bus ride is \$1.00 for each ride. They do restrict Lyft rides to two rides per day. Starting in January 2020, they are also looking into charging a new \$20 monthly fee for Lyft rides to help with costs.

The group discussed the need for this type of service in other areas of the County, and possibly working with County Connection to make it more scalable. Robert Sarmiento mentioned that the County and County Connection are partnering on a transit study.

Mr. Todd noted there are other pilot programs going on in Central County. There has been discussion at the TAC meeting regarding these issues, and he recommended the Committee look at these TNC programs and how they fit into TRANSPAC's overall plan. He referred to the Fund Estimate handout in the agenda packet showing \$900,000 in available funds. Mr. Todd also recommended that the group continue to discuss how they define the reserves. No capital funds were used in the last two years.

On motion by Director Haskew, seconded by Director Ross to adopt the request for \$40,000 of additional Measure J Line 20A funds for the Walnut Creek Senior Mini Bus Program. The motion was adopted by unanimous vote of the members present (Noack, Obringer, Haskew, Ross).

5. TRANSPAC Work Plan, Contracted Services for Managing Director, and Secretary/Clerk of the Board Services, and Budget for Fiscal Year 2019/2020.

Mr. Todd explained that the proposed Work Plan is included in the agenda packet. It outlines the key items the group has been focusing on, such as corridors, schools, and regional coordination. Ongoing tasks include Measure J Line 20A (every two years to fund those programs and help out senior and disabled residents); the Monument Corridor Study; and general administrative tasks. The agenda packet goes into more strategic detail for each of the items in the Work Plan. Chair Sue Noack suggested expanding the regional aspect of projects,

and adding bullet points to the school category to establish a working group with school districts to identify the projects and efforts that TRANSPAC can also support.

Mr. Todd discussed the options regarding contracted Managing Director and Clerk services detailed in the agenda packet. One option is having Gray-Bowen-Scott (GBS) provide both the Managing Director and Clerk of the Board. The second option is keeping the positions separate. The group talked about the advantages and disadvantages of the two options. There was further discussion on the level of effort (hours) required over the annual period and the billing rates for those services.

On motion by Director Haskew, seconded by Director Ross to adopt the Gray-Bowen-Scott proposal to provide both the Managing Director and Clerk of the Board positions. The motion was adopted by unanimous vote of the members present (Noack, Obringer, Haskew, Ross).

It was also requested that GBS provide a quarterly report on the level of effort (hours) required for each position on a quarterly basis.

Mr. Todd next discussed the Budget for Fiscal Year 2019/2020. He noted that with the approval of option for GBS to provide the Managing Director and Clerk of the Board services, a budget that maintained the member contribution level from 2018/2019, and previously presented in the spring would be the recommended budget. The budget includes the legal and website fees, and \$5,000 for audit services. There is the ongoing support given to the City of Martinez transit hub operation, under \$3,000 for annual services for Pleasant Hill, and provides a contingency of \$24,500. The budget also includes adjustments to reflect what has been spent through June 30, 2019 on the Monument Corridor Study.

On motion by Vice Chair Obringer, seconded by Director Ross to adopt the Fiscal Year 2019/2020 Budget. The motion was adopted by unanimous vote of the members present (Noack, Obringer, Haskew, Ross).

6. Approve Audit Services Contract for FY 2018/2019 and FY 2019/2020

Mr. Todd reviewed the informal procurement process that was conducted, and procurement material distributed, and the interactions with the three accounting firms. The three firms approached all had offices in the TRANSPAC area and were identified after coordination with the Pleasant Hill Finance Director. Cropper Accountancy Corporation has submitted an annual cost of \$4,250. It is a proposed two-year contract, with three TRANSPAC one-year options. Cropper provided audit services to TRANSPAC for the audit of the last two years.

On motion by Director Haskew, seconded by Vice Chair Obringer to award the TRANSPAC JPA financial reviews and audit (services) contract to Cropper Accountancy Corporation. The motion was adopted by unanimous vote of the members present (Noack, Obringer, Haskew, Ross).

7. Walnut Creek Bart TOD Public Access Improvements Project Status Report (#10001-08)

Kamala Parks, a senior station planner for BART, gave a presentation on the Walnut Creek BART station modernization improvements project. Measure J Transit Oriented Development (TOD) and STIP are funding improvements. BART has spent the \$350K of Measure J on conceptual engineering and has identified \$50M of overall needed improvements.

BART is funding \$300K for preliminary engineering for the Phase 1 design. Measure J provides \$3.85 M for the Concept Plan, Final Design and construction that are matched with previously approved STIP funds for construction. The timeline is to complete 35% Design by December 2019, and complete Final Design by June 2020. The construction contract is proposed to be awarded in October 2020.

Phase 1 will add a new set of stairs at the north end of the station into the existing paid area and improve fire-life safety and vertical circulation. The estimated cost of Phase 1 is \$11M.

Phase 2 has an estimated cost of \$25M. Funding has not yet been identified and BART will actively look for funding. Phase 2 is primarily on the south end and will add a second set of stairs, and address fare evasion issues by expanding the paid area to enclose the existing elevator.

In the end, the station will have three sets of stairs on each side and an escalator on each side. Future phases are still to be determined.

8. 2020 TRANSPAC Meeting Calendar

The TRANSPAC Board has been requested to modify meeting dates for March, April and May due to a conflict that Commission Pierce has with regional meetings that are discussing Regional Housing Needs Assessment through the Housing Methodology Committee. After discussion, Chair Noack recommended reviewing April and May dates to identify alternatives.

9. TRANSPAC Committee Appointment – CCTA CBPAC Appointment for the term January 1, 2020 to December 1, 2021

TRANSPAC has a non-staff appointment on the Contra Costa Transportation Authority (CCTA) Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) expiring at the end of the year. The two-year term of Tony Phillips, a Walnut Creek resident, will end on December 31, 2019. Mr. Phillips has expressed an interest in continuing. He's also noted he is willing to step aside if another person could provide better attendance. TRANSPAC TAC members will reach out to biking organizations in the area to see if there is any interest in the position.

10. TRANSPAC Quarterly Financial Reports

Mr. Todd reviewed the report. The balance sheet information was discussed including a negative cash balance adjustment of (\$25,000) and the TRANSPAC investment amount in LAIF (local agency interest fund) of approximately \$300K.

11. 2020 Transportation Expenditure Plan Status

This is an information item. The 2020 Transportation Expenditure Plan (TEP) has been 100% approved by all cities. The CCTA adopted the TEP on October 30, 2019, and has requested the County Board of Supervisors to place the measure on the ballot in March 2020. Robert Sarmiento said that the Board of Supervisors are scheduled to take up the item next Tuesday.

12. TRANSPAC CCTA Representative Reports

There were no comments.

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

The report is included in the agenda packet for review.

14. Items Approved by the Contra Costa Transportation Authority for Circulation to the Regional Transportation Planning committees and Related Items of Interest

The report is included in the agenda packet for review.

15. TAC Oral Reports by Jurisdiction

There were no comments.

16. Boardmember Comments

There were no comments.

17. Managing Director's Reports

There were no comments.

18. Adjourn/Next Meeting

The meeting adjourned at 10:26 A.M. The next meeting is scheduled for December 12, 2019 at 9:00 A.M. in the Community Room at Pleasant Hill City Hall unless otherwise determined.

THIS PAGE INTENTIONALLY BLANK

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: December 12, 2019

Subject:	ELECTION OF TRANSPAC CHAIR AND VICE CHAIR
Summary of Issues	The TRANSPAC JPA calls for the selection of a Chair and Vice Chair, who shall be elected officials and hold the office for a period of one year, commencing in February.
Recommendations	Elect the TRANSPAC Chair and Vice Chair for the term February 1, 2020 through January 31, 2021.
Options	The TRANSPAC Board could defer this action to February.
Attachment(s)	A. Summary of TRANSPAC Membership and CCTA Appointments

TRANSPAC ELECTED MEMBERS									
Jurisdiction	Clayton	Concord	Contra Costa County	Martinez	Pleasant Hill	Walnut Creek	CCTA Even Yr Appt	CCTA Odd Yr Appt	CCTA Alt. At-Large
2019	Julie Pierce	Carlyn Obringer (V Chair)	Karen Mitchoff	Mark Ross	Sue Noack (Chair)	Loella Haskew		Loella Haskew 2019-21	Sue Noack 2019-21
	Appt. 12-18-18	Appt. 12-12-18	Appt. 01-15-19	Appt. 12-18	Appt. 01-28-19	Appt. 12-18-18		Appt: 12/13/18	Appt: 12/13/18
2018	Julie Pierce (Chair)	Carlyn Obringer	Karen Mitchoff	Mark Ross	Sue Noack (V Chair)	Loella Haskew	Julie Pierce 2018-20		Carlyn Obringer 2018-20
	Appt: 01/16/18	Appt: 12/12/17	Appt: 01/09/18		Appt: 01/08/18	Appt: 12/19/17	Appt: 2/8/18		Appt: 2/8/18
2017	Julie Pierce (V Chair)	Ron Leone	Karen Mitchoff (Chair)	Mark Ross	Sue Noack	Loella Haskew		Loella Haskew 2017-19	Sue Noack 2017-19
	Appt: 12/20/16	Appt: 12/13/16	Appt: 01/10/17	Appt: 02/15/17	Appt: 01/09/17	Appt: 12/20/16		Appt: 12/8/16	Appt: 2/9/17
2016	Julie Pierce	Ron Leone (Chair)	Karen Mitchoff (V Chair)	Mark Ross	David Durant	Loella Haskew	Julie Pierce 2016-18		Carlyn Obringer 2016-18
	Appt: 12/15/15	Appt: 12/15/15	Appt: 01/05/16	Not Available	Not Available	Appt: 12/15/15	Appt: 11/12/15		7/13/2017
2015	Julie Pierce	Ron Leone (Vice Chair)	Karen Mitchoff	Mark Ross	David Durant	Loella Haskew (Chair)		David Durant 2015-17	Loella Haskew 2015-17
	Appt: 12/16/14	Appt: 12/16/14	Appt: 01/06/15	Not Available	Appt: 01/12/15	Appt: 01/20/15		Appt: 12/11/14	12/11/2014
2014	Julie Pierce	Ron Leone	Karen Mitchoff	Mark Ross (Chair)	David Durant	Loella Haskew (V Chair)	Julie Pierce 2014-16		Ron Leone 2014-16
	Appt: 12/03/13	Appt: 12/10/13	Appt: 01/21/14	Not Available	Appt: 01/06/14	Appt: 12/17/13	Appt: 12/12/13		12/12/2013
2013	Julie Pierce	Ron Leone	Karen Mitchoff	Mark Ross (V Chair)	David Durant (Chair)	Loella Haskew		David Durant 2013-15	Loella Haskew 2013-15
	Appt: 12/20/12	Appt: 12/11/12	Appt: 01/08/13	Appt: 01-16-13	Appt: 01/28/13	Appt: 12/18/12			
2012	Julie Pierce (Chair)	Bill Shinn	Karen Mitchoff	Mark Ross	David Durant (V Chair)	Kristina Lawson	Julie Pierce 2012-14		
	Appt: 12/20/11	Appt: 12/13/11	Appt: 01/10/12	Not Available	Appt: 07/16/12	Appt: 12/20/11			
2011	Julie Pierce (V Chair)	Bill Shinn (Chair)	Karen Mitchoff	Mark Ross	David Durant	Kristina Lawson		David Durant 2011-13	
	Appt: 02/01/11	Appt: 02/22/11	Appt: 01/11/11	Not Available	Appt: 02/07/11	Appt: 12/21/10			
2010	Julie Pierce (V Chair)	Guy Bjerke	Susan Bonilla	Mark Ross	David Durant	Cindy Silva (Chair)	JuliePierce 2010-12		
	Not Available	Appt: 12/14/09	Appt: 01/12/10	Appt: 04-21-10	Appt: 01/25/10	Appt: 01/19/10			
2009	Julie Pierce	Bill Shinn	Susan Bonilla	Mark Ross (Chair)	David Durant	Cindy Silva (V Chair)		David Durant 2009-11	
	Appt: 12/16/08	Appt: 01/12/09	Appt: 04/21/09	Not Available	Appt: 01/26/09	Appt: 12/16/08			
2008	Julie Pierce	Bill Shinn	Susan Bonilla	Mark Ross (V Chair)	David Durant (Chair)	Cindy Silva	Julie Pierce 2008-10		
	Appt: 12/18/07	Appt: 12/11/07	Appt: 01/04/08	Not Available	Appt: 12/11/07	Amended Appt: 09/16/08			
2007	Julie Pierce (Chair)	Bill Shinn (V Chair)	Susan Bonilla	Mark Ross	David Durant	Charlie Abrams		Charlie Abrams 2007-09	
	Appt: 12/19/06	Appt: 12/12/06	Appt: 01/03/07	Not Available	Appt: 12/13/06	Appt: 01/16/07			

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: December 12, 2019

Subject:	APPOINTMENT OF TRANSPAC REPRESENTATIVE TO THE CCTA
Summary of Issues	TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Board by two members and two alternate members (all elected officials). Commissioner Julie Pierce is the TRANSPAC representative to the CCTA and Commissioner Carlyn Obringer the alternate for the two-year term through January 31, 2020.
Recommendations	Appoint the TRANSPAC CCTA Representatives for the term February 1, 2020 through January 31, 2022.
Options	The TRANSPAC Board could defer this action to the next TRANSPAC meeting in February. This would cause TRANSPAC to not have an appointee approved to serve at the February and March CCTA meetings.
Attachment(s)	A. CCTA Letter Requesting Appointment of Central County Representative Appointments (dated 11/18/19)

Background

TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Board by two members and two alternate members (all elected officials). The two alternate member positions are allowed to serve for either or both of the TRANSPAC's CCTA representatives, as necessary. Commissioner Julie Pierce is the TRANSPAC representative to the CCTA and Commissioner Carlyn Obringer the alternate for the two-year term through January 31, 2020. TRANSPAC is requested to appoint a primary and alternate member to the CCTA Board to represent TRANSPAC for the two-year period from February 1, 2020 through January 31, 2023. The CCTA anticipates seating new members formally at the Authority Board Meeting on February 19, 2020. Commissioner Loella Haskew is the TRANSPAC representative to the CCTA and Commissioner Sue Noack the alternate for the two-year term through January 31, 2021. Commissioner Karen Mitchoff also currently serves as a CCTA Commissioner, representing one of the two appointments through the County Board of Supervisors.



CONTRA COSTA
transportation
authority

COMMISSIONERS

Robert Taylor, Chair

Julie Pierce,
Vice Chair

Janet Abelson

Newell Arnerich

Tom Butt

Teresa Gerringer

Federal Glover

Loella Haskew

David Hudson

Karen Mitchoff

Kevin Romick

Randell H. Iwasaki,
Executive Director

November 18, 2019

Sue Noack, Chair
TRANSPAC c/o City of Pleasant Hill
100 Gregory Lane
Pleasant Hill, CA 94523

Subject: Expiration of Authority Member Term and Appointment of a Central County
Representative for the February 1, 2020 through January 31, 2022 Period

Dear Chair Noack,

Vice Chair Julie Pierce's term as the TRANSPAC representative on the Contra Costa Transportation Authority (Authority) Board will be expiring on January 31, 2020. The Authority kindly requests that TRANSPAC make an appointment to the Authority for the two-year period from February 1, 2020 through January 31, 2022. An alternate(s) should also be appointed for the same term. Currently, the first alternate is Commissioner Carlyn Obringer whose term ends January 31, 2020 and the second alternate is you, Commissioner Sue Noack whose term ends January 31, 2021.

Please notify the Authority in writing of your appointments and provide us contact information for any new appointees. If any changes occur, we ask that you please advise the Authority in writing. We anticipate seating new members formally at the Authority Board Meeting on February 19, 2020 and at the Authority's Planning Committee and Administration & Projects Committee meetings depending upon appointment in March (March 4th and March 5th, respectively).

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

Sincerely,

Tarien Grover, MMC, EMPA
Clerk of the Board

Cc: Julie Pierce, CCTA Vice Chair
Carlyn Obringer, CCTA Commissioner Alternate
Matt Todd, TRANSPAC Managing Director

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

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: December 12, 2019

Subject:	TRANSPAC MANAGING DIRECTOR AND CLERK OF THE BOARD CONTRACT AMENDMENT
Summary of Issues	The TRANSPAC Bylaws specify the Board shall appoint a Managing Director to administer the day-to-day activities of TRANSPAC and report to the Board. Gray Bowen Scott (GBS) was selected to perform the Managing Director duties in late 2016. In 2019, TRANSPAC conducted a strategic planning discussion through the summer to review the work of TRANSPAC and how to proceed into the future. In consideration of the strategic planning session discussion the TRANSPAC Board approved a work plan and budget and to continue to contract with GBS for Managing Director as well as including Clerk of the Board services in November 2019. The proposed GBS Contract Amendment #6 considers the tasks included in the approved work plan. The contract amendment adds \$146,597 to the contract, providing for the \$230,000 fiscal year budget, and a total amended contract value of \$628,856 for the 4 year period.
Recommendations	Approve contract Amendment #6 with GBS to provide Managing Director and Clerk of the Board services for a term through the current fiscal year (FY 2019/2020) for a time and materials contract that will add \$146,597 in value to the contract.
Options	The Board could request modifications to the scope, schedule, or budget for the agreement.
Attachment(s)	A. TRANSPAC Managing Director/Clerk Services Agreement Amendment 6

BACKGROUND

The TRANSPAC Bylaws specify the Board shall appoint a Managing Director to administer the day-to-day activities of TRANSPAC and report to the Board. Gray Bowen Scott (GBS) was selected to perform the Managing Director duties in late 2016 through a procurement process and entered into a contract with options for TRANSPAC to extend the contract on an annual basis.

The TRANSPAC budget and contracts are normally approved by the month of June (with July 1 the start of the TRANSPAC fiscal year). In 2019, TRANSPAC conducted a strategic planning discussion through the summer to review the work of TRANSPAC and how to proceed into the future. In consideration of the strategic planning session discussion the TRANSPAC Board approved a work plan and budget and to continue to contract with GBS for Managing Director as well as Clerk of the Board services in November 2019. The GBS Contract Amendment #6 is consistent with the November 2019 TRANSPAC Board discussion and actions.

For a combined Managing Director / Clerk of the Board contract, GBS will continue to have Matt Todd serve in the Managing Director Role, as well as Tiffany Gephart to serve in the role of Clerk of the Board. Ms. Gephart brings her experience with regional transportation agencies (i.e. congestion management agencies) and public boards / meetings. The proposal assumes benefits of having the Managing Director and Clerk both working from the same location, and that the Clerk of the Board position will assist in preparing agenda items and coordinating and assisting with program administration (i.e. line 20a program tasks), as well as the traditional Clerk of the Board tasks such as coordination with Board members, meeting minutes, form 700 process, and packet preparation. The contract amendment considers the tasks included in the adopted work plan for FY 2019/2020.

The scope of work of the time and materials contract is included in the attached material and consistent with the discussion at the November 2019 TRANSPAC meeting. The initial contract term was from November 2016 to June 2018 (20 months). Amendment #2 and #3 carried the contract through June 30, 2019. The 2019/2020 contract budget is for a total value of \$230,000 for the fiscal year. Based on the previously approved Amendment #4 and Amendment #5 that added \$70,000, as well as the roll over of \$13,403 from the prior year, Amendment #6 adds an additional \$146,597 to the time and materials contract and provides the funding for the FY 2019/2020 services. Total amended contract value, for the four year period, will be \$628,856. The amendment also revises the term to June 30, 2020, amends in the Clerk of the Board tasks into the scope and updates the billing rates to the current year.

TRANSPAC
PROFESSIONAL SERVICES AGREEMENT
AMENDMENT #6

This Sixth Amendment to Agreement for Consulting Services is entered into on December ____, 2019 between the Central Contra Costa Transportation/Land Use Partnership ("TRANSPAC") and Gray-Bowen and Company, Inc., DBA Gray-Bowen-Scott, (Consultant).

RECITALS

- A. TRANSPAC and Consultant entered into a Professional Services Agreement for Agency Management and Administration on December 8, 2016; and
- B. The Professional Services Agreement contained an initial not to exceed sum of \$125,000, the amount estimated to cover the cost of services for about a 12 month period.
- C. The TRANSPAC Board, on October 12, 2017, approved an additional \$113,259 to the contract to bring the total not to exceed value to \$238,259, the value projected to be required for the remaining Agency Management and Administration services to be provided through June 30, 2018; and
- D. The TRANSPAC Board, on July 12, 2018, approved an additional \$135,000 for the Agency Management and Administration and the extension of the contract to bring the total not to exceed value to \$373,259 for 2018/2019 services, the value projected to be required for the services to be provided through June 30, 2019; and
- E. The TRANSPAC Board, on November 8, 2018, approved a scope of work and cost of the additional work of \$39,000 for the Monument Blvd / I-680 Bicycle and Pedestrian Improvements Feasibility Study Project Management Scope of Work; and
- F. The TRANSPAC Board, on July 3, 2019, approved an additional \$30,000 for the Agency Management and Administration and the extension of the contract to bring the total not to exceed value to \$442,259 for 2019/2020 services through September 30, 2019; and
- G. The TRANSPAC Board, on September 12, 2019, approved an additional \$40,000 for the Agency Management and Administration and the extension of the contract to bring the total not to exceed value to \$482,259 for 2019/2020 services through November 30, 2019; and
- H. The TRANSPAC Board, on December 12, 2019, approved an additional \$146,597 for the Agency Management and Administration (including Managing Director and Clerk of the Board services) and the extension of the contract to bring the total not to exceed value to \$628,856 for services through June 30, 2020; and
- I. The parties wish to amend the Agreement.

NOW, THEREFORE, TRANSPAC and Consultant agree as follows:

MUTUALLY AGREED:

- 1) Section 1 (Services) of the Agreement is amended to include the Scope of Services attached to this Agreement Amendment as Exhibit "A".
- 2) Subsection a of Section 2 (Compensation) of the Agreement is amended to include the Schedule of Charges/Payments attached to this Agreement Amendment as Exhibit "B".

3) Subsection b of Section 2 (Compensation) of the Agreement is amended to read:

In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$628,856. This amount is to cover all printing and related costs, and TRANSPAC will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

TRANSPAC Managing Director Contract - Summary of Amendments

	Contract Approved	Amendment Value	Contract Value
Initial Contract	December 8, 2016	NA	\$125,000
Amendment #1	November 9, 2017	\$113,259	\$238,259
Amendment #2	July 12, 2018	\$135,000	\$373,259
Amendment #3	February 14, 2019	\$39,000	\$412,259
Amendment #4	July 3, 2019	\$30,000	\$442,259
Amendment #5	September 12, 2019	\$40,000	\$482,259
Amendment #6	December 12, 2019	\$146,597	\$628,856

Contract Value by TRANSPAC Fiscal Year Budget / Task

	MD/Clerk	Monument	TOTAL
FY 16/17 – Managing Director Tasks	\$103,259		\$103,259
FY 17/18 – Managing Director Tasks	\$135,000		\$135,000
FY 18/19 – Managing Director Tasks	\$135,000		\$135,000
Monument Blvd / I-680 Bicycle and Pedestrian Improvements Feasibility Study Project Management		\$39,000	\$39,000
FY 19/20 – Managing Director and Clerk of the Board Tasks (through 6/30/20)	\$216,597		\$216,597
TOTAL	\$589,856	\$39,000	\$628,856

-FY 16/17 to FY 18/19 includes the Managing Director (MD) tasks, FY 19/20 includes Managing Director and Clerk of the Board tasks

-Monument - Monument Blvd / I-680 Bicycle and Pedestrian Improvements Feasibility Study Project Management

4) Section 5 (Time of Performance: Term) of the Agreement is amended to read:

The term of this Agreement shall end June 30, 2020 unless terminated earlier as provided in the termination provisions herein, or this Agreement may be extended for additional periods (each a "Renewal Term").

5) That all other items and conditions of the Agreement shall remain in effect.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
AMENDMENT #6
BETWEEN TRANSPAC
AND WILLIAM R. GRAY AND COMPANY, DBA GRAY-BOWEN-SCOTT**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

TRANSPAC

William R. Gray and Company

By: _____
Sue Noack
Chairperson

By: _____
Leo Scott
President

EXHIBIT A
Scope of Services
TRANSPAC
Agency Management and Administration

Gray-Bowen-Scott (GBS) will provide Agency Management and Administration services for Transportation Partnership and Coordination (TRANSPAC), essentially providing the Executive Director staff and Clerk of the Board for the organization. The amended scope of services for Managing Director and Clerk of the Board are further detailed below.

Managing Director

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

Secretary/Clerk of the Board

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

EXHIBIT B

Schedule of Charges/Payments

CONSULTANT shall prepare invoices on a monthly basis for each complete calendar month. Invoices shall be submitted within fifteen (15) calendar days after month's end. Consultant will include with each invoice a detailed progress report that indicates the amount of budget spent on each task. Consultant will inform TRANSPAC regarding any out-of-scope work being performed by Consultant. This is a time-and-materials contract. Costs shall be billed at the following rates:

FEE SCHEDULE

	<u>Maximum Hourly Rate</u>
Senior Project/Program Manager	\$360
Project/Program Manager	\$300
Senior Project Engineer/Program Manager	\$211
Assistant Project/Program Manager	\$230
Project Specialist	\$280
Project Analyst	\$210
Project Administrator	\$140
Project Coordinator	\$120

Rates subject to change following the Initial Term of this Agreement. Any rate changes shall be agreed upon by Parties and memorialized in a written amendment to the Agreement. Expenses (mileage, parking, tolls, printing, out of area travel, conference calls, postage, express mail, delivery, authorized entertainment, etc.) will be billed at cost. Mileage will be billed at the standard IRS rate. Consultant shall not assign this Agreement or subcontract any part of the Services without the prior written consent of TRANSPAC.

THIS PAGE INTENTIONALLY BLANK

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: December 12, 2019

Subject:	MEASURE J LINE 20A FUNDS PROGRAM – FY 2020/2021 AND FY 2021/2022 PROGRAMMING CYCLE
Summary of Issues	<p>The CCTA Measure J line 20a program provides funds for Transportation Services for Seniors & People with Disabilities in the TRANSPAC area. TRANSPAC is responsible for recommendations on how the Line Item 20a funds are to be used. TRANSPAC TAC is requested to review the draft call for projects and application material for the Measure J Line 20a Program for the upcoming two-year period (2020/2021 and 2021/2022). Measure J Line 20a funds are expected to generate about \$918,000 over the two-year programming period. Additional information resulting from the TRANSPAC TAC discussion (on December 10, 2019) will be available at the meeting.</p>
Recommendations	<p>Approve the call for projects and application material for the Measure J Line 20a Program for FY 2020/2021 and 2021/2022.</p>
Financial Implications	<p>TRANSPAC is responsible for recommendations on how the Line Item 20a funds are to be used in Central County. The program resulting from the above process will commit some combination of existing and future Measure J revenue dedicated to projects that support transportation for seniors and people with disabilities for the two year period in Central Contra Costa County.</p>
Options	<p>The TRANSPAC Board could direct staff to consider other methods to solicit project/program candidates or a different time period.</p>
Attachment(s)	<ul style="list-style-type: none">A. Measure J TEP Program DescriptionB. Measure J Line 20A Fund EstimateC. Measure 20A Program Guidelines and ApplicationD. Measure J Line 20A Program – FY 2018/2019 and FY 2019/2020 Programming

Background

The Measure J Expenditure Plan includes a program, line 15: Transportation for Seniors & People with Disabilities. The name generally self-describes the activities that the program funds. There is an additional program in Measure J, line 20a: Additional Transportation Services for Seniors & People with Disabilities, which provides the TRANSPAC area an additional 0.5% for these types of services (approximately \$459,000 per year). TRANSPAC is responsible for recommendations on how the Line Item 20a funds are to be used.

TRANSPAC last issued a call for projects and approved a program of projects in FY 2017/2018 for the FY 2018/2019 and FY 2019/2020 period of program/project operations.

Measure J Line 20a funds are expected to generate about \$918,000 over the two-year programming period. The attached material includes program guidelines and application material. The attached material also includes a fund estimate, with a proposal to consider funds over the two year period of the programs for reserves for cash flow, operations and capital needs. A similar proposal was included in the prior funding cycle. The TRANSPAC TAC is also scheduled to review and discuss additional policy, information or requirements that maybe desired for specific application requests such as TNC type services at their meeting on December 10, 2019. The Measure J Line 20A funds are ultimately distributed by the Contra Costa Transportation Authority (CCTA) and all project sponsors will be required to meet the requirements of the CCTA Fund Reimbursement Agreement.

Schedule

The schedule is proposed to approve the programming in May 2020, and allow for services to be funded starting July 1, 2020.

November 2019	TAC review Draft Call for Project (CFP) Material
December 2019	Board Approve CFP Material
	Release CFP Material to Potential Applicants
January 2020	Applications Due
February – March 2020	Application Review
April 2020	Board Review Draft Program
May 2020	Board Approve Final Program

15 *Transportation for Seniors & People With Disabilities*..... 5% (\$100 million)

Transportation for Seniors & People With Disabilities or “Paratransit” services can be broadly divided into two categories: (1) services required to be provided by transit operators under the Americans with Disabilities Act (ADA) to people with disabilities; and (2) services not required by law but desired by community interests, either for those with disabilities beyond the requirements of the ADA (for example, extra hours of service or greater geographic coverage), or for non-ADA seniors.

All current recipients of Measure C funds will continue to receive their FY 2008–09 share of the “base” Measure C allocation to continue existing programs if desired, subject to Authority confirmation that services are consistent with the relevant policies and procedures adopted by the Authority. Revenue growth above the base allocations will be utilized to expand paratransit services and providers eligible to receive these funds.

Paratransit funding will be increased from the current 2.97% to 3.5% of annual sales tax revenues for the first year of the new program, FY 2009–10. Thereafter, the percentage of annual sales tax revenues will increase by 0.10 % each year, to 5.9% in 2034 (based on a 25-year program). In 2003 dollars, this averages to 4.7% over the life of the program, which has been rounded to 5% to provide some flexibility and an opportunity to maintain a small reserve to offset the potential impact of economic cycles. The distribution of funding will be as follows:

- West County paratransit program allocations will start at 1.225% of annual sales tax revenues in FY 2009–10, and grow by 0.035% of annual revenues each year thereafter to 2.065% of annual revenues in FY 2033–34. (An additional increment of 0.65% of annual revenues is available for West County under its subregional program category.) In addition to the current providers, paratransit service provided by AC Transit and BART (East Bay Paratransit Consortium) in West County is an eligible recipient of program funds.
- Central County paratransit program allocations will start at 0.875% of annual sales tax revenues in FY 2009–10 and grow by 0.025% of annual revenues each year thereafter to 1.475% of annual revenues in FY 2033–34. (An additional increment of 0.5% of annual revenues is available for Central County under its subregional program category.)
- Southwest County paratransit program allocations will start at 0.595% of annual sales tax revenues in FY 2009–10 and grow by 0.017% of annual revenues each year thereafter to 1.003% of annual revenues in FY 2033–34.

MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

- East County paratransit program allocations will start at 0.805% of annual sales tax revenues, and increase by 0.023% of annual revenues thereafter to 1.357% of annual revenues in FY 2033–34.

Transportation for Seniors & People with Disabilities funds shall be available for (a) managing the program, (b) retention of a mobility manager, (c) coordination with non-profit services, (d) establishment and/or maintenance of a comprehensive paratransit technology implementation plan, and (e) facilitation of countywide travel and integration with fixed route and BART specifically, as deemed feasible.

Additional funding to address non-ADA services, or increased demand beyond that anticipated, can be drawn from the “Subregional Transportation Needs Funds” category, based on the recommendations of individual subregions and a demonstration of the financial viability and stability of the programs proposed by prospective operator(s).

16 Express Bus..... 4.3% (\$86 million)

Provide express bus service and Bus Rapid Transit (BRT) service to transport commuters to and from residential areas, park & ride lots, BART stations/transit centers and key employment centers. Funds may be used for bus purchases, service operations and/or construction/management/operation of park & ride lots and other bus transit facilities. Reserves shall be accumulated for periodic replacement of vehicles consistent with standard replacement policies.

17 Commute Alternatives..... 1% (\$20 million)

This program will provide and promote alternatives to commuting in single occupant vehicles, including carpools, vanpools and transit.

Eligible types of projects may include but are not limited to: parking facilities, carpooling, vanpooling, transit, bicycle and pedestrian facilities (including sidewalks, lockers, racks, etc.), Guaranteed Ride Home, congestion mitigation programs, SchoolPool, and clean fuel vehicle projects. Program and project recommendations shall be made by each subregion for consideration and funding by the Authority.

18 Congestion Management, Transportation Planning, Facilities and Services..... 3% (\$60 million)

Implementation of the Authority’s GMP and countywide transportation planning program; the estimated incremental costs of performing the Congestion Management Agency (CMA) function currently billed to local jurisdictions; costs for programming federal and state funds; project monitoring; and the facilities and services needed to support the Authority and CMA functions.

Subregional Projects and Programs

The objective of the Subregional Projects and Programs category is to recognize the diversity of the county by allowing each subregion to propose projects and programs critical to addressing its local transportation needs. There are four subregions within Contra Costa: Central, West, Southwest and East County, each represented by a Regional Transportation Planning Committee (RTPC). Central County (the TRANSPAC subregion) includes Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and the unincorporated portions of Central County. West County (the WCCTAC subregion) includes El Cerrito, Hercules, Pinole, Richmond, San Pablo and the unincorporated portions of West County. Southwest County (the SWAT subregion) includes Danville, Lafayette, Moraga, Orinda, San Ramon and the unincorporated portions of Southwest County. East County (the TRANSPLAN subregion) includes Antioch, Brentwood, Oakley, Pittsburg and the unincorporated portions of East County.

Each subregion has identified specific projects and programs which include: school bus programs, safe routes to school activities, pedestrian and bicycle facilities, incremental transit services over the base program, incremental transportation services for seniors and people with disabilities over the base program, incremental local street and roads maintenance using the population and road-miles formula, major streets traffic flow, safety, and capacity improvements, and ferry services.

With respect to the Additional Bus Service Enhancements and Additional Transportation Services for Seniors and People with Disabilities Programs, the Authority will allocate funds on an annual basis. The relevant RTPC, in cooperation with the Authority, will establish subregional guidelines so that the additional revenues will fund additional service in Contra Costa. The guidelines may require reporting requirements and provisions such as maintenance of effort, operational efficiencies including greater coordination promoting and developing a seamless service, a specified minimum allowable farebox return on sales tax extension funded services, and reserves for capital replacement, etc. The relevant RTPC will determine if the operators meet the guidelines for allocation of the funds.

For an allocation to be made by the Authority for a subregional project and program, it must be included in the Authority's Strategic Plan.

CENTRAL COUNTY (TRANSPAC)

19a Additional Bus Service Enhancements..... 1.2% (\$24 million)

Funds will be used to enhance bus service in Central County, with services to be jointly identified by TRANSPAC and County Connection.

In years when revenues have declined from the previous year, funds may be used for enhanced, existing, additional and/or modified bus service; in years when funding allows for growth in service levels, these funds would be used

MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

for bus service enhancements; and if County Connection's funding levels are restored to 2008 levels, these funds shall be used to enhance bus service. TRANSPAC will determine if the use of funds by County Connection or other operators meets these guidelines for the allocation of these funds.

20a Additional Transportation Services for Seniors and People & Disabilities..... 0.5% (\$10 million)

Funds will be used to supplement the services provided by the countywide transportation program for seniors & people with disabilities and may include provision of transit services to programs and activities. Funds shall be allocated annually as a percentage of total sales tax revenues, and are in addition to funds provided under the base program as described above.

In years when revenues have declined from the previous year, funds may be used for supplemental, existing, additional or modified service for seniors and people with disabilities; in years where funding allows for growth in service levels, these funds would be used for service enhancements for seniors and people with disabilities; and if funding levels are restored to 2008 levels, these funds shall be used to enhance services for seniors and people with disabilities. TRANSPAC will determine if the use of funds proposed by operators meets these guidelines for the allocation of these funds.

21a Safe Transportation for Children..... 0.5% (\$10 million)

TRANSPAC will identify specific projects which may include the SchoolPool and Transit Incentive Programs, pedestrian and bicycle facilities, sidewalk construction and signage, and other projects and activities to provide transportation to schools.

23a Additional Local Streets Maintenance and Improvements..... 1% (\$20 million)

These funds will be used to supplement the annual allocation of the 18% "Local Streets Maintenance & Improvements" program funds for jurisdictions in Central County. Allocations will be made to jurisdictions in TRANSPAC on an annual basis in June of each fiscal year for that ending fiscal year, without regard to compliance with the GMP. Each Jurisdiction shall receive an allocation using a formula of 50% based on population and 50% based on road miles.

24a Major Streets: Traffic Flow, Safety and Capacity Improvements..... 2.4% (\$48 million)

Improvements to major thoroughfares including but not limited to installation of bike facilities, traffic signals, widening, traffic calming and pedestrian safety improvements, shoulders, sidewalks, curbs and gutters, bus transit facility enhancements such as bus turnouts and passenger amenities, etc.

Measure J Line 20A Program

<i>Summary</i>		<i>Program Funding</i>	<i>Allocation</i>	<i>AVAILABLE</i>	<i>Cumulative</i>
FY 2008-09 available	actual	\$ 70,430		\$ 70,430	\$ 70,430
FY 2009-10 available	actual	\$ 307,636		\$ 307,636	\$ 378,066
FY 2010-11 available	actual	\$ 325,301		\$ 325,301	\$ 703,367
Allocation Reso 11-02-G			\$ (65,144)	\$ (65,144)	\$ 638,223
FY 2011-12 available	actual	\$ 343,641		\$ 343,641	\$ 981,864
FY 2012-13 available	actual	\$ 373,989		\$ 373,989	\$ 1,355,853
Allocation Reso 12-57-G			\$ (356,943)	\$ (356,943)	\$ 998,910
FY 2013-14 available	actual	\$ 379,493		\$ 379,493	\$ 1,378,403
Allocation Reso 13-34-G			\$ (160,138)	\$ (160,138)	\$ 1,218,265
Allocation Reso 13-39-G			\$ (249,943)	\$ (249,943)	\$ 968,322
FY 2014-15 available	actual	\$ 397,273		\$ 397,273	\$ 1,365,595
Allocation Reso 14-37-G			\$ (249,943)	\$ (249,943)	\$ 1,115,652
FY 2015-16 Revenue	actual	\$ 417,339		\$ 417,339	\$ 1,532,991
Allocation Reso 15-34-G			\$ (49,000)	\$ (49,000)	\$ 1,483,991
Allocation Reso 15-44-G			\$ (292,943)	\$ (292,943)	\$ 1,191,048
FY 2016-17 Revenue	actual	\$ 425,530		\$ 425,530	\$ 1,616,578
Allocation Reso 16-48-G			\$ (725,106)	\$ (725,106)	\$ 891,472
2017-18 Revenue	actual	\$ 454,313		\$ 454,313	\$ 1,345,785
Allocation Reso 17-37-G			\$ (250,000)	\$ (250,000)	\$ 1,095,785
2018-19 Revenue	actual	\$ 483,042		\$ 483,042	\$ 1,578,827
Allocation Resolution 18-33-G REV			\$ (1,128,370)	\$ (1,128,370)	\$ 450,457
Allocation - City of Walnut Creek - November 2019			\$ (40,000)	\$ (40,000)	\$ 410,457
2019-20 Revenue	est	\$ 459,000		\$ 459,000	\$ 869,457
2020-21 Revenue	proj	\$ 459,000		\$ 459,000	\$ 1,328,457
2021-22 Revenue	proj	\$ 459,000		\$ 459,000	\$ 1,787,457

Measure J Line 20a Program - Fund Estimate

TRANSPAC has \$869,457 of unallocated Measure J line 20a funds projected through June 30, 2020, and another \$918,000 of funds projected to become available in the following two fiscal years, resulting in a total of \$1,787,457.

It is proposed to identify the following levels of funding for the use of the projected Measure J Line 20a funds projected through June 30, 2020.

- \$918,000 of funds available for programs / projects in FY 20/21 and FY 21/22
 - Represents 2 years of new revenue
 - About \$1,168,370 of programming, including \$878,000 approved for the initial two year program and \$290,000 of amendments.
 - Assuming Measure J revenue collections are not reduced, provides for a sustainable level of programming

For the remaining funds, it is proposed:

- \$500,000 for Cash Flow Reserve (represents about 110% of annual revenue)
 - Will provide “cash flow” balance to approve 2 year program cycles
 - May need to adjust in future years based on annual revenue level
 - Upon exhaustion of fund balances below, could still be used in certain circumstances to provide programming for unforeseen off cycle requests
- \$270,000 for Operations Programming Reserve (represents about 30% of new two year programming capacity)
 - Provides funds to maintain program operations funding levels in the event of an economic downturn
 - This level of funds represents the amount of the additional Contra Costa transportation sales tax revenue that would have been devoted to the Line 20a program, but was not collected, due to the economic downturn starting in FY 2007/2008
 - Was used in last two years to provide programming capacity for unforeseen off cycle requests
- \$100,000 Capital Fund
 - Could be used to fund capital requests from this portion of the program funds
 - Allows for a higher level of funding to operational projects in the near future
 - Over the life of the program, capital requests have received less than 5% of overall Line 20a programming
 - Upon exhaustion of the funds, will need to evaluate, including:
 - Strategy to identify additional funds for capital projects, and/or
 - Revise programming strategy for how to address capital requests

Staff suggests re-evaluating these fund levels upon completion of 2020/2021 and 2021/2022 programming cycle. At that point, TRANSPAC will have just evaluated a set of program requests and the Board may want to consider adjustments regarding unprogrammed funds and how to structure and proceed with remaining unprogrammed funds.

Measure J Line 20a Program - Fund Estimate

TRANSPAC has \$1,072,802 of unallocated Measure J line 20a funds projected through June 30, 2018, and another \$880,000 of funds projected to become available in the following two fiscal years, resulting in a total of \$1,952,802.

It is proposed to identify the following levels of funding for the use of the projected Measure J Line 20a funds projected through June 30, 2020.

- \$880,000 of funds available for operations type projects in FY 18/19 and FY 19/20
 - Represents 2 years of new revenue
 - About \$725,000 approved for programs in last two year cycle.
 - Assuming Measure J revenue collections are not reduced, provides for a sustainable level of programming

For the remaining funds, it is proposed:

- \$500,000 for Cash Flow Reserve (represents about 110% of annual revenue)
 - Will provide “cash flow” balance to approve 2 year program cycles
 - May need to adjust in future years based on annual revenue level
 - Upon exhaustion of fund balances below, could still be used in certain circumstances to provide programming for unforeseen off cycle requests
- \$270,000 for Operations Programming Reserve (represents about 30% of new two year programming capacity)
 - Provides funds to maintain program operations funding levels in the event of an economic downturn
 - This level of funds represents the amount of the additional Contra Costa transportation sales tax revenue that would have been devoted to the Line 20a program, but was not collected, due to the economic downturn starting in FY 2007/2008
 - Could be used provide programming capacity for unforeseen off cycle requests
- \$300,000 Capital Fund
 - Propose to fund capital requests from this portion of the program funds
 - Allows for a higher level of funding to operational projects in the near future
 - Over the life of the program, capital requests have received less than 5% of overall Line 20a programming
 - Upon exhaustion of the funds, will need to evaluate, including:
 - Strategy to identify additional funds for capital projects, and/or
 - Revise programming strategy for how to address capital requests

Staff suggests reevaluating these fund levels upon completion of 2018/2019 and 2019/2020 programming cycle. At that point, TRANSPAC will have just evaluated a set of program requests and the Board may want to consider adjustments regarding unprogrammed funds and how to structure and proceed with remaining unprogrammed funds.

2020-2021 and 2021-2022

Call for Projects

TRANSPAC Measure J Line 20a Funds

Additional Transportation Services for Seniors and People with Disabilities

1. **TRANSPAC, the Regional Transportation Planning Committee for Central Contra Costa** is issuing a Call for Projects for Measure J Line 20a funds "*Additional Transportation Services for Seniors & People with Disabilities*" funded through the Measure J Transportation Sales Tax Expenditure Plan approved by Contra Costa voters (in 2004) for the two year period of FY 2020-2021 and 2021-2022.
2. **Funds will generally be used** in support of transportation services and related capital expenditures for seniors and people with disabilities provided by TRANSPAC jurisdictions and public and private non-profit agencies operating in the TRANSPAC area (map attached). Funds must be spent in a manner consistent with the Contra Costa Transportation Authority's Measure J *Program 15 Transportation for Seniors & People With Disabilities*¹. Examples of eligible expenditures include but are not necessarily limited to: vehicle purchase/lease/maintenance, mobility management activities, travel training, facilitation of countywide travel and integration with other public transit.
3. **According to Measure J**, in years when revenues have declined from the previous year, funds may be used for supplemental, existing, additional or modified service for seniors and people with disabilities; in years where funding allows for growth in service levels, these funds would be used for service enhancements for seniors and people with disabilities and if funding levels are restored to 2008 levels, these funds shall be used to enhance services for seniors and people with disabilities. TRANSPAC will determine if the use of funds proposed by operators meets these guidelines for the allocation of these funds.
4. **Eligible Applicants**: TRANSPAC jurisdictions, public non-profit and private non-profit transportation service agencies, duly designated by the State of California and operating in TRANSPAC area in Central Contra Costa may submit application(s) for operating funds for transportation services and/or capital funding projects necessary to continue and/or support existing services for twenty-four (24) months. Transportation services and projects must directly benefit seniors and disabled residents of Central Contra Costa (Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and Unincorporated Central Contra Costa County). Please see attached map.

¹ Full program description is available in the Measure J Sales Tax Expenditure Plan:
<https://ccta.net/wp-content/uploads/2018/10/5297b121d5964.pdf>

5. **Funding Available:** The total funding available for this two-year grant/project period is estimated to be \$918,000 (\$459,000 annually).
6. **Evaluation Criteria:** Applications will be evaluated on the following criteria which should be addressed in the grant application:
 - Proposed service fills an identified gap in transportation/transit network.
 - Proposed service complements the transportation services provided by the County Connection LINK Americans with Disabilities Act paratransit service.
 - Does the proposal include any service coordination efforts with other accessible or fixed route transit operations, use of mobility management services, etc.
 - The costs of operations relative to the cost of the LINK Paratransit service
 - \$UPDATE per revenue hour (FY UPDATE)
 - \$UPDATE per passenger (FY UPDATE)
 - Is the service currently being funded by the 20a program
 - Demonstration of the capacity, commitment and funding strategy to continue service beyond the grant period.
 - Though matching funds are not required, providing matching funding and leveraging other fund sources will be viewed favorably.
 - Equity analysis of the transportation services provided in the TRANSPAC Subregion
 - Specific services may be evaluated based on prior pilot program information (such as TNC service)
7. **Applications:** Applicants are required to complete the attached application form and may attach additional information in support of the application. The TRANSPAC Board will request application review and a program recommendation from TRANSPAC TAC. The TRANSPAC Board will make funding recommendations to CCTA and request allocation action(s).
 - a. Applications should be mailed, hand delivered, or emailed (preferred, pdf format), to:
Matt Todd, Managing Director
1211 Newell Avenue, Suite 200
Walnut Creek, CA 94596
matt@graybowenscott.com
 - b. Applications must be received by 3:00 pm on Friday, January 24, 2020.
 - c. An electronic copy of the application is available by email. Please contact Matt Todd, Managing Director, at matt@graybowenscott.com for the electronic version.
 - d. Faxed applications and late applications will not be accepted.

8. **Contra Costa Transportation Authority Allocation Process:** Successful applicants will be required to execute a Cooperative Funding Agreement with the CCTA and comply with all of its requirements, including, but not limited to, audits, compliance with the Measure J Expenditure Plan as it pertains to the project, insurance (see attachment Sample Contra Costa Transportation Authority Grant Insurance Requirements on page XX of the Call for Projects package) , indemnification, and reporting. A sample Cooperative Agreement is attached to this application. Pursuant to CCTA policies and procedures established in the Cooperative Funding Agreement referenced above, project sponsors will be reimbursed for eligible, documented expenses pursuant to the approved program/project budget and scope, schedule and/or project description.
9. **Reports to TRANSPAC and the Contra Costa Transportation Authority:** First and second year grantees will be required to report on a quarterly basis to TRANSPAC and/or the Contra Costa Transportation Authority on the transportation services and related capital projects funded through this Call for Projects. For grantees with two years of 20a grant funding history, the reporting requirement is annual contingent upon no identified issues in prior reports.

TRANSPAC

Transportation Partnership and Cooperation

Applications must be received by

3:00 pm on Friday, **January 24**, 2020.

Applications may be emailed to

Matt Todd, Managing Director at:

matt@graybowenscott.com

APPLICATION

Call for Projects

TRANSPAC Measure J Line 20a Funds
Additional Transportation Services for
Seniors and People with Disabilities

-Additional information may be included as attachments

-Please provide clear and concise responses that address the application question

-Fiscal Year (FY) is defined as July 1 to June 30

APPLICATION INFORMATION

Contact Information

Name of Agency

Primary Contact Name

Street Address

City, State, Zip

Phone

Email Address

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

Signature of Responsible Party ² _____ Date _____

² First and second year nongovernmental grantees must have their Board of Directors authorize or approve the grant application by **February 14th**. Authority for subsequent grant applications and reporting may be delegated to the agency executive officer.

Please provide clear and concise responses that address the application question

1. Overall Program

(Provide an overview of your agency, mission, and overall services provided)

2. Transportation Program/Project/Service Name

(specific component of the funding request)

a. Service area boundaries

b. Days and hours of operation

(include frequency if applicable)

3. Is this a request for continuing or expanding existing service funded by Line 20a funding?

If the answer is “yes”, please provide:

- The date of first expenses reimbursed by Measure J, and
- The date of the last progress report submitted and the period reported on (and attach the progress report)

4. Please review the minimum insurance requirements required to enter into a grant agreement with the Contra Costa Transportation Authority (page 15 of the call for projects package). Is the agency able to meet the minimum insurance requirements of the granting agency?

OPERATIONAL INFORMATION

(information regarding service requesting funding for)

5. Type of service

6. Purpose and need of service

7. Description of service to be provided
8. Describe:
 - a. The benefit of the proposed services to the public and / or the public transportation system;
 - b. How the proposed service fills an identified gap in transportation/transit network; and / or
 - c. How the service complements the County Connection LINK Americans with Disabilities Act paratransit service.
9. Describe any efforts to coordinate services or other resources with other transportation providers or mobility management organizations.
10. Provide information regarding fleet description, driver training, and other support provisions for the service (i.e. maintenance, dispatch)
11. Description of trip origins (by community) and types of destinations (within the TRANSPAC RTPC, that cross RTPC boundaries, or cross transit service areas)
12. Describe the agency approach and strategy to continue the operation of the service beyond the Line 20a funding grant period.

Please provide the information requested in Table 1 below

TABLE 1 (Page 1 of 2)

	Last 12 Month Period (Assume Calendar Year 2019; or specify other time period below) _____		Projected for FY 2020/2021 (7/1 to 6/30)	
	Monthly Avg	Annual	Monthly Avg	Annual
Number of individuals served by the transportation program				
Total number of individuals				
Number of individuals in Central Contra Costa				
Trips provided (one way trips)				
Number of total trips provided				
Number of trips provided in Central County				
Number of shared trips				
Number of trips that could have been ADA trips				
Vehicle Hours of service provided				
Number of total hours provided				
Number of hours provided in Central County				
Provide a description of how a vehicle hour is defined (i.e. leave garage / return to garage, first pick up / last drop off, if includes wait times)				

TABLE 1 (Page 2 of 2)

	Last 12 Month Period (Assume Calendar Year 2019; or specify other time period below)		Projected for FY 2020/2021 (7/1 to 6/30)	
	Monthly Avg	Annual	Monthly Avg	Annual
Cost				
Per hour of service				
Per passenger trip				
Assumptions -Provide detail of assumptions used for projected information -If projected service has a substantial variance from past operations, please provide an explanation for the variance -Provide additional information if FY 2021/22 is projected to vary significantly from the information above				

Program Schedule

- Include expected initiation of service and duration of services to be provided
 - Please note this is different information requested from the service days and hours of operation
- Include milestones needed to be achieved to initiate new programs (applications for new services are anticipated to require more detail in this section of the application, with detail about milestones needed to prepare and implement the new service)
- Add lines as needed

TABLE 2

Milestone	Date (month/year)
_____	_____
_____	_____
_____	_____
_____	_____

Funding Sources for the Proposed Program

- Add lines as needed

TABLE 3

Funding Source	(\$)			Percent of Funding
	FY 20/21	FY 21/22	TOTAL	
Line 20a funds				
Fare Revenue (if applicable)				
TOTAL				

Expenditure budget for the Proposed Program

- Detail the total expenses for the project period by budget line item detail and the amount of Line 20a funds that will be used for the budget line item
- The Total of the Budget Line Items should match the Total Funding Sources detailed above
- The Total Line 20a funds should match the grant request amount
- Add lines as needed.

TABLE 4

[illegible]

Total Program Budget (i.e. of the Overall Agency) _____

Percentage of Budget Transportation Program Represents

Provide additional information if the projected expenditure of the line 20a funds over FY 2020/21 and FY 2021/22 are not proposed to be balanced over the two year period.

Capital Projects: Description of related capital project(s) for which funding is sought

(Capital project funding requests will be considered as stand alone requests. Capitol project funding requests require the General and Operational project information to be completed)

13. Purpose /Goal of Capital Project

14. Project Description: type, location, service life

15. Describe the benefits of the proposed capital project to the general public and/or the public transportation system

Schedule of Capital Procurement milestones

- Include milestones needed to be achieved in advance of purchase
- Include milestone when equipment would begin service
- Add lines as needed

Milestone	Date (month/year)
_____	_____
_____	_____
_____	_____

Funding Sources for the Capital Project

- Add lines as needed

TABLE 5

Funding Source	(\$)			Percent of Funding
	FY 20/21	FY 21/22	TOTAL	
Line 20a funds				
TOTAL				

Expenditure budget for Capital Project

- Detail the total expenses for the Capital Project by budget line item detail and the amount of Line 20a funds that will be used for the budget line item
- The Total of the Budget Line Items should match the Total Funding Sources detailed above
- The Total Line 20a funds should match the grant request amount
- Add lines as needed.

TABLE 6

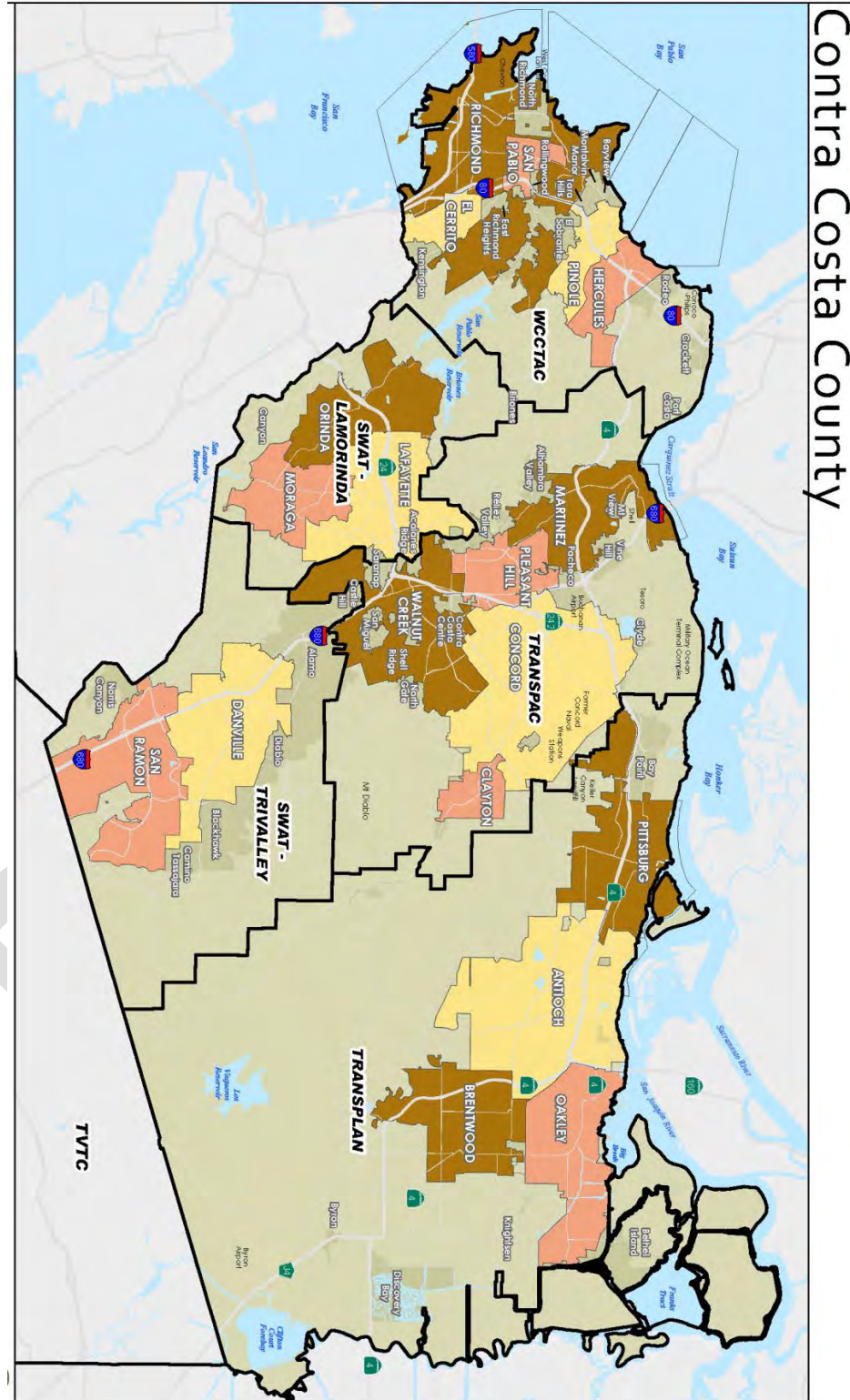
Budget Line Item Description	(\$)			Amount of Line 20a Funds
	FY 20/21	FY 21/22	TOTAL	
TOTAL				

MAP OF SERVICE AREA

Describe AND attach a map of your service area. Services must be provided in Central Contra Costa (Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, Unincorporated Central Contra Costa County)

DRAFT

TRANSPAC Area Map



Contra Costa County

INSERT

**SAMPLE CONTRA COSTA TRANSPORTATION AUTHORITY
GRANT INSURANCE REQUIREMENTS**

DRAFT

TRANSPAC 20A Program Grant Progress Report³

Page 1 of 3

This reporting template is for information only in this grant application. If you receive a grant you will be required to file this progress report per the grant requirements.

Name of Agency:

Primary Contact Name:

Street Address, City, State, Zip:

Phone:

Email:

Project Funded:

Date of Grant:

Amount of Grant:

Progress Report Period:

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

Signature of Responsible Party _____

Date _____

³ To be filed as follows: First and Second Year Grantees must file quarterly. Subsequent year grantees to file annually contingent upon prior reports having no identified issues.

TRANSPAC 20A Program Grant Progress Report
Reporting Data and Backup Documentation

Page 2 of 3

1. Summary of activities/services/impact made possible by grant funds
2. Number of persons served
 - Total transportation program
 - Number of persons in Central Contra Costa
3. Number of trips provided (one way trips) (monthly/annually)
 - Number of total trips provided
 - Number of trips provided in Central County
 - Number of shared trips
4. Vehicle Hours of service provided
 - Number of total hours provided
 - Number of hours provided in Central County
 - Description of how a service hour is defined
5. Expenses
 - Cost of Transportation Program in reporting period
 - Line 20a funds utilized in reporting period
6. Cost per vehicle hour of service
7. Cost per trip
8. Review any variance of persons served, trips provided, and hours of service provided from application assumptions
9. Trip Characteristics:
 - a. Describe the provision of any the services that are above and beyond ADA requirements?
 - b. Are trips eligible for ADA paratransit? Provide documentation
 - c. Common Destinations within the RTPC
 - d. Day/Time trip breakdown: Mon-Friday? AM? PM? Weekends?
 - e. Trip Geography:
 - Identify trip destinations that cross the RTPC boundaries.
 - Identify trip destinations that cross transit service areas?

TRANSPAC 20A Program Grant Progress Report
Reporting Data and Backup Documentation (continued)

Page 3 of 3

10. Program Characteristics:

- a. Current capacity
- b. Waitlist status and/or other program needs, barriers, etc.
- c. Fleet description and status
- d. Driver training description

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

12. Attach documentation of capital purchases (if funded with Line 20a funds).

13. Describe any coordination activities with other transportation providers or mobility management function.

14. Additional information may be requested for pilot programs or specific types of programs (such as TNC services).

Resolution 18-33-G (Rev 1)

October 17, 2018

Page 3 of 4

Exhibit 1

Project Name	Sponsor	Funds Approved*
Caring Hands Volunteer Caregivers Transportation Service	John Muir Health Foundation/Caring Hands Volunteer Caregiver Program	\$ 100,000
Mt. Diablo Mobilizer	Choice in Aging	\$ 90,000
Green Line Route	Golden Rain Foundation/Rossmoor	\$ 198,800
On-Demand Micro Transit Pilot Program	Golden Rain Foundation/Rossmoor	\$ 63,400
Senior Mini Bus (includes TNC Operation Component)	City of Walnut Creek	\$ 157,000
Senior Mini Bus (Vehicle Replacement)	City of Walnut Creek	\$ 38,000
Rides for Seniors Program, Rides 4 Veterans Program	Mobility Matters	\$ 190,000
George Miller Center Transportation Project	Contra Costa ARC	\$ 41,170
County Connection Link Service	County Connection	\$250,000
TOTAL		\$1,128,370

* Amounts are not-to-exceed and will be payable upon invoice from the respective jurisdictions with appropriate back-up documentation.

NOTE - Funding to County Connection was based on and fund exchange that provides for a like amount of funding that supports the Monument Corridor Shuttle AND TRANSPAC Board approved additional \$ 40,000 for Walnut Creek Senior Mini Bus Program in November 2019.

TRANSPAC Board Meeting STAFF REPORT

Meeting Date: December 12, 2019

Subject:	I-680 CONTRA COSTA EXPRESS LANE – OPERATIONS POLICIES
Summary of Issues	The I-680 Express Lane facility opened in October 2017 and is part of the expanding express lane system in the Bay Area. Carpools, eligible toll exempt vehicles, vanpools, transit vehicles and motorcycles can use express lanes toll-free and solo drivers can choose to pay a toll to use the lanes. Tolls increase as traffic increases and decrease as traffic decreases. MTC is proposing two operational policy revisions for the I-680 Contra Costa Express Lanes facility related to minimum toll level and Clean Air Vehicles usage of the facility. MTC staff will provide additional information at the meeting.
Recommendations	None – For Information only

Background

The northbound express lane is from Alcosta Boulevard in San Ramon to Livorna Road just south of Walnut Creek. The southbound express lane is between Rudgear Road in Walnut Creek and Alcosta Boulevard in San Ramon. The I-680 Express Lane facility opened in October 2017. The I-680 Contra Costa Express Lane requires a FasTrak Flex® toll tag to travel toll-free in the lane. Carpools, eligible toll exempt vehicles, vanpools, transit vehicles and motorcycles can use express lanes toll-free. Solo drivers can choose to pay a toll to use the lanes. Tolls increase as traffic increases and decrease as traffic decreases. The I-680 Express Lanes are available Monday through Friday from 5:00 A.M. to 8:00 P.M. At other times, these lanes are open to regular traffic. A JPA (MTC, BATA, CCTA) operates the lanes and makes policy and operational decisions, such as toll rates and use of revenue.

MTC / BATA/ BAIFA is proposing two operational policy revisions for the I-680 Contra Costa Express Lanes facility. They are considering a revision to the policy related to the minimum toll level (to \$.50) as well as a revision to the policy for Clean Air Vehicles (CAV) usage of the facility. The revisions are proposed to bring the policies for the facility in line with other express lanes in the region and promote person throughput. MTC staff will provide additional information at the meeting.

THIS PAGE INTENTIONALLY BLANK

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: December 12, 2019

Subject:	2020 TRANSPAC MEETING CALENDAR
Summary of Issues	The TRANSPAC Board is requested to review and comment on the proposed 2020 meeting schedule. The TRANSPAC Board requested additional information regarding alternative dates for April and May. Additional information will be available at the meeting.
Recommendations	None - For information only
Options	The TRANSPAC Board could request staff to research other dates to consider for TRANSPAC meetings.
Attachment(s)	A. Draft 2020 Meeting Schedule

TRANSPAC Transportation Partnership and Cooperation

2020 MEETING SCHEDULE

(updated December 5, 2019)

Unless otherwise notified, all meetings are held at 9:00 A.M. at Pleasant Hill City Hall, Community Room, 100 Gregory Lane, Pleasant Hill, California

TRANSPAC Meetings

Regular meetings are on second Thursday of every month or as notified. Other meetings as scheduled.

January (No meeting)
February 13
March 12
April - TBD
May - TBD
June 11

July 9
August (No meeting)
September 10
October 8
November 12
December 10

TAC Meetings

Regular meetings are on the LAST Thursday of every month or as notified.

January 30 *
February 27
March 26
April 30 *
May 28
June 25

July (No Meeting)
August 27
September 24
October 29 *
November 19 **
December (No meeting)

* 5th Thursday of the Month

** 3rd Thursday of the Month

Transportation Partnership and Cooperation

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

EXECUTIVE DIRECTOR'S REPORT

November 20, 2019

California Legislative Staff Education Institute: October 15, 2019

Jack Hall and I gave a tour of GoMentum Station to 21 legislative staff members. They were from the Assembly Speaker's Office, Assembly Insurance Committee, Office of Policy and Budget, Senate Budget and Fiscal Review Committee, Assembly Budget Committee, Senate Business, Professions, and Economic Development (BPED) Committee, Senate Pro Tem Office, Assembly Appropriations Committee, Assembly Labor Committee, Legislative Analyst Office, Senate Budget Committee, Assembly Revenue and Taxation Committee, Senate Budget and Fiscal Review Committee, Senate Appropriations Committee and the Governance and Finance Committee. We spent quality time together talking about smart jobs, leveraging future technology, and the need to fund the San Pablo Dam Road Interchange project.

Local Motors Media Day: October 16, 2019

Linsey Willis and I participated in the AAA Northern California, Nevada & Utah (AAA)/Local Motors/CCTA Media Day event to announce the partnership with Local Motors. We plan to use Local Motors Shared Autonomous Vehicles (SAVs) in our pilot project at San Ramon and they may be used in the Automated Driving Systems (ADS) demonstration grant.

California Department of Motor Vehicles (DMV): October 16, 2019

Linsey Willis and I met with AAA and autonomous vehicle staff from California DMV to discuss our partnership with Local Motors. We reviewed our plans for the SAV project at San Ramon and the recent ADS demonstration grant. They want to help us be successful.

Bay Area Transportation Working Group (BATWG): October 17, 2019

I was asked to make a presentation to the BATWG by a member of the Contra Costa Taxpayers Association after the Black Bear Diner speech I gave a few months ago. Timothy Haile and I traveled to Oakland to make a presentation and answer their questions. We were given 10 minutes to introduce ourselves and then answer their questions. One of the members was Ezra Rapport, Trader/Head of Automated Strategy and Development with Flammarion Capital Partners.

League of California Cities Annual Conference: October 17, 2019

Linsey Willis participated on a panel titled “Where Transportation Technology and Funding Meet the Road” at the League of California Cities Annual Conference in Long Beach, CA moderated by former California Transportation Commissioner Jim Madaffer.

Intelligent Transport Systems (ITS) World Congress: October 21-24, 2019

Chair Taylor, Commissioner Hudson and I attended the ITS World Congress. I participated on a special interest session titled “State of the Art in Automated Shuttles” with test bed operators from around the world. There were speakers from Singapore, United Kingdom, Japan, Netherlands and Contra Costa. I also spoke on a panel titled “Orchestrating Mobility in Smart Cities.” The speakers were mostly from European cities including Martin Huber from the City of Hamburg (City). The City will be the site of the ITS World Congress in 2021. They are using data to help make their City smarter. I left on Friday morning to travel to the Australian and New Zealand Driverless Vehicle Initiative (ADVI) 4th International Driverless Vehicle Summit.

Urban Land Institute (ULI) Panel on Brentwood Planning Area One: October 21, 2019

Matt Kelly represented CCTA on a ULI Technical Assistance Panel along with Jeanne Krieg and Steve Ponte from Tri Delta Transit. The goal of the panel was to inform the City of Brentwood as it seeks to develop its newest area of future development, known as Planning Area One. The panel provided insight on opportunities and challenges for planning for mixed-use development and supportive transit service around the site, which includes the future Brentwood Intermodal Transit Center. Results of the Panel were presented to the Brentwood City Council and Planning Commission on October 22, 2019.

ADVI 4th International Driverless Vehicle Summit: October 28-29, 2019

I was asked to provide a keynote address at the Australia and New Zealand Driverless Vehicle Initiative’s 4th International Driverless Vehicle Summit regarding our Innovate 680 project and added information about our recent Automated Driving Systems (ADS) demonstration grant from the United States Department of Transportation. I also participated on a panel title “Should we mandate Autonomous Vehicles.” There was a broad representation of backgrounds from the five panellists. I was asked to introduce the speakers for the second day plenary session because the organizers could not find the moderator, so I introduced the first two of the four speakers until the Executive Director of ADVI arrived and she finished the introductions.

Access and Mobility for All Summit: October 29, 2019

Peter Engel represented CCTA at the Access and Mobility for All Summit in Washington, DC. CCTA was invited to participate in an invitation only event to help the US Department of Transportation (DOT) begin to develop policy around the “complete trip” and what it means for persons with disabilities, older Americans and low-income people.

Sacramento Area Council of Governments (SACOG): October 30, 2019

I participated on SACOG's Regional Future Forum panel titled "The Future of Transportation: Disruptive, Digital, and Driverless?" Seleta Reynolds, General Manager of the Los Angeles Department of Transportation, and Lori Pepper, Deputy Secretary for Innovative Mobility Solutions at the California State Transportation Agency were the other panelists. It was worth the effort to participate in the SACOG conference.

Honeywell Aerospace: October 31, 2019

Staff from Honeywell Aerospace participated on a conference call with Jack Hall, Tim Haile and I to educate us about their guidance technology and how it may help deliver the various pilot projects for the ADS grant.

American Council of Engineering Companies (ACEC) East Bay Luncheon: October 31, 2019

I gave a speech during lunch at the ACEC East Bay Chapter meeting. I spoke about our two US DOT grants and an overarching review of the Transportation Expenditure Plan.

Ford Greenfield Labs: October 31, 2019

I had a teleconference with Dragos Maciucă, Director of Ford Greenfield Labs in Sunnyvale. He read about our ADS grant and had interest in whether Ford could be part of the pilot projects. We reviewed the three pilot projects and he thought there could be a strong partnership with Ford. He said he worked on the Automated Highway System program back in the late 80's/early 90's.

IMPACT Mobility Conference: November 4, 2019

I provided a 10-minute update on our Mobility-on-Demand (MOD) Advanced Transportation and Congestion Management Technologies Deployment program grant from US DOT. After my presentation, I participated on a panel focused on Mobility-as-a-Service. In addition to CCTA, Representatives from City of Los Angeles, First Transit, Lyft, and North County Transit District also participated on the panel.

Ridar Systems: November 5, 2019

I had a teleconference with Ridar Systems Chief Executive Officer. He wanted to know if we would support a pilot project using cell phone technology to create a beacon effect that will alert drivers that bicyclist and pedestrians are nearby. We are going to have a follow-up phone call.

Bay Area Electric Vehicle (EV) Coordinating Council: November 5, 2019

Matt Kelly represented CCTA on a panel entitled "Charting a Future for EV Charging" at the Bay Area EV Coordinating Council's quarterly meeting, presenting the Authority's experience on developing an EV Readiness Plan for Contra Costa. The panel included staff from the Governor's

Office of Business and Economic Development, the California Energy Commission, and Cadmus Consulting.

Q'Straint: November 6, 2019

We held a teleconference with representatives from Q'Straint. We are looking for a self-docking/self-restraining wheel chair technology for our ADS grant pilot project. They reached out and have already had conversations with County Connection.

Nautilus Data Center: November 6, 2019

We met with Nautilus Data Center CEO and Business Development Manager to discuss the status of the floating data center that was being discussed for deployment along the northern waterfront. They are close to deploying in the Stockton area. We may need a data center for our future needs with the ADS and MOD grants.

East Bay Regional Park District (EBRPD): November 7, 2019

I held a teleconference with General Manager Bob Doyle at EBRPD about the encroachment permit to allow us to continue testing at GoMentum Station. Ultimately, we will need to develop a Memorandum of Understanding that will outline the requirements to continue testing that is in the best interest of the park. This is a requirement in the land transfer.

Xtelligent Tech Series: November 7, 2019

We held a tech series that focused on the adaptive signal technology of Xtelligent. They have developed the software/hardware that converts a grid of signals into an adaptive signal system. They are testing in the South Bay and in Colorado.

Northern California Chapter of APWA Conference: November 7, 2019

Peter Engel presented the Contra Costa Electric Vehicle Readiness Plan in an afternoon breakout session to members of the Northern California Chapter of the American Public Works Association (APWA).

SIP-adus Workshop 2019: November 12-14, 2019

I was invited to speak at the 2019 SIP-adus conference in Tokyo. This is the second invitation. I spoke last year at their event. I spoke on the Field Operations Test (FOT) session on the first day of the conference. I participated on the last day of the conference in their technical workshop on FOTs.

US DOT: November 15, 2019

Staff from the US DOT invited me to participate at their Connected Autonomous Vehicle (CAV) meeting with the Japanese government after the SIP-adus workshop.

Staff Out-of-State Travel: Randell Iwasaki attended the Technical Advisory Committee/ITS Canada meeting in Halifax, Canada and US DOT Volpe Research Center in Boston, MA from September 21-25, 2019 for a total amount of \$518.53. Randell Iwasaki attended the ITS World Congress in Singapore and the ADVI 4th International Driverless Vehicle Summit in Sydney, Australia from October 18-30, 2019 for a total amount of \$460.16. Chair Taylor and Commissioner Hudson attended the ITS World Congress in Singapore from October 21-25, 2019 for a total amount of \$2,641.96. Chair Taylor and Ivan Ramirez attended the Unmanned Aerial Vehicle (UAV) Expo from October 27-30, 2019 in Las Vegas, NV for a total amount of \$1,911.78. Peter Engel attended the Access and Mobility Roundtable in Washington, DC from October 28-30, 2019 for a total amount of \$2,252.47.

THIS PAGE INTENTIONALLY BLANK



CONTRA COSTA
transportation
authority

COMMISSIONERS

Robert Taylor,
Chair

Julia Pierce,
Vice Chair

Janet Abelson

Newell Americh

Tom Butt

Teresa Gerringer

Federal Glover

Loella Haskew

David Hudson

Karen Mitchoff

Kevin Romick

MEMORANDUM

To: Matt Todd, TRANSPAC
Lisa Bobadilla, SWAT
Colin Piethe, TRANSPLAN
Cedric Novenario, TVTC
John Nemeth, WCCTAC
Mike Moran, LPMC

From: Randell H. Iwasaki, Executive Director *MMK for RHI*

Date: November 25, 2019

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

Randell H. Iwasaki,
Executive Director

At its November 20, 2019 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

1. **Adopt Construction Manager/General Contractor (CM/GC) Delivery Method.** Staff sought approval of Resolution 19-59-P, which would authorize the adoption of the CM/GC delivery method for the Bollinger Canyon Road – IHT Bicycle and Pedestrian Overcrossing project. *The Authority Board approved Resolution 19-59-P authorizing the adoption of the Construction Manager/General Contractor (CM/GC) delivery method for the Bollinger Canyon Road – Iron Horse Trail (IHT) Bicycle and Pedestrian Overcrossing project.*
2. **Accept Cyber Security Report – Vulnerability Assessment and Penetration Testing.** This report contained an update on the external and internal assessment performed on the Authority's technological infrastructure. *Staff and the Authority's consultant, MGO Technology Group, LLC provided a brief background and overview of the assessment performed on the Authority's technological infrastructure and the cyber and information security roadmap to address business risks. Topics such as information security, integrity,*

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

availability, and confidentiality, as well as data breaches, ransomware attacks, and malware were discussed.

3. **Approval of the 2020 Decennial Model Update Work Plan.** Staff sought Authority Board approval to proceed with the proposed 2020 Decennial Model Update work plan in the amount of \$600,000. *The Authority Board authorized staff to proceed with the proposed 2020 Decennial Model Update work plan in the amount of \$600,000.*
4. **Accessible Transportation Strategic (ATS) Plan – Appoint Contra Costa Transportation Authority (Authority) Board Member(s) to the Policy Advisory Committee (PAC) and Confirm Committee Membership and Structure.** Staff recommended that the Authority Board appoint Authority Board Members to the PAC, confirm the membership of the PAC and direct staff to contact members and inform them of their confirmation. *The Authority Board appointed Commissioners Abelson, Gerringer, and Hudson to the Accessible Transportation Strategic Plan Policy Advisory Committee (PAC), confirmed the membership of the PAC, and directed staff to contact members and inform them of their confirmation.*

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

November 20, 2019

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

RE: Status Letter for TRANSPAC Meeting – November 14, 2019

Dear Mr. Iwasaki:

At its regular meeting on November 14, 2019, the TRANSPAC Board of Directors took the following actions that may be of interest to the Contra Costa Transportation Authority (CCTA):

1. Approved the programming of \$40,000 of Measure J Line 20A funds to the City of Walnut Creek Senior Mini Bus Program,
2. Approved the TRANSPAC DRAFT 2019 / 2020 Work Plan, the Managing Director and Clerk of the Board services proposal and the FY 2019/2020 TRANSPAC Budget,
3. Award the TRANSPAC financial reviews and audit contract to Cropper Accountancy Corporation,
4. Received a project status report from BART staff regarding the Walnut Creek BART TOD Public Access Improvement Project,
5. Received the TRANSPAC quarterly financial report,
6. Received report on the status of 2020 Transportation Expenditure Plan development.

TRANSPAC hopes that this information is useful to you. Please contact me if you have any questions or want to further discuss the above items.

Sincerely,



Matthew Todd
Managing Director

cc: TRANSPAC Representatives; TRANSPAC TAC and staff
Martin Engelmann and Hisham Noemi, CCTA Staff
Jamar I. Stamps, TRANSPAC; Sean Wright, Chair, TRANSPAC
Lisa Bobadilla, SWAT; David Hudson, Chair, SWAT
John Nemeth, WCCTAC; Chris Kelly, Chair, WCCTAC
Tarienne Grover, CCTA Staff
June Catalano, Diane Bentley (City of Pleasant Hill)

November 20, 2019
Authority Board Handout Packet
6.1-1

TRANSPLAN COMMITTEE

EAST COUNTY TRANSPORTATION PLANNING

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

November 18, 2019

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

Dear Mr. Iwasaki:

This correspondence reports on the actions and discussions during the TRANSPLAN Committee meeting on November 14, 2019.

APPOINT a representative to the Contra Costa Transportation Authority Accessible Transportation Plan Oversight Committee. Nhat Phan (Pittsburg) was unanimously approved as the TRANSPLAN representative to the ATP Oversight Committee.

APPOINT a representative to the Contra Costa Transportation Authority Vision Zero Working Group. Steve Kersevan (Brentwood) was unanimously approved as the TRANSPLAN representative to the Vision Zero Working Group.

RECEIVE update on the Contra Costa County Northern Waterfront Short-Line Railroad Feasibility Study. Robert Sarmiento (County staff) provided an update on the status of the Study. The Study intends to evaluate a "first/last mile" connection for freight rail. The Study is expected to be completed in early 2020.

APPOINT TRANSPLAN Representative to the Contra Costa Transportation Authority ("CCTA") Board. The Committee unanimously approved Mayor Robert Taylor (Brentwood) and Mayor Sean Wright (Antioch), respectively, as the TRANSPLAN representatives to the CCTA Board.

ELECT Chair and Vice-Chair for 2020. The TRANSPLAN Committee elected Mayor Robert Taylor (Brentwood) and Councilmember Kevin Romick (Oakley) as TRANSPLAN chair and vice-chair, respectively.

RECEIVE update on TRANSPLAN staffing and administration. Effective 1/1/2020, Colin Piethe (County) will take over as TRANSPLAN staff. The TAC will also begin a TRANSPLAN website update in 2020.

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

Sincerely,



Jamar Stamps, AICP
TRANSPLAN Staff

Enclosure

Phone: 925.674.7832 Fax: 925.674.7258 jamar.stamps@dcd.cccounty.us www.transplan.us

c: TRANSPLAN Committee
L. Bobadilla, SWAT/TVTC
M. Todd, TRANSPAC
J. Nemeth, WCCTAC

T. Grover, CCTA
Robert E. Doyle, EBRPD
D. Dennis, ECCRFFA