

TRANSPAC

Transportation Partnership and Cooperation

Meeting Notice and Agenda

THURSDAY, MAY 14, 2020

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

COVID-19 SPECIAL NOTICE – PUBLIC MEETING GUIDELINES FOR PARTICIPATING VIA PHONE/VIDEO CONFERENCE

Consistent with Executive Orders N-25-20 and N-29-20 issued by the Executive Department of the State of California and Contra Costa County's Shelter in Place Order (HO-COVID-19-09) extended through May 31, 2020, meetings of the TRANSPAC Board and TAC will be held via phone/video conference. The public is invited to participate by Zoom telephone or video conference via the methods below:

Video Conference Access: Please click the link at the noticed meeting time:

<https://us02web.zoom.us/j/82577450946?pwd=THdEVWF6UmlQc0VZd0dZdTBkbjhYUT09>

Password 947013.

Phone Access: To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID: 825-7745-0946 and Password: 947013.

Public Comments: Public Comment may still be provided by submitting written comments to tiffany@graybowenscott.com by 3 p.m. on the day before the meeting, which will be read during Public Comment or on the related item when Public Comment is called and entered into the record.

Americans with Disabilities Act (ADA): This agenda is available upon request in alternative formats to persons with a disability, as required by the ADA of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (Cal. Govt. Code §54954.2). Persons requesting a disability related modification or accommodation should contact TRANSPAC via email or phone at tiffany@graybowenscott.com or (925) 937-0980 during regular business hours at least 48 hours prior to the time of the meeting.

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 / VIRTUAL MEETING GUIDELINES / 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 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

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 MARCH 12, 2020 MEETING** 🌀 Page 5

Attachment: Minutes of the March 12, 2020 meeting

END CONSENT AGENDA

- 4. MEASURE J LINE 20A FUNDS PROGRAM – DRAFT PROGRAM.** 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. Measure J Line 20a funds were expected to generate about \$918,000 over the two-year programming period. Based on the COVID-19 Pandemic / shelter in place orders that have been instituted in March, the amount of Measure J revenues will be impacted, providing less than previously projected. Therefore, the proposed draft program for consideration takes into account reduced available funding. 🌀 Page 9

ACTION RECOMMENDATION: Approve the release of a draft program for public review, including the following assumptions: Fund only year one requests at this time; Program funds for projects and programs requiring funding in year one (2020/2021) and a funding level of \$459,000 as originally projected; Consider year two program actions later in FY 2020/2021, with options to consider at that time ranging from programming against the current application year 2 requests to requiring new applications for 2021/2022 requests (to be decided at a later date); The draft program that includes the funding of applicants at a about a 15% reduced level, with the exception of the Pleasant Hill capital purchase not being reduced, resulting in a total program at \$459,000.

Attachment: Staff Report

INFORMATIONAL ITEMS

- 5. TRANSPAC DRAFT WORK PLAN AND BUDGET FOR FISCAL YEAR 2020/2021.** The TRANSPAC Joint Exercise of Power Agreement (JPA) specifies that TRANSPAC shall adopt a budget that includes operational expenses and the proportional amount each agency will be required to pay to fund TRANSPAC. The TRANSPAC Board is requested to review and comment on the Draft 2020/2021 Workplan and Budget. The TRANSPAC Board is also requested to provide input for the process for the annual review of the Managing Director in consideration of existing shelter in place order. This item will be brought back to the TRANSPAC Board for final approval at June TRANSPAC Board meeting. (INFORMATION) 🌀 Page 35

Attachment: Staff Report

6. **COSTA TRANSPORTATION AUTHORITY GROWTH MANAGEMENT PLAN/ SENATE BILL 743 IMPLEMENTATION.** The Contra Costa Transportation Authority (CCTA) Measure J program includes a Growth Management Program (GMP) element. Local agencies must comply with the GMP program to receive certain funds through the Measure J program. The GMP currently allows local agencies in Contra Costa County to evaluate new projects for traffic impacts using CEQA Level of Service measures. With the passage of Senate Bill 743 (SB743) public agencies evaluating the impact of development projects will be required to use vehicle miles traveled (VMT) to evaluate transportation impacts. CCTA has held a series of meetings to discuss the implementation of SB743 in the context of the CCTA Growth Management Program (GMP), including definition for a baseline VMT and thresholds to consider. CCTA staff is scheduled to present information on this item at the meeting.
(INFORMATION) 🌀 **Page 47**

7. **TRANSPAC QUARTERLY FINANCIAL REPORT.** The TRANSPAC JPA calls for the reporting of certain financial information on a quarterly basis.
(INFORMATION) 🌀 **Page 49**

Attachment: Staff Report

8. **TRANSPAC CCTA REPRESENTATIVE REPORTS**

9. **CCTA EXECUTIVE DIRECTOR'S REPORT REGARDING AUTHORITY ACTIONS / DISCUSSION ITEMS** 🌀 **Page 53**

Attachment: CCTA Executive Director Randell H. Iwasaki's Report dated April 15, 2020.

10. **ITEMS APPROVED BY THE CCTA FOR CIRCULATION TO THE REGIONAL TRANSPORTATION PLANNING COMMITTEES AND RELATED ITEMS OF INTEREST**
🌀 **Page 57**

Attachment: CCTA Executive Director Randell H. Iwasaki's RTPC Memos dated March 18, 2020, and April 15, 2020.

11. **TAC ORAL REPORTS BY JURISDICTION:** Reports from Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and Contra Costa County, if available.
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- TRANSPAC – Meeting summary letter dated March 12, 2020.
- TRANSPAC – The April 9, 2020 meeting was cancelled.
- SWAT – The April 6, 2020 meeting was cancelled.
- WCCTAC – The regularly scheduled meeting was held on April 24, 2020. The next meeting will be held on May 22, 2020.
- 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/2020/03/6a.pdf>
- County Connection Link Monthly Report: <http://countyconnection.com/wp-content/uploads/2020/03/6b.pdf>
- CCTA Project Status Report may be downloaded at: <https://ccta.primegov.com/Portal/viewer?id=310&type=2>
- The next meeting of the CCTA Board is scheduled for June 4, 2020. The agenda is not yet available.
- The CCTA Administration & Projects Committee (APC) meeting agenda for May 7, 2020 may be downloaded at: <https://ccta.primegov.com/Portal/Meeting?compiledMeetingDocumentFileId=4651>
- The CCTA Planning Committee meeting agenda for May 6, 2020 can be downloaded at: <https://ccta.primegov.com/Portal/Meeting?compiledMeetingDocumentFileId=4644>.
The CCTA Calendar for May to June 2020, may be downloaded at: <https://ccta.primegov.com/Portal/viewer?id=299&type=2>

12. BOARDMEMBER COMMENTS

13. MANAGING DIRECTOR'S REPORT

14. ADJOURN / NEXT MEETING

The next meeting is scheduled for June 11, 2020 at 9:00 A.M. The location will be determined pending further guidance from the Contra Costa County Department of Public Health.

TRANSPAC Committee Meeting Summary Minutes

MEETING DATE:

March 12, 2020

MEMBERS PRESENT:

Carlyn Obringer, Concord (Chair), Mark Ross, Martinez (Vice Chair), Sue Noack, Pleasant Hill; Loella Haskew, Walnut Creek; Karen Mitchoff, Contra Costa County; Jim Diaz, Clayton

PLANNING COMMISSIONERS PRESENT:

Bob Pickett, Walnut Creek

STAFF PRESENT:

Abhishek Parikh, Concord; Robert Sarmiento, Contra Costa County; Ruby Horta, County Connection; Andy Smith, Walnut Creek; Scott Alman, Clayton/Martinez; Matt Todd, TRANSPAC Managing Director; and Tiffany Gephart, TRANSPAC Clerk

GUESTS/PRESENTERS:

Jamar Stamps, Contra Costa County

MINUTES PREPARED BY:

Tiffany Gephart

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

Chair Carlyn Obringer called the meeting to order at 9:00 A.M. and led the pledge of allegiance. Introductions followed.

2. Public Comments

There were no comments from the public.

3. Consent Agenda

a. Minutes of the February 13, 2020 Meeting

On motion by Loella Haskew seconded by Sue Noack to approve the minutes by unanimous vote of the members present (Obringer, Ross, Noack, Haskew, Diaz, Mitchoff)

4. TRANSPAC COMMITTEE APPOINTMENT – CCTA CBPAC APPOINTMENT FOR THE TERM JANUARY 1, 2020 TO DECEMBER 31, 2021.

TRANSPAC has an appointed TRANSPAC TAC staff representative (and alternate) on the Contra Costa Transportation Authority (CCTA) Countywide Bicycle and Pedestrian Advisory Committee (CBPAC).

On motion by Loella Haskew, seconded by Sue Noack to approve the appointment of Scott Alman (City of Clayton) as the primary representative and Eric Hu (City of Pleasant Hill) as the alternate to the CBPAC for the two-year term that expires on December 31, 2021 by unanimous vote of the members present. (Obringer, Ross, Noack, Haskew, Diaz, Mitchoff)

5. CONTRA COSTA COUNTY IRON HORSE TRAIL ACTIVE TRANSPORTATION CORRIDOR STUDY.

The Iron Horse Trail (IHT) is a major regional connector, providing a 32-mile biking and walking corridor for the people of Contra Costa and Alameda Counties. Most of the Trail, 22 miles, is within Contra Costa County. In 2019, Contra Costa County embarked on the study to explore opportunities and constraints for further developing the active transportation features within the IHT Corridor. Jamar Stamps, Senior Transportation Planner with Contra Costa County provided an update on the Study.

The IHT Study aims to identify strategies to improve mobility, safety, access/equity and improve user experience on the trail. The Technical Advisory Committee and consultant team identified several potential improvements including identifying 2-3 project segments per jurisdiction, a data driven corridor analysis looking at how the trail connects to regional networks and adjacent land uses and how it serves surrounding communities. Improving access, connections and implementing a coordinated vision that will also improve travel for higher speed cyclists for long-distance travel improvements were also considered. Jamar Stamps also noted that there is discussion around identifying cost estimates and funding sources for the concept capital improvements, operations and maintenance.

Sue Noack asked if there was any discussion about wayfinding signage. Jamar stamps noted that wayfinding signage was discussed, and it was agreed that there should be uniformity and clarity in how the signage is utilized. He noted that there has not been more than high level discussion on the topic thus far.

Loella Haskew asked if there would be uniformity in the design approach of the trail across jurisdictions and commented that the trail varies from city to city. Jamar stamps noted that this will be discussed further in the implementation phase. Loella Haskew also asked about the projected timeline. Jamar Stamps commented that it will be a phased timeline.

Carlyn Obringer asked how the project would be funded. Jamar stamps commented that the corridor is managed through the Iron Horse Program Management Advisory Committee which manages the maintenance and programming of funds. The current management structures only have the capacity to maintain the trail as-is. They will need to identify other revenue to

maintain the improvements and /or expand or create a new management structure. There was discussion around setting up a non-profit to accept donations from private industry as well as looking into grants and other funding.

Jamar Stamps noted that public comment period for the study has been extended through March 13, 2020 after which the draft study will be presented to the Board of Supervisors (by the end of Summer, 2020). Jamar Stamps commented that the study will also explore the future demand of the trail such as e-bikes, user separation (strollers/walkers vs bikes) and that there is still a lot of investigation around Shared Autonomous Vehicles (SAV) technology.

6. 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. Measure J Line 20a funds are expected to generate about \$918,000 over the two-year programming period. Program applications were requested to be submitted by January 24, 2020. Information regarding the applications received will be presented to the TRANSPAC Board.

Matt Todd provided an overview of all of the program applications including the Walnut Creek Senior Mini Bus, CCCTA/County Connection Midday Free Rides, Choice in Aging Mt. Diablo Mobilizer, Mobility Matters Rides for Seniors, Senior Van Service, City of Concord, Get Around Taxi Scrip, Center for Elder Independence (CEI), Transportation Services for Central County, Golden Rain Foundation/Rossmoor, Green Line Service and Subsidized Ride Sharing Program.

The Board commented to include headers on each of the spreadsheets and to include some reference points on the columns for clarity in review the project details.

The Board also requested to invite applicants to TRANSPAC meeting. Abhishek Parikh noted that the Concord Senior Center representative will be at next meeting.

7. TRANSPAC CCTA Representative Reports

The CCTA Planning Committee meeting was cancelled.

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

No comments.

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

No comments.

10. TAC Oral Reports by Jurisdiction

No comments.

11. Boardmember Comments

There were no comments.

12. Managing Director's Reports

**Public hearing about monument corridor, Bike and ped improvements site visit happened.
Working on putting out a map web tool for public comment.**

Tiffany Gephart noted that Annual Form 700's are due April 6, 2020. Filing confirmations may forwarded to Matt Todd or Tiffany Gephart by email if electronically filed and if paper files are completed, a copy will need to be provided to staff in order to be forwarded to the County Board of Supervisor's Office.

13. Adjourn/Next Meeting

The meeting adjourned at 10:16 A.M. The next meeting is scheduled for April 9, 2020 at 9:00 A.M. in the Community Room at Pleasant Hill City Hall unless otherwise determined.

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: May 14, 2020

Subject:	MEASURE J LINE 20A FUNDS PROGRAM – DRAFT PROGRAM
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. Measure J Line 20a funds were expected to generate about \$918,000 over the two-year programming period. Based on the COVID-19 Pandemic / shelter in place orders that have been instituted in March, the amount of Measure J revenues will be impacted, providing less than previously projected. Therefore, the proposed draft program for consideration takes into account reduced available funding.</p>
Recommendations	<p>Approve the release of a draft program for public review, including the following assumptions:</p> <ul style="list-style-type: none">○ Fund only year one requests at this time,○ Program funds for projects and programs requiring funding in year one (2020/2021) and a funding level of \$459,000 as originally projected,○ Consider year two program actions later in FY 2020/2021, with options to consider at that time ranging from programming against the current application year 2 requests to requiring new applications for 2021/2022 requests (to be decided at a later date),○ The draft program, detailed in the attached material, includes the funding of applicants at a about a 15% reduced level, with the exception of the Pleasant Hill capital purchase not being reduced, resulting in a total program at \$459,000.
Financial Implications	<p>TRANSPAC is responsible for recommendations on how the Measure J Line 20a funds are to be used in Central County. The program resulting from the above process will commit Measure J revenue dedicated to projects that support transportation for seniors and people with disabilities in Central Contra Costa County.</p>
Attachment(s)	<p>A. Summary of Measure J Line 20A Call for Projects B. Measure J Line 20a Program - Fund Estimate Information</p>

	C. Summary of Received Applications D. Measure 20A Program Guidelines E. Measure J TEP Program Description
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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. TRANSPAC is responsible for recommendations on how the Line Item 20a funds are to be used. The initial annual revenue for FY 2020/2021 was projected to be approximately \$459,000 per year. The COVID-19 Pandemic and resulting shelter in place orders has affected the economy and the revenue projections for next year have been lowered.

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.

At the time of the release of the call for projects for the Measure J Line 20a program, funds were expected to generate about \$918,000 over the two-year programming period. Program applications were requested to be submitted by January 24, 2020. The attached material includes program guidelines and a summary of the applications received. The Contra Costa County Board of Supervisors, as well as the majority of Bay Area counties issued a coordinated shelter in place order on 3/16/19. Governor Newsom issued a statewide order on 3/19/20. The Shelter in place order is in effect through May 31, 2020 (at the time of writing).

CCTA staff have notified staff that revenue projections have been reduced for FY 2020/2021. The revenue projection for the coming year is now about \$382,000. The TAC discussion included the impact of a lowered revenue in the 15-20% range, including the analysis TRANSPAC had previously reviewed regarding Measure J revenues during the 2008 economic downturn. Three alternatives were reviewed regarding the revenue projections and programming options, including: A) Program 2 Years of Funds, Maintain Programming Level; B) Program 1 Year of Funds, Maintain Prior Programming Level For the Year; C) Program 2 Year of Funds, Reduce Programming Level To Match Revised Projections. Based on the suddenness of the substantial economic changes, the programming recommendation includes revising the programming action from a 2 year program to a 1 year program. The recommendation also includes considering the 2021/2022 program in the upcoming year, with additional (yet to be completed) Measure J revenue projections information assumed to be available, and options to considered included programming against the current applications year 2 requests to requiring new applications for 2021/2022 requests.

The TRANSPAC TAC also discussed that programs funded with Line 20A funds may not be able to provide services (the transportation aspect or the programs/services that transportation

carried passengers to) at this time. In some cases, programs are now using their existing transportation resources to bring items to the former passengers (i.e. food, prescriptions). For certain trips, it is not an option to defer such as medical needs like dialysis. In the event programs are on hold, there may be cost savings. Prior to the consideration of the final program, staff will collect additional information to inform TRANSPAC on opportunities to refine the Draft Program.

The draft program, detailed in the attached material, includes the funding of applicants at about a 15% reduced level, with the exception of the Pleasant Hill capital purchase not being reduced, resulting in a total program at \$459,000. The TRANSPAC TAC discussed various aspects of the applications. The applicants provide a wide range of services and trip types, which is further reflected in the range of operating and cost metrics for each of the services, though they are all within the range of TRANSPAC Line 20A guidance. The overall program includes volunteer based and non volunteer provided services, high level of assistance door thru door service to a well utilized fixed route service, and more recently the addition of Taxi Scrip/TNC services that provides flexibility beyond normal service hours. The proposed program would fund services that have been previously supported with the Line 20A funds, with the addition of the Concord Get Around Taxi Scrip program and the County Connection Midday Free Ride Program for the Bridge and RES programs.

Through the TRANSPAC TAC discussion items to further discuss regarding the Line 20A program were identified. In regards to the current pausing or redirecting of resources in previously funded Line 20A program, there is a need to collect information from the program sponsors and formalize how the Line 20A funds are used related to the expectation of the TRANSPAC Board for the use of the funds. CCTA staff has indicated that the TRANSPAC Board has some options and flexibility to work with the program sponsors. There was also discussion about continuing to refine the Measure J Line 20A guidelines, including further identification for types of agencies, size and clients served.

The program schedule has been impacted by the shelter in place orders. The March TRANSPAC TAC and April TRANSPAC Board meetings were cancelled. With the cancelled meetings, the revised schedule is detailed below.

December 2019	Board Approve CFP Material
	Release CFP Material to Potential Applicants
January 24, 2020	Applications Due
February – April 2020	Application Review
May 2020	Board Review Draft Program
June 2020	Board Approve Final Program

Projects Received: Measure J Line 20A Call for Projects

Project Name	Sponsor	Measure J Line 20A Request	
TIER 1			
Transportation Services for Concord PACE Center/Clinic	Center for Elders' Independence (CEI)	\$	135,774
Rides for Seniors / Rides for Veterans	Mobility Matters	\$	275,140
Senior Van Service - Van Purchase	City of Pleasant Hill	\$	55,000
Rossmoor Green Line & Subsidize Ridesharing Program	Golden Rain Foundation	\$	250,954
City of Walnut Creek Transportation Program for Seniors and Special Needs	City of Walnut Creek	\$	237,000
Mt. Diablo Mobilizer	Choice In Aging	\$	80,000
Midday Free Rides for MDUSD Bridge Program and RES Success	Central Contra Costa Transit Authority (CCCTA)	\$	80,000
Get Around Taxi Scrip Program	City of Concord Senior Center	\$	50,000
SUBTOTAL REQUESTED		\$	1,163,868
TIER 2			
Contra Costa ARC (dba VistAbility)	GMC-Concord Transportation Project	\$	91,978
SUBTOTAL REQUESTED		\$	91,978
TOTAL REQUESTED		\$	1,255,846
Withdrawn			
Commercial Shuttle and Wheelchair Vans (2) to support Dial a Bus and Paratransit Service	Golden Rain Foundation	\$	172,000

r e f #	SUMMARY OF FUNDING REQUEST BY OPERATING / CAPITAL CATEGORY		
	TRANSPAC 20A Program		
	2020/2021 and 2021/2022 Cycle Program Applications		
	"POINT TO POINT SERVICE" or "SERVICE TO CENTRAL LOCATION"		Operating Request Capital Request
	Center for Elder Independence (CEI)		
1		CEI Transportation Services for Central County	\$ 135,774
	Choice in Aging		
2		Mt. Diablo Mobilizer	\$ 80,000
		Subtotal	\$ 215,774 \$ -
	"POINT TO POINT SERVICE" or "SERVICE TO CENTRAL LOCATION"		
	Volunteer Driver based service		
	City of Walnut Creek		
3		Walnut Creek Senior Mini Bus Program	\$ 157,000
	Mobility Matters		
4		Rides for Seniors/ Rides for Veterans	\$ 275,140
	City of Pleasant Hill		
5		Senior Van Service (Vehicle only)	\$ 55,000
		Subtotal	\$ 432,140 \$ 55,000
	TAXI SCRIP/TNC PROGRAMS		
	City of Concord		
6		Get Around Taxi Scrip	\$ 50,000
	Golden Rain Foundation (Rossmoor)		
7		Subsidized Ridesharing Program	\$ 20,000
	City of Walnut Creek		
8		Lyft / TNC component	\$ 80,000
		Subtotal	\$ 150,000 \$ -
	SHUTTLE SERVICE / FIXED ROUTE		
	CCCTA / County Connection		
9		Midday Free Ride Program for Bridge and RES Programs	\$ 80,000
	Golden Rain Foundation (Rossmoor)		
10		Green Line Service	\$ 230,954
		Subtotal	\$ 310,954 \$ -
		TOTALS	\$ 1,108,868 \$ 55,000
			\$1,163,868

r e f #	SUMMARY OF FUNDING REQUEST BY YEAR OF PROGRAMMING REQUEST					
	TRANSPAC 20A Program					
	2020/2021 and 2021/2022 Cycle Program Applications					
	"POINT TO POINT SERVICE" or "SERVICE TO CENTRAL LOCATION"			Year 1	Year 2	Total Request
	Center for Elder Independence (CEI)					
1		CEI Transportation Services for Central County		\$ -	\$ 135,774	\$ 135,774
	Choice in Aging					
2		Mt. Diablo Mobilizer		\$ 40,000	\$ 40,000	\$ 80,000
		Subtotal		\$ 40,000	\$ 175,774	\$ 215,774
	"POINT TO POINT SERVICE" or "SERVICE TO CENTRAL LOCATION"					
	Volunteer Driver based service					
	City of Walnut Creek					
3		Walnut Creek Senior Mini Bus Program		\$ 78,500	\$ 78,500	\$ 157,000
	Mobility Matters					
4		Rides for Seniors/ Rides for Veterans		\$ 137,570	\$ 137,570	\$ 275,140
	City of Pleasant Hill					
5		Senior Van Service (Vehicle only)		\$ 55,000	\$ -	\$ 55,000
		Subtotal		\$ 271,070	\$ 216,070	\$ 487,140
	TAXI SCRIP/TNC PROGRAMS					
	City of Concord					
6		Get Around Taxi Scrip		\$ 21,200	\$ 28,800	\$ 50,000
	Golden Rain Foundation (Rossmoor)					
7		Subsidized Ridesharing Program		\$ 10,000	\$ 10,000	\$ 20,000
	City of Walnut Creek					
8		Lyft / TNC component		\$ 40,000	\$ 40,000	\$ 80,000
		Subtotal		\$ 71,200	\$ 78,800	\$ 150,000
	SHUTTLE SERVICE / FIXED ROUTE					
	CCCTA / County Connection					
9		Midday Free Ride Program for Bridge and RES Programs		\$ 40,000	\$ 40,000	\$ 80,000
	Golden Rain Foundation (Rossmoor)					
10		Green Line Service		\$ 114,920	\$ 116,034	\$ 230,954
		Subtotal		\$ 154,920	\$ 156,034	\$ 310,954
		TOTALS		\$ 537,190	\$ 626,678	\$ 1,163,868

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.

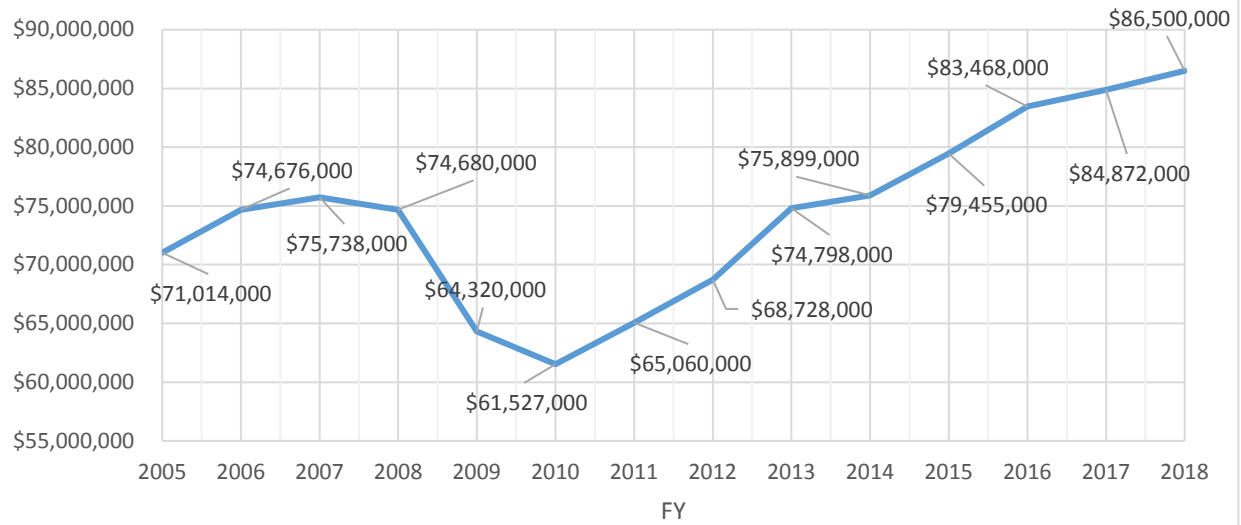
- \$918,000 of funds available for programs / projects in FY 20/21 and FY 21/22
 - Represents 2 years of new revenue
 - About \$1,168,370 of programming, including \$878,000 approved for the prior two year program and \$290,000 of amendments.
 - Assuming Measure J revenue collections are not reduced,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

For the remaining funds, it is proposed:

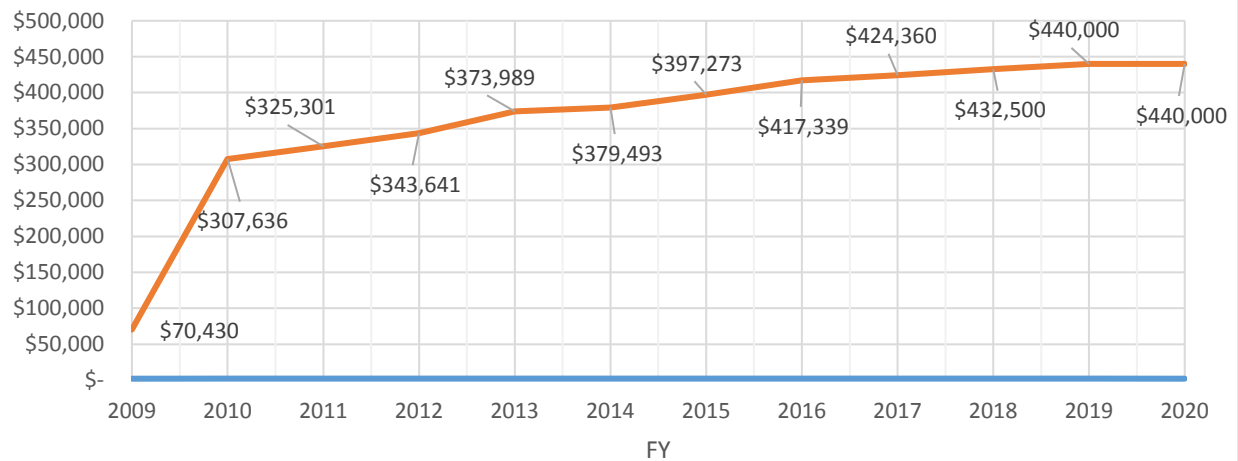
- \$500,000 for Cash Flow Reserve (represents about 110% of annual revenue)
 - Will provide “cash flow” balance to approve 2 year program cycles
 - May need to adjust in future years based on annual revenue level
 - Upon exhaustion of fund balances below, could still be used in certain circumstances to provide programming for unforeseen off cycle requests
- \$370,000 for Operations / Capital Reserve (represents about 40% of new two year programming capacity)
 - Could be used to provide funds for program operations or capital needs
 - In the event of an economic downturn, a level of about \$270,000 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
 - 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 address an economic downturn.

Staff suggests re-evaluating these fund levels at the time funds are programmed from the reserves.

Measure J Sales Tax Revenue



Measure J Line 20A Sales Tax Revenue



OPTION A

Program 2 Years of Funds, Maintain Programming Level

TRANSPAC Line 20A Program

FUND ESTIMATE

(updated April 28, 2020)

<i>INITIAL ASSUMPTIONS</i>	
<i>(based on December 2017 Fund Estimate)</i>	
Cash Flow Reserve	\$ 500,000
Operations Programming Reserve	\$ 270,000
Capital Fund	\$ 300,000
<i>Subtotal</i>	<i>\$ 1,070,000</i>
<i>REVENUE ADJUSTMENTS</i>	
Adjustment for Actual Funding Received in FY 17/18	\$ 26,313
Adjustment for Actual Funding Received in FY 18/19 *	\$ 43,042
Adjustment for Proposed Funding for FY 19/20 *	\$ (37,500)
*Line 20a Funds over or under \$440,000 Received	
<i>Subtotal</i>	<i>\$ 31,855</i>
<i>PROGRAMMING ACTIONS</i>	
Concord - Monument Shuttle (approved July 2018)	\$ 250,000
Walnut Creek - Senior Mini Bus Program (approved November 2019)	\$ 40,000
<i>Subtotal</i>	<i>\$ 290,000</i>
<i>TOTAL</i>	<i>\$ 811,855</i>

<i>PROJECTED REVENUE</i>	
Carryover Balance	\$ 811,855
FY 2020/2021	\$ 382,500
FY 2021/2022	\$ 382,500
** Prior projected revenue assumption was \$459,000 per year (\$918,000 for 2 years)	
<i>TOTAL</i>	<i>\$ 1,576,855</i>

<i>NEW PROGRAMMING</i>	
2020/2021 - PROPOSED New programming - maintain level approved in December 2019	\$ 459,000
2021/2022 - PROPOSED New programming - maintain level approved in December 2019	\$ 459,000
*** Currently assumed to program \$459,000 per year, or \$918,000 for 2 years	
<i>TOTAL</i>	<i>\$ 918,000</i>

<i>REVISED FUND ESTIMATE BALANCES - AFTER PROGRAMMING</i>	
Cash Flow Reserve	\$ 500,000
Operations/Capital Reserve	\$ 370,000
Reduction of Reserve ****	\$ (211,145)
<i>Subtotal ****</i>	<i>\$ 158,855</i>
**** Combination of: 1)variances from past revenue projections, 2)programming at a higher level than future fund projections	
***** Prior analysis indicated \$270,000 reduction of funds collected as a result of the 2008 economic downturn	
<i>TOTAL</i>	<i>\$ 658,855</i>

OPTION B

Program 1 Year of Funds, Maintain Prior Programming Level For the Year TRANSPAC Line 20A Program

FUND ESTIMATE

(updated April 28, 2020)

<i>INITIAL ASSUMPTIONS</i> <i>(based on December 2017 Fund Estimate)</i>	
Cash Flow Reserve	\$ 500,000
Operations Programming Reserve	\$ 270,000
Capital Fund	\$ 300,000
<i>Subtotal</i>	<i>\$ 1,070,000</i>
<i>REVENUE ADJUSTMENTS</i>	
Adjustment for Actual Funding Received in FY 17/18	\$ 26,313
Adjustment for Actual Funding Received in FY 18/19 *	\$ 43,042
Adjustment for Proposed Funding for FY 19/20 *	\$ (37,500)
*Line 20a Funds over or under \$440,000 Received	
<i>Subtotal</i>	<i>\$ 31,855</i>
<i>PROGRAMMING ACTIONS</i>	
Concord - Monument Shuttle (approved July 2018)	\$ 250,000
Walnut Creek - Senior Mini Bus Program (approved November 2019)	\$ 40,000
<i>Subtotal</i>	<i>\$ 290,000</i>
<i>TOTAL</i>	<i>\$ 811,855</i>

<i>PROJECTED REVENUE</i>	
Carryover Balance	\$ 811,855
FY 2020/2021	\$ 382,500
FY 2021/2022	
** Prior projected revenue assumption was \$459,000 per year (\$918,000 for 2 years)	
<i>TOTAL</i>	<i>\$ 1,194,355</i>

<i>NEW PROGRAMMING</i>	
2020/2021 - PROPOSED New programming - 1 year of funds - maintain level	\$ 459,000
2021/2022 - PROPOSED New programming	
*** Currently assumed to program \$459,000 per year, or \$918,000 for 2 years	
<i>TOTAL</i>	<i>\$ 459,000</i>

<i>REVISED FUND ESTIMATE BALANCES - AFTER PROGRAMMING</i>	
Cash Flow Reserve	\$ 500,000
Operations/Capital Reserve	\$ 370,000
Reduction of Reserve ****	\$ (134,645)
<i>Subtotal ****</i>	<i>\$ 235,355</i>
**** Combination of: 1)variances from past revenue projections, 2)programming at a higher level than future fund projections	
***** Prior analysis indicated \$270,000 reduction of funds collected as a result of the 2008 economic downturn	
<i>TOTAL</i>	<i>\$ 735,355</i>

OPTION C

Program 2 Year of Funds, Reduce Programming Level To Match Revised Projections

TRANSPAC Line 20A Program

FUND ESTIMATE

(updated April 28, 2020)

<i>INITIAL ASSUMPTIONS</i>	
<i>(based on December 2017 Fund Estimate)</i>	
Cash Flow Reserve	\$ 500,000
Operations Programming Reserve	\$ 270,000
Capital Fund	\$ 300,000
<i>Subtotal</i>	<i>\$ 1,070,000</i>
<i>REVENUE ADJUSTMENTS</i>	
Adjustment for Actual Funding Received in FY 17/18	\$ 26,313
Adjustment for Actual Funding Received in FY 18/19 *	\$ 43,042
Adjustment for Proposed Funding for FY 19/20 *	\$ (37,500)
*Line 20a Funds over or under \$440,000 Received	
<i>Subtotal</i>	<i>\$ 31,855</i>
<i>PROGRAMMING ACTIONS</i>	
Concord - Monument Shuttle (approved July 2018)	\$ 250,000
Walnut Creek - Senior Mini Bus Program (approved November 2019)	\$ 40,000
<i>Subtotal</i>	<i>\$ 290,000</i>
<i>TOTAL</i>	<i>\$ 811,855</i>

<i>PROJECTED REVENUE</i>	
Carryover Balance	\$ 811,855
FY 2020/2021	\$ 382,500
FY 2021/2022	\$ 382,500
** Prior projected revenue assumption was \$459,000 per year (\$918,000 for 2 years)	
<i>TOTAL</i>	<i>\$ 1,576,855</i>

<i>NEW PROGRAMMING</i>	
2020/2021 - PROPOSED New programming - 1 year of funds - maintain level	\$ 382,500
2021/2022 - PROPOSED New programming	\$ 382,500
*** Currently assumed to program \$459,000 per year, or \$918,000 for 2 years	
<i>TOTAL</i>	<i>\$ 765,000</i>

<i>REVISED FUND ESTIMATE BALANCES - AFTER PROGRAMMING</i>	
Cash Flow Reserve	\$ 500,000
Operations/Capital Reserve	\$ 370,000
Reduction of Reserve ****	\$ (58,145)
<i>Subtotal ****</i>	<i>\$ 311,855</i>
**** Combination of: 1)variances from past revenue projections, 2)programming at a higher level than future fund projections	
***** Prior analysis indicated \$270,000 reduction of funds collected as a result of the 2008 economic downturn	
<i>TOTAL</i>	<i>\$ 811,855</i>

Measure J Line 20a Program - Fund Estimate

TRANSPAC has approximately \$811,855 of unallocated Measure J line 20a funds projected through June 30, 2020, and another \$382,500 of funds projected to become available in the following fiscal year, resulting in a total of \$1,194,355.

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.

- \$459,000 of funds available for programs / projects in FY 20/21
 - Represents 1 year of programming, with the amount based on a initial revenue projection
 - About \$1,168,370 of programming, including \$878,000 approved for the prior two year program and \$290,000 of amendments.
 - Assuming use of Measure J Line 20A reserves to maintain the program level in FY 20/21

For the remaining funds, it is proposed:

- \$500,000 for Cash Flow Reserve (represents about 110% of FY 18/19 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
- \$235,000 for Operations / Capital Reserve
 - Could be used to provide funds for program operations or capital needs
 - In the event of an economic downturn, a level of about \$270,000 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
 - Upon exhaustion of the funds, will need to evaluate, including strategy to address an further economic downturn impacts.

Staff suggests re-evaluating these fund levels at the time funds are programmed from the reserves.

TRANSPAC 20A Program Summary of the 2020/2021 and 2021/2022 Cycle Program Applications		
VOLUNTEER DRIVER PROGRAMS		
City of Pleasant Hill		
	Senior Van Service (Vehicle only)	The City of Pleasant Hill Senior Van Service provides affordable, safe, reliable, and accessible door-to-door transportation for Pleasant Hill residents aged 55 and older, including seniors with limited mobility, in and around Pleasant Hill. The Senior Van Service is run by a volunteer coordinator, who hires and manages the service's volunteer dispatchers and volunteer drivers. The current vehicle is a 2012 lift van with 61,376 miles. A fare of \$1.50 is required.
TAXI SCRIP/TNC PROGRAMS		
City of Concord		
	Get Around Taxi Scrip	<p>The Get Around Taxi Scrip Program is a flexible, curb to curb, same day transportation option that allows Concord seniors to get taxi service at an affordable rate to neighboring cities, 24-hour access, 7 days a week. This service will allow seniors continue to be engaged with the community, get to medical and dental appointments, senior center, bank, shopping, church, hair appointments etc.</p> <p>Concord residents that are 65+ can are eligible to purchase up to 2 books for \$30, worth \$60 in rides at the senior center. The city has an agreement with DeSoto Cab Company to provide the taxi service that covers Clayton, Concord, Martinez, Pleasant Hill and Walnut Creek. The subsidy is proposed to increase to 75% in the second year of the program.</p>
POINT TO POINT SERVICE / SERVICE TO CENTRAL LOCATION		
Center for Elder Independence (CEI)		
	CEI Transportation Services for Central County	The Center for Elders' Independence (CEI) operates PACE, a long-term care alternative to nursing home residence for frail, low-income adults age 55 and over. The participants meet Medi-Cal income and health status criteria for nursing home admission but choose to remain at home or in the community to "age in place". CEI currently operates five centers in Alameda and Western Contra Costa County, and will open a PACE center/clinic in downtown Concord, CA in late 2020. This program is to provide wheelchair-accessible/lift-equipped "through-the-door" paratransit for frail, low-income senior participants to and from CEI's Concord PACE Center/clinic, other needed medical specialty appointments, and CEI-sponsored recreational and other outings.
SHUTTLE SERVICE (FIXED ROUTE)		
Golden Rain Foundation (Rossmoor)		
	Green Line Service	The Rossmoor Green Line bus provides hourly service Monday-Friday between 9:50am - 5:35pm to the greater Walnut Creek area, with a total of eight trips each weekday. The Green Line is a fixed route serving the senior population of Rossmoor. The Bus is equipped with a wheelchair lift allowing for mobility devices to use the route. The bus can hold eighteen seated passenger and two mobility devices.
TAXI SCRIP/TNC PROGRAMS		
Golden Rain Foundation (Rossmoor)		
	Subsidized Ridesharing Program	This Rossmoor program provides a transportation options for residents to receive a \$10.00 per ride subsidy (800 to 1800 hours) and a \$15.00 per ride (from 1800 to 2400), with a maximum of \$20.00 per day. The resident pays any additional cost after the subsidy is applied. The subsidized ride share program utilizes the Uber and Lyft systems. Seniors can access transportation outside the normal operating hours of the Rossmoor transit services and they can reach destinations outside the normal service area of the Rossmoor service. The service is contracted through GoGoGrandparents to provide the subsidized ride share service.

SHUTTLE SERVICE (FIXED ROUTE)		
	City of Walnut Creek	
	Walnut Creek Senior Mini Bus Program	<p>The City of Walnut Creek Transportation Program provided door-to-door transportation for members of the Walnut Creek Seniors Club and participant with developmental disabilities. Rides are given anywhere within the City of Walnut Creek and the Rehabilitation Center in Pleasant Hill. Most common destinations are medical appointments, shopping center and to the Civic Park Community Center, which serves as the senior center for Walnut Creek.</p> <p>The current program utilizes a Chevy Bolt operated by volunteer drivers to transport seniors on weekdays throughout the year. During the summer, on evenings and weekends, a 15-passenger van is used to transport program participants with developmental disabilities. This bus is operated by a staff member with a Class B driver license.</p>
TAXI SCRIP/TNC PROGRAMS		
	City of Walnut Creek	
	Lyft / TNC component	The Minibus services is augmented by the expanded Lyft pilot program which allows for overflow rides (once the Minibus is full) during currently Minibus operating hours and for rides during evenings and on the weekend.
SHUTTLE SERVICE (FIXED ROUTE)		
	CCCTA / County Connection	
	Midday Free Ride Program for Bridge and RES Programs	This program would allow participants of the Mt. Diablo Unified School District's Bridge Program and RES Success to ride County Connection's fixed-route transit services for free between 10 AM and 2 PM on weekdays. These two programs provide individuals with the knowledge and skills they need in order to make a successful transition to an independent, adult life. A key part of this is learning how to navigate and use public transit, which also helps to reduce dependency on paratransit services. The program is limited to off-peak hours when capacity is available on existing fixed-route services, so no additional transit service would be provided as part of this program.
POINT TO POINT SERVICE / SERVICE TO CENTRAL LOCATION		
	Choice in Aging	
	Mt. Diablo Mobilizer	<p>Choice in Aging's mission is to create opportunities where people can learn, grow, and age independently with dignity and community. Choice in Aging (CiA) started in 1949 as a rehabilitation facility for children with polio. When polio was eradicated, CiA's services changed. Today CiA serves more than 600 people with disabilities, multiple health conditions, and Alzheimer's disease.</p> <p>The Mt. Diablo Mobilizer offers door-through-door transportation to frail, low-income adults and adults with disabilities. The service uses CiA's bus (a wheelchair accessible vehicle) to transport participants to and from our adult day health care program in Pleasant Hill. Mid-day, the Mt. Diablo Mobilizer provides a shopping shuttle to low-income seniors at two senior housing facilities in Concord.</p>
VOLUNTEER DRIVER PROGRAMS / MOBILITY MANAGEMENT PROGRAM		
	Mobility Matters	
	Rides for Seniors/ Rides for Veterans	Mobility Matters is a nonprofit organization that provides mobility management services throughout Contra Costa County by matching riders to transportation providers that meet their individual needs. In addition, we operate the only countywide volunteer driver programs that provide free, one-on-one, door-through-door rides for seniors and disabled veterans, including their service dogs, who cannot access other forms of transportation. The primary purposes of the rides we provide are for outpatient medically necessary care, dental care, psychiatric care, same day surgery, and shopping for basic necessities, like groceries. Clients may request rides for other purposes, but these can only be filled if all the priority rides are covered. Age 60 or older or disable veterans are eligible. In September 2019, Caring Hands closed its doors, and Mobility Matters was asked by John Muir to train and enroll the volunteer drivers from their Senior Rides Program and assess their clients for eligibility for one of our two volunteer driver programs.

SUMMARY OF PROJECT / PROGRAM SERVICE ATTRIBUTES TRANSPAC 20A Program 2020/2021 and 2021/2022 Cycle Program Applications																																																										
			curb to curb				door to door				door thru door				Location Focus				fixed / shuttle route				Individual Trip Provided				fixed route / Shuttle Vehicle				Grant Funding Period				fare				Days				Hours				Vehicles				Lift Vehicles				Notes			
ref #			1	2	3	4	5		6	7		8	9	10	11	12	13	14																																								
		City of Pleasant Hill																																																								
1		Senior Van Service (Vehicle only)		X					X				Y	M-Th F	900-1600 900-1300		1	-Volunteer Drivers in City Owned vehicle -\$1.50 Fare																																								
		City of Concord																																																								
2		Get Around Taxi Scrip	X						X			2020-2021 2021-2022	Y	M - Su	24 hrs			-Same day trips -50% of fare subsidized																																								
		Center for Elder Independence (CEI)																																																								
3		CEI Transportation Services for Central County			X				X	X		2021-2022	N	M- F	900-1700 standard (as early as 600 and late as 1900 as needed)																																											
		Golden Rain Foundation (Rossmoor)																																																								
4		Green Line Service					X			X		2020-2021 2021-2022	N	M-F Sa-Su	950-1735 900-2100	12	12	-9.8 passengers per servcie hour																																								
5		Subsidized Ridesharing Program	X						X			2020-2021 2021-2022	see notes	M-Su	600-2400			-\$10 per ride subsidy, max of \$20 subsidy per day																																								
		City of Walnut Creek																																																								
6		Walnut Creek Senior Mini Bus Program		X		X			X	X		2020-2021 2021-2022	Y	M-F	815-1200 1230-1600	2		-Primarily Volunteer Drivers; -Shared trips for larger events; -Supplement volunteer drivers with a compensated driver on occasion;																																								
7		Lyft / TNC component	X						X			2020-2021 2021-2022	Y	M-F	400-2100 1000-1600																																											
		CCCTA / County Connection																																																								
8		Midday Free Ride Program for Bridge and RES Programs					X			X		2020-2021 2021-2022	N	M-F	1000-1400																																											
		Choice in Aging																																																								
9		Mt. Diablo Mobilizer	X		X	X						2020-2021 2021-2022	N	M-F	730-1600	2	2	-Combination of transportation to regularly scheduled program and a mid day shopping shuttle																																								
		Mobility Matters																																																								
10		Rides for Seniors/ Rides for Veterans			X				X			2020-2021 2021-2022	N	M-F	700-1700	V		-Volunteer drivers in personal vehicle; -Service also provided to disabled veterans -Weekend trips may be provide based on volunteer driver availability																																								

SUMMARY OF PROJECT / PROGRAM USERS AND TRIPS														
TRANSPAC 20A Program														
Summary of the 2020/2021 and 2021/2022 Cycle Program Applications														
			INDIVIDUAL USERS				TRIPS				BUDGET INFO			
			Prior Period		Projected for App. Period		Prior Period	Projected for App. Period			Projected for App. Period			
			Last Actual TOTAL Number of Individual Users	Last Actual TRANSPAC Number of Individual Users	Number of Individual Users (TRANSPAC and Beyond)	Number of Individual Users (TRANSPAC Subregion)	Last Actual TOTAL TRIPS (TRANSPAC and Beyond)	Trips Provided (TRANSPAC and Beyond)	Trips Provided (TRANSPAC Subregion)	Estimate of ADA Eligible Trips	Estimate of Shared Trips	Annual Agency Budget	Annual TOTAL Transporation Program Cost	Annual TRANSPAC Transporation Program Cost
ref #			1	2	3	4	5	6	7	8	9	10	11	12
		City of Pleasant Hill												
1		Senior Van Program (Vehicle Purchase)	485	485	490	490	1,662	1,954	1,954		1%	\$ 30,600,000	\$ 3,058	\$ 3,058
		City of Concord												
2		Get Around Taxi Scrip	65	65	100	100	NA	2,000	2,000		0%	\$ 1,025,000	\$ 32,700	\$ 32,700
		Center for Elder Independence												
3		CEI Transportation Services for Central County	NA	NA	100	100	NA	10,000	10,000	100%	90%	\$ 82,473,000	\$ 543,000	\$ 135,774
		Golden Rain Foundation (Rossmoor)												
4		Green Line	3503	3503	4,000	4000	16,304	20,400	20,400	4%	100%		\$ 153,650	\$ 115,500
5		Subsidized Ridesharing Program					123 (Partial year)	576	576		0%		\$ 10,000	\$ 10,000
												\$ 18,107,000	\$ 1,104,000	\$ 125,500
		City of Walnut Creek												
6		Senior Mini Bus Program	320	320	400	400	3,872	5,420	5,420		20%			\$ 78,500
7		TNC / Lyft Program	242	242	400	400	3,188	4,463	4,463		20%			\$ 40,000
												\$ 1,989,000	\$ 141,500	\$ 118,500
		CCCTA / County Connection												
8		Midday Free Ride Program for Bridge and RES Programs	326	326	408	408	14,253	36,000	36,000	90%	100%	\$ 42,264,000	\$ 42,264,000	\$ 40,000
		Choice in Aging												
9		Mt. Diablo Mobilizer	104	104	108	108	5,517	5,525	5,525	50%	100%	\$ 1,634,000	\$ 80,000	\$ 40,000
		Mobility Matters												
10		Rides for Seniors/ Rides for Veterans	528	270	600	300	6,100	8,000	4,000	90%	0%	\$ 600,000	\$ 275,000	\$ 137,570

SUMMARY OF PROJECT / PROGRAM COSTS (for application period) TRANSPAC 20A Program Summary of the 2020/2021 and 2021/2022 Cycle Program Applications														
			Annual Transporation Program Cost (TRANSPAC and Beyond)	Annual Transporation Program Cost (TRANSPAC Subregion)	Annual Measure J Cost of Transportation Service		2 Year Measure J Operating Request	Trips Provided (TRANSPAC and Beyond)	Trips Provided (TRANSPAC Subregion)	Est. Vehicle Service Hours	Hours Per Trip (Average)	Total \$'s Per Trip	Measure J \$'s Per Trip	Total \$'s per Vehicle Service Hour
ref #			1	2	3	4	5	6	7	8	9	10	11	12
	POINT TO POINT SERVICE / SERVICE TO CENTRAL LOCATION													
	Center for Elder Independence													
1		CEI Transportation Services for Central County (funding for FY 21/22)	\$ 543,091	\$ 543,091	\$ 135,774	25%	\$ 135,774	10,000	10,000	1,764	0.18	\$ 54.31	\$ 13.58	\$ 307.87
	Choice in Aging													
2		Mt. Diablo Mobilizer	\$ 90,000	\$ 90,000	\$ 40,000	44%	\$ 80,000	5,525	5,525	1550	0.28	\$ 16.29	\$ 7.24	\$ 58.06
	POINT TO POINT SERVICE / SERVICE TO CENTRAL LOCATION - Volunteer Driver based service													
	City of Walnut Creek													
3		Walnut Creek Senior Mini Bus Program	\$ 101,500	\$ 101,500	\$ 78,500	77%	\$ 157,000	5,420	5,420	1,680	0.31	\$ 18.73	\$ 14.48	\$ 60.42
	Mobility Matters													
4		Rides for Seniors/ Rides for Veterans	\$ 275,140	\$ 137,570	\$ 137,570	100%	\$ 275,140	8,000	4,000			\$ 34.39	\$ 34.39	
	City of Pleasant Hill													
5		Senior Van Program (Vehicle Purchase)	\$ 3,058	\$ 3,058	\$ -	0%	\$ -	1,954	1,954	651	0.33	\$ 1.56	\$ -	\$ 4.70
	TAXI SCRIP/TNC PROGRAMS													
	City of Concord													
6		Get Around Taxi Scrip (yr 1)	\$ 32,700	\$ 32,700	\$ 21,200	65%		2,000	2,000			\$ 16.35	\$ 10.60	
7		Get Around Taxi Scrip (yr 2)	\$ 42,800	\$ 42,800	\$ 28,800	67%		2,300	2,300			\$ 18.61	\$ 12.52	
8		Get Around Taxi Scrip (2 yr program)	\$ 75,500	\$ 75,500	\$ 50,000	66%	\$ 50,000	4,300	4,300			\$ 17.56	\$ 11.63	
	Golden Rain Foundation (Rossmoor)													
9		Subsidized Ridesharing Program	\$ 10,000	\$ 10,000	\$ 10,000	100%	\$ 20,000	576	576			\$ 17.36	\$ 17.36	
	City of Walnut Creek													
10		TNC / Lyft Program	\$ 40,000	\$ 40,000	\$ 40,000	100%	\$ 80,000	4,463	4,463			\$ 8.96	\$ 8.96	
	SHUTTLE SERVICE (FIXED ROUTE)													
	CCCTA / County Connection													
11		Midday Free Ride Program for Bridge and RES Programs	\$ 40,000	\$ 40,000	\$ 40,000	100%	\$ 80,000	36,000	36,000			\$ 1.11	\$ 1.11	
	Golden Rain Foundation (Rossmoor)													
12		Green Line	\$ 153,650	\$ 153,650	\$ 115,500	75%	\$ 230,954	20,400	20,400	2,465	0.12	\$ 7.53	\$ 5.66	\$ 62.33
										CCCTA Link Service		\$45.38		\$ 79.13

SUMMARY OF PROJECT / PROGRAM USERS AND TRIPS Actual / Projected TRANSPAC 20A Program Summary of the 2020/2021 and 2021/2022 Cycle Program Applications																			
			Number of Individual Users (TRANSPAC and Beyond)				Number of Individual Users (TRANSPAC Subregion)				TOTAL TRIPS PROVIDED (TRANSPAC and Beyond)					TRIPS PROVIDED (TRANSPAC Subregion)			
			2018 App	Prog. Rep	2020 App		2018 App	Prog. Rep	2020 App		2018 App	2018 App	Prog. Rep	2020 App		2018 App	2018 App	Prog. Rep	2020 App
			18/19 Projected	18/19 Actuals	Projected		18/19 Projected	18/19 Actuals	Projected		Prior Period	18/19 Projected	18/19 Actuals	Projected		Prior Period	18/19 Projected	18/19 Actuals	Projected
Golden Rain Foundation (Rossmoor)																			
	Green Line						110	1,858	4,000							17,509	20,000	18,587	20,400
City of Walnut Creek																			
	Senior Mini Bus Program						395	320	400							4,616	5,400	3,872	5,420
	TNC / Lyft Program							242	400								780	3,188	4,463
Choice in Aging																			
	Mt. Diablo Mobilizer *						62	54	108							5,919	6,000	5,517	5,525
Mobility Matters																			
	Rides for Seniors/ Rides for Veterans		300	490	600		150	240	300		3,179	4,200	5,494	8,000		1,446	1,890	2,532	4,000
	* 2020 App information also includes individual users of the mid day service for grocery shopping																		

r	PROPOSED DRAFT PROGRAM		
e	TRANSPAC 20A Program		
f	2020/2021 and 2021/2022 Cycle Program Applications		
#			
	"POINT TO POINT SERVICE" or "SERVICE TO CENTRAL LOCATION"		Year 1 REQUEST
			PROPOSED DRAFT PROGRAM
	Center for Elder Independence (CEI)		
1	CEI Transportation Services for Central County		\$ -
	Choice in Aging		
2	Mt. Diablo Mobilizer		\$ 40,000
	Subtotal		\$ 40,000
	"POINT TO POINT SERVICE" or "SERVICE TO CENTRAL LOCATION"		
	Volunteer Driver based service		
	City of Walnut Creek		
3	Walnut Creek Senior Mini Bus Program		\$ 78,500
	Mobility Matters		
4	Rides for Seniors/ Rides for Veterans		\$ 137,570
	City of Pleasant Hill		
5	Senior Van Service (Vehicle only)		\$ 55,000
	Subtotal		\$ 271,070
	TAXI SCRIP/TNC PROGRAMS		
	City of Concord		
6	Get Around Taxi Scrip		\$ 21,200
	Golden Rain Foundation (Rossmoor)		
7	Subsidized Ridesharing Program		\$ 10,000
	City of Walnut Creek		
8	Lyft / TNC component		\$ 40,000
	Subtotal		\$ 71,200
	SHUTTLE SERVICE / FIXED ROUTE		
	CCCTA / County Connection		
9	Midday Free Ride Program for Bridge and RES Programs		\$ 40,000
	Golden Rain Foundation (Rossmoor)		
10	Green Line Service		\$ 114,920
	Subtotal		\$ 154,920
	TOTALS		\$ 537,190
			\$ 458,593

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
 - \$79.13 per revenue hour (FY 2018/2019)
 - \$45.38 per passenger (FY 2018/2019)
 - 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 transportation network company (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 15 of the Call for Projects package) , indemnification, and reporting. 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 issues identified by TRANSPAC or CCTA.

MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

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.

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: May 14, 2020

Subject:	TRANSPAC DRAFT WORK PLAN AND BUDGET FOR FISCAL YEAR 2020/2021
Summary of Issues	The TRANSPAC Joint Exercise of Power Agreement (JPA) specifies that TRANSPAC shall adopt a budget that includes operational expenses and the proportional amount each agency will be required to pay to fund TRANSPAC. The TRANSPAC Board is requested to review and comment on the Draft 2020/2021 Workplan and Budget. The TRANSPAC Board is also requested to provide input for the process for the annual review of the Managing Director in consideration of existing shelter in place order. This item will be brought back to the TRANSPAC Board for final approval at June TRANSPAC Board meeting.
Financial Implications	The TRANSPAC Board is requested to review and comment on the Draft material at this time. The final is scheduled to be considered at the June TRANSPAC Board meeting. The TRANSPAC budget projects the costs associated with TRANSPAC operations and the level of funds required, including member contributions, to be included in the TRANSPAC FY 2020/2021 Budget. The method to determine the proportional amount each agency would be required to pay of any member contribution is based on the formula specified in the TRANSPAC JPA.
Options	Options include: <ul style="list-style-type: none">• Direct staff to modify the workplan or budget
Attachment(s)	A. TRANSPAC Draft FY 2020 / 2021 Work Plan B. TRANSPAC Gray Bowen Scott Contract Invoice Summary C. TRANSPAC Draft FY 2020 / 2021 Budget D. TRANSPAC FY 2019/2020 Budget

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, and that TRANSPAC shall adopt a budget that includes operational expenses and the proportional amount each agency will be required to pay.

Work Plan

TRANSPAC considers the annual work plan in conjunction with review of an annual budget. The workplan priority tasks are intended to be evaluated on an regular basis to allow for the affirmation or revision of priorities. The work plan is based on the recent discussion and identified priorities, as well as some items that TRANSPAC would perform in any event (i.e. Measure J Line 20a programming cycle). In spring 2019, TRANSPAC initiated the annual process to review the work plan /budget /contracts for the upcoming year. Through that discussion, it was decided to devote additional time to review the work that TRANSPAC has been focusing on, and how the Board wanted to proceed in future. TRANSPAC conducted a series of meetings though the summer to focus on Strategic Planning for TRANSPAC, including defining priority issues for TRANSPAC and actions to move forward on the priorities, with that effort concluded in fall 2019. The Draft Work Plan is based on the results of that previous discussion. Many items have been impacted by the shelter in place orders. Included in the attached material is a proposed FY 2020/2021 work plan.

Managing Director and Clerk of the Board

Gray Bowen Scott (GBS) was selected to perform the Managing Director duties in late 2016, through a procurement process, with options for TRANSPAC to extend the contract on an annual basis. TRANSPAC has a contract with GBS for Managing Director and Secretary/Clerk services with the term through June 30, 2020 with an option to extend the term on an annual basis. GBS has been providing Managing Director services to support TRANSPAC since December 2016, and the added the Secretary / Clerk services component since November 2019, providing services on a time and materials basis. GBS is proposing the same staff, Matt Todd performing the Managing Director duties and Tiffany Gephart performing the Secretary / Clerk services.

In the past, the TRANSPAC Board has held a closed session for Public Employee Performance Evaluation and Labor negotiation (pursuant to Government Code §54957). In recognition of the shelter in place order and the virtual meeting formats that have been used since then, staff is requesting Board input regarding the process and format to conduct an annual review process for the Managing Director position.

GBS is proposing to maintain the contract at the same level of \$230,000 as the FY 2019/2020 contract. As previously requested, additional information on the categories of tasks of work included in the current fiscal year broken out by the Managing Director / Clerk positions are included in the attached material.

FY 2020/2021 TRANSPAC Budget

The FY 2020/2021 budget is similar to the previous year. The Managing Director / Administration Support Contract is the largest annual expense. The Project Reserve funds that support the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study are from previously collected funds and do not impact the annual contribution request level. The annual contribution request level for FY 2020/2021 is proposed at the same level as the last two years at \$225,000. The formula to distribute the member contributions among the six

TRANSPAC local agencies is detailed in the TRANSPAC JPA, and includes 50% of the contribution level evenly split among the six local agencies, and the remaining 50% split by the Measure J return to source distribution levels. The detail of the member contribution breakdown is included in the attached draft budget material. The approved FY 2019/2020 budget is also included as an attachment for your information.

Strategic Planning Discussion Identified Work

- Corridors
 - Identify regionally significant priorities through a CIP process
 - Identify actions for short, medium and long term, and review of potential funding sources
- Schools
 - Identify regionally significant priorities through a CIP process
 - Include review of potential funding sources
- Regional Coordination
 - Facilitate and coordinate with partner agencies to review and discuss items of interest, with agencies including:
 - School District(s)
 - TRANSPLAN
 - SWAT
- Review priority tasks annually to affirm or revise

Ongoing / Existing Tasks

- Measure J Line 20A
 - FY 2021/2022 programming
 - Impacts of COVID-19 on program
- 680/Monument Bike/Pedestrian Improvements Feasibility Study
 - Initiated in FY 2018/2019 and ongoing into FY 2020/21
- General Programming Tasks
 - Measure J
 - Line 10 (BART Parking, Access, and Other Improvements)
 - Line 19a (Additional Bus Service Enhancements)
 - Line 20a (Additional Senior and Disabled Transportation)
- Other potential items
 - Action Plan tasks
 - Project update/status reports

Administrative Tasks

- Quarterly and Year End Financial Report
- Appointments
 - CCTA Board Representative
 - Other CCTA Committee Appointments
- FY 2019/2020 Audit
- 2021 Meeting Schedule
- Conflict of Interest Form 700
- 2021/2022 Workplan and Budget
 - Including required contract documents
- Administration of Contracts and Invoices

TRANSPAC Gray Bowen Scott Contract Invoice Summary

- GBS Managing Director / Clerk of the Board Contract
- Contract approved by TRANSPAC on November 14, 2019

TRANSPAC Managing Director Contract Summary						
			BY CURRENT BUDGET YEAR (July 2019 to June 2020)			
			Monthly Invoices	Cumulative Expense	Percent of Contract Expenses	Percent of Time
Jul	2019		\$ 17,869	\$ 17,869	7.8%	8.3%
Aug	2019		\$ 18,920	\$ 36,789	16.0%	16.7%
Sep	2019		\$ 11,594	\$ 48,383	21.0%	25.0%
Oct	2019		\$ 15,123	\$ 63,507	27.6%	33.3%
Nov	2019		\$ 14,351	\$ 77,858	33.9%	41.7%
Dec	2019		\$ 17,665	\$ 95,523	41.5%	50.0%
Jan	2020		\$ 12,158	\$ 107,681	46.8%	58.3%
Feb	2020		\$ 17,091	\$ 124,772	54.2%	66.7%
Mar	2020		\$ 13,073	\$ 137,845	59.9%	75.0%
Apr *	2020		\$ 18,000	\$ 155,845	67.8%	83.3%
May	2020		\$ -	\$ 155,845	67.8%	91.7%
Jun	2020		\$ -	\$ 155,845	67.8%	100.0%
Total			\$ 155,845			
*April 2020 Invoice is an estimate						
			FY 2019-2020 Budget			
			\$ 230,000			
			Balance of the Budget			
4-May-20			\$ 74,155			

TRANSPAC Gray Bowen Scott Contract Invoice Summary

FY 2019 / 2020						
Jul-19 to Sep-19	Jul-19 to Sep-19					
	Man. Dir.		Clerk Tasks		Total	
TRANSPAC Meetings	\$ 5,109.00	12.7%	\$ -	0.0%	\$ 5,109.00	10.6%
Other Meetings	\$ 3,930.00	9.8%	\$ -	0.0%	\$ 3,930.00	8.1%
Support (Regular Items)	\$ 20,370.50	50.5%	\$ -	0.0%	\$ 20,370.50	42.1%
Support (Other Items)	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Administration	\$ 1,179.00	2.9%	\$ -	0.0%	\$ 1,179.00	2.4%
Other Tasks	\$ 9,694.00	24.1%	\$ 6,375.00	78.9%	\$ 16,069.00	33.2%
Clerk Administration	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Clerk Pre-Meeting	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Clerk Post-Meeting	\$ -	0.0%	\$ 1,200.00	14.9%	\$ 1,200.00	2.5%
ODCs	\$ 23.75	0.1%	\$ 502.11	6.2%	\$ 525.86	1.1%
TOTAL	\$ 40,306.25	100%	\$ 8,077.11	100%	\$ 48,383.36	100%
Oct-19 to Dec-19	Oct-19 to Dec-19					
	Man. Dir.		Clerk Tasks		Total	
TRANSPAC Meetings	\$ 3,799.00	9.5%	\$ 2,325.00	33.1%	\$ 6,124.00	13.0%
Other Meetings	\$ 2,096.00	5.2%	\$ -	0.0%	\$ 2,096.00	4.4%
Support (Regular Items)	\$ 20,567.00	51.3%	\$ -	0.0%	\$ 20,567.00	43.6%
Support (Other Items)	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Administration	\$ 4,454.00	11.1%	\$ -	0.0%	\$ 4,454.00	9.4%
Other Tasks	\$ 9,170.00	22.9%	\$ 75.00	1.1%	\$ 9,245.00	19.6%
Clerk Administration	\$ -	0.0%	\$ 112.50	1.6%	\$ 112.50	0.2%
Clerk Pre-Meeting	\$ -	0.0%	\$ 2,025.00	28.8%	\$ 2,025.00	4.3%
Clerk Post-Meeting	\$ -	0.0%	\$ 2,125.00	30.2%	\$ 2,125.00	4.5%
ODCs	\$ 26.78	0.1%	\$ 364.52	5.2%	\$ 391.30	0.8%
TOTAL	\$ 40,112.78	100%	\$ 7,027.02	100%	\$ 47,139.80	100%
Jan-20 to Mar-20	Jan-20 to Mar-20					
	Man. Dir.		Clerk Tasks		Total	
TRANSPAC Meetings	\$ 3,500.00	11.0%	\$ 1,075.00	10.2%	\$ 4,575.00	10.8%
Other Meetings	\$ 1,540.00	4.8%	\$ -	0.0%	\$ 1,540.00	3.6%
Support (Regular Items)	\$ 23,450.00	73.8%	\$ -	0.0%	\$ 23,450.00	55.4%
Support (Other Items)	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Administration	\$ 2,590.00	8.1%	\$ -	0.0%	\$ 2,590.00	6.1%
Other Tasks	\$ 700.00	2.2%	\$ -	0.0%	\$ 700.00	1.7%
Clerk Administration	\$ -	0.0%	\$ 2,675.00	25.4%	\$ 2,675.00	6.3%
Clerk Pre-Meeting	\$ -	0.0%	\$ 5,575.00	52.9%	\$ 5,575.00	13.2%
Clerk Post-Meeting	\$ -	0.0%	\$ 1,100.00	10.4%	\$ 1,100.00	2.6%
ODCs	\$ 6.25	0.0%	\$ 110.63	1.1%	\$ 116.88	0.3%
TOTAL	\$ 31,786.25	100%	\$ 10,535.63	100%	\$ 42,321.88	100%
FISCAL YEAR SUMMARY - EXPENSES TO DATE						
	Man. Dir.		Clerk Tasks		Total	
TRANSPAC Meetings	\$ 12,408.00	11.1%	\$ 3,400.00	13.3%	\$ 15,808.00	11.5%
Other Meetings	\$ 7,566.00	6.7%	\$ -	0.0%	\$ 7,566.00	5.5%
Support (Regular Items)	\$ 64,387.50	57.4%	\$ -	0.0%	\$ 64,387.50	46.7%
Support (Other Items)	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Administration	\$ 8,223.00	7.3%	\$ -	0.0%	\$ 8,223.00	6.0%
Other Tasks	\$ 19,564.00	17.4%	\$ 6,450.00	25.2%	\$ 26,014.00	18.9%
Clerk Administration	\$ -	0.0%	\$ 2,787.50	10.9%	\$ 2,787.50	2.0%
Clerk Pre-Meeting	\$ -	0.0%	\$ 7,600.00	29.6%	\$ 7,600.00	5.5%
Clerk Post-Meeting	\$ -	0.0%	\$ 4,425.00	17.3%	\$ 4,425.00	3.2%
ODCs	\$ 56.78	0.1%	\$ 977.26	3.8%	\$ 1,034.04	0.8%
TOTAL	\$ 112,205.28	100.0%	\$ 25,639.76	100.0%	\$ 137,845.04	100.0%

DRAFT TRANSPAC 2020-2021 BUDGET						
EXPENDITURES						
			2019-2020		2020-2021	
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)			\$ 230,000		\$ 230,000	
Legal Services - expenses would be incurred on a time and material basis			\$ 5,000		\$ 5,000	
Web Site - Maintain / Enhance (time and material based expenses)			\$ 10,000		\$ 10,000	
Audit Services			\$ 5,000		\$ 4,500	
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance			\$ 10,000		\$ 10,000	
Subtotal			\$ 260,000		\$ 259,500	
Pleasant Hill City/Fiscal Administration			\$ 3,000		\$ 3,000	
Subtotal			\$ 3,000		\$ 3,000	
Costs subtotal			\$ 263,000		\$ 262,500	
Contingency			\$ 24,557		\$ 38,500	
Project Reserve - This line represents the budget to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasability study. TRANSPAC entered into an agreement with CCTA to procure a consultant. Fehr and Peers was selected. With the CCTA focus on TEP in Spring and Summer of 2019, the initiation of the contract was delayed. Staff met with CCTA and Fehr in Peers in November 2019 to reinstate the contract. Unexpended funds from FY 2018/2019 will carry over to FY 2019/2020.			\$ 215,999		\$ 209,969	
Total			\$ 503,556		\$ 510,969	
REVENUES						
			2019-2020		2020-2021	
Member Agency Contributions			\$ 225,000		\$ 225,000	
Carryover Balance			\$ 62,558		\$ 76,000	
Project Reserve Carryover Balance			\$ 215,999		\$ 209,969	
Total			\$ 503,556		\$ 510,969	
NOTES:						
-TRANSPAC does not have any direct employees. Staff positions provided through contract.						

	DRAFT TRANSPAC 2020-2021 BUDGET							
	TRANSPAC MEMBER AGENCY CONTRIBUTION ALLOCATION FORMULA METHODOLOGY							
PART A	Each jurisdiction contributes 50% of the TRANSPAC Member Agency Contributions based on an equal (1/6) share of the annual budget amount.					\$	112,500	
PART B	The remaining 50% share of the TRANSPAC Member Agency Contributions is calculated on the most recent percentage of Measure J "return to source" funds received by each jurisdiction.					\$	112,500	
	PART A	ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET						
		50% SHARE OF ANNUAL						
		MEMBER AGENCY						
JURISDICTION		CONTRIBUTION BUDGET						PER JURISDICTION
		PER JURISDICTION						EQUALS
								(R)
CLAYTON		1/6					\$	18,750
CONCORD		1/6					\$	18,750
MARTINEZ		1/6					\$	18,750
PLEASANT HILL		1/6					\$	18,750
WALNUT CREEK		1/6					\$	18,750
CONTRA COSTA COUNTY		1/6					\$	18,750
TOTAL							\$	112,500

	DRAFT TRANSPAC 2020-2021 BUDGET						
		ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET					
	PART B	MEASURE J RTS \$s	MEASURE J RTS %	\$ FROM RTS PART B			Total for
JURISDICTION		Allocation				PART A	Jurisdiction
CLAYTON		\$ 264,543	5.52%	\$ 6,205		\$ 18,750	\$ 24,955
CONCORD		\$ 1,670,146	34.82%	\$ 39,175		\$ 18,750	\$ 57,925
MARTINEZ		\$ 589,756	12.30%	\$ 13,833		\$ 18,750	\$ 32,583
PLEASANT HILL		\$ 604,128	12.60%	\$ 14,171		\$ 18,750	\$ 32,921
WALNUT CREEK		\$ 994,069	20.73%	\$ 23,317		\$ 18,750	\$ 42,067
CONTRA COSTA COUNTY ^		\$ 673,515	14.04%	\$ 15,798		\$ 18,750	\$ 34,548
TOTAL		\$ 4,796,157		\$ 112,500		\$ 112,500	\$ 225,000
^Estimated at 25% of allocation (\$2,694,060)							
Based on "DRAFT - FY 2019-20 Distribution of 18% Funds to Local Jurisdictions to Street Maintenance"							

TRANSPAC 2019-2020 BUDGET						
EXPENDITURES						
			2018-2019		2019-2020	
Managing Director (time and material based expenses)			\$ 135,000			
Admin Support Contract - Secretary / Clerk of the Board (includes printing, postage & supplies) (time and material based expenses)			\$ 72,000			
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)					\$ 230,000	
Legal Services - expenses would be incurred on a time and material basis			\$ 5,000		\$ 5,000	
Web Site - Maintain / Enhance (time and material based expenses)			\$ 10,000		\$ 10,000	
Audit Services			\$ 15,000		\$ 5,000	
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance			\$ 10,000		\$ 10,000	
Subtotal			\$ 247,000		\$ 260,000	
Pleasant Hill City/Fiscal Administration			\$ 3,000		\$ 3,000	
Subtotal			\$ 3,000		\$ 3,000	
Costs subtotal			\$ 250,000		\$ 263,000	
Contingency			\$ 16,500		\$ 24,557	
Project Reserve - This line represents the budget to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasability study. TRANSPAC entered into an agreement with CCTA to procure a consultant. Fehr and Peers was selected. With the CCTA focus on TEP in Spring and Summer of 2019, the initiation of the contract was delayed. Staff met with CCTA and Fehr in Peers in November 2019 to reinstate the contract. Unexpended funds from FY 2018/2019 will carry over to FY 2019/2020.			\$ 220,000		\$ 215,999	
Total			\$ 486,500		\$ 503,556	
REVENUES						
			2018-2019		2019-2020	
Member Agency Contributions			\$ 225,000		\$ 225,000	
Carryover Balance			\$ 41,500		\$ 62,558	
Project Reserve Carryover Balance			\$ 220,000		\$ 215,999	
Total			\$ 486,500		\$ 503,556	
NOTES:						
-TRANSPAC does not have any direct employees. Staff positions provided through contract.						

	TRANSPAC 2019-2020 BUDGET						
	TRANSPAC MEMBER AGENCY CONTRIBUTION ALLOCATION FORMULA METHODOLOGY						
PART A	Each jurisdiction contributes 50% of the TRANSPAC Member Agency Contributions based on an equal (1/6) share of the annual budget amount.					\$ 112,500	
PART B	The remaining 50% share of the TRANSPAC Member Agency Contributions is calculated on the most recent percentage of Measure J "return to source" funds received by each jurisdiction.					\$ 112,500	
	PART A	ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET					
		50% SHARE OF ANNUAL					
		MEMBER AGENCY					PER JURISDICTION
JURISDICTION		CONTRIBUTION BUDGET					EQUALS
		PER JURISDICTION					(R)
CLAYTON		1/6					\$ 18,750
CONCORD		1/6					\$ 18,750
MARTINEZ		1/6					\$ 18,750
PLEASANT HILL		1/6					\$ 18,750
WALNUT CREEK		1/6					\$ 18,750
CONTRA COSTA COUNTY		1/6					\$ 18,750
TOTAL							\$ 112,500

TRANSPAC 2019-2020 BUDGET							
ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET							
PART B	MEASURE J RTS \$s	MEASURE J RTS %	\$ FROM RTS				Total for
JURISDICTION	Allocation		PART B			PART A	Jurisdiction
CLAYTON	\$ 263,217	5.53%	\$ 6,219			\$ 18,750	\$ 24,969
CONCORD	\$ 1,657,497	34.81%	\$ 39,160			\$ 18,750	\$ 57,910
MARTINEZ	\$ 585,811	12.30%	\$ 13,840			\$ 18,750	\$ 32,590
PLEASANT HILL	\$ 600,067	12.60%	\$ 14,177			\$ 18,750	\$ 32,927
WALNUT CREEK	\$ 986,866	20.72%	\$ 23,315			\$ 18,750	\$ 42,065
CONTRA COSTA COUNTY ^	\$ 668,291	14.03%	\$ 15,789			\$ 18,750	\$ 34,539
TOTAL	\$ 4,761,749		\$ 112,500			\$ 112,500	\$ 225,000
^Estimated at 25% of allocation (\$2,673,163)							
Based on "DRAFT - FY 2018-19 Distribution of 18% Funds to Local Jurisdictions to Street Maintenance"							

TRANSPAC Board Meeting *STAFF REPORT***Meeting Date:** May 14, 2020

Subject:	CONTRA COSTA TRANSPORTATION AUTHORITY GROWTH MANAGEMENT PLAN/SENATE BILL 743 IMPLEMENTATION
Summary of Issues	The Contra Costa Transportation Authority (CCTA) Measure J program includes a Growth Management Program (GMP) element. Local agencies must comply with the GMP program to receive certain funds through the Measure J program. The GMP currently allows local agencies in Contra Costa County to evaluate new projects for traffic impacts using CEQA Level of Service measures. With the passage of Senate Bill 743 (SB743) public agencies evaluating the impact of development projects will be required to use vehicle miles traveled (VMT) to evaluate transportation impacts. CCTA has held a series of meetings to discuss the implementation of SB743 in the context of the CCTA Growth Management Program (GMP), including definition for a baseline VMT and thresholds to consider. CCTA staff is scheduled to present information on this item at the meeting.
Recommendations	None - For information only.
Financial Implications	No TRANSPAC financial implications

Background

Senate Bill (SB) 743, was signed in 2013 and incorporated into the California Environmental Quality Act (CEQA) Guidelines in 2018. SB743 better aligns CEQA with the State's climate and air quality goals and will change CEQA analysis of transportation impacts associated with both land development and infrastructure projects. SB 743 requires changes in CEQA review of transportation analysis of local land use projects. For land use projects, SB 743 prohibits identification of automobile delay as a significant impact on the environment within CEQA transportation analysis. By July 1, 2020, public agencies evaluating the impact of development projects are required to use vehicle miles traveled (VMT) to evaluate transportation impacts. Contra Costa Transportation Authority (CCTA) has held a series of meetings to discuss the implementation of SB743 in the context of the CCTA Growth Management Program (GMP), including definition for a baseline VMT and thresholds to consider. The CCTA is anticipated to propose a guidelines and policies to account for new SB743 items in June/July. Multiple cities in the TRANSPAC area have also been considering how to implement SB743 in their local jurisdictions.

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TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: May 14, 2020

Subject:	TRANSPAC QUARTERLY FINANCIAL REPORTS
Summary of Issues	The TRANSPAC JPA calls for the reporting of certain financial information on a quarterly basis. This report contains a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2019/20 for the period ended March 31, 2020.
Recommendations	None - For information only
Attachment(s)	A. TRANSPAC Quarterly Financial Report for period ending March 31, 2020

REPORT.: 04/10/20
RUN....: 04/10/20
Run By.: ROSS

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

PAGE: 001
ID #: GLBS
CTL.: PLE

Ending Calendar Date.: March 31, 2020 Fiscal (09-20)

Assets

Acct ID

TRANSPAC CASH BAL.ADJ.	171,204.59	85	1010	9999
TRANSPAC INVESTMENT IN LAIF	263,581.55	85	1060	
<hr/>				
Total of Assets ---->	434,786.14		434,786.14	
<hr/>				

Liabilities

Acct ID

FUND Balances

Acct ID

TRANSPAC RESTRICTED FUND BALANCE	278,556.40	85	2812	
CURRENT EARNINGS	156,229.74			
<hr/>				
Total of FUND Balances ---->	434,786.14		434,786.14	
<hr/>				

REPORT.: 04/10/20
RUN....: 04/10/20
Run By.: ROSS

CITY OF PLEASANT HILL
Balance Sheet Report
FUND 85 - TRANSPAC

PAGE: 002
ID #: GLBS
CTL.: PLE

Ending Calendar Date.: March 31, 2020 Fiscal (09-20)

Assets

1010	9999 CASH BAL.ADJ.	171,204.59	
1060	INVESTMENT IN LAIF	263,581.55	

Total of Assets ---->		434,786.14	434,786.14
			=====

Liabilities

FUND Balances

2812	RESTRICTED FUND BALANCE	278,556.40	
	CURRENT EARNINGS	156,229.74	

Total of FUND Balances ---->		434,786.14	434,786.14
			=====

City of Pleasant Hill

FY2019/20 Income Statement Summary by Quarter

Accounting Structure:

Fund	Department or Revenue Code	Expense Code
XX	XXXX	XXXX

FUND:85 Name :TRANSPAC

Revenue	Description	Revenue Description	Activity in 1st Quarter	Activity in 2nd Quarter	Activity in 3rd Quarter	Activity in 4th Quarter	YTD thru 9/30/2018
DEPT Id	OBJ Id						
3510		INTEREST REV	-		3400.08		\$ 3,400.08
4570		CONTRIB FROM OTHER AGENCIES	-	32,927.00	192,073.00		\$ 225,000.00
Total Revenue ----->							\$ 228,400.08

Expense	Description	Expense Description					
DEPT Id	OBJ Id						
7085	0100	SALS-PERMANENT	-	45,220.11	18,920.48		\$ 64,140.59
7085	1110	OUTSIDE CONSL/LITG	-				\$ -
7085	1140	AUDITING SVCS	-	2,000.00	2,250.00		\$ 4,250.00
7085	1198	CONSULTANT/OTHR	-				\$ -
7085	1300	CONTRACTUAL SVC	-	568.75	355.00		\$ 923.75
7085	1486	MAINT	-				\$ -
7085	2400	POSTAGE	-				\$ -
7085	4200	SUPLS/OPERATING	-				\$ -
7085	6800	ADMIN OVERHEAD	-	2,856.00			\$ 2,856.00
7085	6905	CONTINGENCIES	-				\$ -
Total Expense ----->							\$ 72,170.34
Net Rev/(Exp)							\$ 156,229.74

EXECUTIVE DIRECTOR'S REPORT

April 15, 2020

Senator Beall: March 12, 2020

Senator Beall and Senate Transportation Committee staff member Manny Leon called me to talk about FASTER. The Senator asked about questions about corridor projects on I-680, Brentwood to I-580, transit extension to East County and ferry service. He asked about our reverse commute allocation in the proposed measure. He also asked about our position on SEAMLESS. I mentioned that we would like to be grandfathered into his proposed "Bus on Shoulder" bill. His proposal has six demonstration projects and we have made a lot of progress working on getting approval from the administration. He thought that was a good idea and could be accommodated.

Contra Costa Water District: March 12, 2020

I met with Assistant General Manager Rachel Murphy and Principal Engineer Peter Stabb to discuss the plans for the recently acquired canal right-of-way (ROW) from the federal government. They showed us the two options to rehabilitate the existing canal or put the existing canal into a pipe. There is about 100 to 150 feet of ROW. If the canal is piped, there may be an opportunity to place a clean, quiet, on-demand transit service within the ROW. There are some interesting short (15 mile) connections from a couple of Bay Area Rapid Transit stops to work centers in Central Contra Costa.

Federal Highway Administration (FHWA): March 12, 2020

Ryan Buck from FHWA conducted a kick-off meeting for the Advanced Transportation and Congestion Management Technologies Deployment (ATCMTD) Mobility-on-Demand grant. The meeting laid the groundwork for the next three years.

Bus Lane/Bay Bridge Forward: March 12, 2020

Staff from the Metropolitan Transportation Commission (MTC) presented their analysis of a proposal to provide dedicated transit lanes on the approaches to the Bay Bridge. MTC wants to form a partnership with CCTA, Alameda County Transportation Commission, and Caltrans to develop a suite of projects to address congestion at the approaches of the Bay Bridge.

MITRE Corporation: March 13, 2020

Kelcey Crawford moderated a session at the 2020 Transportation Research Board Annual meeting where I did a TED Talk style mobility session about our innovation program. She is working on a study for the Department of Homeland Security for the MITRE Corp. that is focused on autonomous vehicle (AV) technology. She wanted to know what their future looks like (in 5 years), the threats that will be encountered both presently and within that future timeframe, and

policy and regulatory measures that should be enacted in order to minimize the threats and help regulate AVs.

Dr. Maureen Powers: March 13, 2020

Tarienne Grover swore in our newest Authority Board Member and reviewed the various forms she will need to fill out. She was appointed by the West Contra Costa Transit Authority as the Ex-Officio Bus Representative Alternate. I gave her an overview of CCTA and the various documents that will help give her some information about our projects and programs.

First Virtual Staff Meeting: March 16, 2020

CCTA held our first virtual staff meeting in the history of the organization. We were testing various software packages that will allow us to conduct upcoming Authority Board and committee meetings.

INTEL: March 18, 2020

I had a conference call with Gregg Descheemaeker and Francesca Paolini from Intel. They are a proposed partner for the Automated Driving System (ADS) grant, but in our meeting with their team, they may not be able to provide the vehicles that were initially proposed. We reviewed their commitment and they are going to come back to us with a proposal.

Engineering News Record (ENR): March 18, 2020

Linsey Willis and I were interviewed by Aileen Cho, Senior Editor from ENR. She wanted to know about how COVID-19 was impacting our operations. We discussed impacts to our operations, revenue, moral, etc. We also talked about how our progress on paperless (POP) initiative has prepared CCTA to be ready to work from remote locations.

Authority Board Meeting: March 18, 2020

We held the first virtual Authority Board meeting using technology that allowed eight of the 14 Authority Board Members to participate from remote locations. We had six Authority Board Members participate from the Board Room who were separated by the vacant locations on the dais. All votes were done by roll call vote. As always, we have conducted an after-meeting review and are working on conducting a fully remote meeting for the April Authority Board meeting.

Governing Special Districts National Advisory Board: March 19, 2020

I am on the Governing Special Districts National Advisory Board. There is a mixture of public and private participants. We discussed upcoming Special Districts National Advisory Board meetings that will be held in various locations throughout the United States. They are delaying setting the dates due to the COVID-19 virus. They are reviewing the various strategies currently being used to conduct business and the continuation of conducting business. I gave a brief summary of CCTA's efforts.

Voyage: March 26, 2020

I had a teleconference with Justin Erlich from Voyage. Brian Glynn from TROV (based in Danville) introduced us via email. Brian attended the Redefining Mobility Summit 2020 and after hearing about our Automated Driving System (ADS) grant components suggested that we meet. Voyage uses a hybrid Chrysler minivan to provide an on-demand service at two retirement communities -

one is in Florida and the other is in San Jose. We have sent him information about our ADS grant and he will set up another meeting if he wants to provide information about an ADS grant partnership. They are not interested at this time to test self-docking wheelchair technology because they use the Hybrid minivan and the battery is very close to the floor of the vehicle.

ZIPCAR: March 27, 2020

Council Member Carlyn Obringer, Peter Engel, John Hoang and I had a teleconference with Jeff Hoover from ZIPCAR. He is working on our recently approved ZIPCAR partnership along the I-80 corridor. We met because Council Member Obringer met with Sabrina Sussman (we have known each other for many years) when she was in Washington DC a few weeks ago. Sabrina suggested that if Concord was looking for a carshare partnership for their proposed developments, she should meet with Jeff. Council Member Obringer sent me a note and we set up a meeting. Concord has some proposed developments where they want to reduce the parking requirements and provide carshare options. Jeff talked about some recent city regulations that can help implement carshare but put the requirements on the developer and/or operator of the development.

Ziah Frost Media: March 27, 2020

Linsey Willis and I participated in an interview with Rafael Franco with Ziah Frost Media about the impacts of COVID-19 on CCTA. I met him at the Transportation Association of Canada (TAC)/Intelligent Transportation Systems (ITS) Canada joint conference. He interviewed me for the conference. He is based out of Halifax Canada.

Via: March 31, 2020

We met with staff from VIA to talk about our recent ADS grant and how they might want to provide us with a proposal to provide service for our pilot project number 2 to reduce absenteeism at the County Hospital and pilot project number 3 to provide an on demand Shared AV service at Rossmoor.

Reuters Events: April 1, 2020

Linsey Willis and I met with Director of Mobility Luke James from Reuters Events. I met him at their IMPACT Mobility conference in San Diego last year. He is developing a report about the impacts of COVID-19 on transportation. He reached out and we spent about 60 minutes talking about impacts on transportation, mobility, and agencies.

University of San Francisco: April 1, 2020

I gave a lecture to Professor Curl's public policy class about how government operates from the perspective of CCTA and Caltrans. I talked about budgeting, policy setting, development of proposals for new laws, and how people get involved in these issues.

University of San Francisco: April 2, 2020

I gave another lecture to Professor Curl's public policy class about how government operates from the perspective of CCTA and Caltrans to his second class. I talked about budgeting, policy setting, development of proposals for new laws, and how people get involved in these issues.

METRANS: April 3, 2020

I participated on a virtual advisory board meeting for METRANS. The updates included a review of their Business Continuity Plan, research status, education/student engagement, and workforce development. Professor Rodrigue presented a very interesting assessment on how COVID-19 has impacted the trade and supply chains. We also were updated on research highlights in the area of urban mobility with a focus on cost-sharing mechanisms for ridesharing and affordable housing in Transit Oriented Developments.

UC Berkeley: April 6, 2020

I was invited to speak via Zoom at the University of California (UC), Berkeley to the graduate class titled “Public Transportation Systems”, which is offered by the School of Civil & Environmental Engineering. There was a full house for the lecture and a lot of questions from the students. I sent them a copy of the deck and my email to take questions.

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



COMMISSIONERS

Julie Pierce,
Chair

Teresa Gerringer,
Vice Chair

Newell Arnerich

Tom Butt

Federal Glover

Loella Haske

David Hudson

Chris Kelley

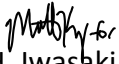
Karen Mitchoff

Kevin Romick

Robert Taylor

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

Date: April 8, 2020

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

Randell H. Iwasaki,
Executive Director

At its March 18, 2020 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

1. ***Innovate 680 (Project 8009) – Interstate 680 (I-680) Northbound (NB) High Occupancy Vehicle (HOV) Express Lanes Project – Authorization to Execute Cooperative Agreement No. 90.80.05 with the California Department of Transportation (Caltrans) for Project Approval and Environmental Document (PA&ED) Oversight Reimbursement Services.*** Staff sought authorization for the Chair to execute Cooperative Agreement No. 90.80.05 with Caltrans in the amount of \$2.286 million in State Senate Bill 1 – Local Partnership Program (SB1-LPP) funds for PA&ED oversight reimbursement services and to allow the Executive Director to make any non-substantive changes to the language. *The Authority Board authorized the Chair to execute Cooperative Agreement No. 90.80.05 with Caltrans in the amount of \$2.286 million in State Senate Bill 1 – Local Partnership Program (SB1-LPP) funds for PA&ED oversight reimbursement services and to allow the Executive Director to make any non-substantive changes to the language.*

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

2. **Authorization to Issue Request for Proposals (RFP) No. 20-1 for General Counsel Legal Services.** Staff sought authorization to issue RFP No. 20-1 to solicit proposals from interested firms to provide general counsel legal services. *The Authority Board authorized issuance of RFP No. 20-1 to solicit proposals from interested firms to provide general counsel legal services.*
3. **Approval of Fiscal Year (FY) 2019-20 Midyear Budget for the Contra Costa Transportation Authority (Authority) and Congestion Management Agency (CMA).** The Authority annually approves a midyear budget to adjust estimates in the original budget as-needed to accomplish goals through the end of the fiscal year. Overall, the midyear budget proposes a reduction in the Authority's budget from \$240.6 million to \$234.3 million, a decrease of \$6.3 million. The adjustments are largely due to revised project schedules and the timing difference between expenditures and related reimbursements from other agencies. Staff sought approval of Resolution 19-23-A (Rev 1), which will update changes to the FY 2019-20 budget. *The Authority Board approved the Fiscal Year (FY) 2019-20 Midyear Budget for the Contra Costa Transportation Authority (Authority) and Congestion Management Agency (CMA).*
4. **Innovate 680 – Bay Area Mobility-on-Demand (MOD) Program (Project 8009) – Authorization to Execute Agreement No. 547 with the Bay Area Rapid Transit (BART) to Provide Project Management, Systems Engineering, Bay Area MOD Application Design, Development, Implementation, and Operations and Maintenance of the Application.** Staff sought authorization for the Chair to execute Agreement No. 547 with BART, in an amount not-to-exceed \$3,160,377.78, to provide project management, systems engineering, Bay Area MOD application design, development, implementation, operations and maintenance of the application, and to allow the Executive Director to make any non-substantive changes to the language. *The Authority Board authorized the Chair to execute Agreement No. 547 with BART, in an amount not-to-exceed \$3,160,377.78, to provide project management, systems engineering, Bay Area MOD application design, development, implementation, operations and maintenance of the application, and to allow the Executive Director to make any non-substantive changes to the language.*
5. **Appoint One Representative to Serve on the Iron Horse Corridor (IHC) Management Program Advisory Committee.** Staff recommended that the Authority Board appoint an Authority Board Member to serve as the representative on the IHC Management Program Advisory Committee or authorize the Executive Director to assign a staff member to represent the Authority on the IHC Management Program Advisory Committee. *The*

Authority Board appointed Authority Board Member David Hudson to serve as the representative on the IHC Management Program Advisory Committee.



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Newell Americh

Tom Butt

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Loella Haskew

David Hudson

Chris Kelley

Karen Mitchoff

Kevin Romick

Robert Taylor

Randell H. Iwasaki,
Executive Director

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

Date: April 17, 2020

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

At its April 15, 2020 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

1. **Quarterly Project Status Report (QPSR).** This report outlined the status of current Measure projects and listed all completed projects. *The Authority Board received an informational report on the status of the current Measure projects.*
2. **Approval to Ratify the Contra Costa Transportation Authority (Authority) as Performing Essential Governmental Functions.** Staff sought Authority Board concurrence with the Executive Committee of the Authority's determination that the Authority is performing essential governmental functions. Furthermore, the Authority identified that the 18 permanent full-time employees and its supporting contractors and consultants are required to continue providing and carrying out essential governmental functions. *The Authority Board concurred with the Executive Committee's determination and ratified the Authority as performing Essential Governmental Functions and identified Authority staff and its supporting contractors and consultants as required to continue providing and carrying out essential governmental functions.*

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www.ccta.net

3. **Quarterly Project Status Report (QPSR) for Transportation for Livable Communities (TLC) and Pedestrian, Bicycle, and Trail Facilities (PBTF) Projects.** This report outlined the status of current Measure projects and listed all completed projects. *The Authority Board received an informational report on the status of the current Measure projects.*
4. **Project Status Update for the Interstate 680 (I-680) High Occupancy Vehicle (HOV) Lane Completion and Express Lane Conversion (Project 8001).** Staff provided an update on the status of this project and responded to any questions that arose. *The Authority Board received an informational report on the status of the I-680 HOV Lane Completion and Express Lane Conversion.*
5. **Circulation of Draft Fiscal Year (FY) 2020-21 Congestion Management Agency (CMA) Budget.** Staff sought the Contra Costa Transportation Authority (Authority) Board approval to send the preliminary draft FY 2020-21 CMA budget to the Chair of the Public Managers' Association (PMA) for circulation and approval from each member and authorization for staff to make minor refinements to the budget as-needed prior to circulation. *The Authority Board approved circulation of the draft FY 2020-21 CMA budget to the PMA. As a follow-up, staff sent the FY 2020-21 CMA budget to the PMA Chair on 4/17/2020, requesting approval and response by 4/24/2020.*

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

February 13, 2020

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

RE: Status Letter for TRANSPAC Meeting – February 13, 2020

Dear Mr. Iwasaki:

At its regular meeting on February 13, 2020, the TRANSPAC Board of Directors took the following actions that may be of interest to the Contra Costa Transportation Authority (CCTA):

1. Appointed David German to fill the CCTA CBPAC position for the term January 1, 2020 to December 31, 2021.
2. Reaffirmed Innovate 680 Policy Advisory Committee (PAC) appointments and approved Technical Advisory Committee (TAC) appointments. Received status update on the Innovative 680 program.
3. Accepted TRANSPAC annual financial report as of June 30, 2019 and 2018 with independent auditors' report.
4. Received information on applications for the Measure J Line 20a Program for FY 2020/2021 and 2021/2022.
5. Received TRANSPAC quarterly financial report.
6. Approved 2020 TRANSPAC meeting calendar.

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
Matt Kelly and Hisham Noemi, CCTA Staff
Colin Piethe, TRANSPAC; Robert Taylor, Chair, TRANSPAC
Lisa Bobadilla, SWAT; Candace Anderson, Chair, SWAT
John Nemeth, WCCTAC; Chris L. Kelley, Chair, WCCTAC
Tarienne Grover, CCTA Staff
June Catalano, Diane Bentley (City of Pleasant Hill)

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

March 16, 2020

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

RE: Status Letter for TRANSPAC Meeting – March 12, 2020

Dear Mr. Iwasaki:

At its regular meeting on March 12, 2020, the TRANSPAC Board of Directors took the following actions that may be of interest to the Contra Costa Transportation Authority (CCTA):

1. Appointed Scott Alman (City of Clayton) and Eric Hu (City of Pleasant Hill) to serve as the primary and alternate CCTA CBPAC representatives for the term January 1, 2020 to December 31, 2021.
2. Received information on the Contra Costa County Iron Horse Trail Active Transportation Corridor Study.
3. Received information on applications for the Measure J Line 20a Program for FY 2020/2021 and 2021/2022.

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
Matt Kelly and Hisham Noemi, CCTA Staff
Colin Piethe, TRANSPLAN; Robert Taylor, Chair, TRANSPLAN
Lisa Bobadilla, SWAT; Candace Anderson, Chair, SWAT
John Nemeth, WCCTAC; Chris L Kelley, Chair, WCCTAC
Tarienne Grover, CCTA Staff
June Catalano, Diane Bentley (City of Pleasant Hill)