

TRANSPAC
Transportation Partnership and Cooperation
Meeting Notice and Agenda

THURSDAY, JULY 9, 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 Health Order No. HO-COVID19-16 dated June 2, 2020, meetings of the TRANSPAC Board and TAC will utilize phone and video conferencing as a precaution to protect staff, officials and the general public. 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/81830087980?pwd=WnpLQUhOemMyeGJlZm5aTmlmWEVsZz09>

Password: 286662.

Phone Access: To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID 818 3008 7980 and Password: 286662.

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.

1. CONVENE REGULAR MEETING / SELF-INTRODUCTIONS

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

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

3. **CONSENT AGENDA**

a. **MINUTES OF THE JUNE 11, 2020 MEETING** 🌀 **Page 5**

Attachment: Minutes of the June 11, 2020 meeting

END CONSENT AGENDA

4. **I-680 CORRIDOR – PROJECT STATUS.** The Contra Costa Transportation Authority (CCTA), the California Department of Transportation (Caltrans) and the Metropolitan Transportation Commission (MTC) are partnering in various capacities to deliver projects and programs in the 680 Corridor. CCTA and MTC staff will provide additional information on the following items: I-680 Southbound Express Lane Project (Construction Update); Clean Air Vehicle Tolling (Policy Update); Innovate 680 I-680 Express Lane Completion Project (Public Scoping Period). (INFORMATION).
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Attachment: Staff Report

5. **PROPOSED INTERIM MEASURES TO PREPARE FOR MEASURE J SALES TAX REVENUE REDUCTION DUE TO THE COVID-19 PANDEMIC.** The COVID-19 pandemic and ensuing “Shelter-in-Place” Order No. HO-COVID19-03 has had a significant impact on Measure J sale tax revenues, beyond the anticipated slowdown assumed in the 2019 Measure J Strategic Plan. CCTA staff has proposed a series of interim actions to ensure the CCTA has the financial resources to meet its commitments over the life of Measure J, while maintaining positive cash flow. CCTA staff will provide additional information at the meeting. (INFORMATION)
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Attachment: Staff Report

6. **TRANSPAC STRATEGIC PLANNING DISCUSSION.** TRANSPAC approved a budget for FY 2020-2021 in June 2020, but deferred the approval of a workplan for the upcoming fiscal year, based on the request to further discuss a workplan that accounts for the current operation conditions that are impacted by the COVID-19 pandemic. (INFORMATION)
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Attachment: Staff Report

7. **TRANSPAC CCTA REPRESENTATIVE REPORTS**

8. **CCTA EXECUTIVE DIRECTOR’S REPORT REGARDING AUTHORITY ACTIONS / DISCUSSION ITEMS** 🌀 **Page 29**

Attachment: CCTA Executive Director Randell H. Iwasaki’s Report dated June 17, 2020.

9. **ITEMS APPROVED BY THE CCTA FOR CIRCULATION TO THE REGIONAL TRANSPORTATION PLANNING COMMITTEES AND RELATED ITEMS OF INTEREST**

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Attachment: CCTA Executive Director Randell H. Iwasaki's RTPC Memos dated June 26, 2020.

10. **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 June 11, 2020.
- TRANSPAN – The meeting scheduled for June 11, 2020 was canceled.
- SWAT – The meeting scheduled for June 1, 2020 was canceled.
- WCCTAC – The last meeting was held on June 26, 2020. The next meeting has not been scheduled.
- 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/2020/05/4.FINAL_Fixed-Route-COVID-19-Update.pdf
- County Connection Link Monthly Report:
<http://countyconnection.com/wp-content/uploads/2020/05/5.FINAL-OS-Paratransit-Operations-COVID-19-Update-2-June-2020.pdf>
- The CCTA Project Status Report may be downloaded at:
<https://ccta.primegov.com/Portal/viewer?id=310&type=2>
- The CCTA Board meeting was held on June 17, 2020. The next meeting is scheduled for September 16, 2020.
- The CCTA Administration & Projects Committee (APC) meeting scheduled for July 2, 2020 has been cancelled.
- The July 1, 2020 CCTA Planning Committee meeting agenda can be downloaded at:
<https://ccta.primegov.com/Portal/Meeting?compiledMeetingDocumentFileId=6468> .
- The CCTA Calendar for June to September 2020, may be downloaded at:
<https://ccta.primegov.com/Portal/viewer?id=5106&type=2>

10. **BOARDMEMBER COMMENTS**

11. **MANAGING DIRECTOR'S REPORT**

12. **ADJOURN / NEXT MEETING**

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

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TRANSPAC Committee Meeting Summary Minutes

MEETING DATE:

June 11, 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; Julie Pierce, City of Clayton

PLANNING COMMISSIONERS PRESENT:

Bob Pickett, Walnut Creek; John Mercurio, Concord

STAFF PRESENT:

Abhishek Parikh, Concord; Robert Sarmiento, Contra Costa County; Ruby Horta, County Connection; Andy Smith, Walnut Creek; Eric Hu, Pleasant Hill; John Cunningham, Contra Costa County; Matt Todd, TRANSPAC Managing Director; and Tiffany Gephart, TRANSPAC Clerk

GUESTS/PRESENTERS:

Kirsten Riker, 511 Contra Costa

MINUTES PREPARED BY:

Tiffany Gephart

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE §54957

Title: Managing Director

Conference with Labor Negotiators Pursuant to Government Code §54957.6

Agency Designated Representative: Carlyn Obringer, Chair

Unrepresented Employee: Managing Director

Reconvene Open Session

2. REPORT ON ACTION TAKEN IN CLOSED SESSION

There was no action take during the closed session.

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

Chair Carlyn Obringer called the meeting to order at 9:01 A.M.

Introductions followed.

4. PUBLIC COMMENT.

There were no comments from the public.

5. CONSENT AGENDA

a. MINUTES OF THE MAY 14, 2020 MEETING

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

END CONSENT AGENDA

6. MEASURE J LINE 20A FUNDS PROGRAM – DRAFT PROGRAM.

Matt Todd presented an amended Measure J Line 20a Draft Program. Matt noted that the previous draft program reflected \$100,000 in unexpended 2019/20 Line 20a funds reported by three programs (Choice in Aging, the City of Walnut Creek and the Golden Rain Foundation (Rossmoor)), the unexpended revenue was due to various circumstances such as impacts to program operations related to COVID-19 as well as the need for one sponsor to expend other expiring grant funds prior to utilizing TRANSPAC funds. The unexpended grant amounts are proposed to be added to the FY 2021/21 new grant funds from the program.

Since the release of the agenda packet, the City of Walnut Creek approached TRANSPAC to amend the prior projection of \$45,000 cost savings to \$35,000 due to increased ridership, the identification of additional information about the program expenses through City budget process as well as increased safety measures related to COVID-19, such as sanitizing and procuring related equipment. With the City of Walnut Creek requested revision, the overall unexpended funding decreased from \$100,000 to \$90,000. The draft program for 2020/21 reflects the \$90,000 cost savings for an adjusted total of \$537,190.

Julie Pierce asked for a copy of the Line 20a budget update. Matt commented that the final program as approved by the Board would be distributed to the Board.

On a motion by Julie Pierce seconded by Loella Haskew to approve a final program including the following assumptions: 1) Program funds for projects and programs requiring funding in year one (2020/2021) using a combination of projected cost savings from FY2019/2020 programming and new FY 2020/21 programming of \$438,000, as detailed in the material presented at the meeting (including adjustments to the program distributed in the agenda packet); and 2) Consider year two (2021/2022) program actions later in FY 2020/2021. The item was approved by unanimous vote of the members present (Obringer, Ross, Noack, Haskew, Mitchoff, Pierce)

7. TRANSPAC DRAFT WORK PLAN AND BUDGET FOR FISCAL YEAR 2020/2021.

Matt noted the highlights of work plan activities including a higher-level focus on the corridors and coordination among agencies on the corridors and with agencies such as schools and other RTPC's. The Managing Director and administrative support are the largest expenses in the budget. The identified project reserve funds are for the I-680/Monument Bicycle and Pedestrian Improvement Feasibility Study which is underway, with items related to this effort expected to be brought to the TRANSPAC Board in late summer. A multi-year audit services contract is incorporated in the budget as well as maintenance expenses for the Pacheco Transit Hub Park and Ride Lot. The initial Managing Director agreement was approved and executed in 2016 with an option to review and renew on an annual basis. The draft budget proposes the same level of funds for the GBS services as the previous year.

Matt noted that the annual contributions of member agencies are split 50% amongst the agencies evenly and the other 50% is split by the percentage of Measure J return of source distribution levels. The Measure J formula is based on a combination of a jurisdiction's population and road miles. Matt noted that following the May Board discussion on the draft budget material, the proposal adjusts the contribution request level from \$225,00 to \$210,000 and maintains the contingency fund at the 2019/20 level.

Carlyn Obringer commented on the coordination piece of the workplan and noted given that many projects are on hold and coordination is more difficult because of COVID-19, that perhaps the Board could look at shifting priorities. Julie Pierce noted that we could look for increasing efficiency and achieving economies of scale such as more competitive bids for road work.

Julie Pierce suggested bringing the TRANSPAC cities together to coordinate contracts for pavement projects, that would provide larger contracts to achieve economies of scale and more competitive pricing. She recommended that the TAC could discuss this. She noted that CCTA has offered to manage the process and put together the bid if the cities approached for support. She further suggested that the TAC request Randy Iwasaki and Tim Haile to attend a TAC meeting to discuss this. Julie Pierce also suggested researching grant opportunities.

Carlyn Obringer suggested that the Board discuss ideas to supplant projects that are on hold and recommended holding a strategic planning session with the expectation to discuss ideas.

Sue Noack agreed and requested to discuss strategic planning sooner than later considering the changing environment. Carlyn Obringer asked the Board if they would like to hold a separate discussion in July in addition to the regular TRANSPAC meeting or if the Board would prefer to add this to the next agenda. Karen Mitchoff commented that if the July agenda is light, adding a strategic planning item would be a good idea, but expressed that she did not want to have an excessively long meeting due to scheduling conflicts.

Julie Pierce asked if the bylaws can be amended to allow Zoom meetings on a regular basis. She noted her experience of increased Board Member attendance for ABAG and MTC meetings and double the public participation for video meetings. Julie Pierce further commented that there should be some lobbying starting in individual cities to see if Brown Act Rules can be amended to accommodate virtual meetings. Julie Pierce further noted that the National Association of Regional Councils Meeting did not host elections or adopt the budget because of the requirement in the bylaws to have a physical meeting. She commented that it is time to invoke this ability and may require a legislator to sponsor a bill to support this change.

Matt Todd commented that Brown Act has not been revised over the years to account for latest technology and best practices, for example the posting public meetings online does not count as meeting the Brown Act requirement, and agreed that it would be another beneficial change. Loella Haskew supported rethinking the Brown Act policy.

Carlyn Obringer commented about her discussion with The League of Cities and requested that TRANSPAC staff research the bylaws. Loella Haskew offered to speak to a Board member within the League of Cities.

On a motion by Sue Noack, seconded by Loella Haskew to approve the workplan and budget for FY 2020/2021 and the GBS contract amendment for FY 2020/2021 (consistent with the budget assumptions).

8. CONTRA COSTA ACCESSIBLE TRANSPORTATION STRATEGIC PLAN OUTREACH.

The Contra Costa Transportation Authority (CCTA) and the County are partnering on a planning effort to improve transportation options for older persons, those with disabilities, and veterans. The effort is called the Accessible Transportation Strategic (ATS) Plan and it is currently in the outreach phase. CCTA / County are striving to make use of all available outlets to broadcast a survey being conducted in addition to promoting the ATS Plan in general. CCTA / County are requesting assistance in distributing / posting the ATS Plan material and soliciting survey feedback. This request for assistance is more critical during the shelter in place, as the outreach effort has been compromised due to the COVID-19 pandemic. John Cunningham requested TRANSPAC Board assistance with outreach and provided an outreach flyer and social media language for the Board members.

John noted that much of the frontline staff within the cities have been reached out to and been provided information.

Karen Mitchoff clarified if staff need to complete the survey or if the outreach is specifically to the public. John noted that right now the focus is broadcasting the survey to the public. Karen Mitchoff asked if the information has gone out to senior centers. John noted that Senior Centers are being approached. Karen further suggested that Board members send out their own method of communication.

Sue Noack suggested that a hard copy of the survey and outreach information be sent out with Meals on Wheels food delivery. Carlin Obringer suggested to provide information to Monument Crisis Center to support outreach. Julie Pierce suggested that local newspapers could put together articles online. She further requested an electronic form that can be emailed to all contacts. Karen Mitchoff suggested advertising to over 50 or over 55 instead of using the term “senior”. Julie noted sending out the Facebook page.

Matt Todd commented that outreach information was added to the TRANSPAC website in the “Announcements” section. Karen Mitchoff asked if it is on the CCTA website and John confirmed that it was. Karen Mitchoff also suggested that it be on the home page of the website to make it easier to find.

9. Summer Bike Challenge

Kirsten Ryker provided an overview of the Summer Bike Challenge. She noted that the object of the game is to ride to as many squares as possible to get through the board. The challenge is meant to encourage people to bike more. Participation is free and is open to all ages and the challenge will run through August. Virtual prizes will be offered. Participants are encouraged to take selfies at their favorite locations. Kirsten noted that 600 people have registered for the challenge and 100 selfies have been sent in. Kirsten asked Board members to download a challenge card for each city and send out to community.

Karen Mitchoff requested for the information to be sent.

10. TRANSPAC CCTA Representative Reports

Julie Pierce commented that at the last CCTA meeting a legislative and federal update was given it was noted that we are waiting for governors’ budget update. The house has come out with the bi-partisan infrastructure package which added several new programs and additional rules. Locally CCTA looked at the Measure J revenue which is anticipated to be approximately 15-20% down depending on sales tax revenues at the end of June. I-680/Highway 4 and the I-680 Express Lane projects are moving forward quickly. Additional change orders were presented for the I-680/Highway 4 project to resolve some underground issues. The Board also received information on the SB-1 Local Partnership Program.

11. CCTA Executive Director’s Report Regarding Authority Actions/Discussion Items

No comments.

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

No comments.

13. TAC Oral Reports by Jurisdiction

No comments.

14. Boardmember Comments

No comments.

15. Managing Director's Reports

Matt shared that State office of emergency services has released a request form available for PPE equipment if any cities are in need.

16. Adjourn/Next Meeting

The meeting adjourned at 10:09 A.M. The next meeting is scheduled for July 9, 2020 at 9:00 A.M. The location will be determined pending further guidance from the Contra Costa County Department of Public Health.

TRANSPAC BOARD Meeting *STAFF REPORT*

Meeting Date: July 9, 2020

Subject:	I-680 CORRIDOR – PROJECT STATUS
Summary of Issues	<p>The Contra Costa Transportation Authority (CCTA), the California Department of Transportation (Caltrans) and the Metropolitan Transportation Commission (MTC) are partnering in various capacities to deliver projects and programs in the 680 Corridor. CCTA and MTC staff will provide additional information on the following items:</p> <ul style="list-style-type: none">• I-680 Southbound Express Lane Project (Construction Update)• Clean Air Vehicle Tolling (Policy Update)• Innovate 680 I-680 Express Lane Completion Project (Public Scoping Period)
Recommendations	None – For information only.
Financial Implications	No TRANSPAC financial implications
Attachment(s)	<p>A. 680 Southbound Express Lane Project Information (Summer 2020)</p> <p>B. Informational flier about the Project Virtual Public Open House</p>

Background

I-680 Southbound Express Lane Project Construction Update

The CCTA and MTC have made substantial progress on the construction of the I-680 Southbound Express Lane Project (from the Benicia-Martinez Bridge to Rudgear Road), which will connect with the existing Express Lane to create one continuous lane from the toll bridge to the county line in San Ramon in the southbound direction of I-680. For your reference, attached is the current project newsletter. The CCTA has partnered with the contractor to accelerate the delivery schedule and are anticipating opening the new lane capacity to traffic this fall – nearly an entire year ahead of schedule.

Clean Air Vehicle Tolling Policy

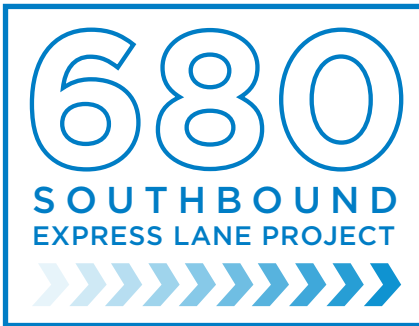
While tolling north of Rudgear Road will come online in late December/early January, the I-680 express lane south of Rudgear Road will see changes this fall. Expected to start in September

2020, MTC will begin half-price tolling for Clean Air Vehicles on the existing 680 Express Lanes between Rudgear Road and Alcosta Boulevard. Half price tolls for Clean Air Vehicles will also be in effect when tolling begins on the new express lane north of Rudgear in late December/early January.

Innovate 680 I-680 Express Lane Completion Project Public Scoping Period

Caltrans in partnership with CCTA and MTC, have begun preliminary design and environmental analysis on the I-680 Express Lane Completion Project.

The project is part of CCTA's INNOVATE 680 Program, which seeks to implement a suite of six projects that, when operating together, will address corridor-wide congestion, travel delays and operational challenges. The project proposes to construct a northbound express lane from Livorna Road to State Route 242 (SR-242). It would also convert the existing northbound high-occupancy vehicle (HOV) lane that runs from SR-242 to the Benicia-Martinez Bridge Toll Plaza, to an express lane. The goal of the project is to complete the I-680 express lane network through Contra Costa County to increase travel speeds for those choosing to use the express lane. The public comment period is open through July 29, 2020. A virtual public house is also available online for the project.



SUMMER 2020

PROJECT OVERVIEW

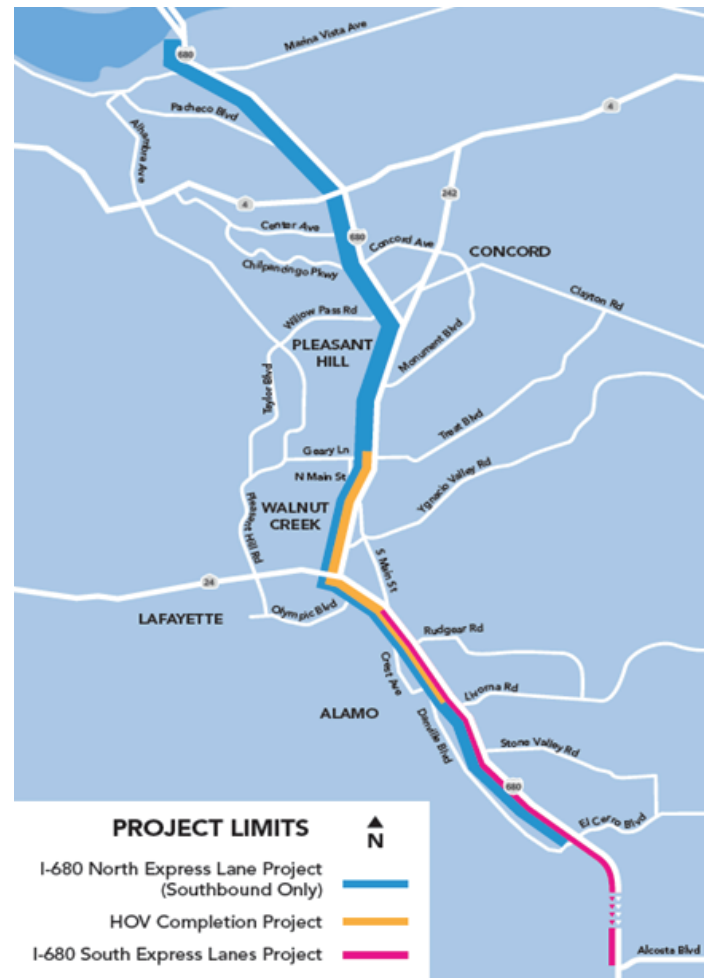
In Fall 2018, the Contra Costa Transportation Authority (CCTA) and project partners began construction on 11 miles of an express lane on southbound I-680 (SB I-680) from Marina Vista Avenue in Martinez to around Livorna Road in Alamo. Since breaking ground, much progress has been made on the project, with the majority of the highway widening work between the Benicia Bridge and State Route 24 nearing completion.

In April 2020, CCTA and the contractor mutually agreed to an accelerated and ambitious project schedule in order to open new lane capacity to taxpayers ahead of schedule by revising the planned work sequence to complete multiple stages of work concurrently.

The project entails I-680 freeway widening work in the southbound direction between North Main Street in Walnut Creek to just South of Rudgear Road in Walnut Creek to accommodate the completion of the high-occupancy vehicle (HOV)/carpool lane, which will be converted to an express lane. Additionally, the project will convert eight miles of an existing southbound HOV/carpool lane to an express lane between Marina Vista Avenue in Martinez and North Main Street in Walnut Creek. When construction and toll system integration are complete, there will be 24 miles of continuous southbound express lane between the Benicia-Martinez Bridge toll plaza and the Alameda County line.

Express lanes provide travel choices for the motoring public, improving mobility and freeway operations. Once tolling begins, use of express lanes requires a FasTrak Flex Toll Tag. Carpools and other eligible vehicles travel toll free or pay half-price tolls. Solo drivers pay full tolls.

PROJECT MAP



Wall Face Concrete Forming at Retaining Wall No. 2

CONSTRUCTION UPDATES: WHAT TO EXPECT

SUMMER 2020 - EARLY 2021

ACTIVITIES TO REDUCE PROJECT IMPACTS

Motorists: The project will employ daytime lane closures to keep traffic impacts to a minimum, provided traffic volumes remain light due to COVID-19. If traffic volumes increase, nighttime closures may be required.



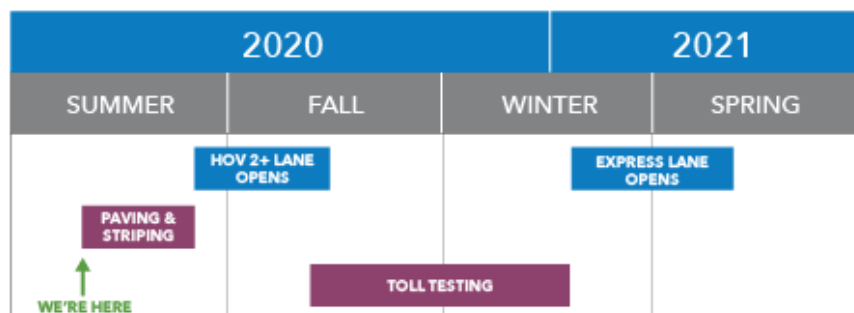
Project Neighbors: Construction noise generated from concrete demolition will be minimal. This work will occur in conjunction with the lane closures. Updates will be posted on the project website.

Construction Stages: Construction is proceeding almost a year ahead of schedule, and new lane capacity for 2+ carpools is anticipated to open in Fall 2020. When the new lane opens, it will be signed like an express lane, but will operate as an HOV 2+ carpool lane while toll testing occurs. Operation of the lane as an express lane is expected to begin in early 2021.

In preparation for the opening of the new lane, key construction activities include:

- Completion of retaining walls and construction of soundwalls between the freeway ramps at South Main Street in Walnut Creek
- Completion of median concrete barrier between Rudgear Road and Livorna Road
- Removal of construction K-rail and completion of express lane signing and striping
- Completion of electronic tolling system testing
- Removal of temporary driver education sign overlays

PROJECT TIMELINE



DID YOU KNOW?

Fun Facts About Our Retaining Walls

- During recent drilling for the soldier pile retaining wall, construction crews unearthed an old highway that sits beneath present-day I-680.
- There are five retaining walls, and each wall is a different type.
- The total length of the retaining walls is four times the height of the Empire State Building.



AGENCY RESPONSIBLE
FOR CEQA/NEPA



METROPOLITAN
TRANSPORTATION
COMMISSION

Virtual PUBLIC OPEN HOUSE

Environmental Scoping Information

Express Lane Completion Project

Public Comment Period is June 15-July 29, 2020

The California Department of Transportation (Caltrans), in partnership with Contra Costa Transportation Authority (CCTA) and the Metropolitan Transportation Commission (MTC), invites you to join us during our public scoping period to give your thoughts on the proposed Interstate 680 (I-680) Express Lane Completion project. This project aims to reduce congestion through construction of a northbound express lane from Livorna Road to State Route 242 (SR-242) and conversion of an existing northbound high-occupancy vehicle (HOV) lane to an express lane.



To learn more, visit ccta.net/INNOVATE680



YOUR COMMENTS ARE IMPORTANT TO US!

For your convenience, and to allow participation in a safe environment while social distancing, an online public open house will host important project information including the scope of the environmental resource areas to be studied during this phase of the project development.

Please visit our virtual open house by clicking on the button titled **Express Lane Completion Virtual Public Open House** located on the homepage of the INNOVATE 680 Program website:

ccta.net/INNOVATE680

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TRANSPAC BOARD Meeting *STAFF REPORT*

Meeting Date: July 9, 2020

Subject:	PROPOSED INTERIM MEASURES TO PREPARE FOR MEASURE J SALES TAX REVENUE REDUCTION DUE TO THE COVID-19 PANDEMIC
Summary of Issues	The COVID-19 pandemic and ensuing “Shelter-in-Place” Order No. HO-COVID19-03 has had a significant impact on Measure J sale tax revenues, beyond the anticipated slowdown assumed in the 2019 Measure J Strategic Plan. CCTA staff has proposed a series of interim actions to ensure the CCTA has the financial resources to meet its commitments over the life of Measure J, while maintaining positive cash flow. CCTA staff will provide additional information at the meeting.
Recommendations	None – For information only.
Financial Implications	No TRANSPAC financial implications
Attachment(s)	A. CCTA Staff Report for Proposed Interim Measures to Prepare for Measure J Sales Tax Revenue Reduction Due to the COVID-19 Pandemic item (from May 20, 2020 CCTA Board Meeting)

*Administration and Projects Committee **STAFF REPORT***

Meeting Date: May 07, 2020

Subject	Proposed Interim Measures to Prepare for Measure J Sales Tax Revenue Reduction Due to the COVID-19 Pandemic
Summary of Issues	The COVID-19 pandemic and ensuing “Shelter-in-Place” Order No. HO-COVID19-03 will likely have a significant impact on Measure J sale tax revenues, beyond the anticipated slowdown assumed in the <i>2019 Measure J Strategic Plan</i> . Staff proposes a series of interim actions to ensure the Authority has the financial resources to meet its commitments over the life of Measure J, while maintaining positive cash flow.
Recommendations	Staff seeks approval of Resolution 20-09-P, which will adopt the proposed interim measures to address the impacts of anticipated reduction in Measure J revenues.
Financial Implications	Measure J sales tax revenues were estimated to total \$2.588 billion over the life of Measure J in the adopted <i>2019 Measure J Strategic Plan</i> . However, due to the COVID-19 pandemic Measure J revenues will likely be less. Proposed actions in Resolution 20-09-P would reduce appropriations of Measure J funds in Fiscal Year (FY) 2020-21.
Options	The Authority Board could defer any action pending further deliberations.
Attachments (See APC Packet dated 5/7/20)	A. Resolution 20-09-P
Changes from Committee	<i>None</i>

Background

Measure J – a continuation of the half-percent countywide sales tax for transportation was passed by the Contra Costa County voters in November 2004. The Measure started on April 1, 2009 and will be in effect through March 31, 2034. The Measure J Strategic Plan guides the timing of Measure J expenditures based on assumptions about future sales tax revenues, debt service costs on proposed bonds, and project schedules. The underlying assumptions in the financial plan and the resultant cash flow estimates are critical to ensuring that the Authority will have the financial resources to deliver its project and program commitments.

The *2019 Measure J Strategic Plan* anticipated a slowdown in economic activities in the next 24 months, by adopting a lower new sales tax revenue forecast that projects no growth for the next three years. Measure J sales tax revenues were estimated in the *2019 Measure J Strategic Plan* to total \$2.588 billion over the life of Measure J. This was approximately \$136 million less than the revenue projection used in the *2016 Measure J Strategic Plan*.

The majority of the reductions were absorbed by savings on completed projects such as the State Route 4 (SR4) widening and Caldecott Tunnel Fourth Bore, unused construction reserves programmed in Southwest County and East County, and future reserves in East County set aside for unidentified projects under the East County Corridors, Major Streets, and Transportation for Livable Communities (TLC) funding categories. In addition, Measure J funding set aside for unidentified projects under the Bay Area Rapid Transit (BART) Parking, Access and Other Improvements category in Southwest, Central and West County were reduced.

The *2019 Measure J Strategic Plan* projected a constrained cash flow period in three to four years due to the revenue reduction. To address this issue, the Authority planned to develop a new policy to allow for internal borrowing from Measure J programs that have sufficient reserves. In addition, the programming of the next cycle of TLC and the Pedestrian, Bicycle and Trail Facilities (PBTF) programs were proposed to be delayed until the completion of the next update to the strategic plan when the revenue forecast is reviewed again.

Recommended Interim Measures

The COVID-19 pandemic and ensuing “Shelter-in-Place” Order will likely have a significant impact on Measure J sales tax revenues, beyond the anticipated slowdown assumed in the *2019 Measure J Strategic Plan*. Staff proposes a series of interim actions and funding principles, listed below, to ensure the Authority has the financial resources to meet its commitments over the life of Measure J while maintaining a positive cash flow.

- Suspend new appropriations of Measure J funds to start new capital projects in the Measure J Strategic Plan. New capital projects are referred to as projects that have not received any Measure J appropriations to date. Exceptions will be considered on a case-by-case basis, considering factors such as potential loss of other funding sources if Measure J funds are not appropriated, ability to leverage federal stimulus funds, etc. The suspension will apply to capital projects, part of the Program of Projects in the *2019 Measure J Strategic Plan*, as well as all programmed TLC and PBTF projects.
- Retain all projected Measure J savings on completed and/or ongoing capital projects in the Measure J reserve to soften the impact of revenue reductions.
- Manage allocations for operating programs, in accordance with the voter-approved Transportation Expenditure Plan (TEP), to maximize fund flow to operators as-needed while protecting the Authority's cash flow. This would apply to the following Measure J Programs:
 - Program 14 – Bus Transit
 - Program 15 – Countywide Transportation Programs for Seniors and People with Disabilities
 - Program 16 – Countywide Express Bus
 - Program 17 – Commute Alternatives
 - Program 19 – Subregional Additional Bus Services
 - Program 20 – Subregional Additional Transportation Programs for Seniors and People with Disabilities
 - Program 21 – Subregional Safe Transportation for Children Programs
 - Program 22 – West County Ferry
- Continue to delay the programming of the next cycle of TLC and PBTF programs until the completion of the next update to the *2019 Measure J Strategic Plan*, when a new revenue forecast is developed.
- Increase frequency of reimbursement requests for State and Federal funds, as delays in processing the invoices by our partner funding agencies will place additional demand on Measure J cash flow.

In addition, staff is taking the following actions:

- Urge our funding partners to accept electronic invoices in lieu of hard copies and expedite payment of invoices.
- Request Federal Highway Administration (FHWA) to waive and/or reduce the local match requirement on the Mobility-On-Demand (MOD) Grant received by the Authority.
- Request that pre-award costs be eligible for reimbursement for the Automated Driving System (ADS) Grant.
- Monitor opportunities to refinance issued bonds and reduce interest costs.
- Monitor opportunities to secure a subordinate line of credit to the outstanding sales tax bonds up to the necessary amount to maintain positive cash flow.
- Identify any grant opportunities including future State and Federal stimulus funds to supplant Measure J funds programmed for projects and programs.
- Advocate for Federal and State stimulus funding for transportation projects.

Potential Future Actions

Additional actions may be taken by the Authority if the “Shelter-in-Place” Order remains in effect for an extended time. These actions include the development of an “allocation plan” and “fund exchange program”, as described below:

Measure J Funds Allocation Plan

Staff may develop an allocation plan to preserve remaining Measure J funds and prioritize projects for potential stimulus funding. The allocation plan could include one or more of the following actions:

- Identify potential Authority-sponsored Measure J projects and/or contracts that can be suspended or delayed.
- Review with project sponsors all appropriation requests approved by the Authority

Board for on-going Measure J projects that are not in the right-of-way or construction stage to identify if reductions can be implemented.

- Develop a prioritized list of projects for future Measure J fund appropriations based on readiness, leveraging, ability to utilize federal stimulus funds, and other factors.
- Review non-project related contracts approved by the Authority Board to determine if they can be suspended, terminated, or reduced.

Fund Exchange Program

Staff can also begin working with project sponsors and funding partners to develop a fund exchange program. The goal of such a program is to ensure better utilization of limited Measure J funds by reducing project costs and maximizing the use of other fund sources in a timely manner. For example, should federal stimulus funds become available, the Authority could decide to prioritize programming federal funds to bundled projects (e.g. pavement rehabilitation projects) in return for an agreed upon reduction in participating jurisdictions Measure J return to source funds (to cover match requirements and administration cost of the program). In addition, opportunities may present themselves to exchange State Transportation Improvement Program (STIP) funds programmed for future Authority-sponsored project(s) with flexible local funds from other jurisdictions or counties. Other fund exchange opportunities might arise in the future if State and/or Federal stimulus funds become available.

Staff seeks approval of Resolution 20-09-P, which will adopt the proposed interim measures to address the impacts of anticipated reduction in Measure J revenues. These measures will allow accumulation of Measure J funds to address short-term cash flow needs and ensure the Authority has the financial resources to meet its commitments over the life of Measure J, while maintaining a positive cash flow. Staff will continue to monitor the COVID-19 dynamic situation and recommend additional measures if needed.

TRANSPAC BOARD Meeting *STAFF REPORT*

Meeting Date: July 9, 2020

Subject:	TRANSPAC STRATEGIC PLANNING DISCUSSION
Summary of Issues	TRANSPAC approved a budget for FY 2020-2021 in June 2020, but deferred the approval of a workplan for the upcoming fiscal year, based on the request to further discuss a workplan that accounts for the current operation conditions that are impacted by the COVID-19 pandemic.
Recommendations	None – For information and discussion.
Financial Implications	No TRANSPAC financial implications
Attachment(s)	A. TRANSPAC 2019/2020 Work Plan B. Summary of TRANSPAC TAC Strategic Planning Discussion (9/26/19) C. DRAFT TRANSPAC 2020/21 Work Plan

Background

TRANSPAC traditionally has considered the annual work plan in conjunction with review of an annual budget. The workplan priority tasks are intended to be evaluated on a 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 items that TRANSPAC would perform in any event (i.e. Measure J Line 20a programming cycle).

TRANSPAC conducted a strategic planning discussion to review the TRANSPAC scope and prioritization of work and how to complete that work, including defining priority issues for TRANSPAC and actions to move forward on the priorities, in the summer and fall of 2019 that formed the foundation for the FY 2019-2020 TRANSPAC Workplan that was adopted in November 2019. The workplan priority tasks are intended to be evaluated on an annual basis to allow for a check in and the affirmation or revision of priorities.

Many items have been impacted by the COVID-19 related shelter in place orders, including the ability to coordinate with partner agencies when immediate priorities and needs are often taking up resources.

Included in the attached material is information about the FY 2019/2020 Annual Work Plan, as well as a draft (for discussion purposes) of a FY 2020/2021 work plan. It is anticipated the work plan will be revised based on the TRANSPAC Board discussion, including exploring the impacts of COVID-19 pandemic, impacts of sheltering in place and physical distancing policies, resources expected to be available for items, and how transportation and development is impacted by all of the above. It is anticipated that a FY 2020/21 Work Plan would be brought back to the TRANSPAC Board in September (next meeting date) for consideration.

TRANSPAC

2019 / 2020 WORK PLAN

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 2020/2021 and FY 2021/2022 programming
- 680/Monument Bike/Pedestrian Improvements Feasibility Study
 - Initiated in FY 2018/2019 and ongoing into FY 2019/20
- 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
 - CCTA CBPAC Representative
- FY 2018/2019 Audit
- 2020 Meeting Schedule
- Conflict of Interest Form 700
- 2020/2021 Workplan and Budget
 - Including required contract documents
- Administration of Contracts and Invoices

TRANSPAC

DRAFT 2020 / 2021 WORK PLAN

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)
 - TRANSPAN
 - 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

Summary of TRANSPAC TAC Strategic Planning Discussion Action Items

From September 26, 2019 Meeting

- Corridors
 - Identify regionally significant priorities through a CIP process
 - Identify actions for short, medium and long term
 - Include review of potential funding sources
 - Ygnacio Valley / Treat Corridor will be a priority
 - Request support from CCTA for items including but not limited to funding, project development / delivery, data, analysis, inclusion in the Innovate 680 Project
 - Initiate a multi-jurisdictional process to discuss and define “vision” of corridor improvements
 - City of Concord planning to submit a grant application for the Program for Arterial System Synchronization (PASS)
- Schools
 - Identify regionally significant priorities through a CIP process
 - Prioritize improvements that benefit the regional transportation system
 - May include capital and operational (including TDM) improvements
 - Include review of potential funding sources
- Regional Coordination
 - School District(s)
 - Request School district participation at TRANSPAC
 - Initial items of interest could include improving relations, understanding of needs, and trip patterns
 - RTPCs – Joint meetings / coordination
 - TRANSPLAN
 - Initial items of interest could include Concord Naval Weapon Station information, Highway 4 Corridor (including parallel arterial routes),
 - SWAT
 - Initial items of interest could include 680 Corridor, Taylor/Pleasant Hill Road Corridor, Iron Horse Trail Corridor, bus pass programs

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EXECUTIVE DIRECTOR'S REPORT

June 17, 2020

Urban Institute - Germany: May 20, 2020

John Hoang, Jack Hall, and I met with Jurgen Muck and Gadi Lenz from the Urban Institute based in Munich, Germany. John was implementing a smart signal system designed by the scientists at the Urban Institute in San Mateo. This system is very similar to the system we helped deploy in Walnut Creek a few years ago.

East Bay Economic Development Alliance (EDA) Spring Meeting: May 21, 2020

I attended the East Bay EDA Spring Meeting. Chris Thornberg from Beacon Economics and Port of Oakland Executive Director Danny Wan were the two speakers. They spoke about the state of the economy in the bay area.

Turing Motor Company: May 26, 2020

Commissioner Romick, John Hoang, Jack Hall and I met with Chief Executive Officer Ned Goodhue and Vice President Taylor Trainor from Turing Motor Company. They reached out to Commissioner Romick after the Glydways/Oakley partnership announcement. We arranged a meeting because they are looking for potential test sites and partners on the west coast.

Replica: May 26, 2020

John Hoang and I met with Denise Pearl from Replica. Replica is a spinoff from Alphabet. They gather data and provide subscription-based access to that data. They also offer customized reports. This was an introductory meeting.

Congressman DeSaulnier: May 28, 2020

The Glydways team met with Allison Johnson from Congressman DeSaulnier's Washington, DC office. She oversees his transportation program. This was the second meeting with Allison and designed to brief her on the progress of Glydways.

Bay Area County Transportation Agencies (BACTA): May 29, 2020

I attended two BACTA meetings. The first meeting was the Executive Directors' meeting. We discussed focus areas for the future. It was proposed to rotate the moderator of the group. The second meeting consisted of staff presentations about various transportation topics.

Glydways: June 1, 2020

I met with Concord City Manager Valerie Barone, the Directors of Public Works and Transportation, and staff from Glydways. The purpose of the meeting was to introduce City staff to Glydways technology. They were interested in the technology after reading about the partnership in the City of Oakley.

California Mobility Center: June 4, 2020

I was referred to a group of consultants putting together a new California Mobility Center in Sacramento. They asked numerous questions regarding GoMentum Station and how we attract startups. The California Mobility Center is sponsored by SMUD. This past October they sponsored the Sacramento Innovation Conference where I participated as a panelist.

Mayor's Conference: June 4, 2020

I attended the Mayor's Conference. Mayor Romick was asked to briefly discuss Glydways' technology with the Mayors. I attended to back up the Mayor, but he did a great job explaining the technology and there were no questions.

Congressman DeSaulnier: June 8, 2020

Linsey Willis and I met with Allison Johnson from Congressman DeSaulnier's Washington, DC office to discuss the INVEST in America Act, the House Transportation & Infrastructure Committee's proposal for reauthorizing the FAST Act, and how we might work together to get more of Contra Costa's federal dollars directly allocated to our agency.

BMW of North America: June 10, 2020

I met with a researcher from BMW of North America to discuss the Glydways project. He read about it in the newspaper and reached out to GetMiles Co-founder Paresh Jain to get my contact information.

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



COMMISSIONERS

Julie Pierce,
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Loella Haskew

David Hudson

Chris Kelley

Karen Mitchoff


Kevin Romick

Robert Taylor

Randell H. Iwasaki,
Executive Director

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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: June 26, 2020

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

At its June 17, 2020 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

- 1. Approval to Adopt the Amended Conflict of Interest (COI) Code of the Contra Costa Transportation Authority.** Staff sought approval of Resolution 20-21-A to adopt the Authority's COI Code and direct that such COI Code be submitted to the Contra Costa County Board of Supervisors (CCCBOS) as the Authority's code-reviewing body (Government Code Section (§) 82011) requesting approval of the COI Code as required under Government Code § 8730. *The Authority Board approved Resolution 20-21-A, which adopted the Authority's COI Code and directed that such COI Code be submitted to the CCCBOS as the Authority's code-reviewing body (Government Code Section (§) 82011) requesting approval of the COI Code as required under Government Code § 8730. The COI Code was submitted by Authority staff to the CCCBOS for final approval.*
- 2. Senate Bill 1 (SB1) – Local Partnership Program (LPP).** Staff sought approval of Resolution 20-25-P to authorize staff to nominate the Automated Driving System (ADS) Demonstration program for the Authority's LPP third cycle formulaic share in the amount of \$6.546 million. *The Authority Board approved Resolution 20-25-*

P, which authorized staff to nominate the ADS Demonstration program for the Authority's LPP third cycle formulaic share in the amount of \$6.546 million.

3. **Execute Funding Agreement No. 21-CC with the Bay Area Air Quality Management District (BAAQMD) for Work to be Performed Using the Transportation Fund for Clean Air (TFCA) County Program Manager Funds for Fiscal Year (FY) 2020-21.** Staff sought authorization for the Executive Director to execute Agreement No. 21-CC with the BAAQMD in the amount of \$1,783,589 for transportation demand management (TDM) projects implemented by 511 Contra Costa, and to allow the Executive Director to make any non-substantive changes to the language. *The Authority Board authorized the Executive Director to execute Funding Agreement No. 21-CC with the BAAQMD in the amount of \$1,783,589 for TDM projects implemented by 511 Contra Costa, and to allow the Executive Director to make any non-substantive changes to the language.*
4. **Fiscal Year (FY) 2020-21 Proposed Budget for the Authority and Congestion Management Agency (CMA).** Staff sought approval of Resolution 20-17-A, which will adopt the Authority's FY 2020-21 budget following a public hearing. *Following a public hearing, the Authority Board approved Resolution 20-17-A to adopt the Authority's FY 2020-21 budget for the Authority and CMA.*
5. **Framework and Principles for Draft Allocation Plan.** Staff sought approval to temporarily reduce and/or suspend contracts managed by the Authority. In addition, staff also sought input on the proposed principles to guide the development of the Allocation Plan. *The Authority Board approved staff's recommendation to temporarily reduce and/or suspend contracts managed by the Authority as identified in Attachment A. A Memorandum from Authority staff to the local jurisdictions' City Engineers/Public Works Directors is also attached as Attachment B regarding the Suspension of Appropriation of Future Measure J Funds Due to COVID-19 and includes the List of Impacted Projects, as well as the staff report that went to the Authority Board. Staff anticipates presenting the Allocation Plan to the Authority Board for approval in September 2020.*

Measure J Funded Authority Projects Subject to Suspend/Reduce

Project	Contract No.	Consultant/Vendor	Contract Amount	Recommended Action
State Route 4 Operational Improvement Project (6006)				
	CT499	Mark Thomas	\$1,603,529	Suspend
East County Infrastructure Investment Study (28007)				
	CT500	HDR	\$400,000	Suspend
Innovate 680 - Strategic Development (8009.01)				
	CT535	AMG	\$850,000	Reduce
	CT536	GPA	\$750,000	Reduce
	CT530	WSP	\$5,000,000	Reduce
Innovate 680 - Express Lane Completion (8009.02)				
	CT500	HDR	\$250,000	Suspend
Innovate 680 - Part Time Transit Lane (8009.03)				
	CT517	KHA	\$2,300,000	Reduce
Administration/Project Management				
	CT526	AMG	\$18,060,487	Reduce



Date: June 24, 2020

From: Timothy Haile, Deputy Executive Director, Projects

To: City Engineers/Public Works Directors

Subject: Suspension of Appropriation of Future Measure J Funds Due to COVID-19

On May 20, 2020, the Authority Board temporarily suspended new appropriations of Measure J funds to capital projects. This action was necessitated by COVID-19 potential negative long-term impact on sales tax revenues. The suspension affects many projects programmed in the *2019 Measure J Strategic Plan* and/or included in the programming documents for the Transportation for Livable Communities or Pedestrian, Bicycle and Trails Facilities programs (Programs 12 and 13), as shown in the attached list.

At the same meeting, the Authority Board directed staff to develop an "Allocation Plan" that will prioritize future appropriations of Measure J funds to impacted projects. The Allocation Plan will be developed based on principles that were approved by the Authority Board on June 17, 2020. The principles prioritize shovel-ready projects that leverage state/federal funds, as outlined in the attached staff report.

Authority staff is currently in the process of gathering up-to-date project status information from project sponsors to help develop the Allocation Plan. An initial draft of the prioritization of projects to be included in the Allocation Plan is scheduled to be presented to the Authority's Technical Coordinating Committee on August 20, 2020. The final prioritization of projects to be included in the Allocation Plan will be presented to the Authority Board in September 2020. The final Allocation Plan will be presented to the Authority Board after a long range-revenue forecast has been prepared and approved by the Authority Board. The Allocation Plan will serve as the Authority's priority for future funding from Measure J funds and other fund sources such as federal stimulus funds.

Project sponsors have the option to advance their projects if they wish to proceed at-risk using local funds. Sponsors would have to request Authority Board approval of a letter of no prejudice (LONP) prior to proceeding. If approved, the Authority would commit, by resolution, to reimburse for incurred costs with Measure J funds at a future date consistent with the approved project scope in the Strategic Plan and/or other programming documents. If the long-term revenue forecast does not support the future Measure J appropriation to the project, the project sponsor will not be reimbursed for incurred costs. Peer reviews of design plans are still required for projects with approved LONPs unless the project is exempt based on the Authority's Local Agency Coordination Guide.

Thank you for your understanding and cooperation. We kindly request your assistance in providing the requested information for your project(s) by July 3, 2020. Please do not hesitate to contact Jack Hall at (925) 256-4743 or Stephanie Hu at (925) 256-4740 if you have any questions.

Attachments: List of Impacted Projects; Allocation Plan Framework and Principles

List of Impacted Projects

Measure J Funded Projects Subject to Allocation Plan

ATTACHMENT A

(\$ x 1,000)

Index	Authority Grant No.	Sponsor	Project Title	Measure J (UnAppropriated) Balance	Programmed State/Federal (UnAllocated) Funds	Total Cost
1	100026	BART	Hercules Transit Center	\$ 200		\$ 275
2	100033/13022	BART/Lafayette	Lafayette Town Center Pathway and BART Bike Station	\$ 1,675		\$ 2,749
3	100018	BART	Walnut Creek BART TOD Access Improvements	\$ 2,000	\$ 5,300	\$ 11,050
4	24024	CC County	Danville Blvd/Orchard Court Complete Streets	\$ 910	\$ 2,233	\$ 4,208
5	120055	CC County	Fred Jackson Way First Mile/Last Mile Connection Project	\$ 244	\$ 3,137	\$ 4,693
6	24023	CC County	Norris Canyon Rd Safety Improvements	\$ 763		\$ 1,889
7	24003	CC County	Pacheco Blvd Widening	\$ 6,617		\$ 33,900
8	24032	Clayton	Clayton Major Streets Improvements	\$ 400		\$ 429
9	120040	Clayton	Clayton Town Center Pedestrian Safety Improvements	\$ 252		\$ 252
10	120049	Concord	East Downtown Concord PDA Access & Safe Routes to Transit	\$ 1,846		\$ 2,817
11	120050	Concord	Willow Pass Road Repaving/Safe Routes to Transit Improvements	\$ 715	\$ 5,410	\$ 7,670
12	24034	Danville	Camino Ramon Improvements	\$ 696	\$ 1,357	\$ 5,413
13	24035	Danville	Diablo Road Trail	\$ 1,211		\$ 2,165
14	24033	Danville	San Ramon Valley Blvd (North) and Danville Blvd Improvements	\$ 1,336		\$ 1,336
15	24019	Danville	San Ramon Valley Blvd Lane Additions and Overlay (South)	\$ 987		\$ 1,032
16	120052	Danville	Sycamore Valley Park & Ride Expansion	\$ 1,500		\$ 2,036
17	120061	El Cerrito	El Cerrito del Norte TOD Complete Streets Improvement	\$ 2,312	\$ 4,840	\$ 8,733
18	120036	Hercules	Willow Avenue/Palm Avenue Pedestrian Improvements	\$ 1,058		\$ 1,196
19	24016	Moraga	Canyon Road Bridge Replacement	\$ 362		\$ 4,915
20	24014	Moraga	St. Mary's Road–Rheem Boulevard and Bollinger Canyon Road Roundabouts	\$ 27		\$ 6,983
21	120060	Orinda	Camino Pablo Bicycle Route Corridor Improvements	\$ 400		\$ 550
22	120033	Pinole	High Intensity Activated Crosswalk Beacon (HAWK)	\$ 120		\$ 125
23	130021	Pittsburg	BART Pedestrian Bicycle Connectivity Project	\$ 600	\$ 3,870	\$ 4,520
24	24025	Pittsburg	James Donlon Extension	\$ 6,709		\$ 95,610
25	120054/130026	Pleasant Hill	Contra Costa Boulevard Improvement Project (Viking Drive to Harriett Drive)	\$ 4,792		\$ 5,375
26	120059/250002	Richmond	13th Street Complete Streets	\$ 2,821		\$ 3,852
27	7003	Richmond	I-80/Central Avenue - Phase 2	\$ 1,442	\$ 7,773	\$ 14,593
28	120062	Richmond	Lincoln Elementary SRTS Pedestrian Enhancements	\$ 63		\$ 433
29	130027	San Pablo	Rumrill Boulevard Complete Streets (Phase II)	\$ 1,000	\$ 7,510	\$ 19,023
30	24037	Walnut Creek	Traffic Operations Center Communications Upgrade	\$ 239		\$ 734
31	120046	Walnut Creek	Walker Avenue Sidewalk Improvements	\$ 98		\$ 125
32	120034	Walnut Creek/CCCTA	Walnut Creek Bus Stop Access and Safety Improvements	\$ 852		\$ 1,022
Totals				\$ 44,247	\$ 41,430	\$ 249,703
Notes:						

Authority Board **STAFF REPORT**

Meeting Date: June 17, 2020

Subject	Framework and Principles for Draft Allocation Plan
Summary of Issues	<p>Due to the projected declining sales tax revenue caused by COVID-19, the Authority Board approved Resolution 20-09-P temporarily suspending new appropriations of Measure J funds to capital projects. The suspension impacts projects included in the <i>2019 Measure J Strategic Plan</i> and/or the programming documents for the Transportation for Livable Communities (TLC)/Pedestrian, Bicycle and Trails Facilities (PBTF) programs. In addition, the Authority Board authorized staff to develop an Allocation Plan to guide future Measure J appropriations to capital projects once a long-range revenue forecast is developed. Staff has developed the framework and principles for the development of the Allocation Plan. In addition, a list of Authority-managed contracts has been identified for contract reduction or suspension.</p>
Recommendations	<p>Staff seeks approval to temporarily reduce and/or suspend contracts managed by the Authority identified in Attachment A. In addition, staff seeks input on the proposed principles to guide the development of the Allocation Plan.</p>
Financial Implications	<p>Due to COVID-19, projected sales tax revenue is expected to decline by approximately 14% in Fiscal Year (FY) 2019-20 and another 5% in FY 2020-21, compared to original budgeted amounts.</p>
Options	<p>The Authority could provide other direction.</p>
Attachments	<p>A. List of contracts managed by the Authority proposed to be suspended and/or reduced.</p> <p>B. List of Locally Sponsored Projects Subject to the Allocation Plan</p>
Changes from Committee	<p>N/A</p>

Background

Due to projected declining sales tax revenue caused by COVID-19, at the May 2020 Authority Board meeting, the Authority Board approved Resolution 20-09-P, which temporarily suspends new appropriations of Measure J funds for capital projects. The suspension impacts projects included in the *2019 Measure J Strategic Plan* and/or programming documents for the TLC/PBTF programs (Program 12 and 13, respectively). In addition, the Authority Board authorized staff to develop an Allocation Plan to guide future Measure J appropriations to capital projects once a long-range revenue forecast is developed and approved by the Authority Board.

Per the Authority Board's direction on May 20, 2020, staff has developed the framework and principles for the preparation of the Allocation Plan. The long-range forecast will determine whether the Authority will be able to make future Measure J appropriations for capital projects based on the Allocation Plan. It will also determine whether COVID-19 will impact future allocations to Measure J programs.

Allocation Plan Principles and Framework

The Allocation Plan will prioritize future appropriations of Measure J funds to capital projects based on a detailed assessment of each project status, funding, percent complete, and schedule. Staff has developed the following principles to guide the development of the Allocation Plan. These principles were presented to the Authority's Technical Coordinating Committee (TCC) on May 21, 2020 and the Citizen Advisory Committee on May 27, 2020.

Proposed Principles to Prioritize Measure J Projects in the Allocation Plan

The following four principles were developed around three primary objectives: timely use of funds, leveraging, and readiness/deliverability. Projects that meet one or more of the principles below will receive higher priority for Measure J appropriations in the future if the updated long-range Measure J forecast supports it.

- a. Projects that will leverage State or Federal funds that may be lost due to timely use of fund requirements.
- b. Projects where Measure J funds are required to match State/Federal funds.
- c. Projects that are shovel ready and can start construction before July 2021.
- d. Projects that are a component of larger projects where the larger project would be at risk if Measure J funds are not allocated.

Authority-Sponsored Projects

Based on a screening of existing contracts managed by the Authority, staff is recommending the temporary suspension and/or reduction of contracts identified in Attachment A. The list was developed based on examination of contract status, fund sources, and ability to compete for other fund sources such as Senate Bill 1. Higher priority was placed on projects/contracts that leverage other funding sources, such as Federal and State funding and require Measure J to meet matching fund requirements. In addition, deadlines to use secured funds were considered in developing the recommendations.

Due to limited available Measure J funding, the Authority will primarily rely on other revenues from Federal, State, and regional fund sources to advance these projects in the future. Priority will be given to projects that are expected to compete well and can meet the match requirements.

To provide required matching funds, staff is working on developing a fund exchange program that may involve reprogramming of State Transportation Improvement Program (STIP) funds or entering into loan agreements with other entities. Staff will seek authorization from the Authority Board for any fund exchange agreements prior to proceeding.

Locally Sponsored Projects

Staff has reviewed locally sponsored projects included in the *2019 Measure J Strategic Plan* and/or the TLC/PBTF programming documents that are expected to seek Measure J appropriations in the future (See Attachment B). These projects will be subject to the Allocation Plan and will be prioritized based on the principles highlighted above. Staff is in the process of contacting local jurisdictions to determine how each project meets these principles. Although exceptions can be made on a case by case basis to prevent loss of other fund sources, the Authority is not expected to make any new Measure J appropriations until the Allocation Plan is developed and the new long-term revenue forecast is approved.

Projects that can be federalized and are good candidates for potential future stimulus funding will be identified in the process to determine if Measure J funds can be replaced by other future funds programmed by the Authority. Authority staff will coordinate with local jurisdictions to identify opportunities where the Authority can support the delivery of future capital projects to potentially reduce costs.

Should the long-range revenue forecast not support any future appropriation of Measure J funds for capital projects, staff will recommend using the Allocation Plan as its priority list to fund the projects using other future fund sources programmed by the Authority.

Consistent with Policy 15 in the *2019 Measure J Strategic Plan*, project sponsors have the option to advance their projects at risk with their own local funds. Sponsors would have to request Authority Board approval prior to proceeding. If approved, the Authority would commit, by resolution, to reimburse the local jurisdiction at a future date consistent with project programming in future strategic plans and other applicable policies (e.g. completion of peer reviews, etc.). If the long-term revenue forecast does not support future Measure J appropriations to the project, the project sponsor will not be reimbursed for their costs.

Measure J Programs

Consistent with Resolution 20-09-P, future programming of next cycles for the TLC/PBTF programs will continue to be suspended until the new revenue forecast is developed and the next strategic plan has been adopted.

The impact of COVID-19 on Measure J allocations to other Measure J programs in the Expenditure Plan will be determined after a new long-range revenue forecast is developed. The development of the Allocation Plan will help minimize impacts to these programs. Staff will continue to identify any opportunities to leverage any grant funds to replace Measure J funding on any of the Measure J programs in the near future.

Schedule

Staff anticipates bringing back the Allocation Plan to the Authority Board in September 2020. The schedule allows time to coordinate with local jurisdictions and the TCC. It also allows for gathering more data to develop a more reliable long-term revenue forecast.

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

June 15, 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 – June 11, 2020

Dear Mr. ^{Randy}Iwasaki:

At its regular meeting on June 11, 2020, the TRANSPAC Board of Directors took the following actions that may be of interest to the Contra Costa Transportation Authority (CCTA):

1. Approved the final Measure J Line 20a Funds Program.
2. Approved the TRANSPAC Work Plan and Budget for Fiscal year 2020/2021 (including Managing Director contract).
3. Received information on the Contra Costa Accessible Transportation Strategic Plan Outreach Program.
4. Received information on the 511 Contra Costa 2020 Summer Bike Challenge.

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)