

TRANSPAC
Transportation Partnership and Cooperation
Meeting Notice and Agenda

THURSDAY, FEBRUARY 9, 2023

REGULAR MEETING

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

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

To protect the health and safety of staff, officials and the general public and pursuant to the Ralph M. Brown Act provisions under Assembly Bill 361, meetings of the TRANSPAC Board and TAC will be held utilizing video and teleconference as the State and County continue to recommend measures to promote social distancing. Options for observing the meeting and participating in public comment are provided below:

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

<https://us02web.zoom.us/j/86850119576?pwd=eWp4U0V2NEVnQk9LUEVIOWdQUUNWdz09> Meeting ID: 868 5011 9576 Password: 717426

Phone Access: To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID: 868 5011 9576 and Password: 717426

Public Comment: Public Comment may 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. To comment by video conference, click the “Raise Your Hand” button to request to speak when the Public Comment period is opened on an Agenda item and then wait to be called on by the Chair. After the allotted time, you will then be requested to mute your microphone. To comment by phone, indicate the “Raise Your Hand” icon by pressing “*9” to request to speak when the public comment is opened on an Agenda item and then wait to be called on by the Chair. Press “*6” to unmute/mute. After the allotted time, you will then be requested to mute your microphone. Please begin by stating your name and indicate whether you are speaking for yourself or an organization.

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

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

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 / PLEDGE OF ALLEGIANCE /SELF-INTRODUCTIONS

2. PUBLIC COMMENT. At this time, the public is welcome to address TRANSPAC on any item not on this agenda. Please refer to the “Public Comment” section above for participation guidance.

ACTION ITEMS

3. CONSENT AGENDA.

a. APPROVAL OF MINUTES 🌀 Page 7

- Minutes of the December 08, 2022 TRANSPAC Board meeting.
- Minutes of the January 5, 2023 TRANSPAC Board special meeting.
- Minutes of the January 26, 2023 TRANSPAC Board meeting.

b. CCTA EXECUTIVE DIRECTOR’S REPORT REGARDING CCTA ACTIONS / DISCUSSION ITEMS 🌀 Page 15

- CCTA Executive Director Timothy Haile’s Report dated January 18, 2023.

c. ITEMS APPROVED BY THE CCTA FOR CIRCULATION TO THE REGIONAL TRANSPORTATION PLANNING COMMITTEES AND RELATED ITEMS OF INTEREST 🌀 Page 17

- CCTA Executive Director Timothy Haile’s RTPC Memo December 23, 2022.

d. RTPC MEETING SUMMARY LETTERS: 🌀 Page 19

- a. TRANSPAC – Meeting summary letter dated December 8, 2022.
- b. TRANSPLAN – Meeting Summary Letter dated January 17, 2023.
- c. SWAT – Meeting Summary Letter dated January 30, 2023.
- d. WCCTAC – No meeting summary letter available.

e. CCTA MEETING UPDATES AND COUNTYWIDE INFORMATION LINKS.

1. Street Smarts Programs in the TRANSPAC Region can be found at:
<https://streetsmartsdiablo.org/events/>

2. County Connection Fixed Route Monthly Report:
http://countyconnection.com/wp-content/uploads/2023/01/6a.FINAL_Fixed-Route-Report-December-2022.pdf
3. County Connection Link Monthly Report:
http://countyconnection.com/wp-content/uploads/2023/01/6b.FINAL_Partransit-Combined.pdf
4. The CCTA Project Status Report may be downloaded at:
<https://ccta.net/wp-content/uploads/2022/12/QPSR-Oct-Dec-2022.pdf>
5. The CCTA Board meeting was held on January 18, 2023. The next regular meeting is scheduled for February 15, 2023.
6. The CCTA Administration & Projects Committee (APC) was held on February 2, 2023. The next regular meeting is scheduled for March 2, 2023.
7. The CCTA Planning Committee (PC) meeting was held on February 1, 2022. The next regular meeting is scheduled for scheduled for March 1, 2023.
8. The CCTA Calendar for February 2023 to April 2023 may be downloaded at: <https://ccta.primegov.com/Portal/viewer?id=19280&type=2>

f. CONTINUE USE OF TELECONFERENCING FOR PUBLIC MEETINGS BY THE TRANSPAC BOARD AND SUBCOMMITTEES PURSUANT TO THE PROVISIONS OF AB 361. The Governor issued an Executive Order that rescinded previously granted Brown Act exemptions for public meetings, effective September 30, 2021. On September 15, 2021, the Governor signed into law AB 361 which essentially continued the Executive Orders that eased certain Brown Act provisions. On October 14, 2021 the TRANSPAC Board adopted Resolution 21-01 proclaiming a local emergency, ratifying the proclamation of a State of Emergency, and authorizing remote teleconference meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act provisions under AB 361. This resolution also authorized the 30-day renewal to be approved at subsequent meetings by minute order. At the January 26, 2023, special meeting, the TRANSPAC Board authorized the 30-day renewal through February 25, 2023. This action would re-authorize the AB 361 exceptions through March 11, 2023. 🌸 **Page 23**

ACTION RECOMMENDATION: Approve the proclamation of a local emergency, ratify the proclamation of a State of Emergency, and authorize the continuation of conducting remote teleconference meetings of the legislative bodies of TRANSPAC for the period through March 11, 2023, pursuant to the Brown Act provisions under AB 361.

Attachment: Staff Report

- g. **QUARTERLY FINANCIAL REPORTS.** 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 2022/23 for the period ended December 31, 2022 as well as additional financial reports. 🌀 **Page 27**

ACTION RECOMMENDATION: Accept the Quarterly Financial Report for the period ended December 31, 2022.

Attachment: Staff Report

- h. **TRANSPAC COMMITTEE APPOINTMENTS – CCTA TCC APPOINTMENT FOR THE TERM ENDING MARCH 31, 2023.** TRANSPAC is represented on the Contra Costa Transportation Authority’s (CCTA) Technical Coordinating Committee (TCC) by three (3) primary representatives and one (1) alternate. Due to staffing changes, there are two vacant primary positions on the TCC. 🌀 **Page 33**

ACTION RECOMMENDATION: Appoint Jaime Rodriquez, Pleasant Hill and Jason Chen, Clayton, to fill the vacant primary positions on the TCC for the term ending March 31, 2023.

Attachment: Staff Report

END CONSENT AGENDA

4. **INNOVATE 680 POLICY ADVISORY COMMITTEE APPOINTMENT.** Innovate 680 is a program of projects that promotes an integrated approach to redefining mobility and addressing the increasing congestion on I-680 through seven key strategies that range from completing the High Occupancy Vehicle (HOV) lanes to deploying a suite of technologies to improve traffic flow. CCTA staff formed a Policy Advisory Committee (PAC) and Technical Advisory Committee (TAC) to ensure close coordination and help guide Innovate 680. The last committee appointments occurred in 2020. The TRANSPAC Board is asked to appoint a new member to the committee and confirm previously made appointments. 🌀 **Page 35**

ACTION RECOMMENDATION: Appoint Supervisor Ken Carlson as a primary representative to the Innovate 680 PAC and confirm previously made appointments.

Attachment: Staff Report

5. **DRAFT CENTRAL COUNTY ACTION PLAN.** The Central County Action Plan is intended to address the key transportation issues that Central County will face over the next long-range period (i.e. about twenty five years). Action plans for each subregion of the county were developed through the cooperative, multi-jurisdictional planning process included with Measure J. The Contra Costa Transportation Authority (CCTA) has secured the services of a team of consultants lead by Placeworks to assist TRANSPAC to update the Plan. At this meeting, project staff will present the Draft Action Plan for Board approval with all comments and revisions to date. 🌀 **Page 37**

Attachment: Staff Report

ACTION RECOMMENDATION: Approve the Draft Central County Action Plan and forward to CCTA for proposal for adoption into the Countywide Transportation Plan (CTP)

6. **PUBLIC MEETINGS OF THE TRANSPAC BOARD AND SUBCOMMITTEES PURSUANT TO THE PROVISIONS OF AB361.** On October 14, 2021, the TRANSPAC Board adopted Resolution 21-01 proclaiming a local emergency, ratifying the proclamation of a State of Emergency, and authorizing remote teleconference meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act provisions under AB 361. The office of the Governor published a press release on October 17, 2022, stating the intent to end the COVID-19 state of emergency effective February 28, 2023, and the Contra Costa County Health Officer released Health Order HO-COVID19-69 on October 17, 2022, rescinding all active orders pertaining to COVID-19. However, Contra Costa Health Services maintains guidance for safely holding public meetings (revised 1-5-23) and recommends online meetings and social distancing where possible. At this meeting, staff will provide the current available information related to remote meetings of Brown Act Committees and options for meetings of the TRANSPAC Board and Committees in 2023. 🌀 **Page 39**

Attachment: Staff Report

ACTION RECOMMENDATION: Provide direction to staff regarding meeting protocol for TRANSPAC Board and TAC meetings for March 2023 and forward.

INFORMATION ITEMS

7. TRANSPAC CCTA REPRESENTATIVE REPORTS.

8. TAC ORAL REPORTS BY JURISDICTION.

9. BOARD MEMBER COMMENTS.

10. MANAGING DIRECTOR'S REPORT.

11. ADJOURN / NEXT MEETING.

The next regular meeting is scheduled for March 9, 2023 at 9:00 A.M.

TRANSPAC Committee Meeting Summary Minutes

MEETING DATE:	December 8, 2022
MEMBERS PRESENT:	Loella Haskew (Chair), Walnut Creek; Peter Cloven, Clayton (Vice Chair); Carlyn Obringer, Concord; Tim McGallian, Concord; Sue Noack, Pleasant Hill; Mark Ross, Martinez
PLANNING COMMISSIONERS PRESENT:	John Mercurio, Concord; Bob Pickett, Concord
STAFF PRESENT:	Andy Smith, Walnut Creek; Abhishek Parikh, Concord; Saravana Suthanthira, Concord; John Cunningham, Contra Costa; Melody Reebbs, BART; Shelehia Meisner, BART; Celestine Do, BART; Matt Kelly, CCTA; Robert Prinz, Bike East Bay; Scott Simmons
MINUTES PREPARED BY:	Tiffany Gephart

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

Vice Chair Cloven called the meeting to order at 9:00 A.M.

2. Public Comments

There were no comments from the public.

3. Consent Agenda

- a. Minutes of the November 10, 2022 Meeting.
- b. CCTA Executive Director's Report Regarding CCTA Actions/Discussion Items
- c. Items Approved by the CCTA for Circulation to the Regional Transportation Planning Committees and Related Items of Interest
- d. RTPC Meeting Summary Letters
- e. CCTA Meeting Updates and Countywide Information Links
- f. Continue use of Teleconferencing for Public Meetings by the TRANSPAC Board and Subcommittees Pursuant to the Provisions of AB 361. *Approve the proclamation of a local emergency, ratify the proclamation of a State of Emergency, and authorize the continuation of conducting remote teleconference meetings of the legislative bodies of TRANSPAC for the period through January 7, 2023, pursuant to the Brown Act provisions under AB 361.*

On motion by Commissioner Noack seconded by Commissioner Cloven to approve the consent agenda by unanimous vote of the members present (Cloven, Noack, Ross, Obringer).

End Consent Agenda

4. ELECTION OF CHAIR AND VICE CHAIR

On motion by Commissioner Noack seconded by Commissioner Obringer to elect Peter Cloven as the TRANSPAC Chair by unanimous vote of the members present (Cloven, Noack, Ross, Obringer).

On motion by Commissioner Obringer seconded by Commissioner Cloven to elect Sue Noack as the TRANSPAC Vice Chair by unanimous vote of the members present (Cloven, Noack, Ross, Obringer).

5. APPOINTMENT OF TRANSPAC REPRESENTATIVES TO THE CCTA

On motion by Commissioner Noack seconded by Commissioner Cloven to appoint Loella Haskew as a primary TRANSPAC representative to the CCTA Board by unanimous vote of the members present (Cloven, Noack, Ross, Obringer).

On motion by Commissioner Noack seconded by Commissioner Cloven to appoint Carlyn Obringer as an alternate TRANSPAC representative to the CCTA Board by unanimous vote of the members present (Cloven, Noack, Ross, Obringer).

6. 2023 TRANSPAC MEETING SCHEDULE

On motion by Commissioner Noack seconded by Commissioner Cloven to approve the meeting schedule for 2023 by unanimous vote of the members present (Cloven, Noack, Ross, Obringer).

7. PUBLIC MEETINGS OF THE TRANSPAC BOARD AND SUBCOMMITTEES PURSUANT TO THE PROVISIONS OF AB361

Commissioner Haskew joined the meeting.

The Board agreed to hold special meetings on January 5, 2023 and January 26, 2023 to reauthorize AB361 exceptions. The Board also agreed to continue remote meetings through February and that TRANSPAC staff will bring further information regarding the status of AB361 provisions at the February meeting.

8. DRAFT CENTRAL COUNTY ACTION PLAN

Matt Todd provided an update on the status of the Draft Action Plan. Mr. Todd noted that the project team received comments and are working the comments into the final version of the Action Plan. The Action Plan will be brought to the Board in February for approval. Mr. Kelly commented that once the Action Plan is approved it will be forwarded to CCTA for inclusion into the Countywide Transportation Plan (CTP). Once the CTP is adopted the Action Plans will be finalized for adoption.

9. TRANSPAC CCTA REPRESENTATIVE REPORTS.

Commissioner Noack commented that the Administration and Projects Committee discussed a new reserve policy and established an Ad Hoc committee to discuss the ongoing contract with GoMentum Station AAA. Commissioner Noack noted that she sits on the committee and has had two meetings to discuss the future of GoMentum and how CCTA will work with AAA.

Commissioner Haskew commented that the Planning Committee Meeting was canceled for December.

10. TAC ORAL REPORTS BY JURISDICTION

No member comments.

11. BOARDMEMBER COMMENTS

No member comments.

12. MANAGING DIRECTOR'S REPORT

Mr. Todd commented that Planning Commissioner John Mercurio, Commissioner Tim McGallian and Supervisor Mitchoff would no longer be serving TRANSPAC and thanked each member for their service.

13. ADJOURN / NEXT MEETING The meeting adjourned at 9:26 A.M. The next meeting will be on February 9, 2023 at 9:00 A.M.

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TRANSPAC Committee Special Meeting Summary Minutes

MEETING DATE: January 5, 2023

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

PLANNING COMMISSIONERS PRESENT: None

STAFF PRESENT: Tiffany Gephart, TRANSPAC Clerk

GUESTS/PRESENTERS: Leo Scott, GBS

MINUTES PREPARED BY: Tiffany Gephart, TRANSPAC Clerk

1. CONVENE REGULAR MEETING/PLEDGE OF ALLEGIANCE/SELF-INTRODUCTIONS.

Vice Chair Cloven called the meeting to order at 8:17 AM.

2. PUBLIC COMMENT.

There were no comments from the public.

3. Continue use of Teleconferencing for Public Meetings by the TRANSPAC Board and Subcommittees Pursuant to the Provisions of AB 361.

On a motion by Commissioner Haskew seconded by Commissioner Noack to approve the proclamation of a local emergency, ratify the proclamation of a State of Emergency, and authorize the continuation of conducting remote teleconference meetings of the legislative bodies of TRANSPAC for the period through February 4, 2023, pursuant to the Brown Act provisions under AB 361, by unanimous vote of the members present (Haskew, Cloven, Noack, Obringer, Ross).

4. Boardmember Comments

No comments from the Board.

5. Adjourn/Next Meeting

The meeting adjourned at 8:20 a.m. The next regular meeting is scheduled for February 9, 2023.

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TRANSPAC Committee Special Meeting Summary Minutes

MEETING DATE: January 26, 2023

MEMBERS PRESENT: Loella Haskew (Chair), Walnut Creek; Peter Cloven (Vice Chair), Clayton; Carlyn Obringer, Concord; Sue Noack, Pleasant Hill; Mark Ross, Martinez; Ken Carlson, Contra Costa County

PLANNING COMMISSIONERS PRESENT: None

STAFF PRESENT: Matt Todd, TRANSPAC Managing Director; Tiffany Gephart, TRANSPAC Clerk

GUESTS/PRESENTERS: None

MINUTES PREPARED BY: Tiffany Gephart, TRANSPAC Clerk

1. CONVENE REGULAR MEETING/PLEDGE OF ALLEGIANCE/SELF-INTRODUCTIONS.

Chair Haskew called the meeting to order at 8:45 AM.

2. PUBLIC COMMENT.

There were no comments from the public.

3. Continue use of Teleconferencing for Public Meetings by the TRANSPAC Board and Subcommittees Pursuant to the Provisions of AB 361.

On motion by Commissioner Noack seconded by Commissioner Carlson to approve the proclamation of a local emergency, ratify the proclamation of a State of Emergency, and authorize the continuation of conducting remote teleconference meetings of the legislative bodies of TRANSPAC for the period through February 25, 2023, pursuant to the Brown Act provisions under AB 361, by unanimous vote of the members present (Haskew, Cloven, Obringer, Noack, Ross, Carlson).

4. Boardmember Comments

No comments from the Board.

5. Adjourn/Next Meeting

The meeting adjourned at 8:49 a.m. The next regular meeting is scheduled for February 9, 2023.

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EXECUTIVE DIRECTOR'S REPORT

January 18, 2023

City of Richmond City Council Meeting: December 20, 2022

I presented to the City of Richmond City Council to provide an update on the Authority's programs and projects, share our vision for the future, and discuss strategies for connecting our communities.

California Highway Patrol (CHP): December 20, 2022

I met with the new Golden Gate Chief for CHP, Ezery Beauchamp, responsible for the nine bay area counties. We reviewed the Authority's priority projects and discussed Innovate 680, bus on shoulder, and GoMentum Station.

Meeting with Contra Costa Water District: December 20, 2020

Jack Hall and I met with the new General Manager for the Contra Costa Water District, Rachel Murphy and Peter Stabb, Engineering Design Division Manager. We discussed coordination for the State Route 239 project, Interstate 680/State Route 4 interchange, and GoMentum Station. We also discussed the Contra Costa Canal, their plans to put in a reinforced box, and potentially using the right-of-way for shared autonomous vehicles.

Dishing with Debbie: December 22, 2022

I was invited by Debbie Toth to participate in her video blog to discuss accessible transportation in Contra Costa County, the future plans to develop a coordinating entity, and provided an overview of the Authority.

Meeting with Commissioner Meadows: December 27, 2022

I met with new primary Commissioner Aaron Meadows from the City of Oakley representing TRANSPLAN. I provided an overview of the Authority, reviewed Measure J, and discussed a number of projects including State Route 239 and Dynamic Personal Microtransit.

Consumer Electronic Show (CES): January 5-8, 2023

I participated in the CES in Las Vegas, Nevada. In partnership with Beep, ZedF and Holon, they unveiled their automotive grade shared autonomous vehicles at CES. I met with them to get an overview of their shuttles, timeline for commercialization, and opportunities to partner on future projects.

Transportation Research Board (TRB) 2023 Annual Meeting: January 8-12, 2023

Linsey Willis, John Hoang, Stephanie Hu, Matt Kelley, and I participated in the TRB Annual Meeting in Washington, DC. Over 11,000 transportation professionals attended the event. We had several meetings with partners, colleagues, and professionals. I am a member of the Managed Lanes Committee and participated in several committee meetings.

Meeting with Congressman Garamendi: January 10, 2023

Linsey Willis and I met with Congressman John Garamendi to discuss priorities for 2023, reviewed upcoming grant opportunities, GoMentum Station, and potential legislation for establishing federally designated proving grounds.

Meeting with Congressman DeSaulnier: January 11, 2023

Linsey Willis and I met with Congressman Mark DeSaulnier to discuss priorities for 2023, reviewed upcoming grant opportunities, GoMentum Station, and potential legislation for establishing federally designated proving grounds.

Meeting with Congressman Swalwell: January 11, 2023

Linsey Willis and I met with Congressman Eric Swalwell to discuss priorities for 2023, reviewed grant opportunities, provided an update on Innovate 680, and discussed the Interstate 680 Express Bus services.

Meeting with Senator Padilla: January 11, 2023

Linsey Willis and I met with Senator Padilla's staff, Zac Commins, to discuss priorities for 2023, reviewed upcoming grant opportunities, and discussed GoMentum Station.

Staff Out-of-State Travel: Jack Hall attended May Mobility in Ann Arbor, MI from August 29-31, 2022, for a total amount of \$1,424. Timothy Haile attended May Mobility in Ann Arbor, MI from August 29-31, 2022, for a total amount of \$1,285. Ying Smith attended the APTA TRANSform Conference in Seattle, WA from October 9-12, 2022, for a total amount of \$2,625.



COMMISSIONERS

Chris Kelley,
Chair

Federal Glover,
Vice Chair

Newell Americh

Tom Butt

Teresa Gerringe

Loella Haskew

David Hudson

Aaron Meadows

Karen Mitchoff

Sue Noack

Lamar Thorpe

Timothy Haile,
Executive Director

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

MEMORANDUM

To: Matt Todd, TRANSPAC
Chris Weeks, SWAT
Robert Sarmiento, TRANSPLAN
Chris Weeks, TVTC
John Nemeth, WCCTAC
Patrick Golier, LPMC

From: Timothy Haile, Executive Director

Date: December 23, 2022

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

At its December 21, 2022 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

A. Approval of Proposed Measure J Reserve Policy (Policy)

Recommendation: Staff sought approval of Resolution 22-33-P, which will approve the proposed Policy that defines the mechanism for funding the Reserve, identifies eligible uses of Reserve funds, and required approvals to utilize funds from the Reserve.

Action: *The Authority Board approved Resolution 22-33-P, which will approve the proposed Policy that defines the mechanism for funding the Reserve, identifies eligible uses of Reserve funds, and required approvals to utilize funds from the Reserve.*

B. Consideration, Review, and Input of Administrative Code Section 104.6 and Resolution 91-11-A, Revision 2 to Establish Representative Positions on the Authority Board

Recommendation: Staff sought Authority Board input on the requirements for the Metropolitan Transportation Commission representative on the Authority Board and direction on the requirements and/or any potential revisions to Administrative Code Section 104.6 and Resolution 91-11-A, Revision 2 to establish representative positions on the Authority Board.

Action: The Authority Board directed staff to revise Resolution 91-11-A, Revision 2, to clarify that the two Metropolitan Transportation Commission representatives on the Authority Board can also serve as primary Authority Board Members. Resolution 91-11-A, Rev 3, will be brought back to the Authority Board meeting in January 2023 for consideration of approval.

C. Coordinating Entity (CE) Update and Recommendation

Recommendation: Staff sought approval for the establishment of a framework and concept for the Countywide CE and input from the Authority Board to inform next steps.

Action: The Authority Board approved the establishment of a framework and concept for the Countywide CE.

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

December 09, 2022

Timothy Haile
Executive Director
Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597

RE: Status Letter for TRANSPAC Meeting – December 8, 2022

Dear Mr. Haile:

The TRANSPAC Committee met on December 8, 2022. The following is a summary of the meeting and action items:

1. Approved the continuation of remote teleconferencing meetings of the TRANSPAC Board and TAC through January 7, 2022, pursuant to Brown Act provisions under AB 361.
2. Elected Peter Cloven as Chair and Sue Noack as Vice Chair of TRANSPAC for the term February 1, 2023 through January 31, 2024.
3. Appointed Loella Haskew as the primary and Carlyn Obringer as the alternate TRANSPAC representatives to the CCTA Board for the period February 1, 2023 through January 31, 2025.
4. Approved the TRANSPAC meeting schedule for 2023.
5. Received updated information on AB361, COVID-19 and related impacts to Brown Act Committee meetings.
6. Received an update on the Draft Central County Action Plan and timeline.

Please contact me at (925) 937-0980, or email at matt@graybowenscott.com if you need additional information.

Sincerely,



Matthew Todd
Managing Director

cc: TRANSPAC Representatives; TRANSPAC TAC and staff
Matt Kelly and Hisham Noemi, CCTA Staff
Robert Sarmiento, TRANSPLAN; Diane Burgis, Chair, TRANSPLAN
Darlene Amaral, SWAT; Karen Stepper, Chair, SWAT
John Nemeth, WCCTAC; Chris L Kelley, Chair, WCCTAC
Tarienne Grover, CCTA Staff
June Catalano, Diane Bentley (City of Pleasant Hill)

TRANSPLAN COMMITTEE

EAST COUNTY TRANSPORTATION PLANNING

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

January 17, 2023

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

Dear Mr. Haile:

The TRANSPLAN Committee took the following actions during its meeting on January 12, 2023:

1. Elected Shanelle Scales-Preston (Pittsburg) as 2023 TRANSPLAN Chair.
2. Elected Lamar Thorpe (Antioch) as the 2023 TRANSPLAN Vice-Chair.
3. Appointed Shanelle Scales-Preston (Pittsburg) as the TRANSPLAN Alternate to the CCTA Board for the Odd-Year Seat (February 1, 2023 through January 31, 2025).*

Should you have any questions, please feel free to contact me at 925-655-2918 or robert.sarmiento@dcd.cccounty.us.

Sincerely,



Robert Sarmiento
TRANSPLAN Staff

* Aaron Meadows (Oakley) was appointed as the primary representative at the December TRANSPLAN meeting.

c: TRANSPLAN Committee	M. Todd, TRANSPAC	T. Grover, CCTA
S. Midididdi, TVTC	J. Nemeth, WCCTAC	TRANSPLAN TAC
C. Weeks, SWAT	J. Hoang, CCTA	

Phone: 925.655.2918 :::: robert.sarmiento@dcd.cccounty.us :::: www.transplan.us

"



SWAT

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

January 30th 2023

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

RE: SWAT Meeting Summary Report for January 30th, 2023

Dear Mr. Haile:

The Southwest Area Transportation Committee (“SWAT”) met Monday, January 30th, 2023.

The following is a summary of the meeting and action items:

1. Elected of 2023 SWAT Chair Darlene Gee (Orinda) and SWAT Vice Chair Renata Sos (Moraga) for one-year term effective February 1, 2023 through January 31, 2024
2. Appointed Lamorinda SWAT representative Renata Sos (Moraga) and alternate Theresa Gerringer (Lafayette) to Contra Costa Transportation Authority for two-terms effective February 1, 2023 through January 31, 2025
3. Approved with changes a letter of support for Contra Costa Transportation Authority (CCTA) and the Contra Costa Health Services (CCHS) competitive grant application for the California Office of Traffic Safety (OTS) Funding Cycle 23-24 to plan and implement a comprehensive countywide multi-agency Bicycle and Pedestrian Safety Education Campaign. (Attachment)

Please contact me at (925) 973-2547 Desk, (925) 678-4955 Cell, or email cweeks@sanramon.ca.gov, if you need more information.

Regards,

Chris Weeks
San Ramon Transportation Division Manager
SWAT Administrator

Cc: SWAT;SWAT TAC; Hisham Noemi ,CCTA; Stephanie Hu, CCTA; Matt Kelly, CCTA; John Hoang, CCTA; Matt Todd, TRANSPAC; John Nemeth, WCCTAC; Robert Sarmiento, TRANSPLAN

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TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: February 9, 2023

Subject:	CONTINUE USE OF TELECONFERENCING FOR PUBLIC MEETINGS BY THE TRANSPAC BOARD AND SUBCOMMITTEES PURSUANT TO THE PROVISIONS OF AB 361
Summary of Issues	<p>Beginning in March of 2020, the Governor issued a series of Executive Orders relaxing certain provisions of the Brown Act in response to the COVID-19 pandemic. Those orders allowed local agencies such as TRANSPAC to conduct their public meetings remotely. On June 11, 2021, the Governor issued an Executive Order that rescinded the aforementioned relaxations of the Brown Act, effective September 30, 2021. On September 15, 2021, the Governor signed into law AB 361 which essentially continued the Executive Orders that eased certain Brown Act provisions, allowing for remote meetings without observing the normal Brown Act rules. AB 361 has a requirement to reconsider the circumstances of the State of Emergency every 30 days and determine whether the State of Emergency continues to directly impact the ability of the members to meet safely in person, or State or local officials continue to impose or recommend measures to promote social distancing. On October 14, 2021 the TRANSPAC Board adopted Resolution 21-01 proclaiming a local emergency, ratifying the proclamation of a State of Emergency, and authorizing remote teleconference meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act provisions under AB 361. This resolution also authorized the 30-day renewal to be approved at subsequent meetings by minute order. At the January 26, 2023 special meeting, the TRANSPAC Board authorized the 30-day renewal through February 25, 2023. This action would re-authorize the AB 361 exceptions through March 11, 2023.</p>
Recommendations	<p>Approve the proclamation of a local emergency, ratify the proclamation of a State of Emergency, and authorize the continuation of conducting remote teleconference meetings of the legislative bodies of TRANSPAC for the period through March 11, 2023 pursuant to the Brown Act provisions under AB 361.</p>
Financial Implications	<p>There is no immediate fiscal impact</p>

<p>Option(s)</p>	<ol style="list-style-type: none"> 1. Resume in-person meetings for the TRANSPAC Board and subcommittees. 2. Move to hybrid meetings for the TRANSPAC Board and subcommittees with the option for telecommuting. This could occur following the AB361 requirements or the standard (pre-pandemic) Brown Act requirements for teleconferencing. This option would incur additional expenses to secure resources required to conduct meetings in this manner. 3. Conduct remote TRANSPAC meetings using the “traditional” Brown Act standards.
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Background

AB 361 contains several requirements in order to continue the use of remote meetings as TRANSPAC has been conducting since Spring 2020. These include:

- There must be a state of emergency declared under the California Emergency Services Act. This effectively means the Governor must have declared the emergency, which has been done, and which proclamation remains in effect at the present time.
- During that state of emergency, either state or local officials have imposed or recommended measures to promote social distancing, or that meeting in person would present an imminent risk to the health or safety of attendees.
- In order to continue to utilize remote meetings, the TRANSPAC Board must reconsider the factors above every 30 days and adopt specified findings that the facts relied upon still exist.

The State of California is still under an emergency declaration regarding COVID-19. Both state and local health officials continue to recommend social distancing, among other guidelines, to help stop the spread of the virus and its variants. The Contra Costa County Health Officer published “Recommendations for Safely Holding Public Meetings”, revised on January 5, 2023, and continues to encourage online meetings, where practical, and that local agencies should provide options for the public to participate without having to attend meetings in person, and that social distancing should be used, including six feet of spacing between all in attendance.

TRANSPAC adopted Resolution 21-01 that made the findings justifying the TRANSPAC Board meeting remotely on October 14, 2021. This resolution also authorized and directed that the TRANSPAC Subcommittees will also continue to meet remotely. TRANSPAC will need to renew

its resolution within 30 days, consistent with the requirements of AB 361, if TRANSPAC desires to continue meeting under the modified Brown Act.

If a local agency does not meet again before the 30-day period during which the resolution remains active, the resolution will lapse for lack of action by the agency. The requirement for agencies to affirm the resolution every 30 days presents a logistical challenge for agencies like TRANSPAC that meet monthly and have meetings throughout the year that may be separated by more than 30 days.

Where an agency is not able to rely on regular meetings to adopt extension resolutions within that time frame, the agency has two potential options:

- Hold a special “AB 361” remote meeting within the 30-day window simply to re-authorize the AB 361 exceptions.
- Allow the extension resolution to lapse and approve a new initial resolution at the next agency meeting, subject to the same substantive and procedural requirements as the first.

It should be noted it is not clearly stated in the text of the statute that an agency may simply adopt a new initial resolution after failing to adopt an extension resolution within 30 days, and still take advantage of the retroactive application of the modified teleconference rules for that meeting. Under this interpretation, once AB 361 authorization lapses, the normal Brown Act rules will apply and an agency seeking to hold a teleconference meeting will once again be required to meet the typical Brown Act rules such as posting agendas and providing public access at each remote location and identifying those locations in the agenda for the meeting to pass a new initial resolution effecting the transition back to the modified Brown Act requirements.

A conservative approach would be to avoid lapses by holding a special meeting every 30 days to reauthorize the modified teleconference rules.

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TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: February 09, 2023

Subject:	TRANSPAC QUARTERLY FINANCIAL REPORTS AND MANAGING DIRECTOR/CLERK CONTRACT AMENDMENT
Summary of Issues	The TRANSPAC JPA calls for the reporting of certain financial information on a quarterly basis. The attached reports contain a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2022/23 for the period ended December 31, 2022. The attached material also includes additional information regarding expenses related to the TRANSPAC budget.
Recommendations	Accept the Quarterly Financial Report for the period ended December 31, 2022
Attachment(s)	A. TRANSPAC Quarterly Financial Report for period ended December 31, 2022

TRANSPAC Quarterly Financial Reports

The TRANSPAC JPA calls for the reporting of certain financial information on a quarterly basis. The attached reports contain a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2022/23 for the period ended December 31, 2022. The attached material also includes additional information regarding expenses related to the budget.

City of Pleasant Hill

FY2022/23 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 6/30/2023
DEPT Id	OBJ Id					
3510				1,173.53		\$ 1,173.53
4570		277,001.00				\$ 277,001.00
Total Revenue ----->						\$ 278,174.53
Expense Description	Expense Description					
DEPT Id	OBJ Id					
7085	0100	-	68,396.86			\$ 68,396.86
7085	1110	-				\$ -
7085	1140	-				\$ -
7085	1198	-				\$ -
7085	1300	125.00	487.50			\$ 612.50
7085	1486	-				\$ -
7085	2400	-				\$ -
7085	4200	-				\$ -
7085	6800	2,856.00	-			\$ 2,856.00
7085	6905	-				\$ -
7085	6985	-				\$ -
Total Expense ----->						\$ 71,865.36
Net Rev/(Exp)						\$ 206,309.17

REPORT.: 01/17/23
RUN...: 01/17/23
Run By.: ROSS

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

PAGE: 001
ID #: GLBS
CTL.: PLE

Ending Calendar Date.: December 31, 2022 Fiscal (06-23)

Assets

			Acct ID
TRANSPAC CASH BAL.ADJ.	-56,891.02	85	1010 9999
TRANSPAC INVESTMENT IN LAIF	343,782.60	85	1060
Total of Assets ---->	286,891.58		286,891.58

Liabilities

			Acct ID
FUND Balances			
TRANSPAC RESTRICTED FUND BALANCE	80,582.41	85	2812
CURRENT EARNINGS	206,309.17		
Total of FUND Balances ---->	286,891.58		286,891.58

TRANSPAC 2022-2023 - Expenditure Status							
Through 12/31/22 (including expenses incurred with payment pending)							
EXPENDITURES							
				2022-2023 BUDGET	2022-2023 EXPENDITURES		Notes
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)				\$ 267,000	\$ 104,389	39.1%	Invoices through 12/31/22
Legal Services - expenses would be incurred on a time and material basis				\$ -	\$ -	0.0%	
Web Site - Maintain / Enhance (time and material based expenses)				\$ 5,000	\$ 613	12.3%	Invoices through 12/31/22
Audit Services				\$ 4,500	\$ -	0.0%	
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance				\$ 10,000	\$ -	0.0%	
Subtotal				\$ 286,500	\$ 105,001	36.6%	
Pleasant Hill City/Fiscal Administration				\$ 3,000	\$ 2,856	95.2%	Invoices through 12/31/22
Subtotal				\$ 3,000	\$ 2,856	95.2%	
Costs subtotal				\$ 289,500	\$ 107,857	37.3%	
Contingency				\$ 25,000	\$ -	0.0%	
Project Reserve - This line represents the budget to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study. TRANSPAC entered into an agreement with CCTA to procure a consultant. Fehr and Peers was selected. The report has been completed and was approved by the Board in May 2021 and an ATP application was submitted by the City of Pleasant Hill with support for preparing the application provided with these funds. Unexpended funds from FY 2021/2022 will carry over to FY 2022/2023.				\$ 31,000	\$ -	0.0%	The FY 2022-2023 budget assumed certain expenses would be incurred in prior year. Expenses were not incurred at the anticipated level and therefore additional funds are available in this FY. (see carryover balance information below)
Total				\$ 345,500	\$ 107,857		
REVENUES							
				2022-2023 BUDGET	2022-2023 ACTUALS		
Member Agency Contributions				\$ 277,000	\$ 277,001	100.0%	
Carryover Balance				\$ 37,500	\$ 39,299	104.8%	
Interest Earned					\$ 1,174		Through 12/31/22
Project Reserve Carryover Balance				\$ 31,000	\$ 41,233	133.0%	
Total				\$ 345,500	\$ 358,707	103.8%	

31-Jan-23

TRANSPAC 2021-2022 and 2022-2023 - Expenditure Status						
(includes 2022-2023 expenses incurred with payment pending)						
EXPENDITURES						
			2021/2022 EXPENDITURES THRU 12/31/21	2022/2023 EXPENDITURES THRU 12/31/22		Notes
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)			\$ 109,551	\$ 104,389		
Legal Services - expenses would be incurred on a time and material basis			\$ -	\$ -		
Web Site - Maintain / Enhance (time and material based expenses)			\$ 788	\$ 613		
Audit Services			\$ -	\$ -		
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance			\$ -	\$ -		
Subtotal			\$ 110,339	\$ 105,001		
Pleasant Hill City/Fiscal Administration			\$ 2,856	\$ 2,856		
Subtotal			\$ 2,856	\$ 2,856		
Costs subtotal			\$ 113,195	\$ 107,857		
Contingency			\$ -	\$ -		
Project Reserve - This represents the budget to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility 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. A draft project concept has been developed and reviewed by the Board. Unexpended funds from FY 2020/2021 carried forward to FY 2021/2022.			\$ 5,785	\$ -		
Total			\$ 118,980	\$ 107,857		
REVENUES						
			2020-2021	2021-2022		
Member Agency Contributions			\$ 245,496	\$ 277,001		
Carryover Balance			\$ 51,917	\$ 39,299		
Interest Earned			\$ 146	\$ 1,174		
Project Reserve Carryover Balance			\$ 71,619	\$ 41,233		
Total			\$ 369,178	\$ 358,707		

31-Jan-23

TRANSPAC Board Meeting **STAFF REPORT**

Meeting Date: February 9, 2023

Subject:	TRANSPAC COMMITTEE APPOINTMENTS – CCTA TCC APPOINTMENT FOR THE TERM ENDING DECEMBER 31, 2023
Summary of Issues	TRANSPAC is represented on the Contra Costa Transportation Authority's (CCTA) Technical Coordinating Committee (TCC) by three (3) primary representatives and one (1) alternate. Due to staffing changes, there are two vacant primary positions on the TCC. Jaime Rodriquez, representing Pleasant Hill, and Jason Chen, representing Clayton, have been recommended to fill the vacant positions.
Recommendations	Appoint Jaime Rodriquez, Pleasant Hill and Jason Chen, Clayton, to fill the vacant primary positions on the TCC for the term ending March 31, 2023.
Financial Implications	No TRANSPAC financial implications.
Option(s)	Defer the recommendation.

Background

TRANSPAC is represented on the CCTA Technical Coordinating Committee (TCC) by three staff representatives and one alternate from the planning and engineering disciplines. The TCC provides advice on technical matters that may come before the CCTA. Members also act as the primary technical liaison between the CCTA and the RTPCs. The TCC reviews and comments on items including project design, scope, and schedule; provide advice on the development of priority transportation improvement lists for submittal to the Metropolitan Transportation Commission (MTC) for projects proposed under certain federal transportation acts; reviews and comments on the Strategic Plan of the CCTA; reviews and comments on the CCTA Congestion Management Program; reviews RTPC Action Plans and the Countywide Transportation Plan; and reviews and comments on the CCTA Growth Management Plan Implementation Documents. The TCC may also form subcommittees for specific issues and meet approximately ten times a year.

On April 8, 2021, the TRANSPAC Board appointed Andy Smith (Walnut Creek) to serve as a primary presentative on the TCC and on March 10, 2022, the TRANSPAC Board appointed Philip Ho (Pleasant Hill) as a primary representative on the TCC. The terms for both positions are through March 31, 2023. However, staff have been informed that Philip Ho has vacated his position with the City of Pleasant Hill and Andy Smith will no longer be serving on the TRANSPAC TAC and has therefore vacated the position on the TCC. The cities of Pleasant Hill

and Clayton have recommended Jaime Rodriguez and Jason Chen respectively to fill the vacant positions. At this meeting, it is requested that the Board appoint Jaime Rodriguez, (Pleasant Hill) and Jason Chen (Clayton), to fill the vacant primary positions on the TCC for the term ending March 31, 2023.

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: February 9, 2023

Subject:	Innovate 680 Policy Advisory Committee Appointment
Summary of Issues	Innovate 680 is a program of projects that promotes an integrated approach to redefining mobility and addressing the increasing congestion on I-680 through seven key strategies that range from completing the High Occupancy Vehicle (HOV) lanes to deploying a suite of technologies to improve traffic flow. CCTA proposed the formation of a Policy Advisory Committee (PAC) and Technical Advisory Committee (TAC) to ensure close coordination and help guide Innovate 680. TRANSPAC made initial appointments for these committees in 2017 and then in 2020. The Board is requested to appoint Supervisor Ken Carlson to replace Supervisor Karen Mitchoff who recently retired.
Recommendations	Appoint Ken Carlson to serve as a primary TRANSPAC representative on the Innovate 680 PAC.
Financial Implications	None
Options	TRANSPAC could identify alternates if appropriate
Attachments	

Background

Innovate 680 is a program of projects that promotes an integrated approach to redefining mobility and addressing the increasing congestion on I-680 through seven key strategies that range from completing the High Occupancy Vehicle (HOV) lanes to deploying a suite of technologies to improve traffic flow. CCTA proposed the formation of a Policy Advisory Committee (PAC) and Technical Advisory Committee (TAC) to ensure close coordination and help guide Innovate 680.

Each jurisdiction that I-680 travels through along the corridor is represented on the committees. The PAC will be made of elected officials while the TAC will be comprised of technical staff from the jurisdictions. CCTA has also requested alternates be identified where appropriate. The PAC and TAC representatives from TRANSPAC have members representing

Martinez, Concord, Pleasant Hill, Walnut Creek and Contra Costa County. The committees are expected to meet at least quarterly to assess progress and provide input on the various projects that make up Innovate 680.

The current appointments include:

TRANSPAC Policy Advisory Committee (PAC) Appointments

Jurisdiction	Elected Representative	Alternate
City of Concord	Carlyn Obringer	
City of Martinez	Mark Ross	
City of Pleasant Hill	Sue Noack	
City of Walnut Creek	Loella Haskew	
Contra Costa County – District IV	Vacant	

TRANSPAC Technical Advisory Committee (TAC) Appointments

Jurisdiction	Staff Representative	Alternate
City of Concord	Abhishek Parikh	Virendra Patel
City of Martinez	Lynne Filson	Scott Alman
City of Pleasant Hill	Eric Hu	Mario Moreno
City of Walnut Creek	Smadar Boardman	Matt Redmond
Contra Costa County – District II & IV	Monish Sen	Robert Sarmiento

It is recommended that the TRANSPAC Board appoint Ken Carlson to serve as a primary TRANSPAC representative on the Innovate 680 PAC.

Staff will bring an item back at a future meeting to address revisions to the TAC appointments.

TRANSPAC TAC Meeting **STAFF REPORT**

Meeting Date: January 26, 2023

Subject:	DRAFT CENTRAL COUNTY ACTION PLAN
Summary of Issues	The Central County Action Plan is intended to address the key transportation issues that Central County will face over the next long-range period (i.e., about twenty-five years). Action plans for each subregion of the county were developed through the cooperative, multi-jurisdictional planning process included with Measure J. The Contra Costa Transportation Authority (CCTA) has secured the services of a team of consultants lead by Placeworks to assist TRANSPAC to update the Plan. At this meeting, the project team will present the final version of the Draft Central County Action Plan.
Recommendation	Approve the Draft Central County Action Plan and forward to CCTA for proposal for adoption into the Countywide Transportation Plan (CTP)
Attachment(s)	A. 2022 Draft Central County Action Plan [LINK] B. 2017 Central County Action Plan [LINK]

Background

The CCTA initiated the RTPC Action Plan Updates in FY 2021/2022. The Central County Action Plan is intended to address the key transportation issues that Central County will face over the next long-range period (i.e. about twenty five years) as well as provide guidance for the CCTA Growth Management Plan requirements. The CCTA procured Placeworks consultant team to lead TRANSPAC in a discussion to evaluate aspects of the existing Central County Action Plan.

The following is a timeline of TRANSPAC Action Plan discussions to date:

- February 2022 – project staff solicited feedback on proposed changes to existing Multi-modal Transportation Objectives (MTSOs) for inclusion in updated Action Plans as Regional Transportation Objectives (RTOs). A working draft of Action Plan goals and Routes of Regional Significance (including regional transit routes and bicycle and pedestrian facilities) was also provided for committee input.
- March 2022 – project staff provided an update on revisions to the Routes of Regional Significance and maps based on prior committee feedback and collected feedback from the TAC on the revised maps.

- April 2022 – project staff clarified the Route of Regional Significance designation and subsequent impacts. This was related to interest of the TRANSPLAN RTPC to identify Marsh Creek Road as Route of Regional Significance.
- July / August 2022 – project staff provided a presentation and facilitated discussion on the proposed Regional Transportation Objectives (RTOs) and proposed actions for the Central County Action Plan update as well as a brief discussion of Corridor Maps.
- October /November 2022 – project staff presented the Draft Central County Action Plan for comment.
- January 2023 – project staff presented Draft Central County Action Plan

At this meeting, it is requested that the Board review and approve the revised Draft Action Plan with noted comments from the January 26, 2023 TAC meeting. Upon approval of the Action Plan, it will be forwarded to the CCTA Board for inclusion in the Draft Countywide Transportation Plan (CTP) (as well as the other RTPC Action Plans).

From there, the CCTA Board is anticipated to accept the Draft Action Plans (TRANSPAC as well as other RTPC's) in April 2023. The CCTA will concurrently begin the update to the CTP at this time as well. The final CTP will include adoption of all five Action Plans of the County and is anticipated to be in late 2023 (or early 2024). After adoption of the CTP by the CCTA, the Central County Action Plan will be brought back to TRANSPAC for a formal adoption action (early 2024).

Meeting Date: February 9, 2023

Subject:	PUBLIC MEETINGS OF THE TRANSPAC BOARD AND SUBCOMMITTEES PURSUANT TO THE PROVISIONS OF AB 361
Summary of Issues	<p>Beginning in March of 2020, the Governor issued a series of Executive Orders relaxing certain provisions of the Brown Act in response to the COVID-19 pandemic. In summer of 2021, the Governor rescinded the aforementioned executive orders and signed into law AB 361 which continued the ability for agencies such as TRANSPAC to continue to conduct meetings remotely. A key provision of the AB 361 was that a State of Emergency be declared. The office of the Governor has issued a press release indicating the intent to end the COVID-19 state of emergency effective February 28, 2023, and the Contra Costa County Health Officer released Health Order HO-COVID19-69 on October 17, 2022, rescinding all active orders pertaining to COVID-19. However, Contra Costa Health Services maintains guidance for safely holding public meetings (revised 1-5-23) and recommends online meetings and social distancing where possible. Considering the state and local changes to policies related to COVID-19, it is requested that the TRANSPAC Board consider options for meetings of the Board and TAC for March 2023 and forward.</p>
Recommendations	<p>Provide direction to staff regarding meeting protocol for TRANSPAC Board and TAC meetings for March 2023 and forward.</p>
Financial Implications	<p>There is no immediate fiscal impact.</p>
Attachment(s)	<p>1. Recommendations for safely holding public meetings (ContraCosta Health Services, January 5, 2023)</p>

Background

AB 361 contains several requirements in order to continue the use of remote meetings as TRANSPAC has been conducting since Spring 2020. These include:

- There must be a state of emergency declared under the California Emergency Services Act. This effectively means the Governor must have declared the emergency, which has been done, and which proclamation remains in effect at the present time. It should also

be noted that current guidance is suggesting that the state of emergency is not a standalone requirement under AB361 and will be discussed further under “New Guidance” section of this staff report.

- During that state of emergency, either state or local officials have imposed or recommended measures to promote social distancing, or that meeting in person would present an imminent risk to the health or safety of attendees.
- In order to continue to utilize remote meetings, the TRANSPAC Board must reconsider the factors above every 30 days and adopt specified findings that the facts relied upon still exist.

The State of California is still under an emergency declaration regarding COVID-19. Both state and local health officials continue to recommend social distancing, among other guidelines, to help stop the spread of the virus and its variants. The Contra Costa County Health Officer published “Recommendations for Safely Holding Public Meetings”, revised on January 5, 2023 and continues to encourage online meetings, where practical, and that local agencies should provide options for the public to participate without having to attend meetings in person, and that social distancing should be used, including six feet of spacing between all in attendance.

TRANSPAC adopted Resolution 21-01 that made the findings justifying the TRANSPAC Board meeting remotely on October 14, 2021. This resolution also authorized and directed that the TRANSPAC Subcommittees will also continue to meet remotely. TRANSPAC will need to continue to renew its resolution within 30 days, consistent with the requirements of AB 361, if TRANSPAC desires to continue meeting under the modified Brown Act.

New Guidance

Governor Newsom published a press release on October 17, 2022 stating the intent to end the state of emergency effective February 28, 2023. On October 21, 2022, the Contra Costa County Health Officer released Order No. HO-COVID19-69 which rescinds all active orders pertaining to COVID-19. Contra Costa Health Services (CCHS) maintains recommendations for safely holding public meetings (revised 1-5-23) and continues to encourage online meetings, where practical among other recommendations.

Staff has been in discussion with CCTA staff, regarding legal counsel they are receiving, to clarify, given the expiration of the state of emergency, if the CCHS COVID-19 health recommendations will continue to serve as justification for teleconferencing under AB361. It was concluded that CCHS safety recommendations meet a criterion under AB361 given that they continue to advise social distancing and remote meetings. Therefore, meetings of the

TRANSPAC Board and Committees can be conducted remotely while the CCHS safety guidance is in effect. It should also be noted that AB361 has a sunset date of 12/31/2023.

Staff also explored options for hybrid meetings however, due to current technological and staffing limitations, hybrid meetings are not feasible.

If the CCHS rescinds the safety guidance and/or social distancing recommendation, it is understood that the TRANSPAC Board and Committees would not maintain the justification to meet remotely under AB361 and in-person meetings would be required and conducted per traditional Brown Act standards.

Therefore, the Board is requested to consider the following meeting options for March, 2023 and forward:

1. Continue remote meetings under the provisions of AB 361 until:
 - a. CCHS rescinds the current safety guidelines recommending remote meetings and social distancing; or
 - b. until further legal guidance suggests that remote meetings are no longer justified under AB361; or
 - c. until the AB 361 sunset date of 12/31/2023
2. Resume in person meetings beginning March 9, 2023, and forward per Brown Act Standards.

Staff continues to gather information on this issue and will provide additional information as it becomes available.



Recommendations for safely holding public meetings

Each local government agency is authorized to determine whether to hold public meetings in person, on-line (teleconferencing only), or via a combination of methods. The following are recommendations from the Contra Costa County Health Officer to minimize the risk of COVID 19 transmission during a public meeting.

1. Online meetings (i.e. teleconferencing meetings) are encouraged, where practical, as these meetings present the lowest risk of transmission of SARS CoV-2, the virus that causes COVID 19. This is particularly important when community prevalence rates are high. Our current trends as of January 5, 2023 in Covid-19 case rate, test positivity, Covid-19 hospitalizations, and Covid-19 wastewater surveillance are stable but remain elevated. In addition to this, the predominant variant of Covid-19 being identified continues to be the Omicron variant and it's subvariants the impact of which on the spread of Covid-19 has shown to dramatically increase COVID-19 transmission.
2. If a local agency determines to hold in-person meetings, offering the public the opportunity to attend via a call-in option or an internet-based service option is recommended, when possible, to give those at higher risk of and/or higher concern about COVID-19 an alternative to participating in person.
3. A written safety protocol should be developed and followed. It is recommended that the protocol require social distancing, where feasible – i.e. six feet of separation between attendees; and consider requiring or strongly encouraging face masking of all attendees and encouraging attendees to be up-to-date on their COVID-19 vaccine.
4. Seating arrangements should allow for staff and members of the public to easily maintain at least six-foot distance from one another at all practicable times.
5. Consider holding public meetings outdoors. Increasing scientific consensus is that outdoor airflow reduces the risk of COVID-19 transmission compared to indoor spaces. Hosting events outdoors also may make it easier to space staff and members of the public at least 6 feet apart. If unable to host outdoors, consider ways to [increase ventilation and flow](#) of the indoor space to reduce the risk of COVID-19 while indoors.
6. Current evidence is unclear as to the added benefit of temperature checks in addition to symptom checks. We encourage focus on symptom checks as they may screen out individuals with other Covid-19 symptoms besides fever and help reinforce the message to not go out in public if you are not feeling well.
7. Consider a voluntary attendance sheet with names and contact information to assist in contact tracing of any cases linked to a public meeting.

Revised 1-5-2023

Sefanit Mekuria

Sefanit Mekuria, MD, MPH
Deputy Health Officer, Contra Costa County

