

TRANSPAC
Transportation Partnership and Cooperation
Meeting Notice and Agenda

THURSDAY, MARCH 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/87405661364?pwd=aHJGV1I4Sm5kKzlhTUNqbVpKYysxUT09>

Meeting ID: 874 0566 1364 Password: 906735

Phone Access: To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID: 874 0566 1364 and Password: 906735

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

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 February 09, 2023 TRANSPAC Board meeting.

b. CCTA EXECUTIVE DIRECTOR’S REPORT REGARDING CCTA ACTIONS / DISCUSSION ITEMS 🌀 Page 11

- CCTA Executive Director Timothy Haile’s Report dated February 15, 2023.

c. ITEMS APPROVED BY THE CCTA FOR CIRCULATION TO THE REGIONAL TRANSPORTATION PLANNING COMMITTEES AND RELATED ITEMS OF INTEREST 🌀 Page 13

- CCTA Executive Director Timothy Haile’s RTPC Memo February 17, 2023.

d. RTPC MEETING SUMMARY LETTERS: 🌀 Page 17

- a. TRANSPAC – Meeting summary letter dated February 24, 2023.
- b. TRANSPLAN – Meeting Summary Letter dated February 14, 2023.
- c. SWAT – The February 6, 2023 meeting was canceled.
- d. WCCTAC – Meeting summary letter dated January 31, 2023.

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/2023/02/6A.pdf>
3. County Connection Link Monthly Report: <http://countyconnection.com/wp-content/uploads/2023/02/6B.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 February 15, 2023. The next regular meeting is scheduled for March 15, 2023.
 6. The CCTA Administration & Projects Committee (APC) was held on March 2, 2023. The next regular meeting is scheduled for April 6, 2023.
 7. The CCTA Planning Committee (PC) meeting scheduled for March 2, 2023 was canceled. The next regular meeting is scheduled for scheduled for April 6, 2023.
 8. The CCTA Calendar for February 2023 to May 2023 may be downloaded at: <https://ccta.primegov.com/Portal/viewer?id=19376&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 February 9, 2023, special meeting, the TRANSPAC Board authorized the 30-day renewal through March 11, 2023. This action would re-authorize the AB 361 exceptions through April 10, 2023. 🌀 **Page 21**

ACTION RECOMMENDATION: Ratify the Contra Costa Health Services recommended measures to promote social distancing and the use of online meetings and authorize the continuation of conducting remote teleconference meetings of the legislative bodies of TRANSPAC for the period through April 10, 2023 pursuant to the Brown Act provisions under AB 361.

Attachment: Staff Report

- g. **TRANSPAC COMMITTEE APPOINTMENTS – CCTA TCC APPOINTMENT FOR THE TERM APRIL 1, 2023 - MARCH 31, 2025.** TRANSPAC is represented on the Contra Costa Transportation Authority’s (CCTA) Technical Coordinating Committee (TCC) by three (3) primary representatives and one (1) alternate. The current terms expire on March 31, 2023. This action will appoint representatives for the next term April 1, 2023 – March 31, 2025. 🌀 **Page 25**

ACTION RECOMMENDATION: Appoint Jason Chen (Clayton), Saravana Suthanthira (Concord), and Smadar Boardman (Walnut Creek), as primary and Ananthan Kanagasundaram (Pleasant Hill) as the alternate TCC representatives for the term April 1, 2023 - March 31, 2025.

Attachment: Staff Report

- h. INNOVATE 680 TAC APPOINTMENTS.** 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 TRANSPAC Board is requested to make the following TAC appointments to reflect the changes in staff with our member agencies. 🌀 **Page 27**

ACTION RECOMMENDATION: Appoint Saravana Suthanthira (Concord), and Ananthan Kanagasundaram (Pleasant Hill) as primary representatives and Abhishek Parikh (Concord), Ali Hatefi (Martinez) and Jaime Rodriguez (Pleasant Hill) as alternate representatives on the Innovate 680 TAC.

Attachment: Staff Report

END CONSENT AGENDA

- 4. TRANSPAC ANNUAL FINANCIAL REPORT AS OF JUNE 30, 2022 AND 2021 WITH INDEPENDENT AUDITORS' REPORT.** TRANSPAC policy calls for an independent audit to be made by a certified public accountant to ensure TRANSPAC is complying with JPA defined requirements and Government Code Section 6505 regarding strict accountability of funds. 🌀 **Page 29**

ACTION RECOMMENDATION: Accept the Annual Financial Report as of June 30, 2022 and 2021 with Independent Auditors' Reports thereon.

Attachment: Staff Report

INFORMATION ITEMS

- 5. TRANSPAC CCTA REPRESENTATIVE REPORTS.**
- 6. TAC ORAL REPORTS BY JURISDICTION.**
- 7. BOARD MEMBER COMMENTS.**
- 8. MANAGING DIRECTOR'S REPORT.**
- 9. ADJOURN / NEXT MEETING.**

The next regular meeting is scheduled for April 13, 2023 at 9:00 A.M.

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TRANSPAC Committee Meeting Summary Minutes

MEETING DATE: February 9, 2023

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

PLANNING COMMISSIONERS PRESENT: Diana Vavrek, Pleasant Hill; Bob Pickett, Concord

STAFF PRESENT: Matt Kelly, CCTA; Robert Sarmiento, Contra Costa County; Smadar Boardman, Walnut Creek; Saravana Suthanthira, Concord; Melody Reeb, BART; Celestine Do, BART; David Early, Placeworks; Torina Wilson, Placeworks; Raul Tovar, Placeworks; Charlie Knox, Placeworks; Scott Simmons; Martin Engelmann, Stantec; Matt Todd, TRANSPAC; Tiffany Gephart, TRANSPAC

MINUTES PREPARED BY: Tiffany Gephart

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

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. Approval of Minutes:

- Minutes of the December 08, 2022 Meeting.
- Minutes 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
- 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 March 11, 2023, pursuant to the Brown Act provisions under AB 361.

- g. Quarterly Financial Reports. Accept the Quarterly Financial Report for the period ended December 31, 2022.*
- h. TRANSPAC Committee Appointments – CCTA TCC Appointment for the Term Ending March 31, 2023. 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.*

Commissioner Obringer exited the meeting.

On motion by Commissioner Noack seconded by Commissioner Haskew to approve the consent agenda by majority vote (Cloven, Noack, Ross, Haskew Supervisor Carlson approved items 3b-3h and abstained from item 3a.

End Consent Agenda

4. INNOVATE 680 POLICY ADVISORY COMMITTEE APPOINTMENT

On motion by Commissioner Noack seconded by Commissioner Haskew to appoint Supervisor Ken Carlson as a primary representative to the Innovate 680 PAC by unanimous vote of the members present (Cloven, Noack, Ross, Haskew, Carlson).

5. DRAFT CENTRAL COUNTY ACTION PLAN.

Commissioner Obringer rejoined the meeting.

Commissioner Noack asked Mr. Early how the RHNA numbers are reflected in the Draft plan and if the analysis of population growth was done prior to the RHNA plans. Mr. Early commented that the growth projections do reflect what is required under RHNA. Mr. Early further commented that the residential development foreseen through the year 2050 is significantly more than the growth assigned through RHNA over the next 8 years.

Commissioner Noack asked Mr. Early to speak about how localized traffic issues particularly around schools are addressed in the Action Plan. Mr. Early commented that the emphasis in the new set of Action Plans has shifted towards active transportation particularly around schools and safety. Mr. Early noted that there are many actions and objectives to address these issues such as working with the local government and school districts to address traffic concerns.

Commissioner Obringer asked if the Naval Weapons Station is included in the plan. Mr. Early commented that the land use information from the current environmental impact report is included and that the numbers were discussed with city staff for concurrence.

Commissioner Obringer asked Mr. Early to speak about access to public transportation for communities of concern. Mr. Early noted that Equity Priority Communities, EPC, (which is the term that replaced Communities of Concern), is a new emphasis in the current Action Plan that has not been included in the past. Mr. Early commented that observing and tracking metrics is a significant improvement from past practices and quality transit, completion of the bicycle network for example will be monitored within EPC's. There are specific actions within the plans to ensure that projects are completed with examples including the low-stress bike network and prioritizing these communities. There are also coordination efforts with County Connection to look at continuing free and reduced bus service for example.

Mr. Kelly agreed with Mr. Early and provided further examples including fixing sidewalk gaps, adding frequency in buses, or rerouting service into a community that does not currently have service. CCTA will undertake a countywide equity initiative to support countywide coordination on this effort.

Commissioner Obringer asked if there will be ongoing dialogue with the community organizations that serve the EPC's. Mr. Early commented that CCTA has initiated bi-monthly meetings with stakeholders and the meetings have relevant themes such as active transportation and paratransit. Projects going forward will require ongoing consultation with local communities and community based organizations.

On motion by Commissioner Noack seconded by Commissioner Obringer to approve the Draft Central County Action Plan and make a recommendation that the CCTA incorporate the Action Plan into the Draft Countywide Transportation Plan, by unanimous vote of the members present (Cloven, Noack, Obringer, Ross, Haskew, Carlson).

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

No formal action was taken. After discussion, members of the TRANSPAC Board agreed to continue meeting per the provisions of AB361. The Board further directed staff to monitor the legislation and any updates to the Contra Costa Health Services Recommendations for Public Meetings and how that may impact TRANSPAC Committee compliance.

7. TRANSPAC CCTA REPRESENTATIVE REPORTS.

Commissioner Noack provided an update from the Administration and Projects committee and noted that CCTA were not awarded any mega grant funding and will be looking to pursue that next year. Contra Costa County did win a large grant through the Safes Streets for All program, the second largest in the nation and first in the state, for a set of multiple bike and pedestrian transportation projects in the County.

Commissioner Haskew commented that at the Planning Committee Meeting there was an update on the MTC OBAG nominations and that RM3 case was heard at the state Supreme Court and that the funding will be allowed to move forward and fund the projects it had been identified for.

8. TAC ORAL REPORTS BY JURISDICTION

No member comments.

9. BOARDMEMBER COMMENTS

Commissioner Noack commented that she is now the Mayor's Conference appointee to MTC and will be able to provide more information to TRANSPAC in the future.

10. 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.

11. ADJOURN / NEXT MEETING The meeting adjourned at 9:49 A.M. The next regular meeting will be held on March 9, 2023 at 9:00 A.M.

EXECUTIVE DIRECTOR'S REPORT

February 15, 2023

Meeting with Nissan: January 12, 2023

I met with the senior corporate vice president for research from Nissan to discuss our vision for the future, potential business models, and opportunities to partner.

Regional Measure 3 (RM3): January 25, 2023

On January 25, 2023, the California Supreme Court dismissed a lawsuit that challenged RM3, a 2018 ballot measure aimed to improve transit and highway projects across the Bay Area. \$360 million is allocated directly to Contra Costa County. Staff is coordinating with the Metropolitan Transportation Commission (MTC) on the next steps for funding availability and the process for allocations.

Meeting with Water Emergency Transit Authority (WETA): January 31, 2023

Ying Smith and I met with Seamus Murphy, the Executive Director of WETA, to discuss the performance and service levels for the Richmond Ferry Service, Measure J, and future RM3 funding.

City of Martinez Council Meeting: February 1, 2023

I presented to the City of Martinez 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.

Safe Streets for All: February 1, 2023

On February 1, 2023, United States Transportation Secretary Pete Buttigieg announced \$800 million in grant awards for 510 projects through the first round of funding for the Safe Streets and Roads for All (SS4A) grant program. The Authority was awarded \$28,940,010 for five projects, which was the largest allocation in California and the second largest in the country.

Meetings with Transit Operators and State Delegation: Feb 1, 2023

Representatives from County Connection, Tri Delta Transit, and Western Contra Costa Transit Authority (WestCAT), Linsey Willis, and I met with Contra Costa County State Delegation members to discuss the projected transit fiscal "cliff" and bus feeder service. These meetings demonstrated our continued partnership and collaboration between the Authority and the transit operators.

Bus Feeder Service: February 6, 2023

Ying Smith and I met with Michael Jones, Deputy General Manager for the Bay Area Rapid Transit (BART), Alix Bockelman, Acting Executive Director for MTC, Theresa Romell, Director of Funding Policy and Programs for MTC, Rashidi Barnes, Chief Executive Officer for Tri Delta Transit, Rob Thompson, General Manager for WestCAT, Christy Wegener, General Manager for Livermore Amador Valley Transit Authority, and Bill Churchill, General Manager for County Connection, to discuss the funding for feeder bus service to BART.

Innovate 680 Policy Advisory Committee (PAC) Meeting: February 8, 2023

The Authority hosted the 12th meeting of the Innovate 680 PAC. Staff provided an update on the status of the Innovate 680 Express Lanes Completion Project and its approach to meet Vehicle Miles Traveled requirements related to Senate Bill 743, as well as an update on shared autonomous shuttle deployment and mobility options as part of the Mobility-as-a-Service project.

International Forum for Autonomous Vehicles: February 8-9, 2023

I was invited to speak at the International Forum for Autonomous Vehicles in Queenstown, New Zealand to discuss the value proposition and challenges for the first- and last-mile. I participated virtually and discussed our vision for the future of a network of shared mobility hubs with access to shared autonomous vehicles managed through a countywide operations center.

Western Winter Workshop: February 9-12, 2023

Ivan Ramirez attended the Western Winter Workshop in Monterey, CA. The Western Winter Workshop provided technical tracts and presentations to discuss the latest in project controls and construction management tools and techniques for capital project delivery.

Staff Out-of-State Travel: Chair Kelley and Timothy Haile attended Ohmio in Sydney, Australia from August 22-26, 2022, for a total amount of \$4,936. Timothy Haile attended MOVE America in Austin, TX from September 27-28, 2022, for a total amount of \$555. Timothy Haile attended SIP-ADUS 2022 in Kyoto, Japan from October 8-15, 2022, for a total amount of \$4,172.

Commissioner Gerringier attended the American Public Transportation Association's TRANSform conference in Seattle, WA from October 9-12, 2022, for a total amount of \$2,315. Timothy Haile attended the Smart Transit West conference in Denver, CO from October 24-26, 2022, for a total amount of \$1,193. John Hoang attended the Transportation Research Board annual meeting in Washington, DC from January 8-12, 2023, for a total amount of \$1,536.



COMMISSIONERS

Federal Glover,
Chair

Newell Americh,
Vice Chair

Ken Carlson

Paul Fadelli

Loella Haskew

David Hudson

Chris Kelley

Aaron Meadows

Sue Noack


Renata Sos

Lamar Thorpe

Timothy Haile,
Executive Director

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: February 17, 2023

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

At its February 15, 2023 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

- A. Approval of Fiscal Year (FY) 2023-24 Transportation Fund for Clean Air (TFCA) County Program Manager Fund Expenditure Plan

Recommendation: Staff sought approval of Resolution 23-05-G, incorporating the Authority’s FY 2023-24 TFCA Expenditure Plan and allocation of County Program Manager TFCA funds in the amount of \$1,694,862, and authorization for the Executive Director or designee to sign and submit the Expenditure Plan Summary application to the Bay Area Air Quality Management District.

Action: *The Authority Board approved Resolution 23-05-G, incorporating the Authority’s FY 2023-24 TFCA Expenditure Plan and allocation of County Program Manager TFCA funds in the amount of \$1,694,862, and authorization for the Executive Director or designee to sign and submit the Expenditure Plan Summary application to the Bay Area Air Quality Management District.*

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

- B. Approval of Work Plan to Update the Congestion Management Program (CMP) for 2023

Recommendation: Staff sought approval of the proposed approach, scope, and schedule for the 2023 CMP update.

Action: The Authority Board approved the proposed approach, scope, and schedule for the 2023 CMP update.

- C. Authorization to Execute Fund Exchange Agreement No. 628 with the City of Orinda (City) for the Citywide Street Maintenance and Rehabilitation Project (Project)

Recommendation: Staff sought authorization for the Chair to execute Fund Exchange Agreement No. 628 with the City authorizing the programming of \$2 million in Authority’s Local Partnership Program Formulaic funds to the City’s Project in exchange of retaining \$1.8 million in future City return-to-source Measure J funds, and to allow the Executive Director or designee to make any non- substantive changes to the language.

Action: The Authority Board authorized the Chair to execute Fund Exchange Agreement No. 628 with the City authorizing the programming of \$2 million in Authority’s Local Partnership Program Formulaic funds to the City’s Project in exchange of retaining \$1.8 million in future City return-to-source Measure J funds, and to allow the Executive Director or designee to make any non- substantive changes to the language.

- D. Consider the Conduct for Meetings of the Legislative Bodies of the Authority for March 2023

Recommendation: Staff requested that the Authority Board, having reconsidered the circumstances of the State of Emergency, continue conducting hybrid meetings for the regular Authority Board meetings and remote meetings for all other legislative bodies of the Authority and special meetings of the Authority Board pursuant to the Brown Act provision exemptions of Assembly Bill 361 (AB361) and consistent with the Contra Costa Health Services’ encouragement of online meetings and recommendations for social distancing for public meetings, to adhere to the 30-day reconsideration requirement of AB361.

Action: The Authority Board authorized staff to continue conducting hybrid meetings for the regular Authority Board meetings and remote meetings for all other legislative bodies of the Authority and special meetings of the Authority Board pursuant to the Brown Act provision exemptions of AB361 and consistent with the Contra Costa Health Services' encouragement of online meetings and recommendations for social distancing for public meetings, to adhere to the 30-day reconsideration requirement of AB361.

- E. Bollinger Canyon Road – Iron Horse Trail Bicycle and Pedestrian Overcrossing (Project 120025) – Authorization to Award Agreement No. 581 with Myers-Shimmick Joint Venture (MSJV) for Construction Services, Contingent Upon Approval of the Award from the California Department of Transportation (Caltrans) and Federal Highway Administration (FHWA) and to Authorize the Chair to Execute the Contract Following Caltrans and FHWA Approval

Recommendation: Staff requested award of Agreement No. 581 with MSJV in the amount of \$21,617,973.07, for Construction Services, contingent upon approval of the award from Caltrans and FHWA, authorization for the Chair to execute Agreement No. 581 with MSJV upon effectiveness of the contract award, and to allow the Executive Director or designee to make any non-substantive changes to the language of the agreement as required to conform to the approvals from Caltrans and FHWA.

Action: The Authority Board approved the award of Agreement No. 581 with MSJV in the amount of \$21,617,973.07, for Construction Services, contingent upon approval of the award from Caltrans and FHWA, authorization for the Chair to execute Agreement No. 581 with MSJV upon effectiveness of the contract award, and to allow the Executive Director or designee to make any non-substantive changes to the language of the agreement as required to conform to the approvals from Caltrans and FHWA.

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

February 24, 2023

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

RE: Status Letter for TRANSPAC Meeting – February 9, 2023

Dear Mr. Haile:

The TRANSPAC Committee met on February 9, 2023. 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 March 11, 2023, pursuant to Brown Act provisions under AB 361.
2. Accepted the Quarterly Financial Report for the period ended December 31, 2022.
3. Appointed Jaime Rodriguez, Pleasant Hill and Jason Chen, Clayton, to fill the vacant primary positions on the TCC for the term ending March 31, 2023.
4. Appointed Supervisor Ken Carlson as a primary representative to the Innovate 680 PAC.
5. Approved the Draft Central County Action Plan to be forwarded to CCTA for adoption into the Countywide Transportation Plan (CTP)
6. Discussed the meeting protocol for TRANSPAC Board and TAC from March 2023 and forward.

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 Samiento, 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

February 14, 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 February 9, 2023:

1. Approved the Draft East County Action Plan and approved forwarding the Action Plan to CCTA for incorporation into the Draft 2023 Countywide Transportation Plan (CTP). The Committee action included a recommendation to improve the bicycle imagery included in the East County Action Plan to show bicyclists commuting. While not included in the action, Committee discussion included the need to address the emerging issue of battery maintenance and safety for electric vehicles, including cars, buses, and scooters.
2. Authorized the TRANSPLAN Committee Chair to sign a letter of support for Contra Costa County's grant application to the Caltrans Sustainable Transportation Planning Grant Program.

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

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

El Cerrito

Hercules

January 31, 2023

Pinole

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

RE: January 2023 WCCTAC Board Meeting Summary

Richmond

Dear Tim:

The WCCTAC Board, at its meeting on January 27, 2023, took the following actions that may be of interest to CCTA:

San Pablo

1. Election of Officers:
 - a. CCTA Representative (odd year): Paul Fadelli (El Cerrito)
 - b. CCTA Alternate: Rita Xavier (San Pablo)
 - c. WCCTAC Chair: Paul Fadelli (El Cerrito)
 - d. WCCTAC Vice-Chair: Rita Xavier (San Pablo)
2. *Adopted* Resolution 23-01 AB 361 Resolution to Continue Teleconferenced Meetings.
3. *Adopted* Resolution 23-02 Consultant Agreement for the Richmond Parkway Environmental Justice and Regional Mobility Plan.

Contra Costa
County

If you have any questions, feel free to contact me.

AC Transit

Sincerely,



John Nemeth
Executive Director

BART

cc: Tarien Grover, CCTA

WestCAT

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TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: March 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 February 9, 2023 regular meeting, the TRANSPAC Board authorized the 30-day renewal through March 11, 2023. This action would re-authorize the AB 361 exceptions through April 10, 2023.</p>
Recommendations	<p>Ratify the Contra Costa Health Services recommended measures to promote social distancing and the use of online meetings and authorize the continuation of conducting remote teleconference meetings of the legislative bodies of TRANSPAC for the period through April 10, 2023 pursuant to the Brown Act provisions under AB 361.</p>

Financial Implications	There is no immediate fiscal impact
Option(s)	<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.

Background

Governor Newsom ended the COVID 19 State of Emergency on February 28, 2023, which was the initial impetus to authorize remote meetings pursuant to the Brown Act Provisions under AB 361. However, Contra Costa County Health Services maintains “Recommendations for Safely Holding Public Meetings”, revised on February 1, 2023, which 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. Given that the County guidance remains active, and per the TRANSPAC Board recommendation to continue remote meetings as state and local guidance allows, meetings of the TRANSPAC Committees may continue to meet under the guidelines of AB361. Regardless of any state of local guidance on remote meeting, AB361 has a sunset date of December 31, 2023 and TRANSPAC will need to further discuss our meeting protocol options in the future.

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.

TRANSPAC staff continue to monitor state and local guidance as well as coordinate with CCTA and other county RTPC’s to provide up-to-date information to the TRANSPAC Board for ongoing consideration.

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TRANSPAC Board Meeting **STAFF REPORT**

Meeting Date: March 9, 2023

Subject:	TRANSPAC COMMITTEE APPOINTMENTS – CCTA TCC APPOINTMENT FOR THE TERM APRIL 1, 2023 – MARCH 31, 2025.
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. The current primary and alternate positions will expire on March 31, 2023.
Recommendations	Appoint Jason Chen (Clayton), Saravana Suthanthira (Concord), and Smadar Boardman (Walnut Creek), as primaries and Ananthan Kanagasundaram (Pleasant Hill) as the alternate TCC representatives for the term April 1, 2023 - March 31, 2025.
Options	Do not appoint recommended TCC representatives, delay recommendation, or recommend alternate appointments.
Financial Implications	None.

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.

Jason Chen (Clayton), Saravana Suthanthira (Concord), Jaime Rodriguez (Pleasant Hill), are the primary members and Lynne Filson (Martinez) is alternate member on the TCC for the term ending March 31, 2023. At the February 23, 2023 meeting, the TAC recommended the appointment of Smadar Boardman (Walnut Creek), Saravana Suthanthira (Concord) and Jason Chen (Clayton) as primaries and Ananthan Kanagasundaram (Pleasant Hill) as the alternate on

TCC for the term April 1, 2023 - March 31, 2025. It is requested that the Board appoint the TAC members as recommended.

TRANSPAC Board Meeting STAFF REPORT

Meeting Date: March 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. The Board is requested to appoint primary and alternate representatives from TRANSPAC to the Innovate 680 TAC.
Recommendations	Appoint Saravana Suthanthira (Concord), and Ananthan Kanagasundaram (Pleasant Hill) as primary representatives and Abhishek Parikh (Concord), Ali Hatefi (Martinez) and Jaime Rodriguez (Pleasant Hill) as alternate representatives on the Innovate 680 TAC.
Options	Do not appoint the recommended Innovate 680 TAC representatives, delay recommendation, or recommend alternate appointments.
Financial Implications	None

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	Ken Carlson	

TRANSPAC Technical Advisory Committee (TAC) Appointments

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

It is requested that the TRANSPAC Board appoint Saravana Suthanthira (Concord), and Ananthan Kanagasundaram (Pleasant Hill) as primary representatives and Abhishek Parikh (Concord), Ali Hatefi (Martinez) and Jaime Rodriguez (Pleasant Hill) as alternate representatives on the Innovate 680 TAC.

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: March 9, 2023

Subject:	Accept TRANSPAC Annual Financial Report as of June 30, 2022 and 2021 with Independent Auditors' Report
Summary of Issues	TRANSPAC policy calls for an independent audit to be made by a certified public accountant to ensure TRANSPAC is complying with our Joint Powers Agreement defined requirements and Government Code Section 6505 regarding strict accountability of funds. The audit provides an annual snapshot of TRANSPAC's financial position. The audit has been completed and a copy included in the attached material. Upon acceptance of the financial and audit reports, staff will distribute copies to the TRANSPAC member agencies as well as the County Auditor (in compliance with Government Code Section 6505).
Recommendations	Accept the Annual Financial Report as of June 30, 2022 and 2021 with Independent Auditors' Reports thereon.
Financial Implications	As indicated in the attached reports.
Options	Request clarifications or provide comments.
Attachments	A. TRANSPAC Annual Financial Report as of June 30, 2022 and 2021 with Independent Auditors' Reports thereon

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TRANSPORTATION PARTNERSHIP AND COOPERATION
(A JOINT POWERS AUTHORITY)
ANNUAL FINANCIAL REPORT
AS OF JUNE 30, 2022 and 2021
WITH
INDEPENDENT AUDITORS' REPORTS THEREON

TRANSPORTATION PARTNERSHIP AND COOPERATION
(A JOINT POWERS AUTHORITY)
ANNUAL FINANCIAL REPORT
JUNE 30, 2022 and 2021

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Transportation Partnership and Cooperation
Pleasant Hill, California

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the general fund of the Transportation Partnership and Cooperation (TransPAC), as of and for the years ended June 30, 2022 and 2021, and the related notes to the financial statements, which collectively comprise the TransPAC's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of TransPAC, as of June 30, 2022 and 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of TransPAC and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the TransPAC's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the TransPAC's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the TransPAC's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 3-4 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Copper Accountancy Corporation

CROPPER ACCOUNTANCY CORPORATION

Walnut Creek, California

March 2, 2023

TRANSPORTATION PARTNERSHIP AND COOPERATION

(A JOINT POWERS AUTHORITY)

Management's Discussion and Analysis

June 30, 2022

THE PURPOSE OF THE TRANSPORTATION PARTNERSHIP AND COOPERATION:

In 1990, the six jurisdictions of Clayton, Concord, Contra Costa County, Martinez, Pleasant Hill, and Walnut Creek adopted a cooperative agreement to form the Transportation Partnership and Cooperation (TransPAC). TransPAC is responsible for the development of transportation plans, projects and programs for the Central County areas as well as the appointment of two representatives to the Contra Costa Transportation Authority who serve alternating two-year terms.

In 2014, all six jurisdictions signed a formal Joint Exercise of Powers Agreement (JPA). The purpose of the JPA was the joint preparation of a Central County Action Plan (Action Plan) for Routes of Regional Significance (RRS) and cost sharing of recommended improvements.

TransPAC adopted an update to the Action Plan in 2014. The Action Plan was updated again in 2017. The Plan is a mutual understanding and agreement on Central County transportation concerns and recommendations for improvements. The Plan also identifies specific regional transportation improvements for funding and implementation.

THE BASIC FINANCIAL STATEMENTS

The Basic Financial Statements comprise the *Statement of Net Position* and *Statement of Activities* for the Combined Government-wide and Fund Financial Statements. These statements present the TransPAC financial activities as a whole. The *Statement of Net Position* and *Statement of Activities* include all assets and liabilities using the full accrual basis of accounting similar to the accounting model used by private sector firms.

Statement of Net Position

The *Statement of Net Position* (Basic Financial Statements, page 5) is a snapshot of TransPAC's financial position at the end of the Fiscal Year (FY) 2021 and 2020. TransPAC's assets are all current assets, i.e. cash and receivables. TransPAC has no capital assets. For the years ended June 30, 2022 and 2021, net position totaled \$80,582 and \$123,536, respectively.

Table 1. Statement of Net Position as of June 30:

	<u>2022</u>	<u>2021</u>	<u>\$ Change</u>	<u>% Change</u>
Assets				
Cash and equivalents	\$ 150,563	\$ 208,610	\$ (58,047)	-27.8%
Interest receivable	284	159	125	78.6%
	<u>\$ 150,847</u>	<u>\$ 208,769</u>	<u>\$ (57,922)</u>	<u>-27.7%</u>
Liabilities and Net Position				
Liabilities	\$ 70,265	\$ 85,233	\$ (14,968)	-17.6%
Net position	80,582	123,536	(42,954)	-34.8%
	<u>\$ 150,847</u>	<u>\$ 208,769</u>	<u>\$ (57,922)</u>	<u>-27.7%</u>

TRANSPORTATION PARTNERSHIP AND COOPERATION

(A JOINT POWERS AUTHORITY)
Management's Discussion and Analysis
June 30, 2022

Statement of Activities

The Statement of Activities (Basic Financial Statements, page 7) presents TransPAC's revenue and incurred expenses for the year ended June 30, 2022. All financial activities incurred for TransPAC are recorded here, including operational expenses, capital project costs, depreciation and accrued liabilities, when applicable.

Table 2. Statement of Activities for the Fiscal Years Ended June 30:

	<u>2022</u>	<u>2021</u>	<u>\$ Change</u>	<u>% Change</u>
Expenses				
Administrative	\$ 248,356	\$ 225,403	\$ 22,953	10.2%
Projects	29,503	140,481	(110,978)	-376.2%
Consulting and contractual	1,495	3,225	(1,730)	-53.6%
Accounting and auditing	-	4,250	(4,250)	-100.0%
Maintenance	10,000	10,000	-	0.0%
	<u>289,354</u>	<u>383,359</u>	<u>(94,005)</u>	<u>-24.5%</u>
Revenues				
Investment income	904	1,747	(843)	-48.3%
Membership dues	245,496	210,001	35,495	16.9%
	<u>246,400</u>	<u>211,748</u>	<u>34,652</u>	<u>16.4%</u>
Change in net position	(42,954)	(171,611)	128,657	-75.0%
Beginning net position	<u>123,536</u>	<u>295,147</u>	<u>(171,611)</u>	<u>-58.1%</u>
Ending net position	<u>\$ 80,582</u>	<u>\$ 123,536</u>	<u>\$ (42,954)</u>	<u>-34.8%</u>

CONTACTING TRANSPAC'S FINANCIAL MANAGEMENT

This Management's Discussion and Analysis is intended to provide the reader with a narrative overview of TransPAC's financial statements for the year ended June 30, 2022. Questions concerning any information provided in this report or requests for additional financial information should be directed to:

Transportation Partnership and Cooperation
Matthew Todd, TransPAC Administrator
1211 Newell Avenue, Suite 200
Walnut Creek, CA 94596

**TRANSPORTATION PARTNERSHIP AND COOPERATION
(A JOINT POWERS AUTHORITY)**

Combined Government-Wide and Fund Financial Statements
Statement of Net Position and Governmental Funds Balance Sheet
June 30, 2022

	<u>ASSETS</u>		
	<u>General Fund</u>	<u>Adjustments (Note 2)</u>	<u>Statement of Net Position</u>
Cash and cash equivalents (Note 3)	\$ 150,563	\$ -	\$ 150,563
Interest receivable	<u>284</u>	<u>-</u>	<u>284</u>
 Total Assets	 <u>\$ 150,847</u>	 <u>\$ -</u>	 <u>\$ 150,847</u>

LIABILITIES AND NET POSITION

Accounts payable	<u>\$ 70,265</u>	<u>\$ -</u>	<u>\$ 70,265</u>
 Total Liabilities	 <u>70,265</u>	 <u>-</u>	 <u>70,265</u>
 Fund Balance/Net Position (Note 4)			
Committed/Restricted	<u>80,582</u>	<u>-</u>	<u>80,582</u>
 Total Liabilities and Fund Balance/Net Position	 <u>\$ 150,847</u>	 <u>\$ -</u>	 <u>\$ 150,847</u>

The accompanying notes are an integral part of these financial statements.

**TRANSPORTATION PARTNERSHIP AND COOPERATION
(A JOINT POWERS AUTHORITY)**

Combined Government-Wide and Fund Financial Statements
Statement of Net Position and Governmental Funds Balance Sheet
June 30, 2021

	<u>ASSETS</u>		
	<u>General Fund</u>	<u>Adjustments (Note 2)</u>	<u>Statement of Net Position</u>
Cash and cash equivalents (Note 3)	\$ 208,610	\$ -	\$ 208,610
Interest receivable	<u>159</u>	<u>-</u>	<u>159</u>
 Total Assets	 <u>\$ 208,769</u>	 <u>\$ -</u>	 <u>\$ 208,769</u>
 <u>LIABILITIES AND NET POSITION</u>			
Accounts payable	<u>\$ 85,233</u>	<u>\$ -</u>	<u>\$ 85,233</u>
 Total Liabilities	 <u>85,233</u>	 <u>-</u>	 <u>85,233</u>
Fund Balance/Net Position (Note 4)			
Committed/Restricted	<u>123,536</u>	<u>-</u>	<u>123,536</u>
 Total Liabilities and Fund Balance/Net Position	 <u>\$ 208,769</u>	 <u>\$ -</u>	 <u>\$ 208,769</u>

The accompanying notes are an integral part of these financial statements.

**TRANSPORTATION PARTNERSHIP AND COOPERATION
(A JOINT POWERS AUTHORITY)**

Combined Government-Wide and Fund Financial Statements

Statement of Activities and

Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Year Ended June 30, 2022

	General Fund	Adjustments (Note 2)	Statement of Activities
General Expenditures/Expenses			
Agency management and admin support	\$ 245,500	\$ -	\$ 245,500
Projects	29,503	-	29,503
Accounting and auditing services	-	-	-
Consulting and contractual services	1,495	-	1,495
Maintenance (<i>see footnote 5</i>)	10,000	-	10,000
Other	2,856	-	2,856
Total General Expenditures/Expenses	289,354	-	289,354
General Revenues:			
Investment income	904	-	904
Membership dues:			
City of Clayton	27,150	-	27,150
City of Concord	63,449	-	63,449
Contra Costa County	37,822	-	37,822
City of Martinez	35,363	-	35,363
City of Pleasant Hill	35,765	-	35,765
City of Walnut Creek	45,947	-	45,947
Total membership dues	245,496	-	245,496
Total General Revenues	246,400	-	246,400
Change in fund balance/net position	(42,954)	-	(42,954)
Fund Balance/Net Position July 1, 2021	123,536	-	123,536
Fund Balance/Net Position June 30, 2022	\$ 80,582	\$ -	\$ 80,582

The accompanying notes are an integral part of these financial statements.

**TRANSPORTATION PARTNERSHIP AND COOPERATION
(A JOINT POWERS AUTHORITY)**

Combined Government-Wide and Fund Financial Statements

Statement of Activities and

Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Year Ended June 30, 2021

	General Fund	Adjustments (Note 2)	Statement of Activities
General Expenditures/Expenses			
Agency management and admin support	\$ 222,547	\$ -	\$ 222,547
Projects	140,481	-	140,481
Accounting and auditing services	4,250	-	4,250
Consulting and contractual services	3,225	-	3,225
Maintenance (<i>see footnote 5</i>)	10,000	-	10,000
Other	2,856	-	2,856
Total General Expenditures/Expenses	383,359	-	383,359
General Revenues:			
Investment income	1,747	-	1,747
Membership dues:			
City of Clayton	23,292	-	23,292
City of Concord	54,064	-	54,064
Contra Costa County	32,245	-	32,245
City of Martinez	30,411	-	30,411
City of Pleasant Hill	30,726	-	30,726
City of Walnut Creek	39,263	-	39,263
Total development fees	210,001	-	210,001
Total General Revenues	211,748	-	211,748
Change in fund balance/net position	(171,611)	-	(171,611)
Fund Balance/Net Position July 1, 2020	295,147	-	295,147
Fund Balance/Net Position June 30, 2021	<u>\$ 123,536</u>	<u>\$ -</u>	<u>\$ 123,536</u>

The accompanying notes are an integral part of these financial statements.

TRANSPORTATION PARTNERSHIP AND COOPERATION
(A JOINT POWERS AUTHORITY)
Notes to the Financial Statements
June 30, 2022 and 2021

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Transportation Partnership and Cooperation (TransPAC) is a joint powers authority (JPA) organized by the County of Contra Costa, and the Cities of Clayton, Concord, Martinez, Pleasant Hill, and Walnut Creek. The TransPAC accounting records are currently administered by the City of Pleasant Hill. TransPAC was created to administer membership fees for the planning and implementation of sub-regional transportation projects. There are no separate legal entities that are a part of TransPAC's reporting entity.

TransPAC applies all applicable GASB pronouncements for certain accounting and financial reporting guidance. In December of 2010, GASB issued GASBS No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements. This statement incorporates pronouncements issued on or before November 30, 1989 into GASB authoritative literature. This includes pronouncements by the Financial Accounting Standards Board (FASB), Accounting Principles Board Opinions (APB), and the Accounting Research Bulletins of the American Institute of Certified Public Accountants' (AICPA) Committee on Accounting Procedure, unless those pronouncements conflict with or contradict with GASB pronouncements.

B. Basis of Presentation

Government-wide Financial Statements:

The Statement of Net Position and Statement of Activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. TransPAC has one governmental activity as described below:

Governmental Funds

General Fund – The General Fund is the general operating fund of TransPAC and is always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

TRANSPORTATION PARTNERSHIP AND COOPERATION
(A JOINT POWERS AUTHORITY)
Notes to the Financial Statements
June 30, 2022 and 2021

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fund Financial Statements:

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be separate accounting entities. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into three major categories: governmental, proprietary, and fiduciary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of TransPAC or meets the following criteria:

1. Total assets, liabilities, revenues or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that *category or type*; and
2. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

C. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements regardless of the measurement focus applied.

Measurement Focus

On the Government-wide Statement of Net Position and the Statement of Activities, governmental activities are presented using the economic resources measurement focus. The accounting objective of this measurement focus is the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and all liabilities (whether current or noncurrent) associated with the operation of these funds are reported.

In the fund financial statements, the "current financial resources" measurement focus is used for all Governmental Funds; with this measurement focus, only current assets and current liabilities generally are included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

TRANSPORTATION PARTNERSHIP AND COOPERATION
(A JOINT POWERS AUTHORITY)
Notes to the Financial Statements
June 30, 2022 and 2021

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when "measurable and available". Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or soon enough thereafter to pay current liabilities. TransPAC defines available to be within 60 days of year-end.

D. Cash and Investments

TransPAC cash and investments are held by the City of Pleasant Hill as part of the City's pooled cash. The funds are invested in accordance with the State Investment Policy established pursuant to the State Law. All monies not required for immediate expenditure are invested or deposited to earn maximum yield consistent with safety and liquidity.

Investments are carried at fair value, which is based on quoted market price if applicable. Otherwise, the fair value hierarchy is as follows:

Level 1 – Values are unadjusted quoted prices on active markets for identical assets or liabilities at the measurement date.

Level 2 – Inputs, other than quoted prices, included within Level 1 that are observable for the asset or liabilities at the measurement date.

Level 3 – Certain inputs are unobservable inputs (supported by little or no market activity, such as TransPAC's best estimate of what hypothetical market participants would use to determine a transaction price for the asset or liability at the reporting date).

TransPAC invests in the California Local Agency Investment Fund (LAIF), which is part of the Pooled Money Investment Account operated by the California State Treasurer. LAIF funds are invested in high quality money market securities and are managed to insure the safety of the portfolio. A portion of LAIF's investments are in structured notes and asset-backed securities.

LAIF determines fair value on its investment portfolio based on market quotations for these securities where market quotations are readily available, and on amortized cost or best estimate for those securities where market value is not readily available.

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NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Receivables

Receivables recorded in the financial statements are net of any allowance for doubtful accounts. Any doubtful accounts at June 30, 2022 and 2021 were not considered material.

F. Revenue Recognition – Membership Dues

Membership dues are assessed annually to each of the six member jurisdictions.

G. Budget Comparison

Under GASB No. 34, budgetary comparison information is required to be presented for the general fund and each major special revenue fund with a legally adopted budget. TransPAC is not legally required to adopt a budget for the general fund. Therefore, budget comparison information is not included in TransPAC's financial statements.

H. Equity Classifications

Government-wide Statements

Net position is the excess of all TransPAC's assets over all its liabilities, regardless of fund. Net position is divided into three categories under GASB Statement 34. These categories apply only to net position, which is determined at the Government-wide level, and are described below:

1. Invested in capital assets, net of related debt - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
2. Restricted net position - Consists of net position with constraints place on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
3. Unrestricted net position - All other components of net position that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

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NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fund Statements

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which TransPAC is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

1. Nonspendable- Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
2. Restricted - Amounts that are restricted for specific purposes when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, laws, or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.
3. Committed - Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority.
4. Assigned - Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted or committed.
5. Unassigned - Amounts that do not meet classifications 1 – 4 above.

Further detail about TransPAC's fund balance classification is described in Note 4.

NOTE 2. ADJUSTMENTS FROM FUND BASIS TO GOVERNMENT-WIDE BASIS

For the years ended June 30, 2022 and 2021, there were no adjustments to comply with GASB No. 34.

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NOTE 3. CASH AND INVESTMENTS

The cash and investments of TransPAC are maintained and tracked with the funds of the City of Pleasant Hill. TransPAC considers cash and investment amounts with original maturities of three months or less to be cash equivalents.

Cash and Investments consisted of the following at June 30:

	2022	2021
Cash in banks	\$ 238	\$ 64
Local Agency Investment Fund	150,325	208,546
Total cash and investments	\$ 150,563	\$ 208,610

Investments Authorized by TransPAC's Investment Policy

TransPAC is authorized to invest in obligations of the U.S. Treasury, agencies, commercial paper with certain minimum ratings, certificates of deposit, bankers' acceptances, repurchase agreements and the State Treasurer's Investment pool ("LAIF").

Deposits/Credit Risk

The California Government Code requires California banks and savings and loan associations to secure Public Agencies' deposits by pledging government securities as collateral. The market value of pledged securities must equal at least 110% of deposits. California law also allows financial institutions to secure such deposits by pledging first trust deed mortgage notes having a value of 150% of the total deposits. The first \$250,000 of each institution's deposits are covered by FDIC insurance.

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and TransPAC's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies.

TRANSPORTATION PARTNERSHIP AND COOPERATION

(A JOINT POWERS AUTHORITY)

Notes to the Financial Statements

June 30, 2022 and 2021

NOTE 3. CASH AND INVESTMENTS (continued)

Custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover its deposits or will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and TransPAC's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.

Investment Fair Value

TransPAC is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code under the oversight of the Treasurer of the State of California. The fair value of TransPAC's investment in this pool is reported in the accompanying financial statements at amounts based upon TransPAC's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

NOTE 4: FUND BALANCE

TransPAC has implemented GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balances more transparent.

The Transportation Partnership and Cooperation have established the following fund balance policies:

- **Assigned Fund Balance:** TransPAC is responsible for the development of transportation plans, projects and programs for the Central Contra Costa County areas as well as the appointment of two representatives to the Contra Costa Transportation Authority who serve alternating two-year terms. All amounts not committed in the fund balance at year-end are assigned for this purpose.
- **Committed Fund Balance:** Amounts that have been designated for payment by TransPAC prior to year-end. At June 30, 2022 and 2021 there were no commitments.

The accounting policies of TransPAC consider restricted fund balance to have been spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, TransPAC considers committed amounts to be reduced first, followed by assigned amounts, and finally, unassigned amounts.

TRANSPORTATION PARTNERSHIP AND COOPERATION
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NOTE 5: TRANSPORTATION IMPROVEMENT PROJECTS

For the fiscal years ended June 30, 2022 and 2021, \$10,000 each year were accrued as accounts payable to the City of Martinez for maintenance costs of the Pacheco transit hub. This transit hub is neither an asset nor a liability of TransPAC.

NOTE 6: SUBSEQUENT EVENTS

Management has evaluated subsequent events through the date of the audit opinion, the date on which the financial statements were available to be issued. No events came to managements' attention that would require additional adjustment or disclosure.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors
Transportation Partnership and Cooperation
Pleasant Hill, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the general fund of the Transportation Partnership and Cooperation (TransPAC) as of and for the years ended June 30, 2022 and 2021, and the related notes to the financial statements, which collectively comprise TransPAC's financial statements, and have issued our report thereon dated March 2, 2023.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered TransPAC's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of TransPAC's internal control. Accordingly, we do not express an opinion on the effectiveness of TransPAC's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether TransPAC's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Cropper Accountancy Corporation

CROPPER ACCOUNTANCY CORPORATION

Walnut Creek, California

March 2, 2023