

TRANSPAC
Transportation Partnership and Cooperation
Meeting Notice and Agenda

THURSDAY, APRIL 13, 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/87370731344?pwd=ekxkVnhvc2NNUzZjQWtNbkJ6NkRudz09>

Meeting ID: 873 7073 1344 Password: 983460

Phone Access: To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID: 873 7073 1344 and Password: 983460

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 March 09, 2023 TRANSPAC Board meeting.
- Minutes of the March 31, 2023 TRANSPAC Board Special Meeting.

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

- CCTA Executive Director Timothy Haile’s Report dated March 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 March 24, 2023.

d. RTPC MEETING SUMMARY LETTERS: 🌀 Page 19

- a. TRANSPAC – Meeting summary letter dated March 9, 2023.
- b. TRANSPLAN – No meeting summary letter available.
- c. SWAT – Meeting summary letter dated March 13, 2023
- d. WCCTAC – Meeting Summary letter dated February 28, 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/2023/03/7a.FINAL_Fixed-Route-Report-February-2023.pdf

3. County Connection Link Monthly Report:
4. <http://countyconnection.com/wp-content/uploads/2023/03/7B.pdf>
5. The CCTA Project Status Report may be downloaded at: <https://ccta.net/wp-content/uploads/2023/03/Attachment-A-QPSR-Report.pdf>
6. The last CCTA Board meeting was held on March 15, 2023. The next regular meeting is scheduled for April 12, 2023.
7. The CCTA Administration & Projects Committee (APC) scheduled for April 6, 2023 was canceled. The next regular meeting is scheduled for May 4, 2023.
8. The last CCTA Planning Committee (PC) meeting was held on April 6, 2023. The next regular meeting is scheduled for May 4, 2023.
9. The CCTA Calendar for March 2023 to June 2023 may be downloaded at: <https://ccta.primegov.com/Portal/viewer?id=19468&type=2>

f. TRANSPAC COMMITTEE APPOINTMENTS – CCTA CBPAC APPOINTMENT FOR THE TERM ENDING DECEMBER 31, 2023. TRANSPAC is represented on the Contra Costa Transportation Authority’s (CCTA) Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) by three (2) primary representatives and one (1) alternate. Due to revisions to committee appointments, a primary position on the CBPAC is now vacant. 🌀 **Page 23**

ACTION RECOMMENDATION: Appoint Briana Byrne, Walnut Creek, to the vacant primary position on the CBPAC for the term ending December 31, 2023.

Attachment: Staff Report

g. STATE TRANSPORTATION IMPROVEMENT PROJECTS. The Contra Costa Transportation Authority (CCTA) intends to release a call for projects in late April for the 2024 State Transportation Improvements Program (STIP). Applications are tentatively due on June 16, 2023. Additional information is included in the attached material. (INFORMATION) 🌀 **Page 25**

Attachment: Staff Report

END CONSENT AGENDA

4. TRANSPAC WORKPLAN FOR FISCAL YEAR 2023/2024. The TRANSPAC Joint Exercise of Power Agreement specifies that TRANSPAC shall adopt a budget that includes operational expenses and the proportional amount each agency will be required to pay to fund TRANSPAC. To prepare for the upcoming 2023/2024 budget process, the TRANSPAC Board is requested to review the overall process schedule, provide input for

the upcoming work plan, and identify a meeting time for a closed session employee review. 🌀 **Page 35**

ACTION RECOMMENDATION: Provide input on the TRANSPAC budget process and work plan and schedule a closed session meeting for the Public Employee Performance Evaluation and Labor negotiation for the Managing Director in conjunction with the May 11, 2023 TRANSPAC Board meeting.

Attachment: Staff Report

- 5. MEETINGS OF THE TRANSPAC BOARD AND SUBCOMMITTEES.** On September 15, 2021, the Governor signed into law AB 361 which 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. On February 28, 2023 the Governor ended the state of emergency and Contra Costa Health Services recently released new guidance relaxing safety recommendations for public meetings. At this meeting, the TRANSPAC Board is requested to provide direction to staff regarding meeting options going forward. 🌀 **Page 45**

ACTION RECOMMENDATION: Provide direction to staff regarding meeting protocol for future TRANSPAC Board and TAC meetings, and any action(s) required to continue remote meetings if applicable.

Attachment: Staff Report

INFORMATION ITEMS

- 6. STATE ROUTE 239 PROJECT UPDATE.** State Route 239 (SR239) is proposed to provide a connection between SR4 in Brentwood and I580 west of Tracy. Contra Costa County secured two Federal Earmarks for project development and construction. The Feasibility Study and a Project Initiation Document (PID) have been completed as well as the project scoping process for the environmental process and comments are being evaluated. At this meeting CCTA staff will provide an update on the status of the project and proposed improvements. (INFORMATION) 🌀 **PAGE 49**

Attachment: Staff Report

- 7. 511 CONTRA COSTA PROGRAM UPDATE.** 511 Contra Costa is a countywide program focused on reducing traffic and improving air quality by promoting alternatives to driving

alone. Staff will provide an update of the programs and services offered to commuters, residents, and employers to incentivize non-single-occupancy-vehicle (SOV) modes. (INFORMATION).

8. TRANSPAC CCTA REPRESENTATIVE REPORTS.

9. TAC ORAL REPORTS BY JURISDICTION.

10. BOARD MEMBER COMMENTS.

11. MANAGING DIRECTOR'S REPORT.

12. ADJOURN / NEXT MEETING.

The next regular meeting is scheduled for May 11, 2023 at 9:00 A.M.

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TRANSPAC Committee Meeting Summary Minutes

MEETING DATE: March 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; Kim Trupiano (alternate), Clayton

PLANNING COMMISSIONERS PRESENT: Bob Pickett, Concord

STAFF PRESENT: Smadar Boardman, Walnut Creek; Saravana Suthanthira, Concord; Ananthan Kanagasundaram, Pleasant Hill; Melody Reeb, County Connection; 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 9:01 A.M.

2. Public Comments

There were no comments from the public.

3. Consent Agenda

a. Approval of Minutes:

- Minutes of the February 9, 2023 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 April 10, 2023, pursuant to the Brown Act provisions under AB 361.*

- g. **TRANPSAC Committee Appointments – CCTA TCC Appointment for the Term April 1, 2023 – March 31, 2025. *Appoint Jason Chen (Clayton), Saravana Suthanthira (Concord), and Smadar Boardman (Walnut Creek) as primary representatives and Ananthan Kanagasundaram (Pleasant Hill) as the alternate TCC representatives for the term April 1, 2023 – March 31, 2025.***
- h. **INNOVATE 680 TAC Appointments. *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.***

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

End Consent Agenda

4. TRANSPAC ANNUAL FINANCIAL REPORT AS OF JUNE 30, 2022 AND 2021 WITH INDEPENDENT AUDITORS REPORT.

Commissioner Ross entered the meeting.

On motion by Commissioner Haskew seconded by Commissioner Obringer to accept the Annual Financial Report as of June 30, 2022 and 2021 with Independent Auditors' Reports thereon by unanimous vote of the members present (Cloven, Noack, Obringer, Haskew, Ross, Carlson).

5. TRANSPAC CCTA REPRESENTATIVE REPORTS.

Commissioner Noack reported on the Administration and Projects Committee (APC). Commissioner Noack commented that the APC elected a new Chair and reviewed the mid -year budget with minor changes to workflow and timing. Commissioner Noack asked the Board if they would like to hear reports from MTC going forward. Commissioner Obringer noted that she is interested in hearing the MTC reports. Commissioner Noack commented that RM3 funding will be a topic of discussion and that there is approximately \$360 million committed to Contra Costa County and there will be a push for additional funds to be allocated.

Commissioner Haskew noted that the Planning Committee was canceled.

6. TAC ORAL REPORTS BY JURISDICTION

No member comments.

7. BOARDMEMBER COMMENTS

No member comments.

8. MANAGING DIRECTOR'S REPORT

Mr. Todd requested that the Board select a date to hold a special meeting to reauthorize AB361 exceptions to avoid a 30-day lapse. The board agreed to hold the special meeting on March 31, 2023 at 9am.

Ms. Gephart commented that Form 700s are due on April 3rd. Commissioner Noack commented that she sent her form to the TRANSPAC office. Ms. Gephart commented that she would follow-up.

9. ADJOURN / NEXT MEETING The meeting adjourned at 9:15 A.M. A special meeting will be held on March 31, 2023 and the next regular meeting will be held on April 13, 2023 at 9:00 A.M.

TRANSPAC Board Special Meeting Summary Minutes

MEETING DATE: March 31, 2023

MEMBERS PRESENT: Peter Cloven (Chair), Clayton; Mark Ross, Martinez; Loella Haskew, Walnut Creek; Candace Andersen, Contra Costa County

PLANNING COMMISSIONERS PRESENT:

STAFF PRESENT: 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. CONTINUE USE OF TELECONFERENCING FOR PUBLIC MEETINGS BY THE TRANSPAC BOARD AND SUBCOMMITTEES PURSUANT TO THE PROVISIONS OF AB361.

On motion by Commissioner Haskew seconded by Commissioner Anderson to continue conducting remote meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act provisions under AB361 and consistent with the Contra Costa Health Services' encouragement of remote teleconference meetings and recommendations for social distancing for public meetings through April 30, 2023. (Cloven, Ross, Haskew, Andersen).

4. BOARDMEMBER COMMENTS

There were no comments.

5. ADJOURN / NEXT MEETING The meeting adjourned at 9:04 A.M. The next regular meeting will be held on April 13, 2023 at 9:00 A.M.

EXECUTIVE DIRECTOR'S REPORT**March 15, 2023****On the Patio Podcast: "Who is CCTA": February 10, 2023**

I decided to start a podcast and call it "On the Patio". This is a component of our overall strategy to expand our presence and promote what we are doing with the public. For the first inaugural podcast, I met with Chair Kelley to discuss her experience being Chair of the Authority Board and who the Authority (CCTA) is. I anticipate recording a few episodes a month that will be available across multiple podcast platforms beginning in April.

California Transportation Foundation (CTF) Mobility Symposium: February 14, 2023

I was invited to speak at the CTF Mobility Symposium to discuss the future of mobility in California. The CTF Mobility Symposium is a forum to discuss innovative mobility solutions and prepare for the future of transportation.

Meeting with Commissioner Renata Sos: February 21, 2023

I met with incoming Commissioner Renata Sos from the Town of Moraga, formerly an alternate, to provide an overview of current projects, programs, and Authority initiatives.

City of Dublin City Council meeting: February 21, 2023

I provided a presentation to the City of Dublin City Council to discuss the Innovate 680 program. The Mayor of Dublin, Melissa Rodriguez, is on the Innovate 680 Policy Advisory Committee. I highlighted the vision, need for an operations center, and policy discussions regarding automated and delegated control. I also discussed the Interstate 680 Express Bus, Shared Mobility Hubs, and Shared Autonomous Vehicles projects supporting the Tri-Valley area.

Meeting with Congressman Harder's Office: February 22, 2023

I met with Kara Verma from Congressman Harder's office to provide an overview of the Authority and current projects in Eastern Contra Costa County. We discussed State Route 239, the Bay Area Testing Site (drone program), and Dynamic Personal Microtransit.

Marathon Community Advisory Panel (CAP): February 22, 2023

I was invited to speak at the Marathon CAP to provide an overview of projects and programs including GoMentum Station, Innovate 680, electric vehicle readiness, alternative fuels, emerging technologies, and workforce development.

ITS of America and California Joint Workshop: February 23, 2023

I was invited to speak at the joint workshop between Intelligent Transportation Society (ITS) America and ITS California in Sacramento, CA to discuss best practices in seeking grant funding and developing proposals for emerging technology projects. I particularly focused on our experience in delivering the Advanced Transportation and Congestion Management Technologies Deployment and Automated Driving Systems grants.

Meeting with Commissioner Alternate Rita Xavier: February 27, 2023

Tarienne Grover and I met with incoming Commissioner Alternate Rita Xavier from the City of San Pablo to provide an overview of current projects, programs, and Authority initiatives. Tarienne performed the Oath of Office and reviewed various administrative requirements and documents.

Meeting with Jason Haight: February 28, 2023

American Automobile Association (AAA) recently named Jason Haight responsible for GoMentum Station, replacing Matt Alfano. I met with him to review current priorities and understand the next steps. It will be important to be sure our goals and vision are continually aligned as we discuss renewal of the Master Agreement.

City of Concord Council Meeting: February 28, 2023

I presented to the City of Concord 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.

AV America: March 1, 2023

I delivered the keynote speech at the AV America Conference in San Francisco, CA, sharing the Authority's plans, projects, and priorities for automated driving projects.

Meeting with Commissioner Paul Fadelli: March 2, 2023

I met with incoming Commissioner Paul Fadelli from the City of El Cerrito, formerly an alternate, to provide an overview of current projects, programs, and Authority initiatives.

On the Patio Podcast: "Street Smarts": March 3, 2023

I interviewed Carl Clement and Kirsten Riker from 511 Contra Costa about our Street Smarts program and the benefits it brings to the many schools in Contra Costa County. The Street Smarts program provides education and engagement for safe routes to school and safer walking and biking to elementary, middle school, and high school students.

Public-Private Partnership (P3) Conference: March 6-8, 2023

Stephanie Hu and I attended the P3 Conference in Dallas, Texas to learn about innovative delivery options. We attended a public sector focus track to educate ourselves about P3 strategies to support the Dynamic Personal Microtransit project and future projects.

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



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
Sai Midididdi, TVTC
John Nemeth, WCCTAC
Sivakumar Natarajan, LPMC

From: Timothy Haile, Executive Director

Date: March 24, 2023

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

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

- A. Senate Bill 1 – Formulaic Local Partnership Program (LPP) Funds Programming for Countywide Smart Signals Project

Recommendation: Staff sought approval of Resolution 23-10-P, which would authorize staff to nominate the Countywide Smart Signals project for the Authority’s formulaic LPP funds – Cycle 4 share in the amount of \$2.498 million, and Resolution 23-11-P to confirm the Authority’s support for the project, which is required to program One Bay Area Grant – Cycle 3 funds.

Action: The Authority Board approved Resolution 23-10-P, which would authorize staff to nominate the Countywide Smart Signals project for the Authority’s formulaic LPP funds – Cycle 4 share in the amount of \$2.498 million, and Resolution 23-11-P to confirm the Authority’s support for the project, which is required to program One Bay Area Grant – Cycle 3 funds.

B. Consider the Conduct for Meetings of the Legislative Bodies of the Authority for April 2023

Recommendation: Staff requested that the Authority Board, having reconsidered the circumstances, 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.

C. Authorization to Execute Funding Agreement No. 629 with Eastern Contra Costa Transit Authority (ECCTA) to Provide Transportation Network Company (TNC) Access for All Funds (Access Funds) to Assist in the Purchase of Shuttles for Expansion of the Tri MyRide Services

Recommendation: Staff sought authorization for the Chair to execute Funding Agreement No. 629 with ECCTA in an amount not-to-exceed \$400,000, in TNC Access Funds, to assist with the purchase of Wheelchair-Accessible Vehicle shuttles to expand the Tri MyRide services, 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 Funding Agreement No. 629 with ECCTA in an amount not-to-exceed \$400,000, in TNC Access Funds, to assist with the purchase of Wheelchair-Accessible Vehicle shuttles to expand the Tri MyRide services, and to allow the Executive Director or designee to make any non-substantive changes to the language.

- D. Approval of the Town of Danville Calendar Years 2020 and 2021
Measure J Growth Management Program (GMP) Compliance Checklist

Recommendation: Staff sought approval of the Town of Danville GMP Compliance Checklist and payment of \$910,154 in Fiscal Year (FY) 2021-22 Local Street Maintenance and Improvement funds to the Town of Danville, with a second (off-year) payment of FY 2022-23 funds on the one-year anniversary of the first payment.

Action: The Authority Board approved the Town of Danville GMP Compliance Checklist and payment of \$910,154 in FY 2021-22 Local Street Maintenance and Improvement funds to the Town of Danville, with a second (off-year) payment of FY 2022-23 funds on the one-year anniversary of the first payment.

- E. Legislative Update

Recommendation: Staff will provide an update on legislation, along with addressing any questions that may arise. The Authority may take action on any item presented in the attachment or any State or Federal legislation pertaining to the Authority's legislative program. Staff sought approval of an oppose position on Assembly Bill 316 (Aguiar-Curry).

Action: The Authority Board authorized staff to take an oppose position on Assembly Bill 316 (Aguiar-Curry).

- F. Adoption of a Publicly Available Pay Schedule for Fiscal Year (FY) 2022-23, Approval of Changes to Authorized Positions, and Approval to Amend the Authority's Salaries, Benefits, and Compensation Plan for July 1, 2021 through June 30, 2024

Recommendation: Staff sought approval of Resolution 21-35-A (Rev 2), which would amend the Authority's Salaries, Benefits, and Compensation Plan for July 1, 2021 through June 30, 2024, to: 1) add a Programs Manager classification at a salary range of \$10,881 to \$14,689 per month; 2) add a Contracts Manager classification at a salary range of \$9,619 to \$12,986 per month; 3) approve the associated salary ranges and classification specifications; 4) remove the Director, Programs classification; 5) reclassify 1.0 Fulltime Equivalent (FTE) from the Director, Programs classification to the

Programs Manager classification; 5) add 1.0 FTE for the Contracts Manager classification; and 6) add 1.0 FTE to the Administrative Assistant classification, which will result in an increase of FTE positions from 21 to 23.

Action: The Authority Board approved Resolution 21-35-A (Rev 2), which will amend the Authority's Salaries, Benefits, and Compensation Plan for July 1, 2021 through June 30, 2024, to: 1) add a Programs Manager classification at a salary range of \$10,881 to \$14,689 per month; 2) add a Contracts Manager classification at a salary range of \$9,619 to \$12,986 per month; 3) approve the associated salary ranges and classification specifications; 4) remove the Director, Programs classification; 5) reclassify 1.0 Fulltime Equivalent (FTE) from the Director, Programs classification to the Programs Manager classification; 5) add 1.0 FTE for the Contracts Manager classification; and 6) add 1.0 FTE to the Administrative Assistant classification, which will result in an increase of FTE positions from 21 to 23.

- G.** Approval of Resolution 23-06-A to Adopt an Americans with Disabilities Act of 1990 Reasonable Accommodations Policy (RAP) for all Legislative Body Meetings of the Authority and Reject the use of Assembly Bill 2449 (AB2449) Procedures for Legislative Body Members Participation Via Teleconference under "Just Cause" or "Emergency Circumstances"

Recommendation: Staff sought approval of Resolution 23-06-A, which would: 1) adopt a RAP for all Legislative Body meetings of the Authority; 2) reject the teleconferencing procedures provided for by AB2449, which would allow members of the Authority's Legislative Bodies to participate remotely via teleconference under "Just Cause" or "Emergency Circumstances"; and 3) provide approval for the Executive Director or designee to make changes to the RAP.

Action: The Authority Board approved Resolution 23-06-A, which will: 1) adopt a RAP for all Legislative Body meetings of the Authority; 2) reject the teleconferencing procedures provided for by AB2449, which would allow members of the Authority's Legislative Bodies to participate remotely via teleconference under "Just Cause" or "Emergency Circumstances"; and 3) provide approval for the Executive Director or designee to make changes to the RAP.

H. Review Strategy and Workplan to Advance the Authority

Recommendation: Staff sought input from the Authority Board on the Draft Workplan to advance the organization.

Action: This was an informational item only; no staff recommendation at this time. The Authority Board provided input on the Draft Workplan to advance the organization.

I. Contra Costa County Integrated Transit Plan (ITP) – Authorization to Execute Agreement No. 630 with Sam Schwartz Engineering, DPC (Sam Schwartz) to Prepare the Countywide ITP

Recommendation: Staff sought authorization for the Chair to execute Agreement No. 630 with Sam Schwartz in an amount not-to-exceed \$1,801,948, to prepare the ITP, 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 Agreement No. 630 with Sam Schwartz in an amount not-to-exceed \$1,801,948, to prepare the ITP, and to allow the Executive Director or designee to make any non-substantive changes to the language.

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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

March 9, 2023

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

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

Dear Mr. Haile:

The TRANSPAC Committee met on March 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 April 10, 2023, pursuant to Brown Act provisions under AB 361.
2. Appointed Jason Chen (Clayton), Saravana Suthanthira (Concord), and Smadar Boardman (Walnut Creek), as primary representatives and Ananthan Kanagasundaram (Pleasant Hill) as the alternate representative to the CCTA TCC for the term April 1, 2023 – March 31, 2025.
3. Appointed 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.
4. Accepted the Annual Financial Report as of June 30, 2022 and 2021 with Independent Auditors' Reports thereon.

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)



SWAT

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

March 13, 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 March 6th, 2023

Dear Mr. Haile:

The Southwest Area Transportation Committee ("SWAT") met Monday, March 6, 2023.

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

1. Approved the Draft Lamorinda Action Plan with three changes, and the Draft Tri-Valley Action Plan without changes and forwarded them to CCTA for incorporation into the DRAFT Countywide Transportation Plan (CTP). The three changes to Lamorinda Action Plan are the same three added by Lamorinda Program Management Committee held at 1pm the same day prior to SWAT.
 - Add mention of schools to Goal #4.
 - Change the target for the intersection of Pleasant Hill Road/Deer Hill Road to be V/C and cite the actual V/C ratio so the target is clear and able to be tracked.
 - Add language that reiterates that local jurisdiction General Plans take precedence over the Action Plan in cases where there is a discrepancy.
2. Appointed new Lamorinda SWAT alternate representative to CCTA for a new term running through January 31, 2025

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

Regards,

A handwritten signature in black ink, appearing to read "Chris Weeks".

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; Tiffany Gephart,TRANSPAC; John Nemeth, WCCTAC; Robert Sarmiento, TRANSPLAN

El Cerrito

Hercules

February 28, 2023

Pinole

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

RE: February 2023 WCCTAC Board Meeting Summary

Richmond

Dear Tim:

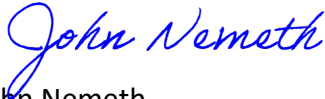
The WCCTAC Board, at its meeting on February 28, 2023, took the following actions that may be of interest to CCTA:

San Pablo

1. *Adopted* Resolution 23-01 which made a finding under AB 361 not to continue teleconferenced meetings.
2. *Approved* the Draft West County Action Plan.
3. *Considered* potential text amendments to the WCCTAC Joint Powers Agreement.

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

Sincerely,



John Nemeth
Executive Director

Contra Costa
County

AC Transit

cc: Tarien Grover, CCTA

BART

WestCAT

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TRANSPAC Board Meeting STAFF REPORT

Meeting Date: April 13, 2023

Subject:	TRANSPAC COMMITTEE APPOINTMENTS – CCTA CBPAC APPOINTMENT FOR THE TERM JANUARY 1, 2022 TO DECEMBER 31, 2023
Summary of Issues	TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) through three appointed representatives. Due to revised committee appointments, there is a vacancy on the CBPAC. At the March 30, 2023 meeting, the TRANSPAC TAC recommended Briana Bryne representing the City of Walnut Creek to fill the primary CBPAC seat for the remainder of the term ending December 31, 2023.
Recommendation	Approve the appointment of Briana Byrne to fill the vacant primary staff position on the CBPAC for the term ending December 31, 2023.
Financial Implications	No TRANSPAC financial implications.
Option(s)	Defer the recommendation.

Background

TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) by one TRANSPAC staff representative (and alternate) and one citizen representative. The purpose of the CBPAC is to advise the CCTA on bicycle and pedestrian issues and to help the CCTA carry out its responsibilities as a sales tax and congestion management agency. The CBPAC responsibilities include overseeing updates to the countywide bicycle and pedestrian Plan and other CCTA policy documents as well as helping to implement policies, to review and provide recommendations on applications for funding for bicycle and pedestrian projects and programs, and to address other bicycle or pedestrian issues facing the CCTA, Contra Costa and the region. The committee is expected to meet 5-6 times a year.

TRANSPAC is represented by Smadar Boardman (Walnut Creek) as the primary representative and Lynne Filson (Martinez) as the alternate representative on the CBPAC for the term ending December 31, 2023. Ms. Boardman was recently appointed to the CCTA Technical Coordinating Committee and requested to vacate her seat on the CBPAC. At the March 30, 2023 TAC meeting, the TAC recommended Briana Byrne, Associate Traffic Engineer for the City of Walnut

Creek to serve on the CBPAC. It is requested that the TRANSPAC Board approve the appointment as recommended.

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: April 13, 2023

Subject:	2024 STATE TRANSPORTATION IMPROVEMENTS PROGRAM.
Summary of Issues	The Contra Costa Transportation Authority (CCTA) intends to release a call for projects in late April for the 2024 State Transportation Improvements Program (STIP). The amount of funds expected to be available to program in the 2024 STIP will be better known in June when the CTC releases a draft fund estimate in June 2023. Applications are tentatively due on June 16, 2023. CCTA staff requested TCC review of the program screening and scoring criteria at their March meeting. Additional information is included in the attached material.
Recommendation	Information Only.
Financial Implications	No TRANSPAC financial implications.
Attachments	<ol style="list-style-type: none">1. CCTA STIP Staff Report Dated March 16, 20232. 2024 STIP Draft Call for Projects Letter3. 2024 STIP Tentative Schedule

Technical Coordinating Committee **STAFF REPORT**

Meeting Date: March 16, 2023

Subject	2024 State Transportation Improvement Program Process Review and Call for Projects
Summary of Issues	The 2024 State Transportation Improvement Program (STIP) process has begun, and project priorities are due to the Metropolitan Transportation Commission (MTC) in October 2023. To meet this schedule, staff recommends issuing the Call for Projects following the Authority Board meeting on April 20, 2023. This will allow the final project list to be approved by the Authority Board at its meeting in September 2023. The draft Call for Projects letter, screening and scoring criteria, tentative schedule, and the project application forms are provided in the attachments.
Recommendations	Staff seeks recommendations on the screening and scoring criteria, and nomination of a subcommittee to evaluate submitted projects.
Staff Contact	Stephanie Hu
Financial Implications	The Authority share of STIP funds is expected to be announced by the California Transportation Commission (CTC) in August 2023.
Options	The Technical Coordinating Committee (TCC) could recommend alternate screening and scoring criteria.
Attachments	<p>A. 2024 STIP Tentative Schedule</p> <p>B. Draft Call for Projects Letter</p>

<p>Changes from Committee</p>	<ul style="list-style-type: none"> C. Draft Roadway Projects Application D. Draft Transit and Intermodal Projects Application E. Draft Roadway Projects Scoring Sheet F. Draft Transit and Intermodal Projects Scoring Sheet G. Draft Scoring Tables for Roadway Projects H. Draft Scoring Tables for Transit and Intermodal Projects <p>N/A</p>
--------------------------------------	--

Background

Every two years the CTC adopts a 5-year STIP that details how it intends to commit State and Federal Transportation Capital funds for the upcoming 5-year period. The 2024 STIP covers the 5-year period from Fiscal Year (FY) 2024-25 through FY 2028-29. As the STIP is updated biennially, each new STIP adds two new years to prior programming commitments. The 2024 STIP will add programming of funds in FY 2027-28 and FY 2028-29.

Under State law, the STIP consists of two broad programs, the Regional Transportation Improvement Program (RTIP) funded with 75% of STIP funds, and the Interregional Transportation Improvement Program (ITIP) funded from the remaining 25%. The 75% regional program is further divided by formula into county shares. The CTC adopts the STIP fund estimate every STIP cycle and requests the recommendation for projects from the Regional Transportation Planning Agencies for the RTIP and from the California Department of Transportation (Caltrans) for the ITIP. Under certain conditions, projects may be programmed from both the RTIP and ITIP.

The Authority needs to establish project priorities by October 2023 to meet MTC deadlines, and then notify all eligible project sponsors within the county of the availability of RTIP funds. Eligible project sponsors include cities/towns, counties, and transit operators. The specific amount available to a program in the 2024 STIP will not be known until the CTC adopts the fund estimate in August 2023. The last time the Authority issued a full-scale STIP Call for

Projects was in May 2019 for the 2020 STIP.

Staff is requesting the TCC review the screening and scoring criteria for the 2024 STIP Call for Projects process. Staff is also requesting the TCC to form a subcommittee to assist with screening and scoring project applications. Staff plans to seek Authority Board approval of the process in April 2023. Once approved, staff will issue the 2024 STIP Call for Projects. Project applications are due from sponsors by June 16, 2023. The TCC STIP subcommittee will review and develop a ranked project list for TCC to review in June 2023. Staff will seek approval from the Administrative and Projects Committee and Authority Board in September 2023. Attachment A outlines the tentative 2024 STIP schedule.

The following screening criteria are being proposed:

1. Project must be consistent with adopted Regional Transportation Plan.
2. Local projects must be in a Congestion Management Plan.
3. Candidate projects must submit a draft Project Status Report (PSR) or PSR equivalent along with the application by June 16, 2023. Final PSRs should be submitted to the Authority no later than October 2, 2023.
4. Funds must be allocated for the phase(s) requesting STIP funding within the period between FY 2027-28 and FY 2028-29.
5. Project/project phases must be fully funded with requested STIP funds and other committed fund sources. Current STIP projects cannot seek additional funds for the same phase.
6. Projects must solve any existing problem related to safety, capacity, and/or operations.
7. Requested STIP funds must be for capital improvements projects and must be at least \$1 million.
8. Roadway projects must be on collector roads or above, as classified by Caltrans' California Road System maps.
9. Since STIP funds are federalized, project sponsors must be willing to go through

Caltrans Local Assistance for the complete federal process.

10. Projects that are operational in nature must show commitment of Operations and Maintenance funds for the life of the project.

11. Applications are limited to no more than two per jurisdiction.

Transit and roadway projects will be evaluated separately using the criteria listed below and utilized for the prior STIP process and the maximum points suggested for each criterion.

Scoring Criteria	2024 STIP
Safety/System Productivity	25 max
Congestion Relief	25 max
Strategic Expansion	15 max
Meeting Senate Bill 375 Goals	10 max
Other Secured Funds	5 max
Measure J Project	20 max
TOTAL Points	100 maximum

Staff seeks recommendations on the screening and scoring criteria, and nomination of a subcommittee to evaluate submitted projects.

2024 State Transportation Improvement Program (STIP) Tentative Schedule

March 16, 2023	Technical Coordinating Committee (TCC) reviews/recommends draft schedule for the 2024 STIP process, application process, screening and scoring criteria, and forms a subcommittee for application evaluations.
April 19, 2023	Authority reviews/approves application process, and screening and scoring criteria for the 2024 STIP process and authorizes issuance of Call for Projects.
April 21, 2023	Authority releases Call for Projects
June 2023	The California Department of Transportation (Caltrans) presents the draft 2024 STIP Fund Estimate & Guidelines to the California Transportation Commission (CTC).
June 16, 2023 (2 pm)	Applications and draft Project Study Reports (PSRs) or PSR equivalents are due to the Authority.
June 26-30, 2023	STIP Subcommittee reviews and scores applications, and develops a draft project list.
July 20, 2023	TCC reviews scoring, draft project list, and based on fund estimate, recommends final project list.
August 2023	CTC adopts STIP Fund Estimate and STIP Guidelines.
September 7, 2023	The Administration and Projects Committee (APC) reviews and recommends approval of final project list.
September 20, 2023	The Authority Board approves final project list.
October 2, 2023	Project sponsors submit the final Project Programming Requests (PPR), performance measure analyses, final PSRs or PSR equivalents, resolutions of local support, complete streets checklists, and certifications of assurances to the Authority.
Late October 2023	The Authority submits the final project list, identifies projects requiring project-level performance analysis, and submits Complete Streets Checklists to the Metropolitan Transportation Commission (MTC).
November 2023	The Authority submits the final PPR, final project listing and performance measure analyses, final PSRs or PSR equivalents,

	resolutions of local support, and certifications of assurances to MTC.
Early December 2023	MTC circulates the draft Regional Transportation Improvement Program (RTIP) for public review.
Late December 2023	MTC approves the 2024 RTIP and submits to CTC.
March 2024	CTC adopts the 2024 STIP.

DRAFT



CONTRA COSTA
**transportation
 authority**

CALL FOR PROJECTS

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

2024 State Transportation Improvements Program

Dear Project Sponsor:

The Contra Costa Transportation Authority (Authority) invites you to submit applications for the 2024 State Transportation Improvement Program (STIP). The 2024 STIP will cover the 5-year period from Fiscal Year (FY) 2024-25 through FY 2028-29. The specific amount available to program in the 2024 STIP will not be known until the California Transportation Commission (CTC) adopts the Fund Estimate in August 2023.

The 2024 STIP will add programming of funds, if available, in FY 2027-28 and FY 2028-29. The STIP funds can be used to fund one or more phases of a capital project (e.g. environmental clearance, design, Right-of-Way (ROW) and/or construction).

Authority Contact

For inquiries please contact:

Stephanie Hu, Director, Projects
 Contra Costa Transportation Authority
 Email: stephanieh@ccta.net
 Phone Number: (925) 256-4740

Project sponsors must submit electronic copy of their applications no later than **2:00 p.m. on June 16, 2023** by email to stephanieh@ccta.net.

Project Screening

Projects will be screened based on the following criteria:

1. Project must be consistent with adopted Regional Transportation Plan (RTP).
2. Local projects must be in a Congestion Management Plan (CMP).
3. Candidate projects must submit a draft Project Status Report (PSR) or PSR Equivalent along with the application by June 16, 2023. Final PSRs should be submitted to the Authority no later than October 2, 2023.
4. Funds must be allocated for the phase(s) requesting STIP funding within the period between FY 2027-28 and FY 2028-29.

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

5. Project/project phases must be fully funded with requested STIP funds and other committed fund sources. Current STIP projects cannot seek additional funds for the same phase.
6. Projects must solve an existing problem related to safety, capacity, and/or operations.
7. Requested STIP funds must be for capital improvements and must be at least \$1 million.
8. Roadway projects must be on collector roads or above, as classified by the California Department of Transportation (Caltrans) California Road System (CRS) maps.
9. Since STIP funds are federalized, project sponsors must be willing to go through Caltrans Local Assistance for the complete federal process.
10. Projects that are operational in nature must show commitment of Operations and Maintenance funds for the life of the project.
11. Applications are limited to no more than two per jurisdiction.

Project Scoring

Transit and roadway projects will be evaluated separately using the following scoring criteria:

<u>Criteria</u>	<u>Points</u>
Safety/System Productivity	25 max
Congestion Relief	25 max
Strategic Expansion	15 max
Meeting Senate Bill 375 (SB375) Goals	10 max
Other Secured Funds	5 max
Measure J Project	20 max
<hr/> TOTAL Points	<hr/> 100 maximum

The 2024 STIP Timeline is as follows:

- June 16, 2023 (2 pm) Applications and draft PSRs or PSR equivalents are due to the Authority.
- June 26-30, 2023 STIP Subcommittee reviews and scores applications, and develops a draft project list.
- July 20, 2023 The Technical Coordinating Committee (TCC) reviews scoring, draft project list, and based on fund estimate, recommends final project list.
- August 2023 CTC adopts STIP Fund Estimate and STIP Guidelines.
- September 7, 2023 The Administration and Projects Committee (APC) reviews and recommends approval of final project list.
- September 20, 2023 The Authority Board approves final project list.
- October 2, 2023 Project sponsors submit the final Project Programming Requests (PPR), performance measure analyses, final PSRs or PSR equivalents, resolutions of local support, complete streets checklists, and certifications of assurances to the Authority.
- December 2023 MTC approves the 2024 RTIP and submits to CTC.
- March 2024 CTC adopts the 2024 STIP.

Project applications are attached and are also available in electronic format at: www.ccta.net

If you have any questions, please contact Stephanie Hu at (925) 256-4740 or stephanieh@ccta.net. We look forward to receiving your application.

Sincerely,

Tim Haile
Executive Director

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: April 13, 2023

Subject:	TRANSPAC WORK PLAN AND BUDGET PROCESS FOR FISCAL YEAR 2023/2024
Summary of Issues	The TRANSPAC Joint Exercise of Power Agreement (JPA) specifies that TRANSPAC shall adopt a budget that includes operational expenses and the proportional amount each agency will be required to pay to fund TRANSPAC. To prepare for the upcoming 2023/2024 budget process, the TRANSPAC Board is requested to review the overall process schedule, provide input for the upcoming work plan, and identify a meeting time for employee review.
Recommendations	Provide input on the TRANSPAC budget process and work plan and schedule a closed session meeting for the Public Employee Performance Evaluation and Labor negotiation for the Managing Director in conjunction with the May 11, 2023 TRANSPAC Board meeting.
Financial Implications	This agenda item is initiating the work plan and budget process. The final budget is scheduled to be considered at the June TRANSPAC Board meeting. The TRANSPAC budget projects the costs associated with TRANSPAC operations and the identifies the level of funds required, including member contributions, to be included in the TRANSPAC FY 2023/2024 Budget. The method to determine the proportional amount each agency would be required to pay of any member contribution will be based on the formula specified in the TRANSPAC JPA.
Options	Options include: <ul style="list-style-type: none">• Direct staff to modify the process for the work plan and budget tasks
Attachment(s)	A. TRANSPAC FY 2022/2023 Work Plan B. TRANSPAC FY 2022/2023 Budget C. TRANSPAC FY 2023/2024 DRAFT Work Plan - For Discussion Purposes

Background

The TRANSPAC Bylaws specify the Board shall adopt a budget that includes operational expenses and the proportional amount each agency will be required to pay and that the Board

shall appoint a Managing Director to administer the day-to-day activities of TRANSPAC and report to the Board. The FY 2023/2024 budget is expected to be similar to the previous year with the Managing Director / Administration Support Contract being the largest annual expense.

Work Plan

TRANSPAC considers the annual work plan in conjunction with review of an annual budget. The work plan priority tasks are intended to be evaluated on a regular basis to allow for the affirmation or revision of priorities. The work plan is based on identified priorities and current trends and topics in regional transportation such as the progress of the Countywide Transportation Plan (CTP), Safe Routes to School Program (SR2S), EV technology and Infrastructure and regional project coordination. Items also include tasks that TRANSPAC would perform in any event (i.e. Measure J Line 20a programming cycle). It is proposed the Board schedule time for a work plan discussion at the May Board meeting. The Board is requested to provide input for items to be included in the upcoming workplan. Staff has included a Draft 2023/2024 Work Plan in the attached material with revisions noted for consideration by the Board.

Managing Director Annual Review

Since the initiation of the GBS contract, the TRANSPAC Board has held a closed session for Public Employee Performance Evaluation and Labor negotiation (pursuant to Government Code §54957) for the Managing Director annual review process. The TRANSPAC Board is recommended to schedule a closed session for Public Employee Performance Evaluation and Labor negotiation in conjunction with the May Board meeting.

The budget and work plan for the current fiscal year has been included in the attached material for reference.

The overall schedule proposed for the work plan and budget process for fiscal year 2023/2024 is detailed below.

	Board Action
April 2023	Review of 2023/2024 work plan and budget process schedule Schedule Managing Director Review
May 2023	Closed Session for Employee Review Review draft 2023/2024 work plan Review draft 2023/2024 budget
June 2023	Approve final 2023/2024 work plan and budget Approve FY 2023/2024 Managing Director contract

TRANSPAC

2022 / 2023 WORK PLAN

Strategic Planning Discussion Identified Work

- Action Plan Update
 - Continue coordination with CCTA and Placeworks Consultant team
 - Review and approve an updated draft and final Action Plan
- Regional Coordination
 - Coordinate with partner agencies to review and discuss items of interest including:
 - SWAT
 - Items of interest could include priority I-680 improvements and Action Plan Updates
 - Met with TRANSPLAN in October 2021
- Project Delivery Coordination
 - Continue researching opportunities for local agency coordination and project delivery efficiencies
 - Follow up on joint pavement rehabilitation project (Clayton/Martinez) and the administrative structure of the partnership, as well as other project types that could be delivered within the structure.
- Schools
 - Work with school district staff and other partner agencies to address congestion (including working with the Cities and their existing and ongoing coordination efforts), safety, and enforcement issues
 - Prioritize funding opportunities for school related improvements, including SR2S and complete streets
- Electric Vehicle Charging Infrastructure
 - Work with CCTA and TRANSPAC agencies to implement EV charging infrastructure across a wide array of local communities and including infrastructure for multi family housing
- Transportation and Housing
 - Support regarding transportation issues related to regional housing targets
- Coordination with CCTA and the Innovate 680 Project
- Coordination with 511 Contra Costa to maximize benefits of the available Transportation Demand Management Tools
- TRANSPAC JPA Review

Ongoing / Existing Tasks

- Measure J Line 20A
 - FY 2022/2023-2023/2024 programming
- General Programming Tasks
 - Measure J
 - Line 10 (BART Parking, Access, and Other Improvements) (as needed)
 - Line 19a (Additional Bus Service Enhancements) (as needed)
 - Line 20a (Additional Senior and Disabled Transportation) (as needed)

- Other potential items
 - Project update/status reports
 - Review of the CCTA Pedestrian Needs Assessment Study

Administrative Tasks

- Evaluate and review virtual meeting requirements
- Quarterly and Year End Financial Report
- Appointments
 - CCTA Board Representative
 - Other CCTA Committee Appointments
- FY 2021/2022 Audit
- 2023 Meeting Schedule
- Administration of Conflict of Interest Form 700 process
- 2023/2024 Workplan and Budget
- Administration of Contracts and Invoices

TRANSPAC 2022-2023 BUDGET					
EXPENDITURES					
		2021-2022	2022-2023		
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)		\$ 241,500	\$ 267,000		
Legal Services - expenses would be incurred on a time and material basis		\$ -	\$ -		
Web Site - Maintain / Enhance (time and material based expenses)		\$ 5,000	\$ 5,000		
Audit Services		\$ 4,500	\$ 4,500		
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance		\$ 10,000	\$ 10,000		
Subtotal		\$ 261,000	\$ 286,500		
Pleasant Hill City/Fiscal Administration		\$ 3,000	\$ 3,000		
Subtotal		\$ 3,000	\$ 3,000		
Costs subtotal		\$ 264,000	\$ 289,500		
Contingency		\$ 24,500	\$ 25,000		
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 will be presented to the Board for approval in May 2021. Unexpended funds from FY 2021/2022 will carry over to FY 2022/2023.		\$ 55,000	\$ 31,000		
Total		\$ 343,500	\$ 345,500		
REVENUES					
		2021-2022	2022-2023		
Member Agency Contributions		\$ 245,496	\$ 277,000		
Carryover Balance		\$ 43,004	\$ 37,500		
Project Reserve Carryover Balance		\$ 55,000	\$ 31,000		
Total		\$ 343,500	\$ 345,500		
NOTES:					
-TRANSPAC does not have any direct employees. Staff positions provided through contract.					

TRANSPAC 2022-2023 BUDGET							
TRANSPAC MEMBER AGENCY CONTRIBUTION ALLOCATION FORMULA METHODOLOGY							
PART A	Each jurisdiction contributes 50% of the TRANSPAC Member Agency Contributions based on an equal (1/6) share of the annual budget amount.					\$	138,500
PART B	The remaining 50% share of the TRANSPAC Member Agency Contributions is calculated on the most recent percentage of Measure J "return to source" funds received by each jurisdiction.					\$	138,500
PART A		ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET					
50% SHARE OF ANNUAL MEMBER AGENCY CONTRIBUTION BUDGET							
JURISDICTION	PER JURISDICTION					PER JURISDICTION EQUALS (R)	
CLAYTON	1/6					\$	23,083
CONCORD	1/6					\$	23,083
MARTINEZ	1/6					\$	23,083
PLEASANT HILL	1/6					\$	23,083
WALNUT CREEK	1/6					\$	23,083
CONTRA COSTA COUNTY	1/6					\$	23,083
TOTAL						\$	138,500

TRANSPAC 2022-2023 BUDGET						
ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET						
PART B	MEASURE J	MEASURE J	\$			Total
	RTS \$s	RTS %	FROM RTS			for
JURISDICTION	Allocation		PART B		PART A	Jurisdiction
CLAYTON	\$ 281,320	5.26%	\$ 7,289		\$ 23,083	\$ 30,372
CONCORD	\$ 1,879,887	35.17%	\$ 48,705		\$ 23,083	\$ 71,788
MARTINEZ	\$ 642,812	12.02%	\$ 16,654		\$ 23,083	\$ 39,738
PLEASANT HILL	\$ 661,649	12.38%	\$ 17,142		\$ 23,083	\$ 40,226
WALNUT CREEK	\$ 1,115,841	20.87%	\$ 28,910		\$ 23,083	\$ 51,993
CONTRA COSTA COUNTY ^	\$ 764,241	14.30%	\$ 19,800		\$ 23,083	\$ 42,884
TOTAL	\$ 5,345,750		\$ 138,500		\$ 138,500	\$ 277,000
^Estimated at 25% of allocation (\$3,056,963)						
Based on DRAFT - FY 2021-22 Return To Source Projections						

TRANSPAC

DRAFT 2023 / 2024 WORK PLAN

Strategic Planning Discussion Identified Work

- ~~Action Plan Update~~
 - ~~Continue coordination with CCTA and Placeworks Consultant team~~
 - ~~Review and approve an updated draft and final Action Plan~~
- **Countywide Transportation Plan**
 - **Coordinate with CCTA and monitor progress**
- Regional Coordination
 - Coordinate with partner agencies to review and discuss items of interest including:
 - Coordination with CCTA and the INNOVATE 680 Project
 - Coordination with 511 Contra Costa to maximize benefits of the available Transportation Demand Management Tools
 - SWAT
 - **Items of interest could include the INNOVATE 680 Program**
 - ~~Met with TRANSPLAN in October 2021~~
- Project Delivery Coordination
 - Continue researching opportunities for local agency coordination and project delivery efficiencies.
 - ~~Follow up on joint pavement rehabilitation project (Clayton/Martinez) and the administrative structure of the partnership,~~
 - Explore project types that could be delivered within a partnership structure.
- Schools
 - Work with school district staff and other partner agencies to address congestion (including working with the Cities and their existing and ongoing coordination efforts), safety, and enforcement issues.
 - Prioritize funding opportunities for school related improvements, including SR2S and complete streets
 - **Coordinate with CCTA and monitor progress of the Countywide SR2S Program (see also Regional Coordination / 511 Contra Costa)**
- Electric Vehicle Charging Infrastructure
 - Work with CCTA and TRANSPAC agencies to implement EV charging infrastructure across a wide array of local communities and including infrastructure for multifamily housing
- Transportation and Housing
 - Support regarding transportation issues related to regional housing targets
- ~~Coordination with CCTA and the INNOVATE 680 Program~~
- ~~Coordination with 511 Contra Costa to maximize benefits of the available Transportation Demand Management Tools~~
- TRANSPAC JPA Review

TRANSPAC

DRAFT 2023 / 2024 WORK PLAN

Ongoing / Existing Tasks

- Measure J Line 20A
 - FY 2024/2025-2025/2026 Programming
 - **Line 20a Progress Reporting for Current Projects**
- General Programming Tasks
 - Measure J
 - Line 10 (BART Parking, Access, and Other Improvements) (as needed)
 - Line 19a (Additional Bus Service Enhancements) (as needed)
 - Line 20a (Additional Senior and Disabled Transportation) (as needed)
- Other potential items
 - Project update/status reports
 - Review of the CCTA Pedestrian Needs Assessment Study

Administrative Tasks

- Evaluate and review virtual meeting requirements
- Quarterly and Year End Financial Reporting
- Appointments
 - CCTA Board Representative
 - Other CCTA Committee Appointments
- FY **2022/2023** Audit
- **Procure new contact for auditing services**
- 2024 Meeting Schedule
- Administration of Conflict of Interest Form 700 process
- **2023/2024** Workplan and Budget
- Administration of Contracts and Invoices

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TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: April 13, 2023

Subject:	MEETINGS OF THE TRANSPAC BOARD AND SUBCOMMITTEES
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.</p> <p>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.</p> <p>On February 28, 2023 the Governor ended the COVID-19 state of emergency. Contra Costa Health Services (CCHS) released revised recommendations for public meetings (dated March 27, 2023) and no longer recommends remote meetings of public bodies but recommends social distancing (when feasible) and masking during periods of high COVID-19 transmission. At the March 31, 2023, special meeting, the TRANSPAC Board authorized the 30-day renewal of resolution 21-01 under AB361 provisions through April 30, 2023.</p>
Recommendations	Provide direction to staff regarding meeting protocol for future TRANSPAC Board and TAC meetings, and any action(s) required to continue remote meetings if applicable.
Financial Implications	There is no immediate fiscal impact.

<p>Option(s)</p>	<ol style="list-style-type: none"> 1. Resume in person meetings beginning April 27, 2023, and forward per “traditional” Brown Act Standards. 2. Conduct hybrid meetings with TRANSPAC members attending in person and a remote meeting option for the public and/or those considered high-risk for COVID-19 transmission. 3. Continue to conduct remote meetings per AB361 through the sunset date of December 31, 2023, should legal opinion find grounds to do so.
<p>Attachment(s)</p>	<ol style="list-style-type: none"> A. Recommendations for safely holding public meetings, gatherings, and business meetings (revised March 27, 2023)

Background

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 and directed that the TRANSPAC Subcommittees will also continue to meet remotely, and that the resolution would be renewed within 30 days, consistent with the requirements of AB 361, if TRANSPAC desired to continue meeting under the modified Brown Act. Meetings of the TRANSPAC Committees have continued under this resolution to date and at the March 31, 2023 special meeting, the TRANSPAC Board renewed the resolution through April 30, 2023.

Governor Newsom ended the State level COVID-19 State of Emergency on February 28, 2023, which was the initial impetus to authorize remote meetings under the Brown Act Provisions of AB 361. On March 27, 2023, Contra Costa County Health Services (CCHS) revised the

“Recommendations for Safely Holding Public Meetings”, which no longer encourages online meetings except where the COVID-19 transmission is medium or high and would impact high-risk individuals. The guidance continues to encourage social distancing, including six feet of spacing between individuals when feasible and encourages masking when transmission is high.

Staff is in communication with CCTA and their legal team to clarify the Brown Act requirements under AB361 considering the modified CCHS recommendations. The ability to meet remotely though AB361 will no longer be available after the legislation sunset date of December 31, 2023. Staff has also been in contact with the City of Pleasant Hill and have been informed that the large community room construction is finished and the room is available for use again. We have also been informed that the large community room now includes equipment that could facilitate virtual meetings hosted there. Staff is working to schedule a meeting with City of Pleasant Hill staff to better understand the capabilities of the new facility, how to operate the equipment, and the level of effort required to staff an in person meeting that is also broadcast on the internet. Staff will also review impacts to meeting staffing requirements and how that may impact TRANSPAC budget assumptions.

It is requested that the TRANSPAC Board provide direction to staff and consider the following meeting options for April, 2023 and forward:

1. Resume in person meetings beginning April 27, 2023, and forward per “traditional” Brown Act Standards.
2. Conduct hybrid meetings with TRANSPAC members attending in person and a remote meeting option for the public or those considered high-risk for COVID-19 transmission. This option would entail a transitional period during the month of April to allow for staff training.
3. Continue to conduct remote meetings per AB361 through the sunset date of December 31, 2023, should legal opinion find grounds to do so. This option would include the Board recommending to continue conducting remote meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act provisions under AB361 and consistent with the Contra Costa Health Services’ recommendation for social distancing when feasible for public meetings through May 13, 2023.

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

Recommendations for safely holding public meetings, gatherings, and business meetings:

As we enter this new phase of COVID-19 we have more tools available to mitigate transmission of COVID-19 and decrease the chance of severe disease. These tools remain important and should be taken into consideration when holding public meetings or other gatherings. Information about local COVID-19 indicators can be found at [CDC county community level](https://www.cdc.gov/communitylevel) and <https://www.coronavirus.cchealth.org/data-summary>.

As the COVID-19 public health emergency ends, the following are recommendations to minimize the risk of COVID 19 transmission during a public meeting.

1. Allow options for individuals who may be at higher risk to attend and participate via a call-in or an internet-based services option. This is good practice generally, no matter the COVID-19 transmission rate, but is particularly important when community level is medium or high.
2. Recommend indoor masking, particularly if county COVID-19 community level is medium or high, as noted in CDPH masking guidance: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>.
3. Recommend self-symptom screening no matter the COVID-19 county community level and encourage messaging that continues to reinforce that individuals not go into common or public indoor spaces when not feeling well in order to reduce disease transmission.
4. Recommend social distancing (six feet of separation between individuals), when feasible.
5. Consider holding public meetings, gatherings, or business meetings outdoors, when county COVID-19 community levels is high. If unable to host outdoors, consider ways to [increase ventilation and flow](#) of the indoor space to reduce the risk of COVID-19 transmission while indoors.
6. Encourage attendees to remain up-to-date on their COVID-19 vaccine no matter the county COVID-19 community level.



TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: April 13, 2023

Subject:	STATE ROUTE 239 PROJECT UPDATE
Summary of Issues	State Route 239 (SR239) is proposed to provide a connection between SR4 in Brentwood and I580 west of Tracy. Contra Costa County secured two Federal Earmarks for project development and construction. The Feasibility Study and a Project Initiation Document (PID) have been completed as well as the project scoping process for both National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) and comments are being evaluated. At this meeting CCTA staff will provide an update on the status of the project and proposed improvements.
Recommendation	Information Only.
Financial Implications	No TRANSPAC financial implications.

Background

State Route 239 (SR239) was legislated in 1959 to provide a connection between SR4 in Brentwood and I580 west of Tracy. Contra Costa County secured two Federal Earmarks for project development and construction. After the completion of a Feasibility Study and a Project Initiation Document (PID), the Preliminary Engineering and Environmental Document (PA&ED) phase started in 2020. The project scoping process for both National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) has been completed and the comments received are being evaluated. Currently, two study alternatives are proposed. These alternatives include improvements for highway, transit and active transportation. An initial project segment has also been identified. The proposed environmental document will clear the overall project at a program level and the initial project segment at a project level to enable its construction.

At this meeting, CCTA staff will provide an update on the status of the SR239 Project.