

TRANSPAC
Transportation Partnership and Cooperation
Meeting Notice and Agenda

THURSDAY, MAY 11, 2023
CLOSED SESSION 8:30 A.M.

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/84528256825?pwd=Wmgza29SVGdwREdpazZzRTFlQkNrdz09>

Meeting ID: 845 2825 6825 Password: 402211

Phone Access: To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID: 845 2825 6825 and Password: 402211

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

Transportation Partnership and Cooperation
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and Contra Costa County
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(925) 937-0980

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.

CLOSED SESSION

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

Title: Managing Director

Conference with Labor Negotiators Pursuant to Government Code §54957.6

Agency Designated Representative: Peter Cloven, Chair

Unrepresented Employee: Managing Director

RECONVENE IN OPEN SESSION

2. REPORT ON ACTION TAKEN IN CLOSED SESSION

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

4. 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

5. CONSENT AGENDA.

a. APPROVAL OF MINUTES 🌀 Page 7

- Minutes of the April 13, 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 April 19, 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 April 21, 2023.

d. RTPC MEETING SUMMARY LETTERS: 🌀 Page 17

- a. TRANSPAC – Meeting summary letter dated April 13, 2023.

- b. TRANSPLAN – No meeting summary letter available.
- c. SWAT – No meeting summary letter available.
- d. WCCTAC – Meeting Summary letter dated April 4, 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/2023/04/6a.pdf>
- 3. County Connection Link Monthly Report:
<http://countyconnection.com/wp-content/uploads/2023/04/6b.pdf>
- 4. The CCTA Project Status Report may be downloaded at:
<https://ccta.net/wp-content/uploads/2023/03/Attachment-A-QPSR-Report.pdf>
- 5. The CCTA Board meeting was held on April 19, 2023. The next regular meeting is scheduled for May 17, 2023.
- 6. The CCTA Administration & Projects Committee (APC) scheduled for May 04, 2023 was canceled. The next regular meeting is scheduled for June 1, 2023.
- 7. The CCTA Planning Committee (PC) scheduled for scheduled for May 4, 2023 was canceled. The next regular meeting is scheduled for June 1, 2023.
- 8. The CCTA Calendar for May 2023 to July 2023 may be downloaded at:
<https://ccta.primegov.com/Portal/viewer?id=19552&type=2>

f. TRANSPAC QUARTERLY FINANCIAL REPORT. The TRANSPAC JPA calls for the reporting of certain financial information on a quarterly basis. This report contains a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2022/23 for the period ended March 31, 2023 as well as additional financial reports.

 **Page 19**

ACTION RECOMMENDATION: Accept the Quarterly Financial Report for the period ended March 31, 2023.

END CONSENT AGENDA

6. TRANSPAC WORKPLAN AND BUDGET FOR FISCAL YEAR 2023/2024. The TRANSPAC Joint Exercise of Power Agreement (JPA) specifies that TRANSPAC shall adopt a budget.

The TRANSPAC budget projects the costs associated with TRANSPAC operations and the level of funds required, including member contributions, to be included in the TRANSPAC FY 2023/2024 Budget. The method to determine the proportional amount each agency would be required to pay of any member contribution is based on the formula specified in the TRANSPAC JPA. TRANSPAC has also adopted an annual work plan in conjunction with the budget. The TRANSPAC Board is requested to review the revised draft work plan and budget materials proposed for FY 2023/2024. The final versions of the material are scheduled to be considered in June 2022. 🌀 **Page 25**

Attachment: Staff Report

- 7. 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 39**

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

- 8. MARSH CREEK ROAD MULTI-USE TRAIL FEASIBILITY STUDY.** The Marsh Creek Corridor Multi-Use Trail Feasibility Study investigates the potential for a new major non-motorized east-west thoroughfare in the Marsh Creek Corridor. The multi-use trail will ideally serve as a safe, useful, and enjoyable transportation corridor for various forms of non-motorized travel, including pedestrian, equestrian and bicyclists. County staff will provide an update on the feasibility study. (INFORMATION) 🌀 **Page 45**

Attachment: Staff Report

9. TRANSPAC CCTA REPRESENTATIVE REPORTS.

10. TAC ORAL REPORTS BY JURISDICTION.

11. BOARD MEMBER COMMENTS.

12. MANAGING DIRECTOR'S REPORT.

13. ADJOURN / NEXT MEETING.

The next regular meeting is scheduled for June 8, 2023 at 9:00 A.M.

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TRANSPAC Committee Meeting Summary Minutes

MEETING DATE: April 13, 2023

MEMBERS PRESENT: Peter Cloven (Chair), Clayton; Sue Noack (Vice Chair), Pleasant Hill; Carlyn Obringer, Concord; Kevin Wilk, Walnut Creek, Candace Andersen, Contra Costa County

PLANNING COMMISSIONERS PRESENT: Bob Pickett, Concord

STAFF PRESENT: Stephanie Hu, CCTA, Francis Lo, BayPac; Melody Reeb, County Connection; John Cunningham, Contra Costa County; Kirsten Riker, 511CC; Laurie Talbert, 511CC; Karen Decool, 511CC; 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 March 9, 2023 Meeting.**
- **Minutes of the March 31, 2023 Special 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. TRANSPAC Committee Appointments – CCTA CBPAC Appointment for the Term ending December 31, 2023. *Appoint Briana Byrne, Walnut Creek to the vacant primary position on the CBPAC for the term ending December 31, 2023.*

g. State Transportation Improvement Projects.

On motion by Commissioner Noack seconded by Commissioner Obringer to approve the consent agenda by majority vote of the members present (Cloven, Noack, Obringer, Andersen) with one abstention from Member Wilk.

End Consent Agenda

4. TRANSPAC WORKPLAN FOR FISCAL YEAR 2023/2024.

Matt Todd presented the draft work plan for FY 2023/2024 and requested Board comment.

Commissioner Noack commented that she would like to discuss engineering or other solutions to improve safety at intersections and crossings considering increasing crossing guard costs.

Commissioner Obringer requested to hold a joint meeting with TRANSPLAN in 2024 regarding the Concord Naval Weapons Station.

The Board agreed to hold a closed session on May 11, 2023.

5. MEETINGS OF THE TRANSPAC BOARD AND SUBCOMMITTEES.

On a motion by Commissioner Noack, seconded by Commissioner Obringer, to continue conducting remote meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act provision exemptions of Assembly Bill 361 (AB361) and consistent with the Contra Costa Health Services' recommendations for social distancing for public meetings, to adhere to the 30-day reconsideration requirement of AB361 through May 13, 2023 (Cloven, Noack, Obringer, Wilk, Andersen).

6. STATE ROUTE 239 PROJECT UPDATE.

Stephanie Hu and Francis Lo provided an overview of the SR239 Project and goals.

There were no questions from the Board.

7. 511 CONTRA COSTA PROGRAM UPDATE.

Kirsten Riker of 511CC provided an overview of the 511 Contra Costa Program and annual and upcoming events.

Commissioner Obringer invited Ms. Riker to attend a Concord City Council meeting and noted that she would contact her offline to schedule.

Commissioner Noack noted that the PHE bike ride program has been very successful. Ms. Riker commented that she would be willing to host a webinar if other schools would like to learn how to start their own programs.

Commissioner Noack requested that Ms. Riker share all the information and links provided to TRANSPAC staff for distribution to the Board after the meeting.

8. TRANSPAC CCTA REPRESENTATIVE REPORTS.

Commissioner Noack commented that the Administration and Projects committee meeting was canceled. She noted at the MTC meeting there was discussion around RM3 and that the funds will soon be available and how that money will be distributed in Contra Costa County. Commissioner Noack further commented that she would share more information in the future.

Commissioner Wilk commented on his concerns with current state housing zoning requirements and the impact on first-last mile accessibility to transit. Commissioner Wilk further commented that after his discussion with Senator Glazier, that the Senator's recommendation is for transportation agencies and bodies to write to the Governor and raise their concerns.

Commissioner Noack commented that similar comments were raised to MTC encouraging MTC to also communicate with HCD to encourage a focus on reducing green house gas emissions and noted a need to align goals amongst agencies.

9. TAC ORAL REPORTS BY JURISDICTION

No member comments.

10. BOARDMEMBER COMMENTS

Commissioner Obringer updated the Board on the progress of the Naval Weapons Station development. Commissioner Obringer noted that at the March 14 City Council meeting, a list of questions were identified and sent to stakeholders to inform the RFQ. The responses will be returned on May 9th and at that point the Concord City Council will finalize the RFQ. Formal letters of interest have been received from two parties, Brookfield/Sunset Development and City Ventures, who previously applied in 2021 and were not selected. Commissioner Obringer noted that the Navy has requested that the development be under contract by the fall and this is the goal the City of Concord is striving towards.

10. MANAGING DIRECTOR'S REPORT

Mr. Todd commented that CCTA was awarded a Safe Routes to School federal grant and is scheduling a meeting to discuss the details of the grant/program.

11. ADJOURN / NEXT MEETING The meeting adjourned at 10:24 A.M. The Board will hold a closed session on May 11, 2023 at 8:30am and the regular meeting will be held on May 11, 2023 at 9am.

EXECUTIVE DIRECTOR'S REPORT

April 19, 2023

American Public Transportation Association (APTA) Legislative Conference: March 12-14, 2023

I attended the APTA Legislative Conference in Washington, D.C. with our transit operators in Contra Costa County to discuss federal strategies and the potential creation of a coalition to support shared autonomous mobility.

GoMentum Station Ad-Hoc Committee: March 15, 2023

Staff met with the GoMentum Station Ad-Hoc Committee to provide an update on the master agreement with the American Automobile Association Northern California, Nevada, and Utah (AAA) and discuss next steps.

City of El Cerrito Council Meeting: March 21, 2023

I presented to the City of El Cerrito 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.

East Bay Commissioners Meeting: March 23, 2023

Chair Glover and Representative Noack met with Commissioners from the Metropolitan Transportation Commission (MTC) representing Alameda County Transportation Commission and Solano County Transportation Authority, and Alfredo Pedroza, MTC Chair, representing Napa County, to discuss regional priorities and Regional Measure 3 funding.

Meeting with Jason Haight, AAA: March 24, 2023

I met with Jason Haight from AAA to discuss strategies for the next phases of GoMentum Station.

Washington, D.C. Advocacy Trip: March 27-30, 2023

Chair Glover, Linsey Willis and I went to Washington, D.C. for our annual federal advocacy trip and met with Senator Padilla's staff, Congressman John Garamendi, Congressman Mark DeSaulnier, National Highway Traffic Safety Administration, Build America Bureau, Department of Energy, Federal Transit Administration (FTA), and the Autonomous Vehicle Industry Association. We provided updates on the Advanced Transportation and Congestion Management Technologies Deployment and Automated Driving Systems grants to the Federal Highway Administration and FTA. We discussed autonomous vehicle regulatory framework, Innovate 680, shared mobility hubs, dynamic personal microtransit, ferry service, and the future plans for GoMentum Station.

Interstate 80 Corridor Partnership: April 5, 2023

Hisham Noeimi, Stephanie Hu, Jack Hall, and I met with staff from Alameda County Transportation Commission, Solano Transportation Authority, California Department of Transportation, and transit

operators to discuss the current status of various projects along the Interstate 80 corridor, funding strategies, and opportunities to collaborate on future projects.

South Bay Engineers Club: April 6, 2023

I was invited to speak to SBEC to provide an update on our innovation program and upcoming deployments including the shared autonomous vehicle at Bishop Ranch, countywide connected signal system, and dynamic personal microtransit.

Mayors Conference: April 6, 2023

I was invited to speak at the Mayors Conference in Concord, CA to discuss redefining mobility including updates at GoMentum Station, the deployment of the shared autonomous vehicle, public awareness campaign, and an overview of the Redefining Mobility Summit on April 18, 2023

Bay Area Transportation Working Group: April 10, 2023

I was interviewed by Jim Schmidt at Bay Area Transportation Working Group to discuss our goals, strategies, projects to reduce climate change and vehicle miles travelled and integrate transit, and the development of the Countywide Transportation Plan.

Archer: April 11, 2023

Greg Baer, the Director of Contra Costa County Airports, and I were provided a tour at Archer's facilities in San Jose. Archer is currently developing electric vertical take-off and landing vehicles (EVTOL) for commercial operations. We discussed opportunities to deploy EVTOL at Buchanan Airport, Byron Airport, and shared mobility hubs in Contra Costa County.

City of Martinez State of the City: April 12, 2023

I was invited to speak at the City of Martinez State of the City to provide an overview of the Authority and discuss the future regional transportation projects in the City of Martinez including ferry service, shared mobility hubs, Interstate 680 Express Bus service, Innovate 680, and the County Hospital Automated Driving Systems deployment.

Innovate 680 Policy Advisory Committee (PAC): April 12, 2023

The Authority hosted the 13th meeting of the Innovate 680 PAC. Staff provided an update on the program and projects, outcomes and benefits of the Colorado Department of Transportation Interstate 25 Smart Freeway project, and wave 2 surveys of the Interstate 680 travel behavior study.

Staff Out-of-State Travel: John Hoang attended the Transportation Research Board meeting in Washington, D.C. from January 8-12, 2023, for a total amount of \$1,174. Linsey Willis attended the Transportation Research Board meeting in Washington, D.C. from January 8-12, 2023, for a total amount of \$3,003. Stephanie Hu attended the Transportation Research Board meeting in Washington, D.C. from January 8-12, 2023, for a total amount of \$2,899. Matt Kelly attended the Transportation Research Board meeting in Washington, D.C. from January 8-12, 2023, for a total amount of \$2,807.



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 *John Haile*

From: Timothy Haile, Executive Director

Date: April 21, 2023

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

At its April 19, 2023 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

- A. Quarterly Project Status Report for January – March 2023

Recommendation: This was an informational item only; no staff recommendation at this time.

Action: The Authority Board received an informational report on the status of the current Measure projects.

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

Recommendation: Staff requested that the Authority Board, having reconsidered the circumstances, continue in-person meetings with a hybrid component for public participation for the regular Authority Board meetings and continue conducting remote meetings for all other legislative bodies of

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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' 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 in-person meetings with a hybrid component for public participation for the regular Authority Board meetings and continue conducting 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' recommendations for social distancing for public meetings, to adhere to the 30-day reconsideration requirement of AB361.

- C. Quarterly Project Status Report for Transportation for Livable Communities and Pedestrian, Bicycle, and Trail Facilities Projects for January – March 2023

Recommendation: This was an informational item only; no staff recommendation at this time.

Action: The Authority Board received an informational report on the status of the current Measure projects.

- D. Circulation of the Draft Fiscal Year (FY) 2023-24 Congestion Management Agency (CMA) Budget

Recommendation: Staff sought approval to send the preliminary draft FY 2023-24 CMA budget to the Chair of the Public Managers' Association for circulation and approval from each member and authorize staff to make minor refinements to the budget as-needed prior to circulation.

Action: The Authority Board authorized staff to send the preliminary draft FY 2023-24 CMA budget to the Chair of the Public Managers' Association for circulation and approval from each member and authorized staff to make minor refinements to the budget as-needed prior to circulation.

- E. One Bay Area Grant Cycle 3 Project - Contra Costa Countywide Safe Routes to Schools (SRTS): Bicycle/Pedestrian Safety Education and Encouragement Program

Recommendation: Staff sought approval of Resolution 23-13-G, which would confirm the Authority Board's support of the Contra Costa Countywide SRTS: Bicycle/Pedestrian Safety Education and Encouragement Program.

Action: The Authority Board approved Resolution 23-13-G, which confirmed the Authority Board's support of the Contra Costa Countywide SRTS: Bicycle/Pedestrian Safety Education and Encouragement Program.

- F. 2024 State Transportation Improvement Program (STIP) Process Review and Call for Projects

Recommendation: Staff sought approval of the 2024 STIP application screening and scoring criteria, and issuance of the Call for Projects.

Action: The Authority Board approved the 2024 STIP application screening and scoring criteria, and issuance of the Call for Projects.

- G. State Route 4 Mokelumne Bike Trail/Pedestrian Overcrossing (Project 5002b) – Approval to Submit a Regional Measure 3 Letter of No Prejudice (LONP)

Recommendation: Staff sought approval of Resolution 23-13-P, which would authorize submittal of a LONP to the Metropolitan Transportation Commission (MTC) for an additional \$2 million for construction services.

Action: The Authority Board approved Resolution 23-13-P, which authorized submittal of a LONP to MTC for an additional \$2 million for construction services.

- H. Action Plans for Routes of Regional Significance and Countywide Transportation Plan – Project Update

Recommendation: This is an informational item only; no staff recommendation at this time.

Action: The Authority Board received a status update on the Action Plans for Routes of Regional Significance and Countywide Transportation Plan.

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

April 13, 2023

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

RE: Status Letter for TRANSPAC Meeting – April 13, 2023

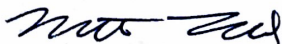
Dear Mr. Haile:

The TRANSPAC Committee met on April 13, 2023. The following is a summary of the meeting and action items:

1. Appointed Briana Byrne, representing the City of Walnut Creek, as the primary representative on the CCTA CBPAC for the term ending December 31, 2023.
2. Received information on the State Transportation Improvement Program Call for Projects.
3. Approved the continuation of remote teleconferencing meetings of the TRANSPAC Board and TAC through May 13, 2023, pursuant to Brown Act provisions under AB 361.
4. Discussed the TRANSPAC Work Plan for FY 2023/2024.
5. Received information on the State Route 239 project.
6. Received information on the 511 Contra Costa Program and upcoming events.

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)

April 4, 2023

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

RE: March 2023 WCCTAC Board Meeting Summary

Dear Tim:

The WCCTAC Board, at its meeting on March 24, 2023, took the following actions that may be of interest to CCTA:

1. *Approved* Resolution 23-02 allocating \$45k in Measure J 28b funds, for the WCCTAC Travel Training Program.
2. *Authorized* staff to transmit the draft of the Joint Powers Authority to member agencies for review by legal counsels.
3. *Authorized* staff to issue a Cycle 2 Call for Projects for 2019 STMP funds.

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

Sincerely,



John Nemeth
Executive Director

cc: Tarien Grover, CCTA

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: May 11, 2023

Subject:	TRANSPAC QUARTERLY FINANCIAL REPORTS
Summary of Issues	The TRANSPAC JPA calls for the reporting of certain financial information on a quarterly basis. The attached reports contain a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2022/23 for the period ended March 31, 2023. The attached material also includes additional information regarding expenses related to the TRANSPAC budget.
Recommendations	Accept the Quarterly Financial Report for the period ended March 31, 2023
Attachment(s)	A. TRANSPAC Quarterly Financial Report for period ended March 31, 2023

TRANSPAC Quarterly Financial Reports

The TRANSPAC JPA calls for the reporting of certain financial information on a quarterly basis. The attached reports contain a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2022/23 for the period ended March 31, 2023. The attached material also includes additional information regarding expenses related to the budget.

City of Pleasant Hill

FY2022/23 Income Statement Summary by Quarter

Accounting Structure:		
Fund	Department or Revenue Code	Expense Code
XX	XXXX	XXXX

FUND:85 Name :TRANSPAC

Revenue Description	Revenue Description	Activity in 1st Quarter	Activity in 2nd Quarter	Activity in 3rd Quarter	Activity in 4th Quarter	YTD thru 6/30/2023
DEPT Id	OBJ Id					
3510			1,173.53	1667.68		\$ 2,841.21
4570		277,001.00				\$ 277,001.00
			Total Revenue ----->			\$ 279,842.21
Expense Description	Expense Description					
DEPT Id	OBJ Id					
7085	0100	-	68,396.86	21,151.30		\$ 89,548.16
7085	1110	-				\$ -
7085	1140	-				\$ -
7085	1198	-				\$ -
7085	1300	125.00	487.50			\$ 612.50
7085	1486	-				\$ -
7085	2400	-				\$ -
7085	4200	-				\$ -
7085	6800	2,856.00	-			\$ 2,856.00
7085	6905	-				\$ -
7085	6985	-				\$ -
			Total Expense ----->			\$ 93,016.66
			Net Rev/(Exp)			\$ 186,825.55

REPORT.: 04/18/23
RUN...: 04/18/23
Run By.: ROSS

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

PAGE: 001
ID #: GLBS
CTL.: PLE

Ending Calendar Date.: March 31, 2023 Fiscal (09-23)

Assets

			Acct ID
TRANSPAC CASH BAL.ADJ.	-21,042.32	85	1010 9999
TRANSPAC INVESTMENT IN LAIF	288,450.28	85	1060

Total of Assets ---->	267,407.96		267,407.96 =====

Liabilities

			Acct ID
--	--	--	---------

FUND Balances

			Acct ID
TRANSPAC RESTRICTED FUND BALANCE	80,582.41	85	2812
CURRENT EARNINGS	186,825.55		

Total of FUND Balances ---->	267,407.96		267,407.96 =====

REPORT.: 04/18/23
RUN...: 04/18/23
Run By.: ROSS

CITY OF PLEASANT HILL
Balance Sheet Report
FUND 85 - TRANSPAC

PAGE: 002
ID #: GLBS
CTL.: PLE

Ending Calendar Date.: March 31, 2023 Fiscal (09-23)

Assets

1010 9999 CASH BAL.ADJ. -21,042.32
1060 INVESTMENT IN LAIF 288,450.28

Total of Assets ----> 267,407.96 267,407.96
=====

Liabilities

FUND Balances

2812 RESTRICTED FUND BALANCE 80,582.41
CURRENT EARNINGS 186,825.55

Total of FUND Balances ----> 267,407.96 267,407.96
=====

TRANSPAC 2022-2023 - Expenditure Status							
Through 3/31/23 (including expenses incurred with payment pending)							
EXPENDITURES							
				2022-2023 BUDGET	2022-2023 EXPENDITURES		Notes
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)				\$ 267,000	\$ 170,461	63.8%	Invoices through 3/31/23
Legal Services - expenses would be incurred on a time and material basis				\$ -	\$ -	0.0%	
Web Site - Maintain / Enhance (time and material based expenses)				\$ 5,000	\$ 613	12.3%	Invoices through 3/31/23
Audit Services				\$ 4,500	\$ 4,250	94.4%	Invoices through 3/31/23
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance				\$ 10,000	\$ -	0.0%	
Subtotal				\$ 286,500	\$ 175,324	61.2%	
Pleasant Hill City/Fiscal Administration				\$ 3,000	\$ 2,856	95.2%	Invoices through 3/31/23
Subtotal				\$ 3,000	\$ 2,856	95.2%	
Costs subtotal				\$ 289,500	\$ 178,180	61.5%	
Contingency				\$ 25,000	\$ -	0.0%	
Project Reserve - This line represents the budget to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study. TRANSPAC entered into an agreement with CCTA to procure a consultant. Fehr and Peers was selected. The report has been completed and was approved by the Board in May 2021 and an ATP application was submitted by the City of Pleasant Hill with support for preparing the application provided with these funds. Unexpended funds from FY 2021/2022 carry over to FY 2022/2023.				\$ 31,000	\$ 510	1.6%	The FY 2022-2023 budget assumed certain expenses would be incurred in prior year. Expenses were not incurred at the anticipated level and therefore additional funds are available in this FY. (see carryover balance information below)
Total				\$ 345,500	\$ 178,690		
REVENUES							
				2022-2023 BUDGET	2022-2023 ACTUALS		
Member Agency Contributions				\$ 277,000	\$ 277,001	100.0%	
Carryover Balance				\$ 37,500	\$ 38,957	103.9%	
Interest Earned					\$ 2,841		Through 3/31/23
Project Reserve Carryover Balance				\$ 31,000	\$ 41,625	134.3%	
Total				\$ 345,500	\$ 360,425	104.3%	

30-Apr-23

TRANSPAC 2021-2022 and 2022-2023 - Expenditure Status						
(includes 2022-2023 expenses incurred with payment pending)						
EXPENDITURES						
			2021/2022 EXPENDITURES THRU 3/31/21	2022/2023 EXPENDITURES THRU 3/31/22		Notes
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)			\$ 186,014	\$ 170,461		
Legal Services - expenses would be incurred on a time and material basis			\$ -	\$ -		
Web Site - Maintain / Enhance (time and material based expenses)			\$ 1,163	\$ 613		
Audit Services			\$ -	\$ 4,250		
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance			\$ -	\$ -		
Subtotal			\$ 187,177	\$ 175,324		
Pleasant Hill City/Fiscal Administration			\$ 2,856	\$ 2,856		
Subtotal			\$ 2,856	\$ 2,856		
Costs subtotal			\$ 190,033	\$ 178,180		
Contingency			\$ -	\$ -		
Project Reserve - This represents the budget to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study. TRANSPAC entered into an agreement with CCTA to procure a consultant. Fehr and Peers was selected. With the CCTA focus on TEP in Spring and Summer of 2019, the initiation of the contract was delayed. A draft project concept has been developed and reviewed by the Board. Unexpended funds from FY 2020/2021 carried forward to FY 2021/2022.			\$ 6,001	\$ 510		
Total			\$ 196,034	\$ 178,690		
REVENUES						
			2020-2021	2021-2022		
Member Agency Contributions			\$ 245,496	\$ 277,001		
Carryover Balance			\$ 51,917	\$ 38,957		
Interest Earned			\$ 146	\$ 2,841		
Project Reserve Carryover Balance			\$ 71,619	\$ 41,625		
Total			\$ 369,178	\$ 360,425		

30-Apr-23

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: May 11, 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. TRANSPAC has also adopted an annual work plan in conjunction with the budget. In April, the TRANSPAC Board and TAC reviewed the overall process schedule and provided input for the upcoming work plan. The TRANSPAC Board is requested to review the revised draft work plan and budget materials proposed for FY 2023/2024. Staff will provide final versions of the material for consideration in June 2023.
Financial Implications	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 draft workplan or budget
Attachment(s)	A. TRANSPAC FY 2023/2024 DRAFT Work Plan B. TRANSPAC FY 2022/2023 Work Plan C. TRANSPAC FY 2023/2024 DRAFT Budget D. TRANSPAC FY 2022/2023 Budget

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).

At the April TRANSPAC Board and TAC meetings, staff presented the current workplan and a draft 2023/2024 workplan for review and comment. The discussions raised the following additional work plan topics for consideration:

April 13 - Board Discussion

- Engineering solutions to safety issues at school intersections considering decreased funding and availability of crossing guards,
- Concord Naval Weapons Station development, and
- Future joint meetings with TRANSPLAN and SWAT.

April 27 - TAC Discussion

- SR239 Project
- Countywide Smart Signals project
- Countywide VMT Mitigation Framework
- Regional Active Transportation Network
- Explore the role of transit services and how they facilitate safe routes to schools

The Draft FY 2023/2024 TRANSPAC Work Plan is included in the attached material. The work plan for the current fiscal year is also included for reference. The Board is requested to review and comment on the Draft FY 2022/2023 TRANSPAC Work Plan. Staff will present the final work plan at the June TRANSPAC Board meeting for consideration of the Board.

Budget

The FY 2023/2024 budget continues to include similar expense categories from prior year budgets. The Managing Director / Administration Support Contract is the largest annual expense. The GBS contract for Managing Director / Administration Support Contract is proposed at \$286,000. This is a 7% increase over the current year contract. The increase in the contract is based on a combination of factors including resources for in person meeting, staff rate increases, and economy/inflation factors. In reviewing the contract history, this proposed contract reflects an average 5.5% growth rate of the contract over the last five years.

TRANSPAC has a multiyear contract for audit services that set our annual audit cost through FY 2023/24. The upcoming fiscal year is the last audit included in the current contract and staff will conduct a procurement for a new audit contract in the upcoming year. We continue to honor the commitment made to support the maintenance of the City of Martinez Pacheco Transit Hub/Park and Ride lot. The City of Pleasant Hill Finance Department continues to provide

excellent service as they fulfill the Treasurer role of TRANSPAC. The city staff are proposed to continue in this role at a similar cost to the current year and provide services including maintaining our financial accounts, working with our auditor, and paying our invoices. The contingency line item (\$25,000) represents about 8% of the operations budget and is the same level as the current year. The Project Reserve funds that supported the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study are from previously collected funds and do not impact the annual contribution request level. The project feasibility study was completed. The City of Pleasant Hill submitted an application for grant funds from the State Active Transportation Program that was not approved. The use of the remaining funds is an open question, with the range of options from reserving the funds for another one time project/task to utilizing the funds for our typical annual expenses.

The formula to distribute the member contributions among the six TRANSPAC local agencies is specified in the TRANSPAC JPA, and includes:

- Part A - 50% of the contribution level evenly split among the six local agencies, and
- Part B - 50% split by the Measure J return to source distribution levels. The Measure J return source formula is based on a combination of a jurisdiction’s population and road miles.

Member contributions for TRANSPAC from 2018 to 2020 were stable at around \$225,000 and we were able to lower the 2021 member contribution to account for uncertainty of the initial year of COVID. Since 2021, we have had more typical growth pattern, but have also been able to maintain the growth of the contributions to be consistent with the overall growth of the Measure J revenues. It is proposed to collect \$298,000 in member contributions for the upcoming fiscal year, about a 7.5% increase relative to the current year.

The detail of the member contribution breakdown is included in the attached draft budget material as well as the following tables.

JURISDICTION	Measure J Information		PROPOSED TRANSPAC MEMBER CONTRIBUTION		
	RTS Allocation	RTS %	Part A Equally distributed	Part B Based on RTS Allocation	Total Budget Contribution
Clayton	\$310,660	5.14%	\$ 24,833	\$7,654	\$32,488
Concord	\$2,108,342	34.86%	\$ 24,833	\$51,947	\$76,781
Martinez	\$730,952	12.09%	\$ 24,833	\$18,010	\$42,843
Pleasant Hill	\$751,176	12.42%	\$ 24,833	\$18,508	\$43,342
Walnut Creek	\$1,263,251	20.89%	\$ 24,833	\$31,125	\$55,959
CC County	\$882,954	14.60%	\$ 24,833	\$21,755	\$46,588
TOTAL	\$6,047,335		\$149,000	\$149,000	\$298,000

Notes

Return to Source (RTS)

Contra Costa County component based on Central County portion of the agency (25% of overall)

May include errors due to rounding

TRANSPAC Member Contribution History

	PAST				PROPOSED
	19/20	20/21	21/22	22/23	23/24
Clayton	\$24,969	\$23,292	\$27,150	\$30,372	\$32,488
Concord	\$57,910	\$54,064	\$63,449	\$71,788	\$76,781
Martinez	\$32,590	\$30,411	\$35,363	\$39,737	\$42,843
Pleasant Hill	\$32,927	\$30,726	\$35,765	\$40,225	\$43,342
Walnut Creek	\$42,065	\$39,263	\$45,947	\$51,993	\$55,959
CC County	\$34,539	\$32,245	\$37,822	\$42,883	\$46,588
TOTAL	\$225,000	\$210,000	\$245,496	\$277,000	\$298,000
	0%	-6.67%	+16.90%	+12.83%	7.58%
Measure J Annual Revenue					
	\$96.6 M	\$93.5 M	\$107.3 M	\$120.3 M	TBD
	6.32%	-3.25%	14.75%	12.16%	TBD

Notes

May include errors due to rounding

The Draft FY 2023/2024 TRANSPAC budget is included in the attached material. The budget for the current fiscal year is also included for reference. The Board is requested to review and comment on the proposed budget. Staff will present the final budget at the June TRANSPAC Board meeting for consideration of the Board.

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

DRAFT 2023 / 2024 WORK PLAN – for discussion purposes

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:**
 - **INNOVATE 680 Project**
 - **SR239 Project**
 - **Countywide Smart Signals Project**
 - **Countywide VMT Mitigation Framework**
 - **Coordination with 511 Contra Costa to maximize benefits of the available Transportation Demand Management Tools**
 - **Coordination with MTC**
 - **Regional Active Transportation Network**
 - **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 Central County school districts to promote walk and bike to school events, and monitor progress of the Countywide SR2S Program (see also Regional Coordination / 511 Contra Costa)**
 - **Explore the role of transit services and how they facilitate safe routes to schools**
- **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

TRANSPAC

DRAFT 2023 / 2024 WORK PLAN

- 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

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

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 2023-2024 BUDGET					
EXPENDITURES					
		2022-2023	2023-2024		
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)		\$ 267,000	\$ 286,000		
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		
Pleasant Hill City/Fiscal Administration		\$ 3,000	\$ 3,000		
Subtotal		\$ 289,500	\$ 308,500		
Contingency		\$ 25,000	\$ 25,000		
Project Reserve - This line represents the budget to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study. The increase in the balance reflects unexpended funds from the completed contracts		\$ 31,000	\$ 41,500		
Total		\$ 345,500	\$ 375,000		
REVENUES					
		2022-2023	2023-2024		
Member Agency Contributions		\$ 277,000	\$ 298,000		
Carryover Balance		\$ 37,500	\$ 35,500		
Project Reserve Carryover Balance		\$ 31,000	\$ 41,500		
Total		\$ 345,500	\$ 375,000		
NOTES:					
-TRANSPAC does not have any direct employees. Staff positions provided through contract.					

TRANSPAC 2023-2024 BUDGET						
ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET						
PART B	MEASURE J RTS \$s	MEASURE J RTS %	\$ FROM RTS PART B		PART A	Total for Jurisdiction
JURISDICTION	Allocation					
CLAYTON	\$ 310,660	5.14%	\$ 7,654		\$ 24,833	\$ 32,488
CONCORD	\$ 2,108,342	34.86%	\$ 51,947		\$ 24,833	\$ 76,781
MARTINEZ	\$ 730,952	12.09%	\$ 18,010		\$ 24,833	\$ 42,843
PLEASANT HILL	\$ 751,176	12.42%	\$ 18,508		\$ 24,833	\$ 43,342
WALNUT CREEK	\$ 1,263,251	20.89%	\$ 31,125		\$ 24,833	\$ 55,959
CONTRA COSTA COUNTY ^	\$ 882,954	14.60%	\$ 21,755		\$ 24,833	\$ 46,588
TOTAL	\$ 6,047,335		\$ 149,000		\$ 149,000	\$ 298,000
^Estimated at 25% of allocation (\$3,531,814)						
Based on DRAFT - FY 2023-24 Return To Source Projections						

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						
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 Board Meeting *STAFF REPORT*

Meeting Date: May 11, 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 state wide 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 April 13, 2023, meeting, the TRANSPAC Board authorized the 30-day renewal of resolution 21-01 under AB361 provisions through May 13, 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 May 25, 2023, and forward per “traditional” Brown Act Standards. 2. Conduct hybrid TRANSPAC meetings with Board and TAC members attending in person and a remote meeting option for members of the public. 3. Conduct hybrid TRANSPAC Board meetings with Board members attending in-person and a remote meeting option for members of the public. Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc committee meetings will continue meeting virtually. 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 June 10, 2023 . 4. 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 June 10, 2023 .
<p>Attachment(s)</p>	<p>A. Recommendations for safely holding public meetings, gatherings, and business meetings (revised March 27, 2023)</p>

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 April 13, 2023 meeting, the TRANSPAC Board renewed the resolution through May 13, 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 continues to stay in communication with CCTA 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. As discussed at the April meeting, staff arranged a meeting with City of Pleasant Hill staff to review the capabilities of the updated conference room. The Pleasant Hill meeting room will allow for in-person meetings with a virtual component. Transitioning to the new technology appears to include tasks that will have a manageable impact on existing staffing resources. Staff will provide more information on the room and capabilities at the meeting.

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 May 25, 2023, and forward per "traditional" Brown Act Standards.
2. Conduct hybrid TRANSPAC meetings with Board and TAC members attending in person and a remote meeting option for members of the public.
3. Conduct hybrid TRANSPAC Board meetings with Board members attending in-person and a remote meeting option for members of the public. Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc committee meetings will continue meeting virtually. 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 June 10, 2023.

4. 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 June 10, 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.



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TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: May 11, 2023

Subject:	MARSH CREEK ROAD MULTI-USE TRAIL FEASIBILITY STUDY
Summary of Issues	The Marsh Creek Corridor Multi-Use Trail Feasibility Study investigates the potential for a new major non-motorized east-west thoroughfare in the Marsh Creek Corridor. The multi-use trail will ideally serve as a safe, useful, and enjoyable transportation corridor for various forms of non-motorized travel, including pedestrian, equestrian and bicyclists. County staff will provide an update on the feasibility study.
Recommendation	For Information Only.
Financial Implications	No TRANSPAC financial implications.
Attachments	<ol style="list-style-type: none">1. DRAFT Marsh Creek Road Multi-Use Trail Feasibility Study (November 2022)2. Marsh Creek Corridor Project Website

Background

The proposed Marsh Creek multi-use trail would create a new major non-motorized east-west thoroughfare for expanded commuting or recreational opportunities. It would provide non-motorized access to Downtown Clayton, Diablo View Middle School, Mount Diablo, Round Valley Regional Reserve, and the existing Marsh Creek Trail through Brentwood and Oakley.

The purpose of the path would be to provide a safe, useful and enjoyable transportation corridor for various forms of non-motorized travel, including pedestrian, equestrian and bicycle users (including serious bicycle enthusiasts). The trail is proposed to be sized and designed to encourage use by these various sectors. Once this path and adjacent paths are completed, there would be one continuous non-motorized path from Downtown Concord to Oakley.

The draft study was completed in November, 2022 and will go before the Board of Supervisors in May. At this meeting County staff will provide an update on the study and next steps.