

TRANSPAC
Transportation Partnership and Cooperation
Meeting Notice and Agenda

THURSDAY, JUNE 8, 2023

REGULAR MEETING

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

Pleasant Hill City Hall – Large Community Room
100 Gregory Lane, Pleasant Hill

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

The TRANSPAC Board meeting will be accessible in-person or virtually via telephone or video conference to all members of the public. The meeting may be accessed virtually via the methods below:

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

<https://us02web.zoom.us/j/87815331826?pwd=eU15b1k4WkNFSndTbnpBOWZTMmxFdz09>

Meeting ID: 878 1533 1826 Password: 316993

Phone Access: To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID: 878 1533 1826 and Password: 316993

Public Comment: Public Comment may be provided in person during the public comment period on items not on the agenda or during the comment period of each agenda item. Comments are limited to 3 minutes. Please begin by stating your name and indicate whether you are speaking for yourself or an organization. Members of the public may also submit 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.

Virtual Public Comment: 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 of 3 minutes, 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 May 11, 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 May 17, 2023.
 - c. **ITEMS APPROVED BY THE CCTA FOR CIRCULATION TO THE REGIONAL TRANSPORTATION PLANNING COMMITTEES AND RELATED ITEMS OF INTEREST 🌀 Page 17**
 - CCTA Executive Director Timothy Haile’s RTPC Memo May 23, 2023.
 - d. **RTPC MEETING SUMMARY LETTERS: 🌀 Page 21**
 - a. TRANSPAC – Meeting summary letter dated May 30, 2023.
 - b. TRANSPLAN – Meeting summary letter dated May 24, 2023.
 - c. SWAT – No meeting summary letter available.
 - d. WCCTAC – Meeting Summary letter dated May 3, 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 May 17, 2023. The next regular meeting is scheduled for June 21, 2023.
6. The CCTA Administration & Projects Committee (APC) meeting was held on June 1, 2023. The next regular meeting is scheduled for July 6, 2023.
7. The CCTA Planning Committee (PC) meeting was held on June 1, 2023. The next regular meeting is scheduled for July 6, 2023.
8. The CCTA Calendar for June 2023 to August 2023 may be downloaded at:
<https://ccta.primegov.com/Portal/viewer?id=19727&type=2>

f. CONSIDER MEETINGS OF TRANSPAC BOARD AND SUBCOMMITTEES PURSUANT TO THE PROVISIONS OF AB361. 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 the May 11, 2023 meeting, the TRANSPAC Board authorized hybrid TRANSPAC Board meetings through June 10, 2023, pursuant to the Brown Act provisions under AB361 and consistent with the Contra Costa Health Services' recommendation for social distancing (when feasible). By way of this action, Board members will attend in-person with a remote meeting option for members of the public. Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc committees will continue meeting virtually. This action requires that the TRANSPAC Board reconsider the circumstances of meetings of TRANSPAC every 30 days per AB361. 🌀 **Page 25**

ACTION RECOMMENDATION: Reauthorize the continuation of remote meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act provisions under AB361 through July 8, 2023. By way of this action, TRANSPAC will conduct in-person meetings with a hybrid component for public participation for regular TRANSPAC Board meetings. Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc committees will continue meeting virtually.

Attachment: Staff Report

END CONSENT AGENDA

4. **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 and approve the final workplan and budget. 🌀 **Page 29**

ACTION RECOMMENDATION: Approve the FY 2023/2024 Work Plan and Budget and the GBS contract amendment for FY 2023/2024 (consistent with budget assumptions) (budget requires a vote of a minimum of four Board members).

Attachment: Staff Report

INFORMATION ITEMS

5. **CONSIDER SPECIAL MEETINGS OF THE TRANSPAC BOARD FOR ASSEMBLY BILL 361 COMPLIANCE.** To maintain compliance with Assembly Bill 361(AB361), the TRANSPAC Board is required to reconsider the circumstances of meetings of TRANSPAC every 30 days and at the discretion of the Board, to reauthorize remote meetings under the provisions of AB361. To avoid a lapse in the 30-day reconsideration requirement during the TRANSPAC recess, the Board is requested to review the proposed special meeting dates. (INFORMATION) 🌀 **Page 49**

Attachment: Staff Report

6. **MOUNT DIABLO UNIFIED SCHOOL DISTRICT – TRAFFIC, SAFETY AND COORDINATION DISCUSSION.** The TRANSPAC annual workplan includes working with school district staff to address congestion, safety, and enforcement issues. In addition, the exploration of coordination opportunities with Central County and city staff as well as County Connection programs and opportunities for school sites were also noted. To date, some TRANSPAC Board members have individually engaged with staff from the Mount Diablo Unified School District (MDUSD) and MDUSD staff have attended a TRANSPAC Board meeting to discuss transportation issues. Representatives from the MDUSD transportation group have been invited to continue with discussions about the aforementioned topics in Central County with TRANSPAC. (INFORMATION)
7. **STATE ROUTE 4 VISION STUDY.** CCTA will provide an overview of the State Route 4 (SR 4) Vision Study. The SR 4 Vision Study will examine the entire SR 4 corridor in

Contra Costa County, from Interstate 80 to San Joaquin County, to assess the existing vehicle, transit, active transportation, and freight modes in the corridor, and provide a set of recommendations for future improvements. (INFORMATION)

Attachment: Staff Report

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 July 13, 2023 at 9:00 A.M at the Pleasant Hill City Hall Large Community Room at 100 Gregory Lane, Pleasant Hill. There will be a remote teleconference option for members of the public. Remote teleconference information for members of the public will be included in the posted meeting materials.

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TRANSPAC Committee Meeting Summary Minutes

MEETING DATE: May 11, 2023

MEMBERS PRESENT: Peter Cloven (Chair), Clayton; Loella Haskew, Walnut Creek; Matthew Rinn, Pleasant Hill; Laura Hoffmeister, Concord; Mark Ross, Martinez; Ken Carlson, Contra Costa County

PLANNING COMMISSIONERS PRESENT:

STAFF PRESENT: Saravana Suthanthira, Concord; Melody Reeb, County Connection; Ananthan Kanagasundaram, Pleasant Hill; Smadar Boardman, Walnut Creek; Matt Todd, TRANSPAC; Tiffany Gephart, TRANSPAC

GUESTS/PRESENTERS: Jamar Stamps, Contra Costa County; Scott Simmons

MINUTES PREPARED BY: Tiffany Gephart

1. Closed Session

Reconvene in Open Session

2. Report on Action Taken in Closed Session

There was no action taken during the closed session.

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

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

4. Public Comment

There were no comments from the public.

5. Consent Agenda

a. Approval of Minutes:

- **Minutes of the April 13, 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. **TRANPSAC Quarterly Financial Report. *Accept the Quarterly Financial Report for the period ended March 31, 2023.***

On motion by Commissioner Haskew seconded by Commissioner Hoffmeister to approve the consent agenda by majority vote of the members present (Cloven, Ross, Carlson, Hoffmeister), with one abstention from Commissioner Rinn.

End Consent Agenda

4. TRANSPAC WORKPLAN FOR FISCAL YEAR 2023/2024.

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

Commissioner Hoffmeister asked regarding the funding remaining from the Monument Corridor Study and grant application effort, if staff have coordinated with the City of Concord to investigate other available grants that the funds could be used for. Mr. Todd commented that some discussion has taken place regarding other grant opportunities for Concord but there has not been a follow-up recently. Commissioner Hoffmeister commented that there may be opportunities over the next year to use the funding for administrative costs to submit another grant as there are many possible projects along the corridor.

Commissioner Haskew recommended keeping remaining funding in the reserve to be available for needs as they arise. Commissioner Cloven agreed.

Commissioner Haskew exited the meeting.

5. MEETINGS OF THE TRANPSAC BOARD AND SUBCOMMITTEES.

On a motion by Commissioner Carlson, seconded by Commissioner Hoffmeister, to approve the recommendation to 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, by unanimous vote of the members present (Cloven, Ross, Carlson, Hoffmeister, Rinn).

6. MARSH CREEK ROAD MULTI-USE TRAIL FEASIBILITY STUDY.

Jamar Stamps of Contra Costa County introduced the item and gave a presentation on the findings of the Marsh Creek Road Multi-Use Trail Feasibility Study.

Commissioner Cloven asked if there were safeguards to protect property owners from pedestrians wandering onto their property where paths are alongside residential areas. Mr. Stamps commented that it is case-by-case, but there aren't specific mechanisms in place at this point. However, once a more precise trail alignment is solidified, there will be further discussion on the operation and maintenance of the trail and agreements can be entered into with property owners as needed.

Commissioner Hoffmeister asked if the estimate in the study includes design and construction costs. Mr. Stamps clarified that the estimate was for construction and was estimated using the Caltrans cost estimate format. Commissioner Hoffmeister asked if there is a cost estimate for next steps such as design. Commissioner Hoffmeister expressed concern that the existing estimate does not give the public an accurate estimate of the total cost of the trail project.

Mr. Stamps commented that before the concept alignments are settled there will be further public outreach and the questions raised would need to be answered prior to pursuing construction funding. Commissioner Hoffmeister suggested that cost estimate information on page 55 be itemized to indicate that the construction costs are estimated, and that design and engineering costs are unknown.

Commissioner Hoffmeister further noted that some of the topographical maps included in the report do not show the steep terrain well. The embankments in some of the areas are very steep and that may lend to increased costs.

8. TRANSPAC CCTA REPRESENTATIVE REPORTS.

No member comments.

9. TAC ORAL REPORTS BY JURISDICTION

No member comments.

10. BOARDMEMBER COMMENTS

Supervisor Carlson spoke about his trip to visit the Houston Traffic Operations Center and noted other central county staff were present such as representatives from MTC and CCTA.

Commissioner Hoffmeister commented that by late summer/early fall the master developer candidates (for the Concord Naval Weapons Station development) should be determined and interviews will begin. The goal will be to select a master developer before the end of the year.

10. MANAGING DIRECTOR'S REPORT

Mr. Todd commented there are vacancies for Planning Commissioners on TRANSPAC. Currently there is only one Planning Commissioner appointed from Walnut Creek.

11. ADJOURN / NEXT MEETING The meeting adjourned at 10:07 a.m. The next meeting will be held on June 8, 2023 at the City of Pleasant Hill Large Community Room – 100 Gregory Lane, Pleasant Hill. Remote teleconferencing information for members of the public will be included in the posted meeting materials.

EXECUTIVE DIRECTOR'S REPORT

May 17, 2023

Transportation Research Board (TRB) Webinar: April 17, 2023

I participated in a TRB Webinar, Political and Policy Practices for Managed Lanes, to discuss the current challenges on implementing managed lanes in California due to the new Senate Bill 743 requirements relative to vehicle miles travelled (VMT). I discussed the Innovate 680 program and how we were the first in the state to obtain approval from the Caltrans Department of Transportation for VMT mitigation strategies.

8th Annual Redefining Mobility Summit: April 18, 2023

CCTA hosted the 8th Annual Redefining Mobility Summit with another sold out year with over 250 attendees including over 50 middle and high school students to showcase the Science, Technology, Engineering, and Mathematics (STEM) programs in Alameda and Contra Costa Counties. The Demonstration Zone was one of the biggest ever displaying the work of our partners from GoMentum Station including Freewire, Glydways, Aurora, Gig, Humanetics, Beep, and May Mobility. The summit consisted of four outstanding panels including international perspectives, digital infrastructure, autonomous mobility business cases, and alternative fuels.

“On the Patio” Podcast “Mobility for All”: April 21, 2023

I recorded the third episode of the “On the Patio” podcast with Debbie Toth from Choice in Aging to talk about mobility for all in Contra Costa County. We discussed paratransit and non-paratransit services in Contra Costa County and the Authority’s initiatives to improve mobility for seniors, veterans, and disabled people. We highlighted the work being done with the Office of Accessibility and Equity and the creation of a Coordinating Entity, including the coordination of the One-Seat Ride program by the transit operators.

Transit Chief Executive Officer (CEO) Ride Along: April 21, 2023

I participated in the Transit CEO ride along with General Managers Robert Powers with Bay Area Rapid Transit, Bill Churchill with Central Contra Costa Transit Authority, and Rashidi Barnes with East Contra Costa Transit Authority to support public transit, the need for increased ridership, and increased funding.

Presto Launch: April 24, 2023

Vice Chair Newell Arnerich, City of San Ramon Vice Mayor Mark Armstrong, Sunset Development Chief Executive Officer Alexander Mehran, Jr, Beep Chief Executive Officer Joe Moye, and I debuted the inaugural ride of Presto at Bishop Ranch. Presto, a shared autonomous vehicle, is operated by

Beep Monday through Friday from 7:30 am to 5:30 pm and is free to the open public. Presto is the first autonomous shuttle open to the public in the San Francisco Bay Area. The shuttle follows a fixed route within the Bishop Ranch business park located in the City of San Ramon providing stops at the transit center, SAP, GE, and City Center serving first- and last-mile service for businesses and the public. The debut was widely covered by local press and attended by Vice Chair Arnerich, Commissioners Kelley and Noack, and Commissioner Alternate Stepper, staff from the offices of Assemblymember Rebecca Bauer-Kahan, County Board of Supervisor Candace Andersen, and Senator Steve Glazer. It was an enormously proud and exciting day, and we received more than 165 pieces of media coverage including on-air, web, and social. Below is a sample of some of the media coverage we received:



[Play](#)

[Contra Costa Transportation Authority on KGO-SF \(ABC\) - San Francisco, CA](#)

Midday Live

4/24/2023 11:11:47 AM

lower greenhouse gas emissions. julian: the contra costa transportation authority is launching an autonomous shuttle service, driverless. it is open to the public. live in san ramon with the



[Play](#)

[Contra Costa Transportation Authority on KGO-SF \(ABC\) - San Francisco, CA](#)

ABC7 News 4:00PM

4/24/2023 4:15:49 PM

lyanne: the contra cap -- amanda: the contra costa transportation authority is gearing partnering up. they will run weekdays from 7:30 to 5:30 p.m., carrying people across the business park.



[Play](#)

[Contra Costa Transportation Authority on KGO-SF \(ABC\) - San Francisco, CA](#)

ABC7 News 6:00PM

4/24/2023 6:26:40 PM

driving. >> the contra costa transportation authority teamed up with a florida company called beat for the shuttles. back in 2014 it was the first agency in the state to get



[Play](#)

[Contra Costa Transportation Authority on KCBS-AM \(Radio\) - San Francisco, CA](#)

4/25/2023 1:25:22 AM

Taylor, Casey, yes. Self-driving shuttles are coming to Bishop Ranch in San Ramone, the Contra Costa transportation Authority launching the Bay area's first autonomous shuttle program that will be open to the public the Bishop Ranch autonomous shuttle program will run through fall of this year, providing free



[Play](#)

[Contra Costa Transportation Authority on KCBS-AM \(Radio\) - San Francisco, CA](#)

4/25/2023 4:25:23 AM

to the plate in sandals a Jennifer Hodges KCBS well self-driving shuttles are coming to Bishop branches San Ramon the Contra Costa transportation authority launched the Bay area's autonomous shuttle program that will be open to the public. The Bishop ranch autonomous shuttle program will run through fall 2023 providing free driverless



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[Contra Costa Transportation Authority on KRON-SF \(MyTV\) - San Francisco, CA](#)

KRON 4 News at 5am

4/25/2023 5:51:06 AM

planned for 2020 night. new this morning, the contra costa transportation authority launched a will launch the bay area's first autonomous shuttle program. >> so the bishop ranch



[Play](#)

[Contra Costa Transportation Authority on KGO-SF \(ABC\) - San Francisco, CA](#)

ABC7 News 5:00AM

4/25/2023 5:56:20 AM

reggie: and they are very colorful. the contra costa transportation authority teamed up with a company for these shuttles. in 2018 ccta was the first to get permission for an autonomous



[Play](#)

[Contra Costa Transportation Authority on KGO-SF \(ABC\) - San Francisco, CA](#)

ABC7 News 6:00AM

4/25/2023 6:54:46 AM

driving, parking and driving. reggie: the contra costa transportation authority teamed up with a company in 2018 and cca was the first agency in the state to get permission from the dmv for shared autonomous

“On the Patio” Podcast “Presto”: April 24, 2023

I recorded the fourth episode of the “On the Patio” podcast with Joe Moyer the Chief Executive Officer of Beep. We discussed the exciting launch of Presto, the benefits of these new autonomous mobility options, how the next generation of autonomous shuttles will be ready for broader deployment, the need for a regulatory framework for purpose built autonomous vehicles, and the importance of public acceptance of these new innovative mobility options.

Intelligent Transportation Society of America (ITSA) Annual Conference: April 24 – 27, 2023

Linsey Willis and I attended the ITS America Conference in Dallas, Texas. I was invited to speak on a panel to discuss the transition from research to deployment for innovative projects. I discussed our

active autonomous vehicle deployments. Traffic Technology International interviewed me about the future vision for the Authority and the launch of Presto. Linsey Willis was invited to speak about tools for expanding the number of women in transportation including challenges and best practices to provide opportunities to women in the workplace and recruiting future generations into the industry.

Truck Time: April 29, 2023

Linsey Willis and I accompanied the new Presto shuttle and spoke about the Authority at the Truck Time event in the City of San Ramon. It was a wonderful opportunity to share with the public new mobility options like Presto and the exciting projects the Authority is working on throughout Contra Costa County.

TranStar: May 1, 2023

Vice Chair Newell Arnerich, Commissioner Ken Carlson, Commissioner Alternate Candance Andersen, John Hoang, Stephanie Hu, Brian Kelleher, and I including representatives from the Metropolitan Transportation Commission visited and toured TranStar in Houston, Texas. TranStar is a regional transportation management center (RTMC) and is a unique partnership between the Texas Department of Transportation, Houston – Galveston Area Council, Metropolitan Transit Authority of Harris County, and the City of Houston Public Works. The partnership shares resources and exchanges information under the same facility to coordinate the transportation system, keep motorists informed, clear incidents on roadways, and is the primary coordination site for state, county, and local agencies when responding to major incidents, emergencies, and natural disasters. The RTMC is a great example of the vision and work being done through the Innovate 680 program to better manage and optimize the transportation system.

City of Pinole City Council Meeting: May 2, 2023

I presented to the City of Pinole 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.

GoMentum Station Ad-Hoc Committee: May 3, 2023

Staff met with the GoMentum Station Ad-Hoc Committee to provide an update on the master agreement with the American Automobile Association of Northern California, Nevada, and Utah and provide a strategy to advance the next steps of GoMentum Station.

Leadership Contra Costa: May 4, 2023

Walnut Creek Chamber of Commerce invited me to speak about regional transportation priorities in Contra Costa County and innovative mobility solutions to their students of the Leadership Contra Costa program.

GoMentum Station Tour: May 4, 2023

I provided a tour of GoMentum Station for Congressman Garamendi's staff including members from the Washington D.C. office who were in the district for the week, to share updates on GoMentum Station's testing and partners.

Texas A & M: May 5, 2023

I was interviewed by Ginger Goodin from Texas A&M to discuss the policy, challenges, and lessons learned from the development of the Electric Vehicle Readiness Blueprint and the implementation through the Charge Up Contra Costa program being funded by the California Energy Commission.

Innovate 680 Executive Steering Committee Meeting #3: May 10, 2023

Stephanie Hu and I hosted the third meeting of the Innovate 680 Executive Steering Committee with the California Department of Transportation and Metropolitan Transportation Commission to discuss operations and maintenance strategies and funding needs, the revenue analysis of the Interstate 680 Express Lanes, funding the VMT mitigation strategy for the express lane, ramp metering strategy, and testing and training of transit bus on shoulder at GoMentum Station.

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

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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: May 23, 2023

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

At its May 17, 2023 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

- A. Consider the Conduct for Meetings of the Legislative Bodies of the Authority for June 2023

Recommendation: Staff requested that the Authority Board, having reconsidered the circumstances, continue conducting in-person meetings with a hybrid component for public participation 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’ 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*

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Walnut Creek
CA 94597
PHONE: 925.256.4700
FAX: 925.256.4701
www.ccta.net

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 City of Concord GMP Compliance Checklist and payment of \$2,170,998 in FY 2021-22 Local Street Maintenance and Improvement funds to the City of Concord, with a second (off- year) payment of FY 2022-23 funds on the one-year anniversary of the first payment.

- E. Interstate 680/State Route 4 Interchange Improvements: Projects 6001a/6001b – Project Status Update

Recommendation: Staff provided an update on the status of the Interstate 680/State Route 4 Interchange Improvements project (Projects 6001a/6001b).

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

- F. Interstate 680/State Route 4 Interchange Improvements: Phase 3 (Project 1117/6001) – Approval of Construction Work and Issue Final Payment to Brosamer & Wall, Inc. (Brosamer) for Construction Services

Recommendation: Staff sought approval of Resolution 23-27-P, which would authorize acceptance of the construction work under Agreement No. 505 with Brosamer as being complete and satisfactory and authorize staff to proceed with contract closeout pending the receipt of project acceptance documentation from the California Department of Transportation (Caltrans).

Action: The Authority Board approved Resolution 23-27-P to authorize acceptance of the construction work under Agreement No. 505 with Brosamer as being complete and satisfactory and authorize staff to proceed with contract closeout pending the receipt of project acceptance documentation from Caltrans.

- G. Update on the Contra Costa Countywide Smart Signals Project (Project)

Recommendation: Staff provided an update on the Project.

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

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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

May 30, 2023

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

RE: Status Letter for TRANSPAC Meeting – May 11, 2023

Dear Mr. Haile: ^{Tim}

The TRANSPAC Committee met on May 11, 2023. The following is a summary of the meeting and action items:

1. Accepted the TRANSPAC Quarterly Financial Report for the period ending March 31, 2023.
2. Received information on the Draft TRANSPAC Workplan and Budget for Fiscal Year 2023/2024.
3. Approved the recommendation to 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 pursuant to the Brown Act provisions under AB361.
4. Received information on the Marsh Creek Road Multi-Use Trail Feasibility Study.

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

Sincerely,



Matthew Todd
Managing Director

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

TRANSPLAN COMMITTEE

EAST COUNTY TRANSPORTATION PLANNING

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

May 24, 2023

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

Dear Mr. Haile:

The TRANSPLAN Committee took the following action during its meeting on May 11, 2023:
Received an update on the Dynamic Personal Microtransit (DPMT) Project from Contra Costa Transportation authority staff. The DPMT Project will provide on-demand personal driverless electric vehicle transportation service on dedicated pathways within East Contra Costa County.

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

Sincerely,



Robert Sarmiento
TRANSPLAN Staff

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

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

May 3, 2023

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

RE: April 2023 WCCTAC Board Meeting Summary

Dear Tim:

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

1. *Appointed* Robert Armijo (Richmond) and Leah Greenblat (WCCTAC) to serve two-year terms on the TCC representing West County.
2. *Approved* Resolution 23-03, to offer a CalPERS-sponsored 457 deferred compensation plan for WCCTAC employees.

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

Sincerely,



John Nemeth
Executive Director

cc: Tarien Grover, CCTA

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TRANSPAC Board Meeting **STAFF REPORT**

Meeting Date: June 8, 2023

Subject:	CONSIDER MEETINGS OF THE TRANSPAC BOARD AND SUBCOMMITTEES PURSUANT TO THE PROVISIONS OF AB361
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.</p> <p>At the May 11, 2023 TRANSPAC Board meeting, the Board authorized hybrid TRANSPAC Board meetings through June 10, 2023, pursuant to the Brown Act provisions under AB361 and consistent with the Contra Costa Health Services' recommendation for social distancing (when feasible). By way of this action, Board members will attend in-person with a remote meeting option for members of the public. Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc committees will continue meeting virtually. This action also</p>

	requires that the TRANSPAC Board reconsider the circumstances of meetings of TRANSPAC every 30 days per AB361.
Recommendation	Reauthorize the continuation of remote meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act provisions under AB361 through July 8, 2023. By way of this action, TRANSPAC will conduct in-person meetings with a hybrid component for public participation for regular TRANSPAC Board meetings. Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc committees will continue meeting virtually. This action is consistent with the Contra Costa Health Services' recommendations for social distancing for public meetings (where feasible). This action requires that the TRANSPAC Board reconsider the circumstances of meetings of legislative bodies of TRANSPAC every 30 days per AB361.
Financial Implications	There is no immediate fiscal impact.
Option(s)	<ol style="list-style-type: none"> 1. Resume in person meetings for all legislative bodies of TRANSPAC beginning June 29, 2023, and forward per "traditional" Brown Act Standards.
Attachment(s)	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.

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.

At the May 11, 2023 TRANSPAC Board meeting, the Board authorized hybrid meetings of the TRANSPAC Board and Committees under the provisions of Assembly Bill 361 (AB361) and consistent with the Contra Costa Health Services' recommendations for social distancing for public meetings (where feasible) through June 10, 2023. Through this action, Board members will attend in-person with a remote meeting option for members of the public. Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc committees will continue meeting virtually. This action also requires that the TRANSPAC Board reconsider the circumstances of meetings of TRANSPAC every 30 days per AB361. This approach is consistent with the CCTA Board's approach to the AB361 legislation.

It is requested that the TRANSPAC Board reauthorize the continuation of remote meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act provisions under AB361 through July 8, 2023 as outlined above.

ANNA M. ROTH, RN, MS, MPH
HEALTH SERVICES DIRECTOR

ORI TZVIELI, MD
HEALTH OFFICER



OFFICE OF THE DIRECTOR

1220 Morello, Suite 200
Martinez, CA 94553

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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: June 8, 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. 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. TRANSPAC has also adopted an annual work plan in conjunction with the budget. The TRANSPAC budget projects the costs associated with TRANSPAC operations and identifies the level of funds required, including member contributions, to be included in the TRANSPAC FY 2023/2024 Budget.
Recommendation	Approve the FY 2023/2024 Work Plan and Budget and the GBS Managing Director and Clerk of the Board contract amendment for FY 2023/2024 (consistent with budget assumptions), by a vote of four or more Board members present, per the TRANSPAC JPA.
Financial Implications	Based on the approved budget, each member agency will be requested to contribute funds to support the TRANSPAC operations for FY 2023/24
Attachment(s)	A. TRANSPAC FY 2023/2024 DRAFT Work Plan B. TRANSPAC FY 2023/2024 DRAFT Budget C. TRANSPAC FY 2022/2023 Work Plan D. TRANSPAC FY 2022/2023 Budget E. GBS Contract Amendment # 11 for FY 2023/2024

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 proposed FY 2023/2024 budget is 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 is required to perform in any event (i.e. Measure J Line 20a programming cycle).

Through discussion at the April and May meetings, the draft 2023/2024 workplan was reviewed and additional items were included in the proposed FY 2023/2024 work plan including:

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

At the May meetings, TRANSPAC staff presented the revised draft work plan to the TAC and Board with no further comments. 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.

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 annual 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 Pacheco Transit Hub/Park and Ride lot by the City of Martinez. This includes TRANSPAC contributing up to \$10,000 of funds to this effort as well as TRANSPAC already approving a matching \$10,000 of Measure J Line 19A funds to this as well. 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. Through the Board discussion of the draft budget, it is proposed to review the use of these funds at a later date.

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 2017/2018 to 2019/2020 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
 FY 22/23 is the projected revenue

The Draft FY 2023/2024 TRANSPAC budget included in the attached material and proposes no revisions to the version discussed at the May TRANSPAC meeting. The budget for the current fiscal year is also included for reference.

Managing Director and Clerk of the Board Contract Amendment

Gray Bowen Scott (GBS) was selected to perform the TRANSPAC Managing Director duties in late 2016, through a procurement process, with options for TRANSPAC to extend the contract on an annual basis. The Secretary / Clerk services component was added to the contract in November 2019. TRANSPAC has a contract with GBS for Managing Director and Secretary/Clerk services with the term through June 30, 2023 providing services on a time and materials basis. GBS is proposing the same staff, Matt Todd performing the Managing Director duties and Tiffany Gephart performing the Secretary / Clerk services. The proposed amendment to the contract adds \$286,000 for the FY 2023/2024 contract and is consistent with the proposed budget assumptions. A draft contract amendment extending the term and adding the required contract funding is included in the attached material.

Schedule

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

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 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						

DRAFT

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							
JURISDICTION	CONTRIBUTION BUDGET					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
PROFESSIONAL SERVICES AGREEMENT
AMENDMENT #11

This Eleventh Amendment to Agreement for Consulting Services is entered into on June 8, 2023 between the Central Contra Costa Transportation/Land Use Partnership (“TRANSPAC”) and William R. Gray and Company, Inc., DBA Gray-Bowen-Scott, (Consultant).

RECITALS

- A. TRANSPAC and Consultant entered into a Professional Services Agreement for Agency Management and Administration on December 8, 2016; and
- B. The Professional Services Agreement contained an initial not to exceed sum of \$125,000, the amount estimated to cover the cost of services for about a 12 month period.
- C. The TRANSPAC Board, on October 12, 2017, approved an additional \$113,259 to the contract to bring the total not to exceed value to \$238,259, the value projected to be required for the remaining Agency Management and Administration services to be provided through June 30, 2018; and
- D. The TRANSPAC Board, on July 12, 2018, approved an additional \$135,000 for the Agency Management and Administration and the extension of the contract to bring the total not to exceed value to \$373,259 for 2018/2019 services, the value projected to be required for the services to be provided through June 30, 2019; and
- E. The TRANSPAC Board, on November 8, 2018, approved a scope of work and cost of the additional work of \$39,000 for the Monument Blvd / I-680 Bicycle and Pedestrian Improvements Feasibility Study Project Management Scope of Work; and
- F. The TRANSPAC Board, on July 3, 2019, approved an additional \$30,000 for the Agency Management and Administration and the extension of the contract to bring the total not to exceed value to \$442,259 for 2019/2020 services through September 30, 2019; and
- G. The TRANSPAC Board, on September 12, 2019, approved an additional \$40,000 for the Agency Management and Administration and the extension of the contract to bring the total not to exceed value to \$482,259 for 2019/2020 services through November 30, 2019; and
- H. The TRANSPAC Board, on December 12, 2019, approved an additional \$146,597 for the Agency Management and Administration (including Managing Director and Clerk of the Board services) and the extension of the contract to bring the total not to exceed value to \$628,856 for services through June 30, 2020; and
- I. The TRANSPAC Board, on June 11, 2020, approved an additional \$201,000 for the Agency Management and Administration (including Managing Director and Clerk of the Board services) and the extension of the contract to bring the total not to exceed value to \$829,856 for services through June 30, 2021; and

- J. The TRANSPAC Board, on June 10, 2021, approved an additional \$233,323 for the Agency Management and Administration (including Managing Director and Clerk of the Board services) and the extension of the contract to bring the total not to exceed value to \$1,063,179 for services through June 30, 2022; and
- K. The TRANSPAC Board, on June 9, 2022, approved an additional \$267,000 for the Agency Management and Administration (including Managing Director and Clerk of the Board services) and the extension of the contract to bring the total not to exceed value to \$1,330,179 for services through June 30, 2023; and
- L. The TRANSPAC Board, on November 10, 2022, approved an additional \$4,079 for the Agency Management and Administration (including Managing Director and Clerk of the Board services) and the extension of the contract to bring the total not to exceed value to \$1,334,258 for services through June 30, 2023; and
- M. The TRANSPAC Board, on June 8, 2023, approved an additional \$286,000 for the Agency Management and Administration (including Managing Director and Clerk of the Board services) and the extension of the contract to bring the total not to exceed value to \$1,620,258 for services through June 30, 2024; and
- N. The parties wish to amend the Agreement.

NOW, THEREFORE, TRANSPAC and Consultant agree as follows:

MUTUALLY AGREED:

- 1) Subsection b of Section 2 (Compensation) of the Agreement is amended to read:

In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$1,620,258. This amount is to cover all printing and related costs, and TRANSPAC will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

TRANSPAC Managing Director Contract - Summary of Amendments

	Contract Approved	Amendment Value	Contract Value
Initial Contract	December 8, 2016	NA	\$125,000
Amendment #1	November 9, 2017	\$113,259	\$238,259
Amendment #2	July 12, 2018	\$135,000	\$373,259
Amendment #3	February 14, 2019	\$39,000	\$412,259
Amendment #4	July 3, 2019	\$30,000	\$442,259
Amendment #5	September 12, 2019	\$40,000	\$482,259
Amendment #6	December 12, 2019	\$146,597	\$628,856
Amendment #7	June 11, 2020	\$201,000	\$829,856
Amendment #8	June 10, 2021	\$233,323	\$1,063,179

Amendment #9	June 9, 2022	\$267,000	\$1,330,179
Amendment #10	November 10, 2022	\$4,079	\$1,334,258
Amendment #11	June 8, 2023	\$286,000	\$1,620,258

Contract Value by TRANSPAC Fiscal Year Budget / Task

	MD/Clerk	Monument	TOTAL
FY 16/17 – Managing Director Tasks	\$103,259		\$103,259
FY 17/18 – Managing Director Tasks	\$135,000		\$135,000
FY 18/19 – Managing Director Tasks	\$135,000		\$135,000
Monument Blvd / I-680 Bicycle and Pedestrian Improvements Feasibility Study Project Management		\$39,000	\$39,000
FY 19/20 – Managing Director and Clerk of the Board Tasks	\$216,597		\$216,597
FY 20/21 – Managing Director and Clerk of the Board Tasks	\$201,000		\$201,000
FY 21/22 – Managing Director and Clerk of the Board Tasks	\$237,402		\$237,402
FY 22/23 – Managing Director and Clerk of the Board Tasks	\$267,000		\$267,000
FY 23/24 - Managing Director and Clerk of the Board Tasks	\$286,000		\$286,000
TOTAL	\$1,581,258	\$39,000	\$1,620,258

-FY 16/17 to FY 18/19 includes the Managing Director (MD) tasks, FY 19/20 and forward includes Managing Director and Clerk of the Board tasks

-Monument - Monument Blvd / I-680 Bicycle and Pedestrian Improvements Feasibility Study Project Management

- 2) That all other items and conditions of the Agreement shall remain in effect.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

TRANSPAC

William R. Gray and Company

By: _____
Peter Cloven
Chairperson

By: _____
Leo Scott
President

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TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: June 8, 2023

Subject:	CONSIDER SPECIAL MEETINGS OF THE TRANSPAC BOARD FOR ASSEMBLY BILL 361 COMPLIANCE
Summary of Issues	<p>At the May 11, 2023 TRANSPAC Board meeting, the Board authorized the continuation of remote meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act provisions of AB361 through July 8, 2023. By way of this action, TRANSPAC will conduct in-person meetings with a hybrid component for public participation for regular TRANSPAC Board meetings. Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc committees will continue meeting virtually. This action is consistent with the Contra Costa Health Services' recommendations for social distancing for public meetings (where feasible). This action requires that the TRANSPAC Board reconsider the circumstances of meetings of legislative bodies of TRANSPAC every 30 days per AB361.</p> <p>To maintain compliance with AB361 throughout the summer months and TRANSPAC recess, the Board is requested to review the proposed special meeting dates to continue the authorization through September 14, 2023.</p>
Recommendations	Provide input to staff on the special meeting schedule through September 14, 2023.
Financial Implications	There is no immediate fiscal impact.
Option(s)	1. Resume in person meetings for all TRANSPAC bodies beginning June 29, 2023, and forward per "traditional" Brown Act Standards.
Attachment(s)	None.

Background

At the May 11, 2023 TRANSPAC Board meeting, the Board authorized the continuation of remote meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act provisions under AB361 through July 8, 2023. By way of this action, TRANSPAC will conduct in-person meetings with a hybrid component for public participation for regular TRANSPAC Board meetings. Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc

committees will continue meeting virtually. This action is consistent with the Contra Costa Health Services' recommendations for social distancing for public meetings (where feasible). This action requires that the TRANSPAC Board reconsider the circumstances of meetings of legislative bodies of TRANSPAC every 30 days per AB361.

Staff has researched the stipulations of the Brown Act as it pertains to the TRANSPAC TAC and have concluded that as it remains a standing advisory body, formally appointed by the legislative body (TRANSPAC) that it falls under the Brown Act. To continue fully remote meetings of the TRANSPAC TAC and other advisory committees established by the TRANSPAC Board, the TRANSPAC Board is required to reauthorize AB361 exceptions every 30 days through the sunset date of December 31, 2023. This approach is consistent with the CCTA Board's approach to the AB361 legislation.

Staff requests the Board to consider the following special meeting dates to maintain AB361 compliance through September 14, 2023:

- Thursday July 6, 2023, 9:00 AM – This would carry AB361 exceptions through August 5, 2023.
- Thursday August 3, 2023, 9:00 AM - This would carry AB361 exceptions through September 2, 2023.
- Thursday, August 31, 2023, 8:45AM (prior to TAC) – This would carry AB361 exceptions through September 30, 2023.