

TRANSPAC
Transportation Partnership and Cooperation
Meeting Notice and Agenda

THURSDAY, NOVEMBER 9, 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/82500891202?pwd=MC9pOWExOEpCUURtUUdEVUljM1c2dz09>

Meeting ID: 825 0089 1202 Password: 509643

Phone Access: To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID: 825 0089 1202 and Password: 509643

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.

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

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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 October 12, 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 October 18, 2023.

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

- CCTA Executive Director Timothy Haile’s RTPC Memo dated October 25, 2023.

d. RTPC MEETING SUMMARY LETTERS: 🌀 Page 21

- a. TRANSPAC – Meeting summary letter dated November 2, 2023.
- b. TRANSPLAN – No meeting summary letter available.
- c. SWAT – No meeting summary letter available.
- d. WCCTAC – Meeting summary letter dated October 5, 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: <https://countyconnection.com/wp-content/uploads/2023/10/6a.-Fixed-Route-Reports.pdf>
3. County Connection Link Monthly Report: <https://countyconnection.com/wp-content/uploads/2023/10/6b.-Paratransit.pdf>
4. The CCTA Project Status Report may be downloaded at: <https://ccta.net/wp-content/uploads/2023/09/QPSR-Jul-Sep-2023-compressed.pdf>
5. The CCTA Board meeting was held on October 18, 2023. The next regular meeting is scheduled for November 15, 2023.
6. The CCTA Administration & Projects Committee (APC) meeting was held on November 2, 2023. The next regular meeting is scheduled for December 7, 2023.
7. The CCTA Planning Committee (PC) meeting was held on November 2, 2023. The next regular meeting is scheduled for December 7, 2023.
8. The CCTA Calendar for November 2023 to January 2024 may be downloaded at: <https://ccta.primegov.com/Portal/viewer?id=20322&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 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. This action will reauthorize hybrid meetings as stated through December 9, 2023. 🌀 **Page 23**

ACTION RECOMMENDATION: Reauthorize the continuation of remote meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act provisions under AB361 through December 9, 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

- g. 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 2023/24 for the period ended September 30, 2023 as well as additional financial reports. 🌀 **Page 27**

ACTION RECOMMENDATION: Accept the quarterly financial report for the period ended September 30, 2023.

Attachment: Staff Report

END CONSENT AGENDA

- 4. CONSIDER FUTURE MEETINGS OF THE TRANSPAC BOARD AND SUBCOMMITTEES.** The currently adopted AB361 legislation has a sunset date of December 31, 2023. Staff will present options for future TRANSPAC meetings for Board consideration. 🌀 **Page 33**

ACTION RECOMMENDATION: It is requested that the TRANSPAC Board consider the conduct of meetings of the legislative bodies of TRANSPAC from January 1, 2024 and forward and provide a recommendation to staff. Staff is preliminarily recommending resuming in-person meetings for all legislative bodies of TRANSPAC effective January 1, 2024 and forward, per “traditional Brown Act Standards”. Staff also proposes to continue to include a hybrid (remote teleconferencing) option for non-Board members at TRANSPAC Board meetings.

Attachment: Staff Report

INFORMATION ITEMS

5. **MEASURE J LINE 20A FUNDS PROGRAM POLICIES – FY 2024/2025-FY 2025/2026.** The Contra Costa Transportation Authority (CCTA) Measure J line 20a program provides funds for Transportation Services for Seniors & People with Disabilities in the TRANSPAC area. TRANSPAC is responsible for recommendations on how the Measure J Line 20a funds are to be used in Central County. At this meeting staff will present the FY 2024/2025-FY 2025/2026 draft funds program policy for review and comment. (INFORMATION)
🌀 **Page 37**

Attachment: Staff Report

6. **NORTHBOUND I-680 EXPRESS LANES/INNOVATE 680 PROGRAM UPDATE.** CCTA staff will provide an update on the status of the Northbound I-680 Express Lane Completion (ELC) Project in preparation for the anticipated release of the draft environmental document in spring of 2024. CCTA staff will also provide an update on the overall INNOVATE 680 Program, which the ELC project is a component of. (INFORMATION) 🌀 **Page 83**

Attachment: Staff Report

7. **TRANSPAC CCTA REPRESENTATIVE REPORTS.**
8. **METROPOLITAN TRANSPORTATION COMMISSION REPORT.**
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 December 14, 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: October 12, 2023

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

PLANNING COMMISSIONERS PRESENT: Bob Pickett, Walnut Creek

STAFF PRESENT: Smadar Boardman, Walnut Creek; John Cunningham, Contra Costa County, Pranjal Dixit, County Connection; Abhishek Parikh, Concord; Ryan McClain, Pleasant Hill; Matt Todd, TRANSPAC; Tiffany Gephart, TRANSPAC; Debi Lawrence, TRANSPAC

GUESTS/PRESENTERS: Scott Simmons

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 Comment

There were no comments from the public.

3. Consent Agenda

- a. Approval of Minutes:
 - Minutes of the September 14, 2023 TRANSPAC Board Meeting.
- b. CCTA Executive Director's Report Regarding CCTA Actions/Discussion Items
- c. Items Approved by the CCTA for Circulation to the Regional Transportation Planning Committees and Related Items of Interest
- d. RTPC Meeting Summary Letters
- e. CCTA Meeting Updates and Countywide Information Links
- f. Consider Meetings of the TRANSPAC Board and Subcommittees. *Action: Reauthorize the continuation of remote meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act Provisions under AB361 through*

November 13, 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.

g. Interstate 680 Southbound Closure

On motion by Commissioner Noack seconded by Commissioner Haskew to reauthorize the continuation of remote meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act Provisions under AB361 through November 13, 2023 by unanimous vote of the members present (Carlson, Cloven, Noack, Obringer, Haskew, Ross).

End Consent Agenda

4. TRANSPAC APPOINTMENTS TO CCTA COMMITTEES.

There was a correction to the appointment item. The vacancy on the TCC is for the alternate position and not a primary position as stated in the agenda and staff report. Staff informed the Board of the desired correction and the TRANSPAC Board agreed to amend the action accordingly.

On a motion by Commissioner Noack seconded by Commissioner Haskew to Appoint Ryan McClain (Pleasant Hill) as the alternate representative to the TCC for the term ending March 31, 2025, and as a primary representative to the Innovate 680 TAC. Appoint Ananthan Kanagasundaram (Pleasant Hill) as an alternate representative to the Innovate 680 TAC by unanimous vote of the members present (Carlson, Cloven, Noack, Obringer, Haskew, Ross).

5. MEASURE J LINE 20A FUNDS PROGRAM – FY 2022-2023 PROGRESS REPORT.

Tiffany Gephart presented the FY 2022-2023 progress report. The details of the report are included in the corresponding staff report.

Commissioner Obringer asked about the call for projects timeline and if there are considerations on how to fund new programs given that there have been funding constraints in the past. Mr. Todd commented that the call for projects is scheduled to be released in December and noted that in the past existing applicants did receive more funding than newer programs and noted that there is discussion on how to best to prioritize programs going forward. Mr. Todd also mentioned that ADA data is also being evaluated as an additional measurement of program priority.

Commissioner Carlson commented that he is very interested in the ridership numbers and recommended finding opportunities to work with our transportation partners and look for opportunities to improve the collection of ridership data including exploring if there are technology needs that if met would assist to this end.

Commissioner Obringer asked if the high number of trips reported by the George Miller Center were from within the TRANSPAC area or throughout the County and requested more information about the program. Mr. Todd commented that the George Miller Center is a unique program that offers a high number of trips to a small population. Ms. Gephart commented that the program serves 6 individuals in the TRANSPAC area, but they are daily roundtrips. Ms. Gephart commented that it is a high-need population that utilizes the trips. Commissioner Obringer commented that there may be an opportunity for participants in the George Miller program to receive travel training assistance from County Connection. Ms. Gephart commented that the George Miller Center participants may not be ideal candidates for fixed-route service due to health and safety reasons.

Mr. Todd highlighted the nearly 65,000 trips that the funded programs provide.

Commissioner Noack commented that as CCTA establishes the accessibility program it may provide an opportunity to refer more people to these programs and increase the trip numbers further. Commissioner Haskew commented that there are a number of things in the works including the One-Seat Regional Ride Pilot program. In time it will be clearer how these programs will impact the 20a Programs.

Commissioner Noack noted autonomous vehicle programs in Rossmoor and Martinez. Mr. Todd commented that he would like to request a presentation on these programs.

Commissioner Carlson asked if caregivers ride along with passengers on the trips. Mr. Todd commented that caregivers are included, and it is considered as one trip (the passenger and the caregiver together).

6. TRANSPAC CCTA REPRESENTATIVE REPORTS.

Planning Committee Meeting - Commissioner Haskew noted that the Planning Committee Meeting was canceled.

Administration and Projects Committee Meeting - Commissioner Noack commented that there was a presentation on GoMentum 2.0 and how there can be collaboration with Concord and the future selected developers to enhance the GoMentum station and bring in businesses workforce development as well as the campus piece.

Innovate 680 Policy Advisory Committee - there was a presentation on the 6 facets of Innovate 680. A focus was signal systems, coordination, and Coordinated Adaptive Ramp Metering (CARM). There was also discussion on the potential extension of 680 Northbound Express Lanes.

MTC - Commissioner Noack commented that there was discussion on the Transit Oriented Development (TOD) Policy. A portion of the OBAG funding will be tied to the TOD policy. The regional housing measure was another topic that is slated to be on the ballot next year. Commissioner Noack further noted that the funding will allocate 20% to MTC over 50% for the production of housing and a portion for preservation and a portion that is flexible. The goal is to put out a Transportation Measure in 2026.

7. TAC ORAL REPORTS BY JURISDICTION

No comments from the TAC.

8. BOARDMEMBER COMMENTS

Commissioner Carlson noted that his offices moved and there will be an open house 10/12 at 2255 Contra Costa Blvd Suite 202 and welcomed anyone that would like to attend.

Commissioner Obringer commented that progress is continuing on the Naval Weapons Station and there will be a study session on the term sheet in November 14th. The goal will be to approve the term sheet on January 16, 2024.

9. MANAGING DIRECTOR'S REPORT

Mr. Todd commented that there is information in the consent calendar on a 680 Southbound closure. Mr. Todd further commented that there is new legislation that will replace AB361 and staff will research the legislation and provide information to the Board at a future meeting.

10. ADJOURN / NEXT MEETING The meeting adjourned at 9:46 a.m. The next regular meeting will be held on November 9, 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

October 18, 2023

On the Patio Podcast: September 8, 2023

I recorded the seventh episode of the On the Patio podcast with Seamus Murphy, the Executive Director of the San Francisco Bay Area Water Emergency Transportation Authority. We discussed ferry service in the Bay Area, new innovative ideas to provide service, expansion into Contra Costa County, and the development of the business plan.

Sons in Retirement: September 11, 2023

I was invited to speak to Sons in Retirement about the Authority and the future of transportation. There were about 200 attendees at the luncheon, and we had a great discussion about future needs for seniors, preferences for mobility, and how the Authority could best provide support.

Gillig: September 12, 2023

I was invited for a tour of Gillig's manufacturing facilities in Livermore, CA. We discussed the Interstate 680 Express Bus project, future fleet of transit, transition to zero emission buses, market demand, integrating innovative technologies into buses, vision for the future, and partnering at GoMentum Station.

Sweden Delegation: September 12, 2023

We hosted Seamless Bay Area and a delegation from Sweden at GoMentum Station to discuss transit of the future, modernizing public transport policy to address the shift in travel behavior, and how government needs to evolve to support this new future.

On the Patio Podcast: September 14, 2023

I recorded the eighth episode of the On the Patio podcast with April Treece, the Executive Director of Bay Area LEEDS. LEEDS stands for Linking Education and Economic Development Strategies. We discussed the importance of Science, Technology, Engineering, and Mathematics (STEM) in developing a pipeline of new jobs in Contra Costa County and the programs the Authority supports including the Femineers program, All Girl Lead the Way, and the STEM exposition at the Redefining Mobility Summit.

Cities Today Interview: September 18, 2023

I was interviewed by Cities Today to discuss our Automated Driving System project at the County Hospital with May Mobility and how the project will support getting people who do not have access to reliable transportation to the hospital.

Capstone Conversation Podcast: September 20, 2023

I was invited to speak on the Capstone Conversation podcast with Jared Asch. Jared serves as the Chair of the Citizens Advisory Committee. We discussed the state of transportation in Contra Costa County, the plan for the future, and dove into some good regional topics such as transit network management, congestion pricing, transportation funding, and accountability.

Meeting with Assemblymember Lori Wilson: September 25, 2023

I met with Assemblymember Lori Wilson to discuss GoMentum Station 2.0 and investing in California innovation. GoMentum 2.0 is a plan for expansion of the GoMentum Station testing facility at the Concord Naval Weapons Station into a proving ground and development of workforce development programs to support economic development in Contra Costa County, the Bay Area, and California.

Meeting with Senator Steve Glazer: September 26, 2023

I met with Senator Steve Glazer to discuss GoMentum Station 2.0 and investing in California innovation. GoMentum 2.0 is a plan for expansion of the GoMentum Station testing facility at the Concord Naval Weapons Station into a proving ground and development of workforce development programs to support economic development in Contra Costa County, the Bay Area, and California.

Walnut Creek Chamber of Commerce: September 27, 2023

I was invited to speak to the Economic Development Working Group of the Walnut Creek Chamber of Commerce to discuss the future of transportation and funding in Contra Costa County. We discussed the changing landscape of transportation and how the Authority is evolving to address these new challenges.

On the Patio Podcast: September 27, 2023

I recorded the ninth episode of the On the Patio podcast with Stephanie Hu, Director of Projects, and Rebecca Krawiec and Nicole Hilaire from Convey. Convey supported the development of the travel behavior studies conducted on Interstate 680, State Route 4, and Interstate 80. We discussed the unique approach that the Authority is taking with people centered planning to understand the change in travel behavior and identifying the personalized mobility options that people are looking for as an alternative to their car.

On the Patio Podcast: October 1, 2023

I recorded the tenth episode of the On the Patio podcast with Jared Asch. Jared serves as Chair of the Citizens Advisory Committee (CAC). The CAC represents the at-large public from Contra Costa County, provides oversight of our Growth Management Program (GMP), and recommends approval of the GMP Compliance Checklists submitted by each jurisdiction in Contra Costa County. We had a great discussion about some of the programs and initiatives that the Authority is embarking on, the importance of the CAC, and their role in the future.

San Francisco Business Times Interview: October 5, 2023

I was interviewed by the San Francisco Business Times following a press release from Glydways regarding their funding and upcoming projects. The journalist was interested in the Dynamic Personal Micro-Transit project that the Authority is deploying in eastern Contra Costa County through our public-private partnership with Eastern Contra Costa Transit Authority, dba Tri Delta Transit, and East County Connection Partners consisting of Plenary Americas, Glydways, Flatiron, Circlepoint, and InfraStrategies.

NBC Bay Area Interview: October 6, 2023

I was interviewed by NBC Bay Area about the Dynamic Personal Micro-Transit project that the Authority is deploying in eastern Contra Costa County through our public-private partnership with Eastern Contra Costa Transit Authority, dba Tri Delta Transit, and East County Connection Partners consisting of Plenary Americas, Glydways, Flatiron, Circlepoint, and InfraStrategies.

American Public Transportation Association (APTA) TRANSform Expo: October 8-11, 2023

I attended the APTA TRANSform Expo in Orlando, Florida. At the conference, the Authority was highlighted as a founding member of the Automated.Connected.Electric.Shared (ACES) Mobility Coalition. As chair of the ACES Mobility Coalition, we conducted our first Board meeting and hosted our inaugural reception to highlight our mission of the coalition. Our mission is to fully deploy shared autonomous mobility to support public transportation and inform future regulation reform, education, and support workforce development. Chair Glover and I visited SunTrax, an autonomous vehicle testing facility, to evaluate shared autonomous vehicles for the Rossmoor Automated Driving System project.

Innovate 680 Policy Advisory Committee (PAC) #15: October 11, 2023

The Authority hosted the 15th meeting of the Innovate 680 PAC. Staff provided an update on the program and projects, provided an update on the Northbound 680 Express Lane Completion project, and provided an overview of the technology concepts and operations scenarios for the Cooperative Adaptive Traffic Signal System. California Department of Transportation presented on their progress on the Interstate 680 Comprehensive Multimodal Corridor Plan (CMCP). The CMCP is required to secure future state funding from Senate Bill 1 Solutions for the Congested Corridors Program.

University of California, Irvine: October 12, 2023

I was invited as a guest lecturer for a transportation planning graduate class to discuss the future impacts of emerging technology on the transportation system, active deployments of autonomous vehicles in Contra Costa County, and our plan for the future.

Summer Community Event Series Update

This summer, the Authority hosted booths at 19 community events, with at least one appearance planned for each city/town in Contra Costa County. During the month of September, **8 booths were facilitated at events in Danville, Pleasant Hill, Antioch, Lafayette, Oakley, Richmond, Clayton, and Moraga.** In addition to general Authority educational and branded materials including a brochure, a postcard, and Authority-branded giveaways, staff gathered direct community input on several active projects.

Specific projects represented at these events were the *State Route 4 Corridor Vision Study*, *511 Bike Blender*, *MTC Express Carpool Check pilot program*, and *Countywide Safety Action Plan*. At the Martinez event, Authority staff talked with the public about our proposed mobility hub at the Martinez Amtrak station and partnered with the California Department of Transportation to present materials for the *Interstate 680 Comprehensive Multimodal Corridor Plan*. In Pleasant Hill, the Authority was joined by *511 Contra Costa* who brought their bike blender along with educational materials. The *MTC Express Carpool Check pilot program* was also represented at Pleasant Hill, where they were giving out \$300 vouchers for testers of the program.

Across all eight events, Authority staff counted a total of **1,862 visitors at the Authority's booth.** The PRESTO! Shuttle was present at the Martinez and Danville events, with Authority staff counting a total of **425 shuttle visitors.** Antioch saw the **highest attendance with 253 booth visitors and 433 shuttle visitors.**

Authority staff took detailed notes and collected comment cards to capture feedback from the public at each event. Staff noted that visitors enjoyed the opportunity to communicate with the Authority, although some skepticism was observed. Other common themes that we observed included:

- The vast majority of people were supportive of and interested in the autonomous shuttle. There were questions about whether service would be free.
- Safety on State Route 4 was a concern in Oakley.
- Residents in Moraga, and Lafayette mentioned school buses and transportation for students.
- Many cities/towns desired safer or protected bike lanes as well as more connections via the Bay Area Rapid Transit.

Our final event will occur in October. We look forward to finishing the series with a good amount of momentum in receiving thoughtful input from Contra Costa residents.

Website Update

Following the 99% increase in web traffic during the previous reporting period, ccta.net saw 17,444 visitors during the August 16 - September 15 reporting period—a 20% decrease. Fortunately, traffic as a whole remains high when measured year-over-year, with a 155% increase in average page views compared to this period the previous year. The most popular pages on ccta.net were *Home*, *Meetings*, *Our Team*, *Projects*, and *About Us*.

Ridepresto.com saw a modest decrease in web traffic (-17%) and engagement rate (-9.5%), although overall traffic remained high at 604 page views with a 40% engagement rate. Notably, we measured a 28% increase in average time on page, suggesting that page content resonates with users.

Social Media Update

Overall, the metrics for social media have remained solid. LinkedIn saw trivial decreases in post impressions (-2.1%) and engagement rate (-3.1%), a notable decrease to click rate (-41%), but a **290% increase** in shares of content compared to last period. On X (formerly Twitter) our following grew by 5, while post impressions and shares increased significantly - 31% and 42% respectively. During this reporting period, the engagement team was able to take advantage of the Authority's Facebook page after resolving access issues, resulting in 3,849 impressions, 224 engagements, and 29 posts shared. On Facebook and LinkedIn, the most popular posts were the launch of the *On the Patio* podcast. On X, the most popular posts were traffic alerts and a post promoting the Integrated Transit Plan.

The Authority's new PRESTO accounts saw significant declines in post activity and engagement. Despite this, our following on X still grew by 15% during the reporting period. While we continue to grow PRESTO's social media presence, the engagement team recommends that the Authority accounts continue to be the primary source of promotion for the PRESTO program, with PRESTO accounts reposting what the Authority accounts post until the audience grows.

Presto Update

The PRESTO service at Bishop Ranch has been underway for five months, and over 950 riders have taken a ride on the shuttle.

The PRESTO team continues to work closely with the Bishop Ranch and the Authority team to introduce new tenants to the service and to optimize operations by reducing dwell times at the stop stations. The hardware enhancements and software upgrades have been effective in reducing the downtime.

Ridership trends are consistent, with the Transit Center and City Center stops continuing to be the most utilized by riders. The ridepresto.com website has received an update allowing downtime notifications to be published in real-time, allowing riders to have more information about their upcoming trips.

Staff Out-of-State Travel: Timothy Haile registered for the Transportation Research Board National Academy of Science Managed Lanes Committee Mid-year meeting in Washington, D.C. from September 18-20, 2023, for a total amount of \$175.

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COMMISSIONERS

Federal Glover,
Chair

Newell Americh,
Vice Chair

Ken Carlson

Paul Fadelli

Loella Haskew

Chris Kelley

Aaron Meadows

Sue Noack

Scott Perkins

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: October 25, 2023

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

At its October 18, 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 July – September 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. Innovate 680 – Interstate 680 Part-Time Transit Lane/Transit Bus on Shoulder Testing and Training at GoMentum Station (Project 8009.03) (Project) – Authorization to Issue Request for Proposals (RFP) No. 23-4 for Environmental and Engineering Services

Recommendation: Staff sought authorization to issue RFP No. 23-4 for environmental and engineering services to implement the Project.

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

Action: The Authority Board authorized staff to issue RFP No. 23-4 for environmental and engineering services to implement the Project.

- C. Consider the Conduct for Meetings of the Legislative Bodies of the Authority for November 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 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 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.

- D. Approval of Fiscal Year (FY) 2023-24 Transportation Fund for Clean Air (TFCA) Projects that Meet the Bay Area Air Quality Management District's (BAAQMD) Cost Effectiveness Criteria

Recommendation: Staff sought approval of Resolution 23-39-G, which approves the FY 2023-24 Contra Costa TFCA County Program Manager projects that meet the BAAQMD's cost effectiveness criteria.

Action: The Authority Board approved Resolution 23-39-G approving the FY 2023-24 Contra Costa TFCA County Program Manager projects that meet the BAAQMD's cost effectiveness criteria.

- E. Quarterly Project Status Report for Transportation for Livable Communities and Pedestrian, Bicycle, and Trail Facilities Projects for July – September 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.

- F. Safe Streets and Roads for All Federal Discretionary Grant Program – Authorization to Execute Agreement No. 664 with the East Bay Regional Park District (EBRPD), Agreement No. 665 with the City of El Cerrito, Agreement No. 666 with the City of Antioch, Agreement No. 667 with the Town of Moraga, Agreement No. 668 with the City of Antioch, Agreement No. 669 with the Federal Highway Administration (FHWA), and Issue Request for Proposals (RFP) No. 23-3 to Procure Consultant(s) for Environmental and Engineering Services

Recommendation: Staff sought authorization for the Chair to execute Agreement No. 664 with EBRPD for implementation of the Martinez Bay Trail Gap Closure project; Agreement No. 665 with the City of El Cerrito for implementation of the Richmond Street Complete Streets Improvements project; Agreement No. 666 with the City of Antioch for implementation of the L Street Bicycle and Pedestrian Improvements project; Agreement No. 667 with the Town of Moraga for implementation of the Moraga Road and Canyon Road Improvements project; Agreement No. 668 with the City of Antioch for implementation of the Antioch Bike Garden project; issue RFP No. 23-3 for environmental and engineering services; and to allow the Executive Director or designee to make any non-substantive changes to the language. Staff also sought authorization for the Executive Director to execute Agreement No. 669 with the FHWA, for implementation of the “Bicycle and Pedestrian Safety Improvements to Improve Equity Countywide in Contra Costa”, including future amendments.

Action: The Authority Board authorized the Chair to execute Agreement No. 664 with EBRPD for implementation of the Martinez Bay Trail Gap Closure project; Agreement No. 665 with the City of El Cerrito for implementation of

the Richmond Street Complete Streets Improvements project; Agreement No. 666 with the City of Antioch for implementation of the L Street Bicycle and Pedestrian Improvements project; Agreement No. 667 with the Town of Moraga for implementation of the Moraga Road and Canyon Road Improvements project; Agreement No. 668 with the City of Antioch for implementation of the Antioch Bike Garden project; issue RFP No. 23-3 for environmental and engineering services; and allowed the Executive Director or designee to make any non-substantive changes to the language. Also, the Authority Board authorized the Executive Director to execute Agreement No. 669 with the FHWA, for implementation of the "Bicycle and Pedestrian Safety Improvements to Improve Equity Countywide in Contra Costa", including future amendments.

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

November 2, 2023

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

RE: Status Letter for TRANSPAC Meeting – October 12, 2023

Dear Mr. Haile: *Tim*

The TRANSPAC Committee met on October 12, 2023. The following is a summary of the meeting and action items:

1. Reauthorized the continuation of remote meetings of the legislative bodies of TRANSPAC pursuant to the Brown Act provisions under AB361 through November 13, 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.
2. Provided information on the Interstate 680 Southbound Closure (Occurring November 3-6, 2023).
3. Appointed Ryan McClain as an alternate representative to the TCC for the term ending March 31, 2025 and as a primary on the Innovate 680 TAC.
4. Presented the Measure J Line 20a Funds Program – FY 2022-2023 Progress report.

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)

El Cerrito

Hercules

October 5, 2023

Pinole

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

RE: September 2023 WCCTAC Board Meeting Summary

Richmond

Dear Tim:

The WCCTAC Board, at its meeting on September 29, 2023, took the following actions that may be of interest to CCTA:

San Pablo

- *Approved* an allocation of STMP funding to eight projects based on the WCCTAC TAC's recommendation. The Board also authorized staff to extend three expired funding agreements from previous allocations.

Sincerely,



John Nemeth
Executive Director

cc: Tarienne Grover, CCTA

AC Transit

BART

WestCAT

TRANSPAC Board Meeting **STAFF REPORT**

Meeting Date: November 9, 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 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 requires that the TRANSPAC Board</p>

	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 December 9, 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.
Financial Implications	There is no immediate fiscal impact.
Option(s)	1. Resume in person meetings for all legislative bodies of TRANSPAC beginning November 30, 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 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. Staff will continue to monitor Contra Costa Health Services recommendations and maintain communication with CCTA staff on AB361 implementation.

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 December 9, 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

Ph (925) 957-5403
Fax (925) 957-2651

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: November 9, 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 2023/24 for the period ended September 30, 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 September 30, 2023
Attachment(s)	A. TRANSPAC Quarterly Financial Report for period ended June 30, 2023 B. TRANSPAC 2023-2024 Expenditure Status

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 2023/24 for the period ended September 30, 2023. The attached material also includes additional information regarding expenses related to the budget.

REPORT.: 10/13/23
RUN...: 10/13/23
Run By.: ROSS

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

PAGE: 001
ID #: GLBS
CTL.: PLE

Ending Calendar Date.: September 30, 2023 Fiscal (03-24)

Assets

			Acct ID
TRANSPAC CASH BAL.ADJ.	89,879.51	85	1010 9999
TRANSPAC INVESTMENT IN LAIF	158,154.30	85	1060
TRANSPAC ACCOUNTS RECEIVABLE	123,369.00	85	1150
TRANSPAC INTEREST REC'BLE AT YEAR END	1,318.22	85	1250

Total of Assets ---->	372,721.03		372,721.03 =====

Liabilities

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

FUND Balances

			Acct ID
TRANSPAC RESTRICTED FUND BALANCE	95,377.28	85	2812
CURRENT EARNINGS	277,343.75		

Total of FUND Balances ---->	372,721.03		372,721.03 =====

REPORT.: 10/13/23
RUN...: 10/13/23
Run By.: ROSS

CITY OF PLEASANT HILL
Balance Sheet Report
FUND 85 - TRANSPAC

PAGE: 002
ID #: GLBS
CTL.: PLE

Ending Calendar Date.: September 30, 2023 Fiscal (03-24)

Assets

1010	9999	CASH BAL.ADJ.	89,879.51	
1060		INVESTMENT IN LAIF	158,154.30	
1150		ACCOUNTS RECEIVABLE	123,369.00	
1250		INTEREST REC'BLE AT YEAR END	1,318.22	

		Total of Assets ---->	372,721.03	372,721.03
				=====

Liabilities

FUND Balances

2812		RESTRICTED FUND BALANCE	95,377.28	
		CURRENT EARNINGS	277,343.75	

		Total of FUND Balances ---->	372,721.03	372,721.03
				=====

City of Pleasant Hill

FY2023/24 Income Statement Summary by Quarter

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

FUND:85 Name :TRANSPAC

Revenue Description DEPT Id	OBJ Id	Revenue Description	Activity in 1st Quarter	Activity in 2nd Quarter	Activity in 3rd Quarter	Activity in 4th Quarter	YTD thru 6/30/2023
3510		INTEREST REV					\$ -
4570		CONTRIB FROM OTHER AGENCIES	298,001.00				\$ 298,001.00
Total Revenue ----->							\$ 298,001.00
Expense Description DEPT Id	OBJ Id	Expense Description					
7085	0100	SALS-PERMANENT	17,094.75				\$ 17,094.75
7085	1110	OUTSIDE CONSL/LITG	-				\$ -
7085	1140	AUDITING SVCS	-				\$ -
7085	1198	CONSULTANT/OTHR	-				\$ -
7085	1300	CONTRACTUAL SVC	562.50				\$ 562.50
7085	1486	MAINT	-				\$ -
7085	2400	POSTAGE	-				\$ -
7085	4200	SUPLS/OPERATING	-				\$ -
7085	6800	ADMIN OVERHEAD	3,000.00				\$ 3,000.00
7085	6905	CONTINGENCIES	-				\$ -
7085	6985						\$ -
Total Expense ----->							\$ 20,657.25
Net Rev/(Exp)							\$ 277,343.75

TRANSPAC		2023-2024		- Expenditure Status					
Through 9/30/23 (including expenses incurred with payment pending)									
EXPENDITURES									
					2023-2024	2023-2024			
					BUDGET	EXPENDITURES			Notes
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)					\$ 286,000	\$ 76,373	26.7%	Invoices through 9/30/23	
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	\$ 563	11.3%	Invoices through 9/30/23	
Audit Services					\$ 4,500	\$ -	0.0%		
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance					\$ 10,000	\$ -	0.0%		
Pleasant Hill City/Fiscal Administration					\$ 3,000	\$ 3,000	100.0%	Invoices through 9/30/23	
Subtotal					\$ 308,500	\$ 79,935	25.9%		
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. The increase in the balance reflects unexpended funds from the completed contracts					\$ 41,500	\$ -	0.0%		
Total					\$ 375,000	\$ 79,935			
REVENUES									
					2023-2024	2023-2024			
					BUDGET	ACTUALS			
Member Agency Contributions					\$ 298,000	\$ 298,001	100.0%		
Carryover Balance					\$ 35,500	\$ 53,877	151.8%		
Interest Earned									
Project Reserve Carryover Balance					\$ 41,500	\$ 41,500	100.0%		
Total					\$ 375,000	\$ 393,378	104.9%		

10/31/2023

TRANSPAC 2022-2023 and 2023-2024 - Expenditure Status												
(includes 2023-2024 expenses incurred with payment pending)												
EXPENDITURES												
							2022-2023	2023-2024				
							EXPENDITURES	EXPENDITURES				
							THRU 9/30/22	THRU 9/30/23	Notes			
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)							\$ 47,262	\$ 76,373	Invoices through 9/30/23			
Legal Services - expenses would be incurred on a time and material basis							\$ -	\$ -				
Web Site - Maintain / Enhance (time and material based expenses)							\$ 125	\$ 563	Invoices through 9/30/23			
Audit Services							\$ -	\$ -				
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance							\$ -	\$ -				
Pleasant Hill City/Fiscal Administration							\$ 2,856	\$ 3,000	Invoices through 9/30/23			
Subtotal							\$ 50,243	\$ 79,935				
Contingency							\$ -	\$ -				
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							\$ -	\$ -				
Total							\$ 50,243	\$ 79,935				
REVENUES												
							2022-2023	2023-2024				
Member Agency Contributions							\$ 277,000	\$ 298,001				
Carryover Balance							\$ 39,299	\$ 53,877				
Interest Earned							\$ -	\$ -				
Project Reserve Carryover Balance							\$ 41,233	\$ 41,500				
Total							\$ 357,532	\$ 393,378				

10/31/2023

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: November 9, 2023

Subject:	CONSIDER FUTURE 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. In June 2021, the Governor issued an Executive Order that rescinded the aforementioned relaxations of the Brown Act, and 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>TRANSPAC has been conducting meetings under the guidance of AB361 since October 2021. In May 2023, TRANSPAC moved to a in person meetings for the Board (and also provided for remote participation for non-Board participants). Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc committees have been allowed to continue meeting virtually. The AB361 legislation we have been operating under sunsets December 31, 2023.</p>
Recommendation	<p>It is requested that the TRANSPAC Board consider the conduct of meetings of the legislative bodies of TRANSPAC from January 1, 2024 and forward and provide a recommendation to staff. Staff is preliminarily recommending resuming in-person meetings for all legislative bodies of TRANSPAC effective January 1, 2024 and forward, per “traditional Brown Act Standards”. Staff also proposes to continue to include a hybrid (remote teleconferencing) option for non-Board members at TRANSPAC Board meetings.</p>
Financial Implications	<p>There is no immediate fiscal impact.</p>
Option(s)	<ol style="list-style-type: none">1. Resume in person meetings for all legislative bodies of TRANSPAC beginning November 30, 2023, and forward per “traditional” Brown Act Standards.2. Hold meetings for all legislative bodies of TRANSPAC per AB557 standards. This would allow for limited remote

	meetings with additional restrictions. This would entail additional costs associated with staff time to monitor and adhere to the policies as outlined.
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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. In June 2021, the Governor issued an Executive Order that rescinded the aforementioned relaxations of the Brown Act, and 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.

TRANSPAC has been conducting meetings under the guidance of AB361 since October 2021. In May 2023, TRANSPAC moved to a in person meetings for the Board (and also provided for remote participation for non-Board-participants). Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc committees have been allowed to continue meeting virtually.

Meetings of TRANSPAC bodies have continued to meet in compliance with AB361 authorization to date. This approach has been consistent with the CCTA Board's approach to the AB361 legislation.

December 31, 2023 marks the sunset date of the current AB361 legislation. Additional legislation, AB557, signed by the Governor on October 8, 2023, replaces AB361 and authorizes teleconferencing when a declared state of emergency is in effect. The legislation extends the required reauthorization timeline (beyond the existing 30-day AB361 requirement) to 45 days. However, this legislation includes a number of restrictions in cases where there is no State or County declared state of emergency present including:

- a. a requirement to post all teleconference locations and make these locations available to the public, and
- b. that a quorum of the members participate from locations within the boundaries of the agency jurisdiction, and
- c. that remote meetings cannot exceed 20% of the regular scheduled meetings

We understand that the CCTA Board are proposed to take action in December on the conduct of meetings in 2024. Staff have been in communication with CCTA staff and understand the intention is to resume in-person meetings since there is no state of emergency in place and due to the subsequent restrictions of AB557 under the current circumstances. If the Board chooses to resume in-person meetings, a teleconference option can still be made available to the public

at the Board's discretion. In the event that circumstances change, and in-person meetings pose a significant health risk to committee members and the public, the TRANSPAC Board may elect to reconsider teleconference meetings under AB557. Staff will continue to monitor this issue and will present any relevant legislation or County health guidelines to the TRANSPAC Board for consideration.

It is requested that the TRANSPAC Board consider the circumstances of remote meetings of the legislative bodies of TRANSPAC and advise staff on the conduct of meetings going forward.

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TRANSPAC Board Meeting STAFF REPORT

Meeting Date: November 9, 2023

Subject:	MEASURE J LINE 20A FUNDS PROGRAM POLICIES – FY 2024/2024 - FY 2025/2026
Summary of Issues	<p>The Contra Costa Transportation Authority (CCTA) Measure J line 20a program provides funds for Transportation Services for Seniors & People with Disabilities in the TRANSPAC area. TRANSPAC is responsible for recommendations on how the Measure J Line 20a funds are to be used in Central County. TRANSPAC last issued a call for projects at the end of 2021 for a two-year cycle and approved a program of projects for FY 2022/2023 and FY 2023/2024 in June 2022. Staff anticipates presenting a new draft program for approval in June 2024.</p> <p>In anticipation of the FY 2024/2025 and FY 2025/2026 funding cycle, staff presented a list of evaluation topics for consideration and potential inclusion in the funds policy at the August 31, 2023 TAC meeting. The topics were compiled from comments throughout the previous funding cycle. From that meeting, the TAC recommended the formation of a scoring criteria sub-committee, which met on September 25, 2023, to further discuss the evaluation topics for inclusion into the draft call for projects and fund policy. The current draft includes revisions from TAC and subcommittee discussions. It is requested that the TRANSPAC Board review the Draft call for projects and funds program policies and provide comments.</p>
Financial Implications	None
Attachment(s)	A. DRAFT TRANSPAC Measure J Line20A Application and Policy (FY 2024-2025 & FY 2025-2026) B. MTC Map of Equity Priority Communities (Central County) & Plan Bay Area 2050 Equity Priorities Map C. Measure J TEP Program Description D. Sample CCTA Master Funding Agreement

Background

The Measure J Expenditure Plan includes a program, line 15: Transportation for Seniors & People with Disabilities. The name generally self-describes the activities that the program funds. There is an additional program in Measure J, line 20a: Additional Transportation Services

for Seniors & People with Disabilities, which provides the TRANSPAC area an additional 0.5% of Measure J revenue for these types of services. TRANSPAC is responsible for recommendations on how the Line 20a funds are to be used.

TRANSPAC typically issues a call for projects for a two-year cycle and approves two-years of programming in June of the even numbered years. TRANSPAC last issued a call for projects at the end of 2021 for a two-year cycle and approved a program of projects for FY 2022/2023 and FY 2023/2024 in June 2022. The previous Line 20A program awarded approximately \$1.2 million dollars. Staff anticipates presenting a new draft program for approval in June 2024.

Evaluation Criteria and Fund Program Policies

In preparation for the call for projects, staff presented the last cycles application, policies and evaluation topics for TAC comment and discussion. As part of the discussion, several topics emerged for further consideration.

At the August 31, 2023 TAC meeting, staff presented the following topics of interest for discussion:

- Defining program priority – The TAC discussed whether to continue to prioritize programs that have been funded in past cycles (and have demonstrated consistent valuable service to the community) over new programs. The TAC recommended to continue prioritizing long-standing programs.
- Formulation of a Scoring Committee – This committee would evaluate applications and provide recommendations to the TRANSPAC Board/TAC. The TAC recommended forming a scoring committee as well as a scoring criteria development committee to further evaluate the topics and make recommendations.
- Establishing Maintenance of Effort Criteria – Maintenance of Effort criteria would include additional criteria to review how other funding sources are matching with 20a funding and can be used to prioritize consistent levels of local match/investment, funding for new service and service expansion, or programs that meet defined local match criteria. The TAC recommended to not include this criteria in the current cycle but to consider it in future cycles.
- Prioritizing service to Equity Priority Communities (EPCs) – the TAC discussed the importance of serving the Equity Priority Communities of Martinez and Concord and recommended to continue considering service to EPCs as a criteria.

On September 25, 2023, the Scoring Criteria Development committee met to consider the topics further. The bulk of the discussion centered on the topic of equity. The following recommendation and subsequent application questions were discussed and were incorporated into the draft application:

- Consider additional equity questions that offer insight into other service equity factors beyond the geographic location of services (i.e., the MTC defined EPC areas). The discussion for this approach included considering that elderly and disabled individuals meet many of the criteria used to define EPC areas even if they are not geographically

located in the MTC define EPC area. The additional equity questions that were proposed include:

- a) What percentage of individuals served are completely dependent on the proposed transportation program or service?
- b) If the transportation program or service was not available, how would the users be impacted by the loss of service?
- c) If the proposed transportation program or service is new, how are target users completing trips currently?
- d) Percentage of users that can't afford to pay for the service.
- e) Provide information about trips provided that serve areas identified as Equity Priority Communities.

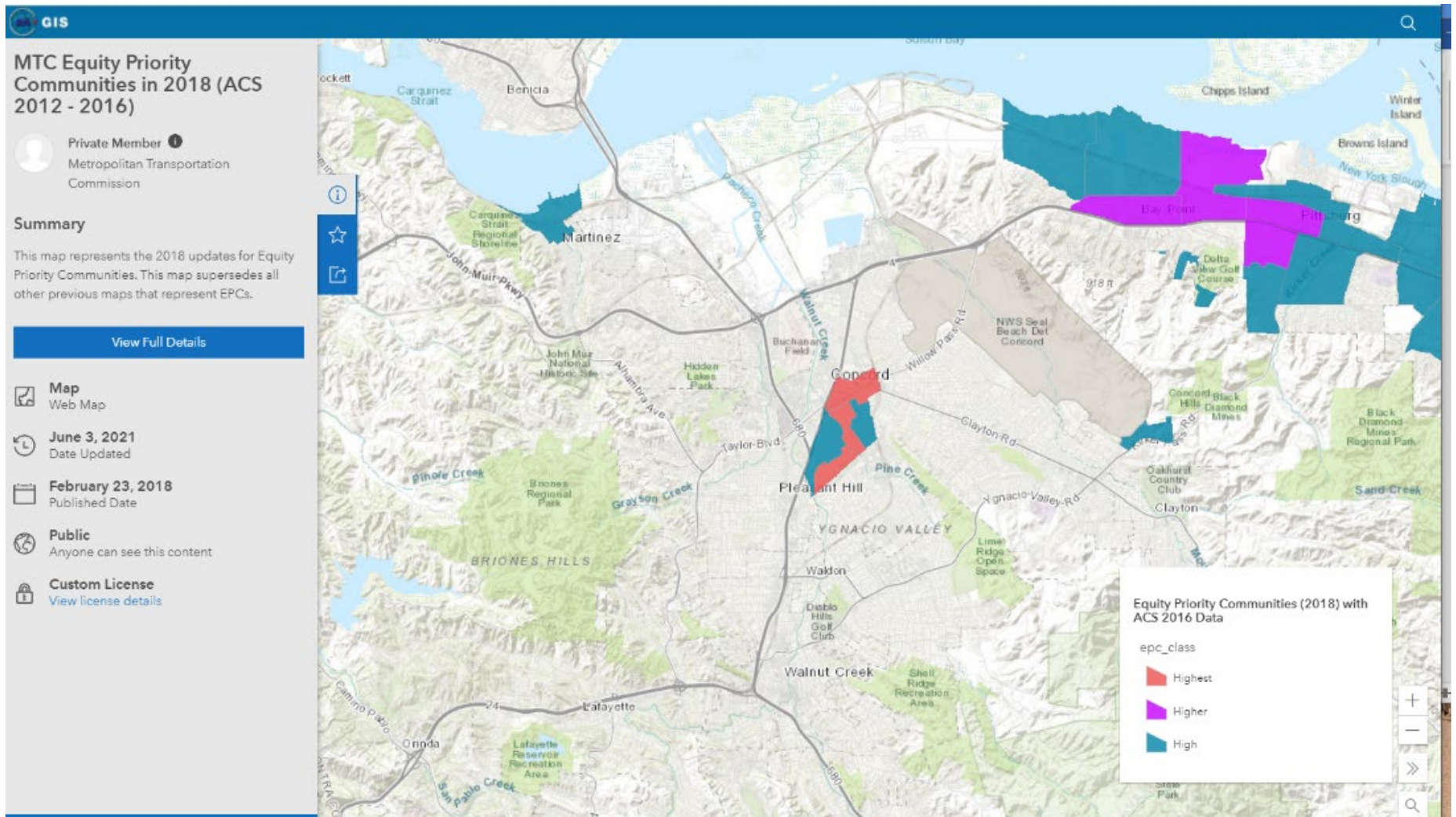
Staff also proposes adding language regarding the priority of capital project requests. In the recent past, requests have been greater than funding available, and capital project requests have prioritized lower than operations. This language would indicate a priority for capital requests of a TRANSPAC member agency, and further prioritize a vehicle purchase for operations that have not required subsidy with 20a program funds. Non TRANSPAC member agency capital requests would follow.

It is requested that the Board review the attached Draft policies and application and provide comment.

*Anticipated Programming Schedule For
Next Programming Cycle*

December 2024	Release Call for Projects (for 2024/2025 and 2025/2026)
January 2024	Applications Due
February – April 2024	Review Project Applications
May 2024	Review Draft Program
June 2024	Approve Final Program

Source: <https://opendata.mtc.ca.gov/maps/MTC::mtc-equity-priority-communities-in-2018-acs-2012-2016/explore?location=37.961568%2C-122.029225%2C12.24>



2024-2025 and 2025-2026

Call for Projects

TRANSPAC Measure J Line 20a Funds

Additional Transportation Services for Seniors and People with Disabilities

1. **TRANSPAC, the Regional Transportation Planning Committee for Central Contra Costa** is issuing a Call for Projects for Measure J Line 20a funds "*Additional Transportation Services for Seniors & People with Disabilities*" funded through the Measure J Transportation Sales Tax Expenditure Plan approved by Contra Costa voters (in 2004) for the two-year period of FY 2024-2025 and 2025-2026.
2. **Funds will generally be used** in support of transportation services and related capital expenditures for seniors and people with disabilities provided by TRANSPAC jurisdictions and public and private non-profit agencies operating in the TRANSPAC area (map attached). Funds must be spent in a manner consistent with the Contra Costa Transportation Authority's Measure J Program 15 Transportation for Seniors & People With Disabilities¹. Examples of eligible expenditures include but are not necessarily limited to: vehicle purchase/lease/maintenance, mobility management activities, travel training, facilitation of countywide travel and integration with other public transit.
3. **According to Measure J**, in years when revenues have declined from the previous year, funds may be used for supplemental, existing, additional or modified service for seniors and people with disabilities; in years where funding allows for growth in service levels, these funds would be used for service enhancements for seniors and people with disabilities. TRANSPAC will determine if the use of funds proposed by operators meets these guidelines for the allocation of these funds.
4. **Eligible Applicants**: TRANSPAC jurisdictions, public non-profit and private non-profit transportation service agencies, duly designated by the State of California and operating in TRANSPAC area in Central Contra Costa may submit application(s) for operating funds for transportation services and/or capital funding projects necessary to continue and/or support existing services for the proposed twenty-four (24) month period. Transportation services and projects must directly benefit seniors and disabled residents of Central Contra Costa (Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and Unincorporated Central Contra Costa County). Please see attached map.

¹ Full program description is available in the Measure J Sales Tax Expenditure Plan: <https://ccta.net/wp-content/uploads/2018/10/5297b121d5964.pdf>

5. **Funding Available:** The total funding available for this two-year grant/project period is estimated to be **\$XXX,000 (\$XXX,000 annually)**.
6. **Evaluation Criteria:** Applications will be evaluated on the following criteria which should be addressed in the grant application:
 - Proposed service fills an identified gap in transportation/transit network.
 - Proposed service complements the transportation services provided by the County Connection LINK Americans with Disabilities Act paratransit service.
 - Does the proposal include any service coordination efforts with other accessible or fixed route transit operations, use of mobility management services, etc.
 - The costs of operations relative to the cost of the LINK Paratransit service
 - Per Revenue Hour
 - \$81.41 (FY 2022/2023)
 - Per Passenger
 - \$75.18 (FY 2022/2023)
 - Is the service currently being funded by the 20a program?
 - Demonstration of the capacity, commitment, and funding strategy to continue service beyond the grant period.
 - Though matching funds are not required, providing matching funding and leveraging other fund sources will be viewed favorably.
 - Consider multiple equity factors of the proposed service to be provided in the TRANSPAC Subregion (see equity priority area map on **page x**).

Specific services may be evaluated based on prior pilot program information (such as transportation network company (TNC) service).

7. **Applications:** Applicants are required to complete the attached application form and may attach additional information in support of the application. The TRANSPAC Board will request application review and a program recommendation from TRANSPAC TAC. The TRANSPAC Board will make funding recommendations to Contra Costa Transportation Authority (CCTA) and request allocation action(s).
 - a. Applications should be mailed, or emailed (preferred, pdf format), to:
Matt Todd, Managing Director
1211 Newell Avenue, Suite 200
Walnut Creek, CA 94596
matt@graybowenscott.com
 - b. **Applications must be received by 3:00 pm on Friday, January 19, 2024.**
 - c. Electronic copies of the application will be available by download or email. Please contact Tiffany Gephart, Board Clerk, at tiffany@graybowenscott.com for the electronic version.

d. Late applications will not be accepted.

8. **Contra Costa Transportation Authority Allocation Process:** Successful applicants will be required to execute a Funding Agreement with the CCTA within 120 days of the fund program approval and must comply with all of its requirements (see sample Master Agreement attached), including, but not limited to, audits, compliance with the Measure J Expenditure Plan as it pertains to the project, insurance (see attachment section 1.9 of sample master agreement insurance requirements), indemnification, and reporting. Pursuant to CCTA policies and procedures established in the Funding Agreement referenced above, project sponsors will be reimbursed for eligible, documented expenses pursuant to the approved program/project budget and scope, schedule and/or project description.
9. **Reports to TRANSPAC and the Contra Costa Transportation Authority:** First and second year grantees will be required to report on a quarterly basis to TRANSPAC and/or the CCTA on the transportation services and related capital projects funded through this Call for Projects. For grantees with two years of 20a grant funding history, the reporting requirement is semi-annually contingent upon no issues identified by TRANSPAC or CCTA.

TRANSPAC

Transportation Partnership and Cooperation

Applications must be received by

3:00 pm on Friday, January 19, 2024.

Applications may be emailed to

Matt Todd, Managing Director at:

matt@graybowenscott.com

<p>APPLICATION Call for Projects TRANSPAC Measure J Line 20a Funds Additional Transportation Services for Seniors and People with Disabilities</p>

-Additional information may be included as attachments

-Please provide clear and concise responses that address the application question

-Fiscal Year (FY) is defined as July 1 to June 30

APPLICATION INFORMATION

Contact Information

Project Title

Name of Agency

Primary Contact Name

Street Address

City, State, Zip

Phone

Email Address

I certify that the information contained in this application is true and complete to the best of my knowledge.

Signature of Responsible Party ² _____ Date _____

² First and second year nongovernmental grantees must have their Board of Directors authorize or approve the grant application by **February 8, 2023**. Authority for subsequent grant applications and reporting may be delegated to the agency executive officer.

Project Title _____

**Please provide clear and concise responses that address the application question.
If your organization provides more than one transportation program, please provide responses for each program component as needed.**

1. Overall Program

(Provide an overview of your agency, mission, overall services provided, and section of the IRS code your non-profit operates under)

2. Transportation Program/Project/Service

- a. Name of the Program, Project, or Service
(specific component of the funding request)
- b. Eligibility requirements to use Program, Project, or Service
- c. Include program boundaries such as trip caps, dollar caps, max subsidy, etc.
- d. Service area boundaries and common trip origins and/or destinations
- e. Days and hours of operation
(include frequency if applicable)

3. Is this a request for continuing or expanding existing service funded by Line 20a funding?

If the answer is “yes”, please provide:

- The date of first expenses reimbursed by Measure J, and
- The date of the last progress report submitted and the period reported on (and attach the progress report)

4. Please review the minimum insurance requirements required to enter into a grant agreement with the Contra Costa Transportation Authority (see section 1.9 of the Sample Master Agreement) Is the agency able to meet the minimum insurance requirements of the granting agency?

OPERATIONAL INFORMATION

(information regarding service requesting funding for)

5. Type of service.

6. Purpose and need of service.

7. Provide a brief description (125 words or less) of the service to be provided. Please note: this section **is required** even if your program is described elsewhere in the application. This description will be used for other program documentation purposes (i.e. in project funding agreement).

8. Describe:
 - a. Eligibility requirements as well as who uses the program and relevant policies and guidelines for the service;
 - b. The benefit of the proposed services to the public;
 - c. How the proposed service fills an identified gap in transportation/transit network; and/or how the service complements the County Connection LINK Americans with Disabilities Act paratransit service.
 - d. Do the users of the program also use the LINK service (i.e. eligible and use the service, are eligible but do not use the service, are not eligible for the LINK service)?
 - e. Describe the provision of any components of the Line 20a Grant funded service that would be above and beyond a trip provided by the LINK service?
 - f. Please indicate which descriptions apply to the service provided (can select more than one)

 On Demand Curb to Curb Service
 On Demand Door to Door Service
 On Demand Door through Door Service
 Service focused on a common destination or program – Curb to Curb
 Service focused on a common destination or program – Door to Door
 Service focused on a common destination or program – Door through Door
 Fixed-Route Service
 Volunteer Driver Service
 Regularly Prescheduled Trips to a Program
 Service Provided by a TNC Taxi

Please include any additional information or suggest different description as required:

g. Please indicate which cities your transportation program serves.

- Clayton
- Concord
- Martinez
- Pleasant Hill
- Walnut Creek
- Unincorporated Contra Costa County

9. Describe any efforts to coordinate services or other resources with other transportation providers or mobility management organizations (including software programs) or why you do not share resources with other agencies.

10. How does your program help implement the development of the goals of the Accessible Transportation Strategic Plan Task Force?

11. Provide information regarding fleet description, driver training, and other support provisions for the service (i.e., maintenance, dispatch).

12. Provide a breakdown of expected trip origins and destinations (by community) and types of destinations. Include information about trips and if they are within the TRANSPAC area or involve areas outside of the TRANSPAC area (or other transit service areas). Trip origin/destination information by city/zip code is also requested. Include the basis of the assumption (i.e., based on past period of service or other).

13. Equity

Is the proposed program or project an origin-destination transportation service? If no (i.e. travel training, capital improvement project, etc), skip to question 13.e.

- a. What percentage of individuals served are completely dependent on the proposed transportation program or service?

- b. If the transportation program or service was not available, how would the users be impacted by the loss of service. Or if this service does not currently exist how are people making these trips now.
 - c. If the proposed transportation program or service is new, how are target users completing trips currently?
 - d. Percentage of users that can't afford to pay for the service.
 - e. Provide information about trips provided that serve areas identified as Equity Priority Communities by MTC (see page of the call for projects package).
14. Provide information about the capacity of the service and if there are any constraints to providing service (i.e., such as waitlists).
15. Describe impacts COVID-19 and the resulting guidance and limitations on group gatherings and public distancing has had on the existing service as well as how it is expected to impact you program in the future, and how it will be accounted for in the proposed funding period.
16. Describe the agency approach and strategy to continue the operation of the service beyond the Line 20a funding grant period.

Please provide the information requested below. If your organization provides more than one transportation program, provide the information in tables for each program component.

	Last 12 Month Period		Projected for	
	(Assume Calendar Year 2023; or specify other time period below)		FY 2024/2025 (7/1 to 6/30)	
	Monthly Avg	Annual	Monthly Avg	Annual
Number of individuals served by the transportation program				
Number of unique individuals served over the period	N/A		N/A	
Number of unique individuals in TRANSPAC area of Contra Costa County	N/A		N/A	

* Please only include unique individuals served by the funded project/program.

** For example, if your program provided 10 people a total of 100 trips over the reporting period, the program has 10 unique individuals served over the period. If 2 of the people reside in Lafayette, 4 in Walnut Creek, and 4 in Concord, then there are 8 unique individuals in the TRANSPAC area.

*** TRANSPAC area of Contra Costa County includes Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and the unincorporated areas within Central County (see map at <https://transpac.us/>).

	Last 12 Month Period		Projected for	
	(Assume Calendar Year 2023; or		FY 2024/2025	
	specify other time period below)		(7/1 to 6/30)	
	Monthly Avg	Annual	Monthly Avg	Annual
Trips provided (one-way trips)				
Number of total one-way passenger trips provided by the program				
Number of one-way passenger trips provided by the program entirely in Central County (i.e. origin and destination within Central County)				
Number of one-way passenger trips provided by the program with either the origin or destination in Central County				
Number of one-way passenger trips provided by the program with neither the origin or destination in Central County				
Number of vehicle trips provided by the program that included more than one passenger being transported				

* For example, if your program has provided 10 people a total of 40 round trips and 20 one way trips, a total of 100 one way trips should be reported for the reporting period.

** One way trips provided entirely within TRANSPAC area of Contra Costa County (see map at <https://transpac.us/>) regardless of the residence of the individual can be included in the second row of the table.

*** Number of vehicle trips information example – Passenger A is picked up at a location 1, Passenger B is picked up at location 2, Passenger A and B are dropped of at location 3. This is an example of a share vehicle trip.

	Last 12 Month Period (Assume Calendar Year 2023; or specify other time period below)		Projected for FY 2024/2025 (7/1 to 6/30)	
	Monthly Avg	Annual	Monthly Avg	Annual
Vehicle Hours of service provided				
Number of total vehicle hours of service provided				
Number of vehicle hours of service provided in TRANSPAC area of Contra Costa County				

See map at <https://transpac.us/> for TRANSPAC area of Contra Costa County.

- Please describe how a vehicle service hour is defined
(i.e. leave garage / return to garage, first pick up / last drop off, if includes wait times)

Expenses

- Cost of Line 20a Grant funded transportation program in (include direct costs of the service including (but not limited to) maintenance, administrative, and dispatching):
 - a. Last 12 Month Period: Calendar Year 2023
 - b. Projection for FY 2024/25

	Last 12 Month Period (Assume Calendar Year 2023; or specify other time period below)		Projected for FY 2024/2025 (7/1 to 6/30)	
	Annual Avg		Annual Avg	
Cost				
Per hour of service	N/A		N/A	
Per passenger trip	N/A		N/A	

* Cost of Line 20a Grant funded Transportation Program divided by the Number of total vehicle service hours of service provided

** Cost of Line 20a Grant funded Transportation Program divided by the Number of total one way passenger trips provided

- Other information - Please provide additional information if projected service has a substantial variance from past operations.

Program Schedule

- Include expected initiation of service and duration of services to be provided.
 - Please note this is different information requested from the service days and hours of operation.
- Include milestones needed to be achieved to initiate new programs (applications for new services are anticipated to require more detail in this section of the application, with detail about milestones needed to prepare and implement the new service)
- If your organization provides more than one transportation program, provide the information segregated for each program component.
- All programs should at minimum include service starts and service ends for the period of the grant funded service.
- Add lines as needed.

TABLE 2

Milestone	Date (month/year)
_____	_____
_____	_____
_____	_____
_____	_____

Funding Sources for the Proposed Program

- If your organization provides more than one transportation program, provide the information segregated for each program component.
- Add lines as needed.

TABLE 3

Funding Source	(\$)			Percent of Funding
	FY 24/25	FY 25/26	TOTAL	
Line 20a funds				
Fare Revenue (if applicable)				
Others				
TOTAL				

Expenditure budget for the Proposed Program

- Detail the total expenses for the project period by budget line-item detail and the amount of Line 20a funds that will be used for the budget line item. If you are applying for funding for multiple project components (such as a TNC program with separate shuttle service), include separate projected project costs for each independent component using the additional tables below. Contact TRANSPAC staff if you have any questions.
- The Total of the Budget Line Items should match the Total Funding Sources detailed above.
- The Total Line 20a funds should match the grant request amount.
- If your organization provides more than one transportation program, it may be appropriate to provide the information segregated for each program component.
- Add lines as needed.

TABLE 4

Program:[] Budget Line Item Description	(\$)			Amount of Line 20a Funds
	FY 24/25	FY 25/26	TOTAL	
TOTAL				

TNC Programs

Program:[] Budget Line Item Description	(\$)			Amount of Line 20a Funds
	FY 24/25	FY 25/26	TOTAL	
TOTAL				

Total Budget (i.e., of the Overall Agency) _____

Total Transportation Program Budget _____

Percentage of Budget Agency Transportation
Program Represents _____

Percentage of Budget this Specific Grant Funded
Program Represents _____

Provide additional information if the projected expenditure of the line 20a funds over FY 2024/25 and FY 2025/26 are not proposed to be balanced over the two-year period.

DRAFT

Capital Projects: Description of related capital project(s) for which funding is sought.

(Capital project funding requests will be considered as stand alone requests. Capitol project funding requests require the General and Operational project information to also be completed)

17. Purpose /Goal of Capital Project

18. Project Description: type, location, service life

19. Describe the benefits of the proposed capital project to the general public and/or the public transportation system

Schedule of Capital Procurement milestones

- Include milestones needed to be achieved in advance of purchase.
- Include milestone when equipment would begin service.
- Add lines as needed.

Milestone	Date (month/year)
_____	_____
_____	_____
_____	_____

Funding Sources for the Capital Project

- Add lines as needed

TABLE 5

Funding Source	(\$)			Percent of Funding
	FY 24/25	FY 25/26	TOTAL	
Line 20a funds				
TOTAL				

Expenditure budget for Capital Project

- Detail the total expenses for the Capital Project by budget line item detail and the amount of Line 20a funds that will be used for the budget line item
- The Total of the Budget Line Items should match the Total Funding Sources detailed above
- The Total Line 20a funds should match the grant request amount
- Add lines as needed.

TABLE 6

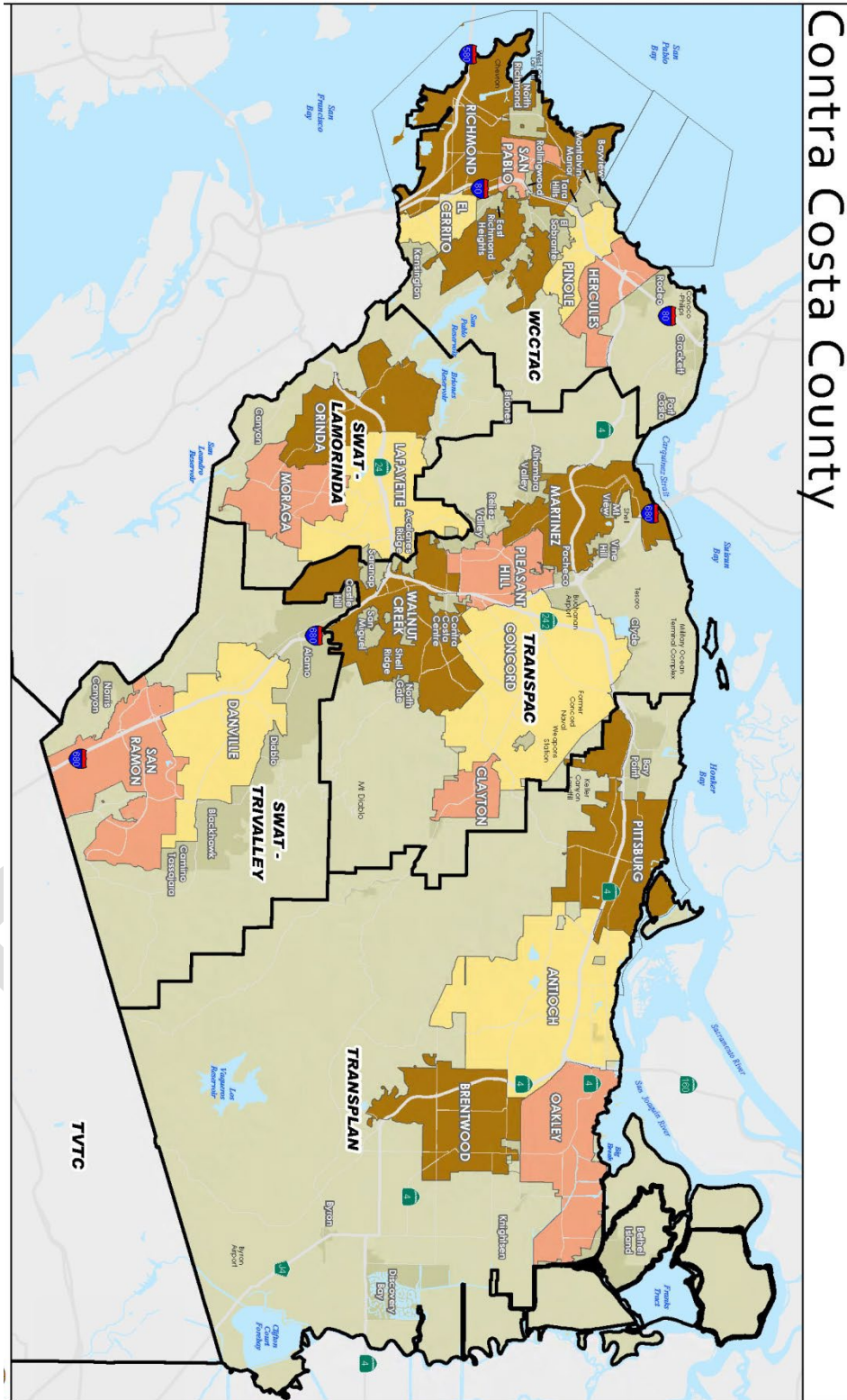
Budget Line Item Description	(\$)			Amount of Line 20a Funds
	FY 24/25	FY 25/26	TOTAL	
TOTAL				

MAP OF SERVICE AREA

Describe AND attach a map of your service area. Services must be provided in Central Contra Costa (Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, Unincorporated Central Contra Costa County)

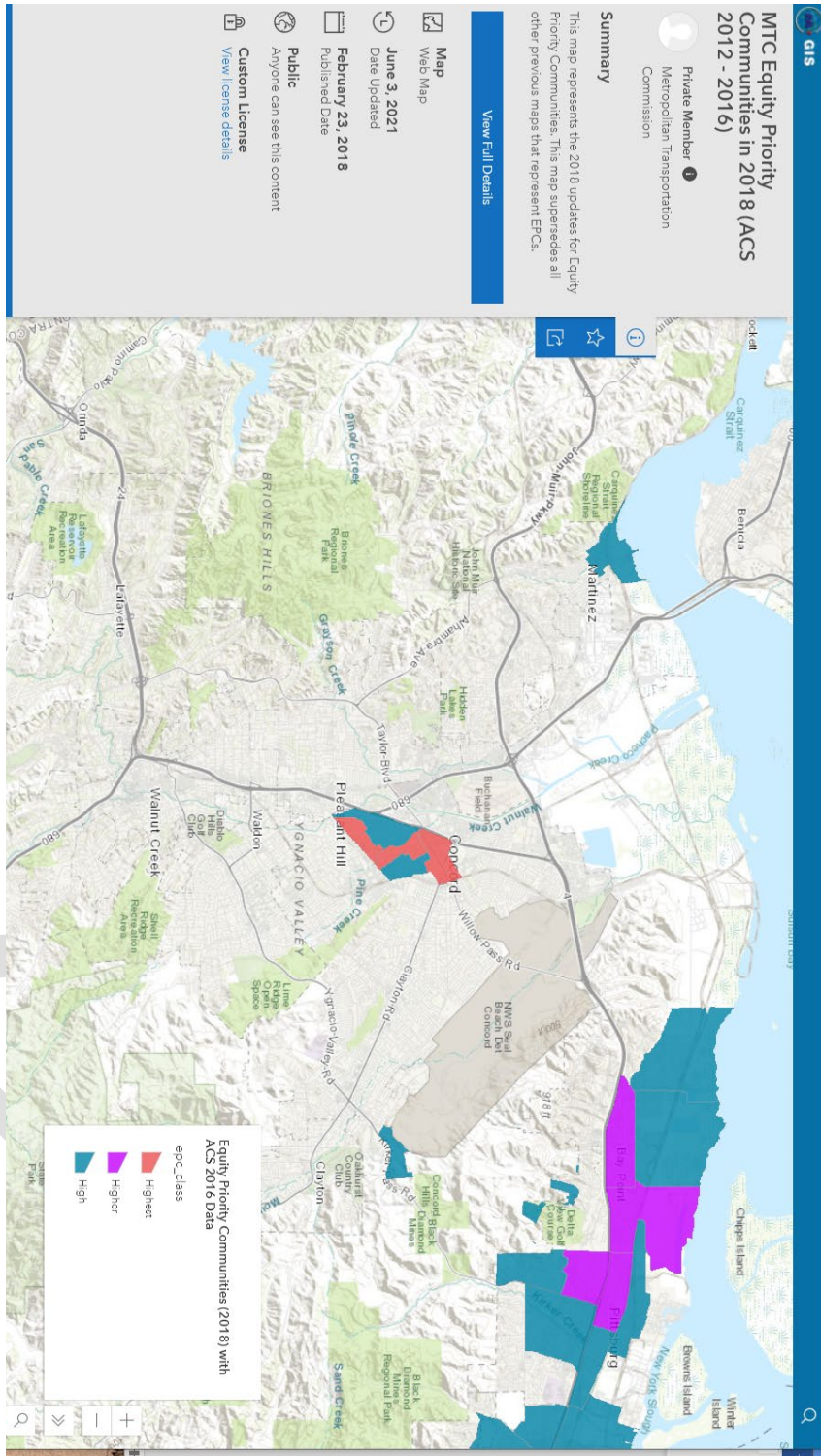
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TRANSPAC Area Map

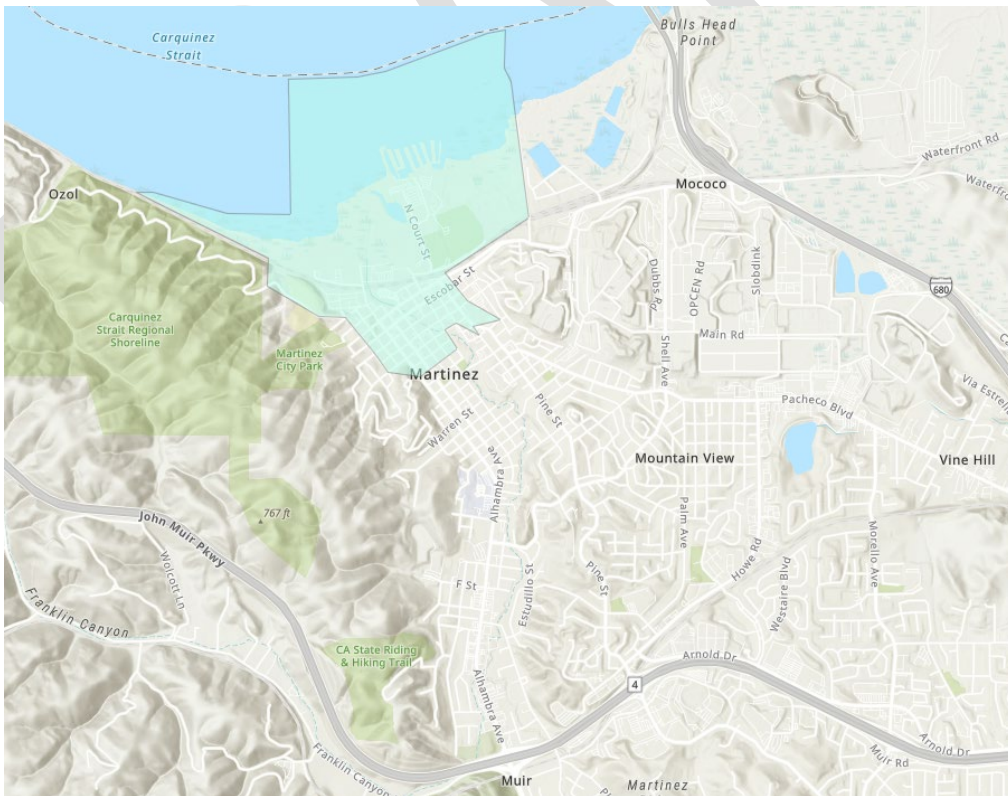
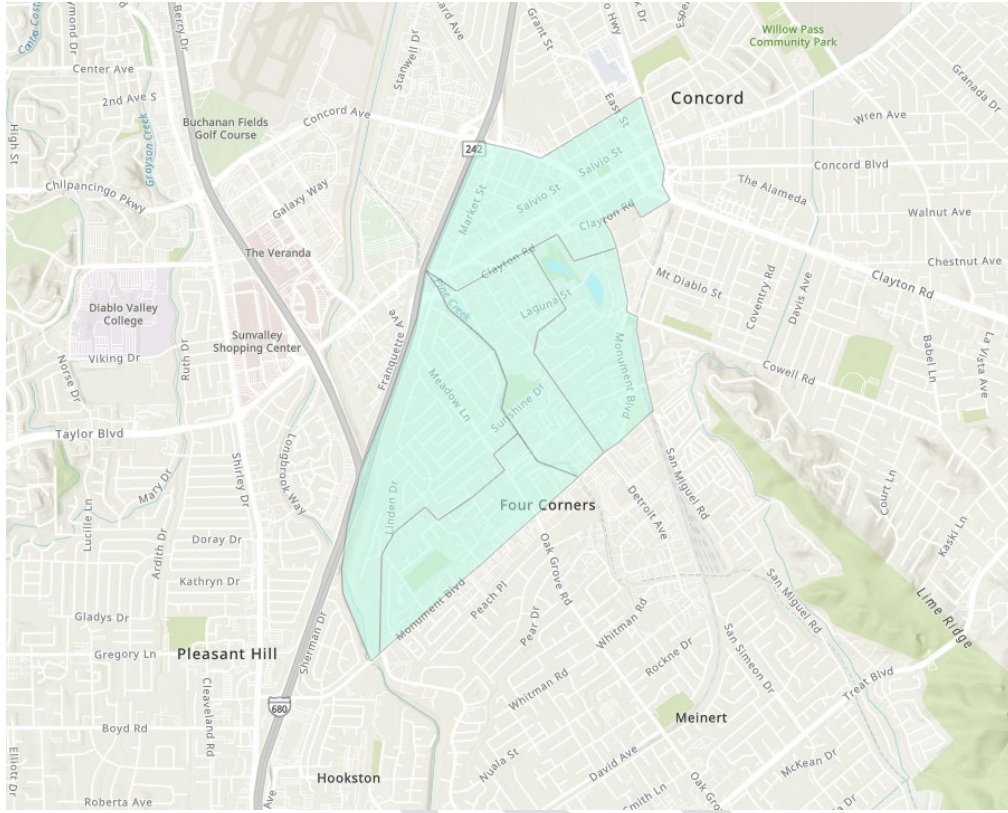


Contra Costa County

Equity Priority Community Maps



Source: <https://opendata.mtc.ca.gov/maps/MTC:mtc-equity-priority-communities-in-2018-acs-2012-2016/explore?location=37.961568%2C-122.029225%2C12.24>



TRANSPAC 20A Program Grant Progress Report FY 2024/2025

**TRANSPAC Measure J Line 20a Funds
Progress Report for
July 1, 2024, to June 30, 2025
Period**

Please provide the information requested in this Progress Report for your grant funded services / project.

Project Name	Sponsor	Funds Approved
Sample Project	Sample Organization	\$XXX,XXX

Please complete the attached progress report form for the period of July 1, 2024, to June 30, 2025.

Progress reports should be emailed to:

Tiffany Gephart, TRANSPAC Clerk
tiffany@graybowenscott.com

Please submit the Progress report for the period from July 1, 2024 to June 30, 2025 by [Date].

Name of Agency:

Line 20a Grant Funded
Project Name:

Amount of Grant:

Supplemental
Progress Report Period: 7/1/24 – 6/30/25

TRANSPAC 20A Program Grant Progress Report FY 2024/2025

Primary Project Contact

Name:

Phone:

Email:

Contact Information for who completed this progress report (if different from above)

Name:

Phone:

Email:

DRAFT

TRANSPAC 20A Program Grant Progress Report FY 2024/2025

Reporting Data

- 1. Summary of activities/services/impact made possible by grant funds** (Please also include a summary of any variances of activities/services/impacts that resulted from the impact of COVID-19 if applicable).

- 2. Line 20a Grant funded program number of unique individuals served - Input number of individuals served in the attached spreadsheet (see instructions at the end of the document). Please answer narrative questions below.**
 - a. If the information requested is not available, please input N/A in the spreadsheet and explain here:
 - b. If applicable, provide information regarding variances in program offerings from initial application assumptions.

- 3. Line 20a Grant funded program number of trips provided - Input trip information in the attached spreadsheet (see instructions at the end of the document). Please answer narrative questions below.**
 - a. If the information requested is not available, please input N/A in the spreadsheet and explain here:
 - b. If applicable, provide information regarding variances in program offerings from initial application assumptions.

- 4. Line 20a Grant funded program vehicle hours of service provided - Input vehicle hours in the attached spreadsheet (see instructions at the end of the document). Please answer narrative questions below.**
 - a. Please describe how a vehicle service hour is defined.
 - b. If the information requested is not available, please input N/A in the spreadsheet and explain here:
 - c. If applicable, provide information regarding variances in program offerings from initial application assumptions.

- 5. Expenses - Input expenses in the attached spreadsheet (see instructions at the end of the document). Please answer narrative questions below.**
 - a. If the information requested is not available, please input N/A in the spreadsheet and explain here:
 - b. If applicable, provide information regarding variances in program offerings from initial application assumptions.

TRANSPAC 20A Program Grant Progress Report FY 2024/2025

- 6. Line 20a Grant funded program vehicle service costs. Note: the cost per hour of service and cost per trip will be calculated automatically in the attached spreadsheet (see instructions at the end of this document for detail on how costs are calculated). Please answer narrative questions below.**
 - a. If the information requested is not available, please input N/A in the spreadsheet and explain here:
 - b. If applicable, provide information regarding variances in program offerings from initial application assumptions.

- 7. Trip Characteristics. Input trip characteristics in the attached spreadsheet (see instructions at the end of the document). Please answer narrative questions below.**
 - a. Please list common destinations for trips within Central County.
 - b. Please list common destinations for trips outside of the TRANSPAC area (if applicable). (See map at <https://transpac.us/> for TRANSPAC area of Contra Costa County)
 - c. Please list common trip destinations that cross transit service areas (i.e. that serve areas outside the County Connection service area).
 - d. If the information requested is not available, please input N/A in the spreadsheet and explain here:
 - e. If applicable, provide information regarding variances in program offerings from initial application assumptions.

- 8. Line 20a Grant funded program characteristics (at the end of the progress report period):**
 - a. Please describe the current capacity of your program.
 - b. Please describe waitlist status and/or other program needs, barriers, etc.

- 9. First and Second Year Grantees - please attach drivers log or other substantiation of trips/routes. Subsequent year grantees must retain records for 3 years.**

- 10. Please list any coordination activities with other transportation providers or mobility management functions (for example, sharing resources such as vehicles or facility space).**

TRANSPAC 20A Program Grant Progress Report FY 2024/2025

Instructions

Question 1: Overview

- Please provide a general description of your program and operations funded by the Measure J, Line 20a grant program. If there were no COVID-19 impacts in FY 2022-2023, please state so.

Question 2: Individuals Served

- **Individuals Served (annual and monthly):** Please only include unique individuals served by the funded project/program.
- **All Individuals:** if your program provided (10) people with a total of 100 trips over the reporting period, the program has (10) unique individuals served over the period.
- **Individuals within TRANSPAC:** If (2) of the people reside in Lafayette, (4) in Walnut Creek, and (4) in Concord, then there are (8) unique individuals in the TRANSPAC area. The TRANSPAC area of Contra Costa County includes Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and the unincorporated areas within Central County (see map at <https://transpac.us/>).

Question 3: Trips

- Enter annual and monthly trips for each section.
- **One-way passenger trips:** If your program has provided 10 people a total of 40 round trips (or 80 one-way trips) and 20 one-way trips, a total of 100 one-way trips should be reported for the reporting period.
- **One-way trips where origin AND destination are entirely within TRANSPAC:** (see map at <https://transpac.us/>) regardless of the residence of the individual, these trips can be included.
- **One-way trips where origin OR destination is within TRANSPAC:** If the origin of the trip is outside of TRANSPAC but the end destination is within TRANSPAC or visa versa, those trips can be counted in this section.
- **One-way trips with more than one passenger:** Passenger A is picked up at a location 1, Passenger B is picked up at location 2, Passenger A and B are dropped of at location 3. This is an example of a shared vehicle trip.

TRANSPAC 20A Program Grant Progress Report FY 2024/2025

Question 4: Vehicle Hours

- **Vehicle hours monthly and annual ALL:** Input the annual and monthly vehicle hours of service provided in FY 2022-2023 for all trips.
- **Vehicle hours monthly and annual TRANSPAC:** Input the annual and monthly vehicle hours of service provided in the TRANSPAC area of central county (see map at <https://transpac.us/>).

Question 5: Program Expenses

- Projected expenses should reflect what was reported in the initial grant application.
- Projected, Actual expenses as well as Line 20a funds expended should be for the period July 1, 2022 through June 30, 2023.

Question 6: Trip Costs

- **Cost per hour of service:** This will be calculated automatically (annual cost of the transportation program divided by the number of total vehicle hours of service provided).
- **Cost per passenger trip:** This will be calculated automatically (annual cost of the transportation program divided by the number of total one-way passenger trips provided).
- If there is a discrepancy between the excel calculations and your actual costs, please explain in question 6.

Question 7: Trip characteristics

- **Total ADA Participants:** Input how many program participants are certified to use ADA Paratransit services (i.e. County Connection LINK Paratransit).
- **Total Participants from TRANSPAC area:** How many ADA participants are from the TRANSPAC area?
- **One-way trips for ADA Participants:** How many one-way trips does your service provide for any/all ADA participants?
- **One-way trips for ADA Participants (TRANSPAC Area):** How many one-way trips does your service provide for ADA participants within the TRANSPAC area (see map at <https://transpac.us/>)?

Operations

- **Days of Operation:** e.g. Monday-Friday
- **Hours of Operation:** e.g. 24/7, 9am-5pm, etc. If hours vary by day please input that information, e.g. Monday -Friday 9-5, Saturday-Sunday 10-4.

Questions 8-10: Instructions for questions 8-10 are outlined in their respective sections.

EQUITY PRIORITY COMMUNITIES

AMERICAN COMMUNITY SURVEY 2014-2018

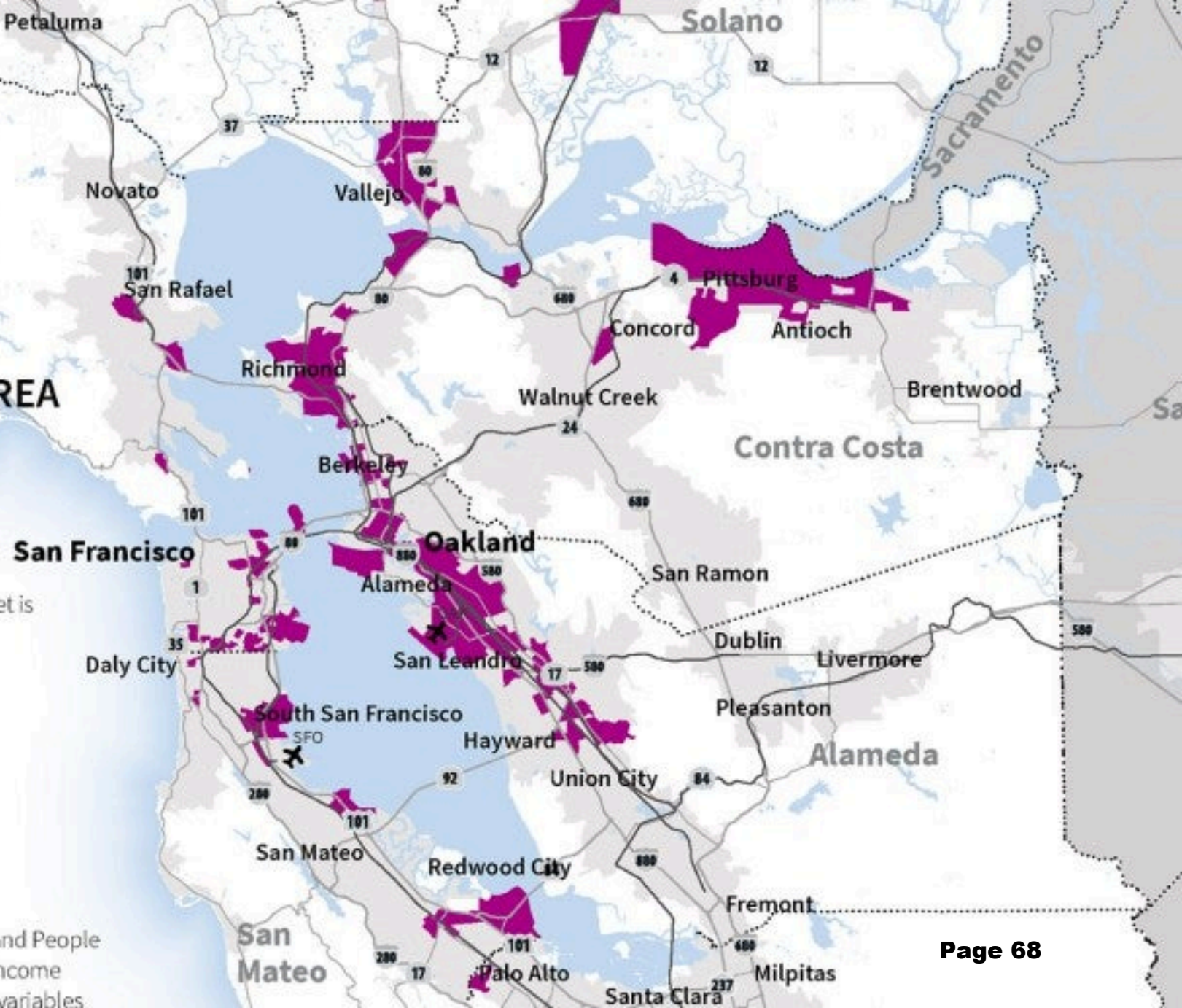
TRACTS WITHIN URBANIZED AREA



The Equity Priority Communities (tract geography) dataset is based upon eight demographic variables:

1. People of Color (70% threshold)
2. Low-Income (28% threshold)
3. Limited English Proficiency (12% threshold)
4. Seniors 75 Years and Over (8% threshold)
5. Zero-Vehicle Households (15% threshold)
6. Single Parent Families (18% threshold)
7. People with a Disability (12% threshold)
8. Rent-Burdened Households (14% threshold)

If a tract exceeds both threshold values for Low-Income and People of Color shares OR exceeds the threshold value for Low-Income AND also exceeds the threshold values for three or more variables



MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

15 *Transportation for Seniors & People With Disabilities*..... 5% (\$100 million)

Transportation for Seniors & People With Disabilities or “Paratransit” services can be broadly divided into two categories: (1) services required to be provided by transit operators under the Americans with Disabilities Act (ADA) to people with disabilities; and (2) services not required by law but desired by community interests, either for those with disabilities beyond the requirements of the ADA (for example, extra hours of service or greater geographic coverage), or for non-ADA seniors.

All current recipients of Measure C funds will continue to receive their FY 2008–09 share of the “base” Measure C allocation to continue existing programs if desired, subject to Authority confirmation that services are consistent with the relevant policies and procedures adopted by the Authority. Revenue growth above the base allocations will be utilized to expand paratransit services and providers eligible to receive these funds.

Paratransit funding will be increased from the current 2.97% to 3.5% of annual sales tax revenues for the first year of the new program, FY 2009–10. Thereafter, the percentage of annual sales tax revenues will increase by 0.10 % each year, to 5.9% in 2034 (based on a 25-year program). In 2003 dollars, this averages to 4.7% over the life of the program, which has been rounded to 5% to provide some flexibility and an opportunity to maintain a small reserve to offset the potential impact of economic cycles. The distribution of funding will be as follows:

- West County paratransit program allocations will start at 1.225% of annual sales tax revenues in FY 2009–10, and grow by 0.035% of annual revenues each year thereafter to 2.065% of annual revenues in FY 2033–34. (An additional increment of 0.65% of annual revenues is available for West County under its subregional program category.) In addition to the current providers, paratransit service provided by AC Transit and BART (East Bay Paratransit Consortium) in West County is an eligible recipient of program funds.
- Central County paratransit program allocations will start at 0.875% of annual sales tax revenues in FY 2009–10 and grow by 0.025% of annual revenues each year thereafter to 1.475% of annual revenues in FY 2033–34. (An additional increment of 0.5% of annual revenues is available for Central County under its subregional program category.)
- Southwest County paratransit program allocations will start at 0.595% of annual sales tax revenues in FY 2009–10 and grow by 0.017% of annual revenues each year thereafter to 1.003% of annual revenues in FY 2033–34.

MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

- East County paratransit program allocations will start at 0.805% of annual sales tax revenues, and increase by 0.023% of annual revenues thereafter to 1.357% of annual revenues in FY 2033–34.

Transportation for Seniors & People with Disabilities funds shall be available for (a) managing the program, (b) retention of a mobility manager, (c) coordination with non-profit services, (d) establishment and/or maintenance of a comprehensive paratransit technology implementation plan, and (e) facilitation of countywide travel and integration with fixed route and BART specifically, as deemed feasible.

Additional funding to address non-ADA services, or increased demand beyond that anticipated, can be drawn from the “Subregional Transportation Needs Funds” category, based on the recommendations of individual subregions and a demonstration of the financial viability and stability of the programs proposed by prospective operator(s).

16 Express Bus..... 4.3% (\$86 million)

Provide express bus service and Bus Rapid Transit (BRT) service to transport commuters to and from residential areas, park & ride lots, BART stations/transit centers and key employment centers. Funds may be used for bus purchases, service operations and/or construction/management/operation of park & ride lots and other bus transit facilities. Reserves shall be accumulated for periodic replacement of vehicles consistent with standard replacement policies.

17 Commute Alternatives..... 1% (\$20 million)

This program will provide and promote alternatives to commuting in single occupant vehicles, including carpools, vanpools and transit.

Eligible types of projects may include but are not limited to: parking facilities, carpooling, vanpooling, transit, bicycle and pedestrian facilities (including sidewalks, lockers, racks, etc.), Guaranteed Ride Home, congestion mitigation programs, SchoolPool, and clean fuel vehicle projects. Program and project recommendations shall be made by each subregion for consideration and funding by the Authority.

18 Congestion Management, Transportation Planning, Facilities and Services..... 3% (\$60 million)

Implementation of the Authority’s GMP and countywide transportation planning program; the estimated incremental costs of performing the Congestion Management Agency (CMA) function currently billed to local jurisdictions; costs for programming federal and state funds; project monitoring; and the facilities and services needed to support the Authority and CMA functions.

Subregional Projects and Programs

The objective of the Subregional Projects and Programs category is to recognize the diversity of the county by allowing each subregion to propose projects and programs critical to addressing its local transportation needs. There are four subregions within Contra Costa: Central, West, Southwest and East County, each represented by a Regional Transportation Planning Committee (RTPC). Central County (the TRANSPAC subregion) includes Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and the unincorporated portions of Central County. West County (the WCCTAC subregion) includes El Cerrito, Hercules, Pinole, Richmond, San Pablo and the unincorporated portions of West County. Southwest County (the SWAT subregion) includes Danville, Lafayette, Moraga, Orinda, San Ramon and the unincorporated portions of Southwest County. East County (the TRANSPLAN subregion) includes Antioch, Brentwood, Oakley, Pittsburg and the unincorporated portions of East County.

Each subregion has identified specific projects and programs which include: school bus programs, safe routes to school activities, pedestrian and bicycle facilities, incremental transit services over the base program, incremental transportation services for seniors and people with disabilities over the base program, incremental local street and roads maintenance using the population and road-miles formula, major streets traffic flow, safety, and capacity improvements, and ferry services.

With respect to the Additional Bus Service Enhancements and Additional Transportation Services for Seniors and People with Disabilities Programs, the Authority will allocate funds on an annual basis. The relevant RTPC, in cooperation with the Authority, will establish subregional guidelines so that the additional revenues will fund additional service in Contra Costa. The guidelines may require reporting requirements and provisions such as maintenance of effort, operational efficiencies including greater coordination promoting and developing a seamless service, a specified minimum allowable farebox return on sales tax extension funded services, and reserves for capital replacement, etc. The relevant RTPC will determine if the operators meet the guidelines for allocation of the funds.

For an allocation to be made by the Authority for a subregional project and program, it must be included in the Authority's Strategic Plan.

CENTRAL COUNTY (TRANSPAC)

19a Additional Bus Service Enhancements..... 1.2% (\$24 million)

Funds will be used to enhance bus service in Central County, with services to be jointly identified by TRANSPAC and County Connection.

In years when revenues have declined from the previous year, funds may be used for enhanced, existing, additional and/or modified bus service; in years when funding allows for growth in service levels, these funds would be used

MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

for bus service enhancements; and if County Connection’s funding levels are restored to 2008 levels, these funds shall be used to enhance bus service. TRANSPAC will determine if the use of funds by County Connection or other operators meets these guidelines for the allocation of these funds.

20a Additional Transportation Services for Seniors and People & Disabilities..... 0.5% (\$10 million)

Funds will be used to supplement the services provided by the countywide transportation program for seniors & people with disabilities and may include provision of transit services to programs and activities. Funds shall be allocated annually as a percentage of total sales tax revenues, and are in addition to funds provided under the base program as described above.

In years when revenues have declined from the previous year, funds may be used for supplemental, existing, additional or modified service for seniors and people with disabilities; in years where funding allows for growth in service levels, these funds would be used for service enhancements for seniors and people with disabilities; and if funding levels are restored to 2008 levels, these funds shall be used to enhance services for seniors and people with disabilities. TRANSPAC will determine if the use of funds proposed by operators meets these guidelines for the allocation of these funds.

21a Safe Transportation for Children..... 0.5% (\$10 million)

TRANSPAC will identify specific projects which may include the SchoolPool and Transit Incentive Programs, pedestrian and bicycle facilities, sidewalk construction and signage, and other projects and activities to provide transportation to schools.

23a Additional Local Streets Maintenance and Improvements..... 1% (\$20 million)

These funds will be used to supplement the annual allocation of the 18% “Local Streets Maintenance & Improvements” program funds for jurisdictions in Central County. Allocations will be made to jurisdictions in TRANSPAC on an annual basis in June of each fiscal year for that ending fiscal year, without regard to compliance with the GMP. Each Jurisdiction shall receive an allocation using a formula of 50% based on population and 50% based on road miles.

24a Major Streets: Traffic Flow, Safety and Capacity Improvements..... 2.4% (\$48 million)

Improvements to major thoroughfares including but not limited to installation of bike facilities, traffic signals, widening, traffic calming and pedestrian safety improvements, shoulders, sidewalks, curbs and gutters, bus transit facility enhancements such as bus turnouts and passenger amenities, etc.

**MASTER COOPERATIVE AGREEMENT NO. 20C.XX
BETWEEN
CONTRA COSTA TRANSPORTATION AUTHORITY
AND
XXXXXXXXXXXXXXXXXX**

THIS MASTER COOPERATIVE AGREEMENT NO. 20C.11 (“AGREEMENT”) is made and entered into as of this 1st day of July 2023, by and between XXXXXXXXX, hereinafter referred to as “SPONSOR,” and the CONTRA COSTA TRANSPORTATION AUTHORITY, hereinafter referred to as “AUTHORITY.” SPONSOR and AUTHORITY are sometimes individually referred to as “Party” and collectively as “Parties” in this AGREEMENT.

RECITALS

A. Pursuant to the Measure C Sales Tax Renewal Ordinance (#88-01 as amended by #04-02), hereinafter referred to as “Measure J”, the AUTHORITY is authorized to expend funds for the provision of transportation programs for seniors and people with disabilities.

B. SPONSOR desires to implement one or more programs, to enhance mobility for seniors and/or people with disabilities, hereinafter referred to as “PROGRAM,” eligible under the Central Contra Costa Additional Transportation Services for Seniors and People with Disabilities Program (Measure J Expenditure Plan Program 20a, as amended).

C. The SPONSOR seeks a commitment from the AUTHORITY for Measure J funds for the purpose of providing services and programs as described in the Measure J expenditure plan programs listed in paragraph B above.

D. The SPONSOR understands that the AUTHORITY shall only provide such commitment described in paragraph C above after a request for allocation to SPONSOR is made by the Transportation Partnership and Cooperation (TRANSPAC) through action at a regular meeting of the TRANSPAC Board. Such request shall be made in writing from TRANSPAC to the Authority.

NOW, THEREFORE, in consideration of the foregoing, the AUTHORITY and SPONSOR do hereby agree as follows:

SECTION I

SPONSOR AGREES:

1. Application of Funding.

For PROGRAM approved and funded by AUTHORITY, to apply the funds received under this AGREEMENT to PROGRAM in accordance with the terms and conditions specified in funding resolutions at the AUTHORITY’s full discretion; and consistent with the information contained in the funding resolution attached to this AGREEMENT as EXHIBIT A and incorporated herein by this reference (“Funding Resolution”). The

specific PROGRAM to be implemented by the SPONSOR is identified in the Funding Resolution.

2. Invoices.

To provide invoices requesting reimbursement of eligible expenditures incurred in the form and detail sufficient to show delivery of the program described in the Funding Resolution along with supporting documentation as required by AUTHORITY. Invoices will be submitted monthly or bi-monthly at the discretion of SPONSOR.

3. Record Keeping and Audits.

- a. To maintain complete, accurate and clearly identifiable records with respect to all costs and expenses incurred under this AGREEMENT. To allow AUTHORITY or any independent auditor selected by any of these parties, to audit all expenditures relating to each PROGRAM funded through this AGREEMENT. For the duration of each PROGRAM, and for five (5) years following completion of the PROGRAM, or earlier discharge of the AGREEMENT, SPONSOR shall make available all records relating to expenses incurred in performance of this AGREEMENT upon request by AUTHORITY.
- b. To maintain sufficient records demonstrating SPONSOR's compliance with the terms of the Measure J Expenditure Plan, including amendments, and the Measure J Strategic Plan, as periodically updated, and this AGREEMENT for a period of five (5) years from the date of this AGREEMENT and to allow the AUTHORITY and its duly authorized representatives, agents and consultants access to such records and be audited. SPONSOR shall ensure that audit working papers are made available to the AUTHORITY or its designee upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the AUTHORITY.

4. Reporting.

To submit to AUTHORITY and/any of its partners a quarterly written report indicating, as applicable, number of passenger trips provided, trip origin by community, if the trip would have been an ADA trip on the public system if not provided, milestones reached during the quarter, milestones for next quarter, or any other data or measure as deemed appropriate by the AUTHORITY.

5. Management.

To provide overall management of PROGRAM(s) including responsibility for schedule, budget, and oversight of services performed by others and to be responsible for evaluation, selection, and management of consultants and contractors.

6. Signage.

If PROGRAM involves construction or capital acquisition, to install a sign approved by the AUTHORITY that identifies Measure J and AUTHORITY as a funding source, if applicable. If PROJECT involves the production of promotional materials, including but not limited to brochures, signage, displays or give-away items used in connection with promotional events, to include AUTHORITY's logo thereon.

7. Surplus Personal Property.

To comply with AUTHORITY's Policy on *Disposition of Surplus Personal Property Acquired by a Project Sponsor or Recipient of Program Funds and No Longer Required* for the Project or Program with respect to the disposal of any surplus property acquired in whole or part with Measure J Funds.

8. Compliance with Local, State and Federal Requirements

If PROGRAM requires SPONSOR to enter into a contract with a contractor and/or consultant, SPONSOR shall ensure that such contract complies with this AGREEMENT and all applicable local, state and federal requirements and shall give all notices required by law. Additionally, any contractor and/or consultant is responsible for ensuring that subcontractors, at as many tiers of PROGRAM as required, perform in accordance with the terms, conditions and specifications of such contract, including local, state and/or federal requirements. Upon request of AUTHORITY and/or SPONSOR, any contractor and/or consultant shall provide evidence of the steps it has taken to ensure its compliance with this AGREEMENT and the local, state and/or federal requirements, as well as the evidence of the subcontractor's compliance, at all tiers.

9. Insurance

SPONSOR shall maintain the following insurance in force during the entire term of this AGREEMENT, and in the case of Commercial General Liability Insurance and Professional Liability Insurance for at least five years after the conclusion of all services provided by SPONSOR pursuant to this AGREEMENT. SPONSOR's contractors and consultants shall be subject to the same insurance provisions as stated herein unless specified otherwise:

- a. Workers' Compensation Insurance covering SPONSOR's employees in accordance with statutory requirements of all jurisdiction(s) in which any and all Services are being performed, and Employer's Liability Insurance in the amount of \$1,000,000 per occurrence for injuries incurred in providing services under this AGREEMENT. This policy shall include a waiver of subrogation stating that the insurer waives all rights of subrogation against the AUTHORITY, its officials, employees, or successors in interest.

- b. Comprehensive or Commercial General Liability Insurance including contractual liability, premises and operations, personal injury, completed operations, and independent contractors liability, with limits of not less than \$1,000,000 each occurrence for bodily injury and not less than \$1,000,000 each occurrence for property damage. (Aggregate is \$3,000,000 bodily injury and property damage)

A combined single limit policy is acceptable provided the combined single limit is not less than \$1,000,000. The policy shall contain an aggregate limit not less than \$3,000,000. The required limits may be satisfied by a combination of a primary policy and an excess or umbrella policy with terms at least as broad as the primary policy.

The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

- c. Automobile Liability Insurance covering owned, non-owned, uninsured motorists, leased and hired vehicles with limits not less than \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury, and \$1,000,000 each occurrence for property damage. A combined single limit of not less than \$1,000,000 will meet this requirement. AUTHORITY shall be added by SPONSOR as an additional insured on this policy. SPONSOR'S insurance policy shall be primary insurance with respect to the AUTHORITY and its employees, agents, officers and directors and any insurance maintained by AUTHORITY shall be excess of SPONSOR'S insurance.
- d. Professional Liability Insurance (covering errors and omissions), with limits not less than \$1,000,000 per claim and a deductible not to exceed \$2,000,000 Aggregate, and a retroactive date no later than the commencement date of this AGREEMENT as first shown above.

SPONSOR's subcontractors and subconsultants providing professional services under this AGREEMENT shall be added to SPONSOR's policy as additional insureds, or shall provide evidence of their own professional liability insurance which is acceptable to AUTHORITY's Executive Director.

The policy or policies of insurance required by Section 10.b Comprehensive or General Commercial General Liability Insurance and 10.c Automobile Liability Insurance shall conform to or include the following:

- 1) A provision or endorsement naming AUTHORITY, its officials, employees,

and successors in interest as additional insureds with respect to the liability arising out of the performance of the Services by SPONSOR under this AGREEMENT, including completed operations coverage.

2) Provisions that the insurance is primary insurance with respect to AUTHORITY, its officials, employees, and successors in interest. Any insurance or self-insurance maintained by AUTHORITY, its officials, employees, or successors in interest shall be excess of SPONSOR's insurance and shall not contribute with it.

3) Provisions or endorsements stating that the coverage contains no special limitations on the scope of protection afforded to AUTHORITY, its officials, employees, or successors in interest.

4) Provisions or endorsements stating that insurance shall apply separately to each insured against whom claim is made or suit is brought, subject to the limits of the insurer's liability.

5) Provisions or endorsements providing a waiver of subrogation in favor of AUTHORITY, its officials, employees, or successors in interest or shall specifically allow SPONSOR to waive their right of recovery prior to a loss. SPONSOR hereby waives its own right of recovery against AUTHORITY.

All policies shall be issued by insurance companies which are licensed carriers in the State of California and maintain a Secure Best's rating of "A-" or higher unless otherwise approved by AUTHORITY.

Prior to commencing Services under this AGREEMENT, SPONSOR shall furnish to AUTHORITY a copy of each policy of insurance required by this AGREEMENT. Such policies shall provide that not less than thirty (30) calendar days advance notice in writing will be given to AUTHORITY prior to cancellation, termination, or material alteration of said policies of insurance, except 10 calendar days in the event of non-payment of premium.

The requirements contained herein as to types and limits of insurance to be maintained by SPONSOR are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by SPONSOR under this AGREEMENT.

SECTION II

AUTHORITY AGREES:

1. Reimbursement

Consistent with the procedures specified in Section I, paragraph 2 above, to reimburse SPONSOR for eligible expenses incurred in conducting the PROGRAM within 45 days of receipt of invoice, up to the amounts stated in Exhibit A of this AGREEMENT.

2. Notice of Audit

To provide timely notice if an audit is to be conducted.

SECTION III

IT IS MUTUALLY AGREED:

1. Term and Discharge of AGREEMENT.

a. This AGREEMENT is effective as of July 1, 2023 and will remain in effect until discharged as provided below. Under this AGREEMENT no expenditures prior to July 1, 2022 are eligible for reimbursement.

b. This AGREEMENT shall be subject to discharge as follows:

(i) Either party may terminate this AGREEMENT at any time for cause pursuant to a power created by the AGREEMENT, or by law, other than for breach, by giving written notice of termination to the other party which shall specify both the cause and the effect of termination. Notice of termination under this provision shall be given at least ninety (90) days before the effective date of such termination. Except as provided in Section III, paragraph 14 below, on termination all obligations which are still executory on both sides are discharged, but any right based on prior breach or performance survives.

(ii) This AGREEMENT may be canceled or terminated by a party for breach of any obligation, covenant or condition hereof by the other party upon notice to the breaching party. Except as provided in Paragraph 5 below, with respect to any breach which is reasonably capable of being cured, the breaching party shall have thirty (30) days from the date of the notice to initiate steps to cure. If the breaching party diligently pursues cure, such party shall be allowed a reasonable time to cure, not to exceed sixty (60) days from the date of the initial notice, unless a further extension is granted by the non-breaching party. On cancellation, the non-breaching party retains the same rights as a party exercising its right to terminate under the provisions of (i) above, except that the canceling or terminating party also retains any remedy for breach of the whole contract or any unperformed balance.

(iii) By mutual consent of the parties, this AGREEMENT may be terminated at any time.

(iv) Except as to any rights or obligations which survive discharge, as provided herein, this AGREEMENT shall be discharged, and the parties shall have no further obligation to each other upon the disbursement of the amount set forth in Section II, paragraph 2 above.

c. In the event that SPONSOR ceases operation, upon termination of

operation, any unexpended Measure J funding will be promptly reimbursed to the AUTHORITY.

3. Indemnity

It is understood and agreed that neither AUTHORITY, nor any officer, employee, agent or contractor thereof, shall be responsible for, and SPONSOR shall indemnify and hold AUTHORITY and its officers, employees, agents and contractors harmless from, any damage or liability occurring by reason of anything done or omitted to be done by SPONSOR, its officers, employees, consultants or contractors, under or in connection with the services, authority or jurisdiction of SPONSOR or delegated to SPONSOR under this AGREEMENT. Without limiting the generality of the foregoing, it is further specifically understood and agreed that, pursuant to California Government Code Section 895.4, SPONSOR shall fully indemnify and hold AUTHORITY and its officers, employees, agents and contractors harmless from any liability or damages imposed for injury as defined by California Government Code Section 810.8 occurring by reason of anything done or omitted to be done by SPONSOR, its officers, employees, agents or contractors under this AGREEMENT or in connection with any services, authority or jurisdiction of SPONSOR or delegated to SPONSOR under this AGREEMENT.

5. Notices

Any notice which may be required under this AGREEMENT shall be in writing, effective when received, and given by personal service, certified or registered mail (return receipt requested), or courier service to the addresses set forth below, or to such addresses which may be specified in writing by the parties hereto.

Notices to SPONSOR:

Name
Title
Agency
Address
email

Notices to AUTHORITY:

Brian Kelleher
Chief Financial Officer
Contra Costa Transportation
Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597
bkelleher@ccta.net

By executing this AGREEMENT, each of the parties acknowledges and agrees that the persons identified above, or any other person designated by either party to AGREEMENT by notice to the other party, is authorized to execute documents and to bind the party with respect to this AGREEMENT.

6. Additional Acts and Documents

Master Agreement 20C.XX

Each party agrees to do all such things and take all such actions and to make, execute, and deliver such other documents and instruments as shall be reasonably requested to carry out the provisions, intent, and purpose of the AGREEMENT.

7. Counterparts

This AGREEMENT may be signed in counterparts, each of which shall constitute an original.

8. Amendment

SPONSOR may, at any time, request an amendment to the work scope or budget of any PROGRAM funded under this AGREEMENT with Measure J by submitting a revised EXHIBIT A, indicating the proposed amendment in redline/strikeout format, together with a signed transmittal letter indicating the reason for the proposed change. Submittal of these documents shall be construed as SPONSOR's consent to amend this AGREEMENT as specified. AUTHORITY will evaluate SPONSOR's request on the basis of consistency with applicable policies and, if approved, will convey notice of approval to SPONSOR in writing. Upon approval by AUTHORITY, this AGREEMENT will be considered amended per SPONSOR's request.

This AGREEMENT may otherwise be amended by written amendment executed by the parties and shall not be changed, modified, or rescinded except as provided herein. Any attempt at oral modification of this AGREEMENT shall be void and of no effect.

9. Independent Agency

SPONSOR renders its services under this AGREEMENT as an independent agency. None of the SPONSOR's agents or employees shall be agents or employees of AUTHORITY.

10. Assignment

This AGREEMENT may not be assigned, transferred, hypothecated, or pledged by any party without the express written consent of the other party.

11. Binding on Successors

This AGREEMENT shall be binding upon the successor(s), assignee(s), or transferee(s) of AUTHORITY or SPONSOR(s) as the case may be. This provision shall not be construed as an authorization to assign, transfer, hypothecate, or pledge this AGREEMENT other than as provided above.

12. Severability

Should any part of this AGREEMENT be determined to be unenforceable, invalid, or beyond the authority of either party to enter into or carry out, such determination shall not affect the validity of the remainder of this AGREEMENT which shall continue in full force and effect, provided that the remainder of this AGREEMENT can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.

13. Limitation

All obligations of AUTHORITY under the terms of this AGREEMENT with respect to Measure J funds are expressly subject to AUTHORITY's continued authorization to collect and expend the sales tax proceeds provided by Measure J. If for any reason AUTHORITY's right to collect or expend such sales tax proceeds is terminated or suspended in whole or part, AUTHORITY shall promptly notify SPONSOR, and the parties shall consult on a course of action. If, after twenty-five (25) working days, a course of action is not agreed upon by the parties, this AGREEMENT shall be deemed terminated by mutual consent, provided that any future obligation to fund from the date of the notice shall be expressly limited by and subject to (i) the lawful ability of AUTHORITY to expend sales tax proceeds for the purposes of this AGREEMENT; and (ii) the availability, taking into consideration all the obligations of AUTHORITY under all outstanding contracts, agreements and other obligations of AUTHORITY, of funds for such purposes.

14. Scope of Work

The Scope of work or description of the PROGRAM is incorporated into the funding resolution attached as Exhibit A. Work performed must be consistent with the program described to be eligible for reimbursement. Any amendments to the PROGRAM as described require written approval from TRANSPAC and the AUTHORITY.

15. Attorney's Fees

The parties agree to select a mediator to assist in resolving conflict. The parties will share in the cost of the mediator. By participating in mediation, the parties do not waive any judicial remedies that may be available.

If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this AGREEMENT, the prevailing party shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

16. Waiver

No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

17. Integration

This AGREEMENT represents the entire AGREEMENT of the parties with respect to the subject matter hereof. No representations, warranties, inducements, or oral agreements have been made by any of the parties except as expressly set forth herein or in other contemporaneous written agreements.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT as of the day and year above written.

**CONTRA COSTA TRANSPORTATION SPONSOR
AUTHORITY**

By: _____
Chair

Date:

By: _____
Name

Title

Date:

ATTEST:

By: _____
Tarienne Grover Date
Clerk of the Board

APPROVED as to legal form:

By: _____
Fennemore Wendel Date
General Counsel

TRANSPAC Board Meeting STAFF REPORT

Meeting Date: November 9, 2023

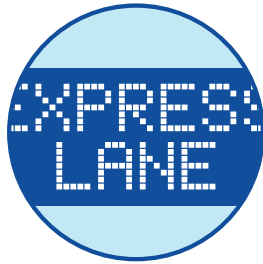
Subject:	NORTHBOUND I-680 EXPRESS LANES / INNOVATE 680 PROGRAM UPDATE
Summary of Issues	CCTA staff will provide an update on the status of the Northbound I-680 Express Lane Completion (ELC) Project in preparation for the anticipated release of the draft environmental document in spring of 2024. CCTA staff will also provide an update on the overall INNOVATE 680 Program, which the ELC project is a component off.
Recommendations	None – for information only.
Financial Implications	None
Attachment(s)	A. INNOVATE 680 – Express Lane Completion Fact Sheet B. INNOVATE 680 – Program Summary

Background

The I-680 Express Lane Completion project is part of the Contra Costa Transportation Authority’s (CCTA) INNOVATE 680 program, which seeks to implement a suite of six projects that, when operating together, will address corridor-wide congestion, travel delays, and operational challenges. The Express Lane Completion project proposes to construct a northbound express lane from Livorna Road to State Route 242 (SR-242). This project would also convert the existing northbound High-Occupancy Vehicle (HOV) lane that runs from SR-242 to the Benicia-Martinez Bridge Toll Plaza to an express lane. The goal of the project is to complete the I-680 express lane network through Contra Costa County to increase travel speeds for those choosing to travel by carpool, vanpool, or motorcycle. CCTA, in partnership with the Metropolitan Transportation Commission (MTC) and the California Department of Transportation (Caltrans), has started preliminary design and environmental analysis on the Express Lane Completion project to better understand possible solutions that will improve operations and mobility on this critical corridor.

Overview

The Interstate 680 (I-680) Express Lane Completion project is part of the Contra Costa Transportation Authority's (CCTA) INNOVATE 680 program, which seeks to implement a suite of six projects that, when operating together, will address corridor-wide congestion, travel delays, and operational challenges. The Express Lane Completion project proposes to construct a northbound express lane from Livorna Road to State Route 242 (SR-242). This project would also convert the existing northbound high-occupancy vehicle (HOV) lane that runs from SR-242 to the Benicia-Martinez Bridge Toll Plaza to an express lane.



The goal of the project is to complete the I-680 express lane network through Contra Costa County to increase travel speeds for those choosing to travel by carpool, vanpool, or motorcycle.

CCTA, in partnership with the Metropolitan Transportation Commission (MTC) and the California Department of Transportation (Caltrans), has started preliminary design and environmental analysis on the Express Lane Completion project to better understand possible solutions that will improve operations and mobility on this critical corridor.



Fall 2021

Priorities

SYSTEM CONTINUITY

This project will address the lack of continuous express lanes within the county, which leads to increased travel time for all users.

CONGESTION RELIEF

A key priority for this project is to smooth traffic throughout the corridor, where delays can reach up to 30 minutes* when traveling from one end of the county to the other.

OPERATIONAL IMPROVEMENTS

To reduce bottlenecks along the corridor, this project will address weaving issues like those at the Lawrence Way on-ramp and Treat Boulevard off-ramp in Walnut Creek, which regularly cause traffic to back up to the SR-24 interchange.



*Based on INRIX data, Nov 2019.



Goals



Reduce peak-period congestion and delay



Improve travel time reliability



Optimize use of existing HOV lane capacity



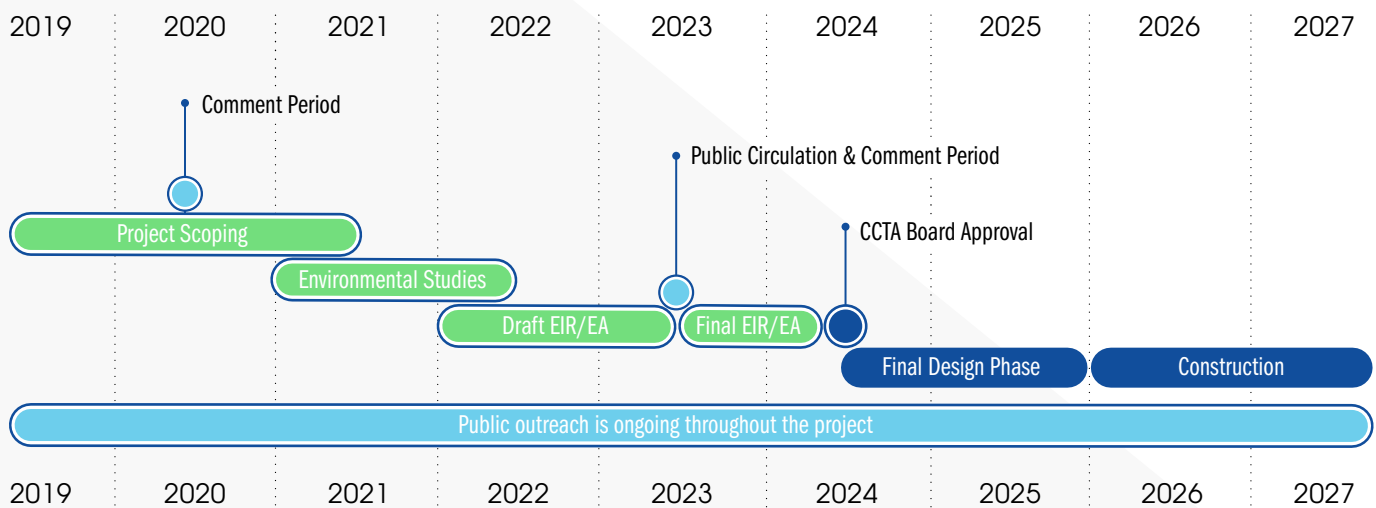
Provide efficient travel options for all vehicles

Cost

Estimated construction costs range from **\$257-\$358 million** in current dollars. Right-of-way costs will range from **\$3.5-\$5.5 million**. These are preliminary estimates that will be adjusted as the project is further defined. This project is eligible for a variety of funding source types, including:

- Federal
- State
- Regional
- Local

Milestones



For more information about this project contact:

Stephanie Hu – Director, Projects
 Contra Costa Transportation Authority
 925.256.4740
 StephanieH@ccta.net



Stay Informed!

ccta.net/INNOVATE680



Our Focus

CONGESTION RELIEF

Interstate 680 (I-680) is a backbone corridor for the Bay Area. It extends south to Silicon Valley and north to Fairfield, while providing access to scenic recreational areas, popular retail hubs, and thriving business centers. I-680 is critical to the region's prosperity as it provides for the movement of goods, services, and people throughout northern California and beyond. Thousands of homes and businesses rely heavily on this corridor for day-to-day travel.

The economic vitality and quality of life for residents depends on the ability to get where they need to go efficiently and safely. In 2015, it took the average person almost 25 minutes longer to commute northbound on I-680 during peak drive time versus nonpeak drive time. In 2020, that delay is expected to nearly quadruple. Such increases make travel along this corridor highly unpredictable and unreasonably time consuming.

As the congestion management agency for the county, the Contra Costa Transportation Authority (CCTA) is focused on alleviating the congestion that plagues I-680 to improve the quality of life for all Contra Costa residents.



Our Goal

A NEW GENERATION OF MOBILITY

Imagine consistently smooth flowing traffic, increased travel speeds, and innovative options for getting where you need to go without having to drive a car. What if, in addition to more predictability in your travel time, you also gained extra time each day to do the things important to you? CCTA has a plan for that!

Our goal is to provide a new set of easy-to-use options and tools that will improve mobility for everyone and encourage travelers to move toward shared modes.

— In 2020, —
the average drive time
delay during peak hours on
I-680 was expected to reach
90 minutes.*

**When traveling from one end
of the county to the other.*



Our Approach

6 PROJECTS 1 FULLY CONNECTED CORRIDOR

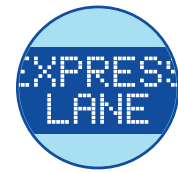
Alleviating congestion in Contra Costa County does not have a one-size-fits-all solution. Simply adding lanes is not an option as I-680 lacks the physical space for expansion. Any congestion management plan for the corridor must be carefully planned and must consider smart, forward-thinking upgrades to the existing infrastructure.

Integration of several innovative strategies is key to optimizing the county's transportation system. By using advanced technology, CCTA can simplify access to reliable mobility options through real-time, data-driven traffic updates that allow travelers to make informed decisions about cost, timing, route, and, most importantly, mode. Each of the 6 projects that make up the INNOVATE 680 program play an important role in this integrated approach and, when operating together, will maximize the efficiency of the corridor.



PROJECT 1 PART-TIME TRANSIT LANES

Enabling buses to travel on dedicated shoulder lanes (or transit-only lanes) to bypass congestion during heavy traffic will make transit a more reliable and attractive travel option, and it will help reduce congestion on the freeway and express lanes. Part-time transit lanes are currently planned between **Bollinger Canyon** and **Ygnacio Valley Roads**. Added buses will increase on-time performance.



PROJECT 2 EXPRESS LANE COMPLETION

Extending the existing express lanes from **Rudgear Road** in Walnut Creek to the **Benicia Bridge** will provide 25 miles of nearly continuous express lanes in the northbound direction. The goal of this express lane system is to increase travel speeds for those choosing to travel by carpool, vanpool, or motorcycle.



PROJECT 3 ADVANCED TECHNOLOGY

Operational data gathered from high-tech infrastructure, like **Integrated Corridor Management (ICM)** and **Adaptive Ramp Metering (ARM)**, will refine the transportation system through a countywide connected data center. Real-time traffic information, based on the data gathered, will prompt dynamic adjustments to traffic signals and will send travelers actual traffic updates. Similar congestion management tools are in operation around the world and some countries have shown a 20% increase in freeway capacity.



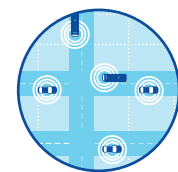
PROJECT 4 SHARED MOBILITY HUBS

This project will include the planning and development of shared mobility hubs at existing park and ride lots along I-680 from **Bollinger Canyon Road** to **State Route 4**. These hubs will complement part-time transit lanes and connections to other modes, such as microtransit, carpooling, vanpooling, ride-sourcing (i.e., Uber, Lyft), and bicycle and pedestrian facilities.



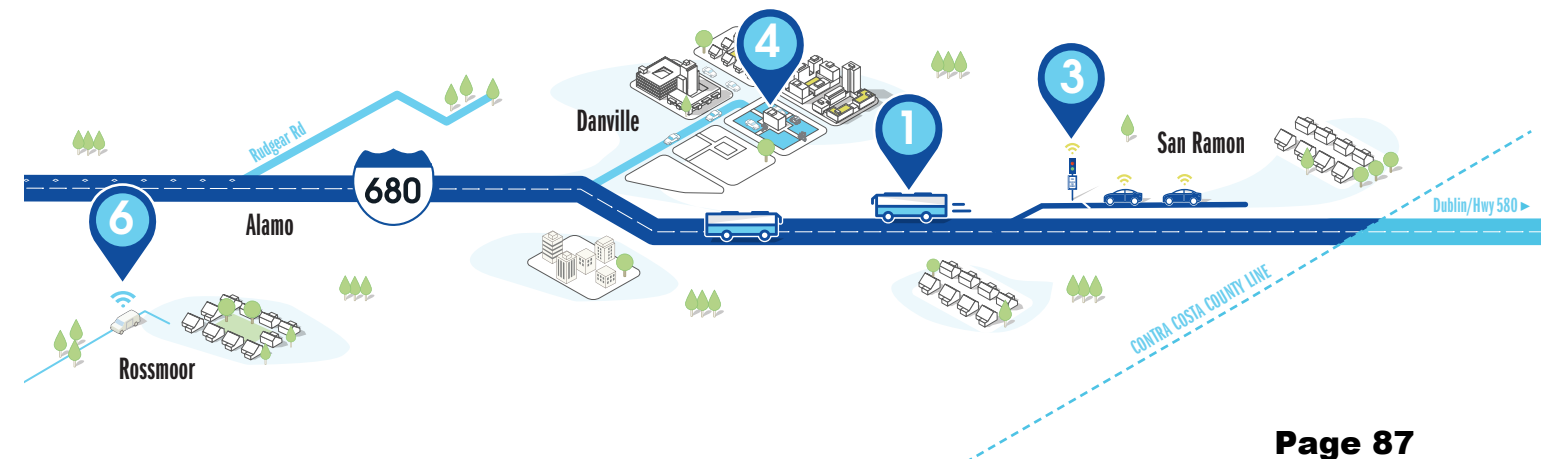
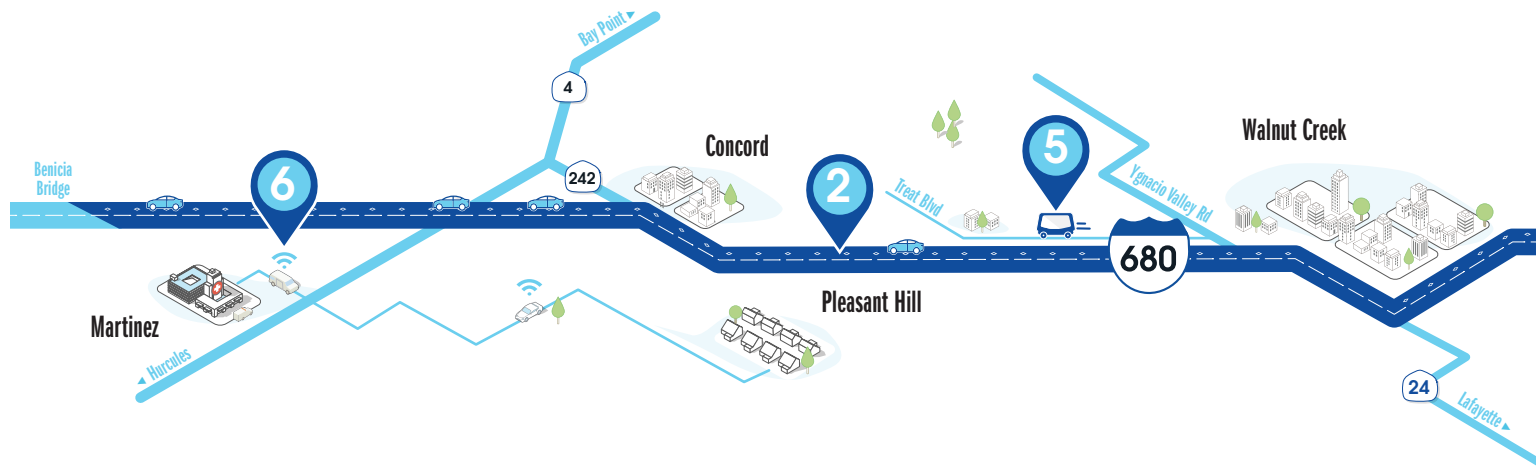
PROJECT 5 MOBILITY AS A SERVICE

Mobility As A Service (MAAS) is a combination of public and private transportation services that provides personalized mobility options based on traveler needs, allowing you to plan, pay, and receive rewards for your trip.



PROJECT 6 AUTOMATED DRIVING SYSTEMS

Safety data gathered during this pilot project will inform the development of technology that allows infrastructure and vehicles to communicate with one another and avoid collisions. This data will also guide the creation of more accessible travel options for the elderly and disabled. Three ground-breaking demonstration projects will be conducted as part of this pilot: (1) Rossmoor First Mile/Last Mile Shared Autonomous Vehicles; (2) Martinez County Hospital Accessible Transportation; and (3) Improved Personal Mobility on I-680 corridor.



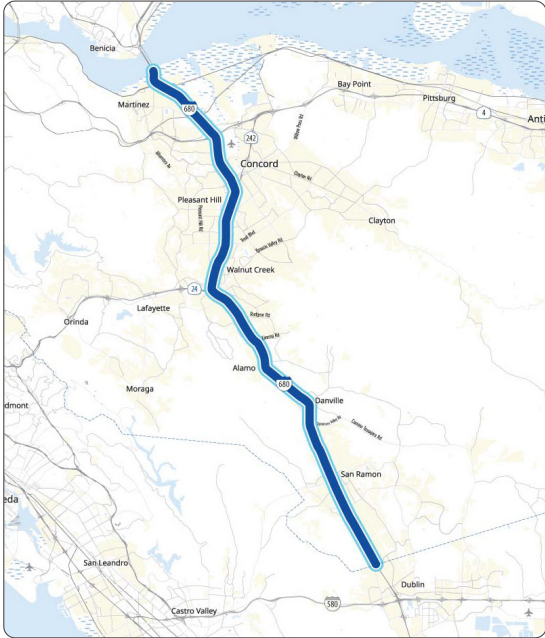


Our Strategies

THOUGHTFUL SOLUTIONS FOR A CONNECTED CORRIDOR

The INNOVATE 680 Program originated with one simple concept: a connected corridor that could move people faster and better. At the time, there were many strategies being considered, worldwide, for innovative solutions to improve traffic congestion, sustainability, mobility, and accessibility. The CCTA team studied all solutions carefully and curated a set of seven strategies that, when combined to function as an integrated solution, will relieve congestion, smooth traffic, and provide greener, more efficient transportation choices to all travelers. From these seven strategies, CCTA developed its six projects that make up the INNOVATE 680 Program.

- Strategy 1:** Complete Express Lanes
- Strategy 2:** Cool Corridor Hot Spots
- Strategy 3:** Enhance Transit Service with Part-Time Transit Lanes
- Strategy 4:** Implement Innovative Operational Strategies
- Strategy 5:** Provide First Mile/Last Mile Connections with Shared Autonomous Vehicles
- Strategy 6:** Prepare the Corridor for the Future
- Strategy 7:** Apply Transportation Demand Management (TDM)



Your Benefits



IMPROVED QUALITY OF LIFE



TRAVEL TIME SAVED



SAFER ROADS



IMPROVED ACCESSIBILITY



BETTER AIR



LESS CONGESTION

