

TRANSPAC
Transportation Partnership and Cooperation
Meeting Notice and Agenda

THURSDAY, DECEMBER 14, 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/81800613114?pwd=eWw0eEhncDdKWWV5eW9lb0ZhdmN4QT09>

Meeting ID: 818 0061 3114 Password: 486881

Phone Access: To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID: 818 0061 3114 and Password: 486881

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 November 9, 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 November 15, 2023.

c. ITEMS APPROVED BY THE CCTA FOR CIRCULATION TO THE REGIONAL TRANSPORTATION PLANNING COMMITTEES AND RELATED ITEMS OF INTEREST 🌀 Page 15

- CCTA Executive Director Timothy Haile’s RTPC Memo dated December 8, 2023.

d. RTPC MEETING SUMMARY LETTERS: 🌀 Page 19

- a. TRANSPAC – Meeting summary letter dated November 28, 2023.
- b. TRANSPLAN – No meeting summary letter available.
- c. SWAT – Meeting Summary Letter dated December 6, 2024.
- d. WCCTAC – No meeting summary letter available.

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/2023/11/7a.FINAL_Fixed-Route-Report-October-2023.pdf
3. County Connection Link Monthly Report:
<https://countyconnection.com/wp-content/uploads/2023/11/7b.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 November 15, 2023. The next regular meeting is scheduled for December 20, 2023.
6. The CCTA Administration & Projects Committee (APC) meeting was held on December 7, 2023. The next regular meeting is scheduled for January 4, 2024.
7. The CCTA Planning Committee (PC) meeting was held on December 7, 2023. The next regular meeting is scheduled for January 4, 2024.
8. The CCTA Calendar for December 2024 to February 2024 may be downloaded at:
<https://ccta.primegov.com/Portal/viewer?id=0&type=7&uid=84a50c05-4ea7-4695-8e99-4291ccb10f8e>

f. TRANSPAC TAC APPOINTMENTS TO CCTA COMMITTEES. TRANSPAC is represented on several Contra Costa Transportation Authority (CCTA) committees. The TRANSPAC TAC provided recommendations to fill committee vacancies on Technical Coordinating Committee (TCC), Countywide Bicycle and Pedestrian Advisory Committee (CBPAC), Innovate 680 Technical Advisory Committee. The TRANSPAC Board is requested to review and approve the proposed vacancies.

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ACTION RECOMMENDATION: Appoint Briana Byrne (Walnut Creek) as the primary representative, Lynne Filson (Martinez) as the alternate representative and Scott Simmons as the citizen representative to the CBPAC for the term January 1, 2024 through December 31, 2025. Appoint Ryan McClain (Pleasant Hill) to serve as the primary representative and Lynne Filson (Martinez) as the alternate representative to the TCC for the term ending March 31, 2025. Appoint Abhishek Parikh as the primary representative and Virendra Patel as the alternate representative for the City of Concord on the Innovate 680 TAC.

Attachment: Staff Report

END CONSENT AGENDA

- 4. ELECTION OF CHAIR AND VICE CHAIR.** The TRANSPAC JPA calls for the selection of a Chair and Vice Chair, who shall be elected officials and hold the office for a period of one year, commencing in February. 🌀 **PAGE 25**

ACTION RECOMMENDATION: Elect the TRANSPAC Chair and Vice Chair for the term February 1, 2024 through January 31, 2025.

Attachment: Staff Report

- 5. APPOINTMENT OF TRANSPAC REPRESENTATIVES. TO THE CCTA.** TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Board by two members and two alternate members (all elected officials). Commissioner Sue Noack is the TRANSPAC representative to the CCTA and Commissioner Peter Cloven is the alternate for the two-year term through January 31, 2024. 🌀 **PAGE 27**

ACTION RECOMMENDATION: Appoint the TRANSPAC CCTA representatives for the term February 1, 2024 through January 31, 2026.

Attachment: Staff Report

- 6. 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 final draft funds program policy for review and comment. (INFORMATION) 🌀 **Page 29**

ACTION RECOMMENDATION: Approve the final call for projects and application material for the FY 2024/2025 and FY 2025/2026 Measure J Line 20a Program and release the call for projects.

Attachment: Staff Report

- 7. 2024 TRANSPAC MEETING SCHEDULE.** The TRANSPAC Board is requested to review the proposed schedule of meetings for 2024. 🌀 **Page 75**

ACTION RECOMMENDATION: Approve the TRANSPAC Meeting Schedule for 2024.

Attachment: Staff Report

INFORMATION ITEMS

- 8. TRANSPAC CCTA REPRESENTATIVE REPORTS.**
- 9. METROPOLITAN TRANSPORTATION COMMISSION REPORT.**
- 10. TAC ORAL REPORTS BY JURISDICTION.**
- 11. BOARD MEMBER COMMENTS.**
- 12. MANAGING DIRECTOR'S REPORT.**
- 13. ADJOURN / NEXT MEETING.**

The next regular meeting is proposed for February 8, 2024 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:	November 9, 2023
MEMBERS PRESENT:	Peter Cloven (Chair), Clayton; Loella Haskew, Walnut Creek; Mark Ross, Martinez; Carlyn Obringer, Concord; Ken Carlson, Contra Costa County
PLANNING COMMISSIONERS PRESENT:	Bob Pickett, Walnut Creek
STAFF PRESENT:	Pranjal Dixit, County Connection; Robert Sarmiento, Contra Costa County; Ryan McClain, Pleasant Hill; Matt Todd, TRANSPAC; Tiffany Gephart, TRANSPAC; Debi Lawrence, TRANSPAC
GUESTS/PRESENTERS:	Stephanie Hu CCTA; Udit Molakatalla DKS; Garrett Kaya, HDR
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 October 12, 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 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.

- g. TRANSPAC Quarterly Financial Report. Action: Accept the Quarterly Financial Report for the period ended September 30, 2023.**

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

End Consent Agenda

4. CONSIDER FUTURE MEETINGS OF THE TRANSPAC BOARD AND SUBCOMMITTEES.

Mr. Todd commented that the AB361 legislation will sunset on December 31, 2023. New legislation, AB557, is intended to replace AB361 but requires a state of emergency to be in place to continue the current relaxations of AB361, particularly remote meetings of committee members. Additional background information is included in the related staff report.

Mr. Todd commented that the recommendation is to resume in-person meetings effective January 1, 2024 due to the administrative requirements of AB557. It is also recommended that staff continue to offer a remote meeting option for non-Board members during Board meetings and that this does not present a conflict with the Brown Act.

On a motion by Commissioner Carlson seconded by Commissioner Haskew to approve the recommendation to conduct all meetings of TRANSPAC legislative bodies in-person per traditional Brown Act Standards from January 1, 2024 and forward and to include a hybrid (remote teleconferencing) option for non-Board members at TRANSPAC Board meetings. (Cloven, Carlson, Haskew, Obringer, Ross).

5. MEASURE J LINE 20A FUNDS PROGRAM POLICIES – FY 2024/2025 – FY 2025/2026.

Tiffany Gephart presented the Measure J Line 20a Funds Program policies. The summary can be found in the respective staff report for this item.

Commissioner Obringer asked if the December call for projects release date will allow adequate time for interested parties to apply for funding given the holidays. Staff noted that the deadline will be January 19, 2023 allowing for some time after the holidays and staff will send a reminder email in January before the application due date as a courtesy.

Commissioner Carlson asked if the programs will be able to provide data on trips to equity priority communities for the next progress report. Staff noted that additional questions can be added to the progress report to acquire this data if available.

Commissioner Haskew asked what strategies are being employed to outreach to additional organizations beyond the organizations that apply consistently. Mr. Todd commented that there is an extensive distribution list is used to send out the call for projects (which include organizations and TRANPAC jurisdictions) and the application will be posted on the TRANSPAC website and distributed to CCTA for posting along with social media language for posting.

6. NORTHBOUND 1-680 EXPRESS LANES/INNOVATE 680 PROGRAM UPDATE.

Stephanie Hu of CCTA and project consultants Garrett Kaya, HDR and Udit Molakatalla, DKS presented material on the item.

Commissioner Haskew asked about the assumptions regarding travel patterns and demand and the analysis methodology. Mr. Molakatalla commented that project staff use the CCTA Travel Demand Model. Project staff develop a base year model for existing conditions and evaluate and calibrate the travel patterns using existing counts. Once the model is calibrated using state and federal standards, staff look at how growth is projected (2027 and 2047) with oversight from land use agencies, MTC, etc. Staff look at where development is projected to happen and model using that data as an industry practice.

Commissioner Obringer noted that the current Area Plan for the Naval Weapons Station reflects outdated housing estimates and asked if that information is being used to project household growth for Concord. Mr. Molakatalla replied yes, and that the variation is accounted for. Mr. Molakatalla further noted that Area Plans are one piece of evaluating future land use in addition to other planned developments, anticipated growth projections, national projections, etc. Commissioner Obringer further asked if the housing elements across the Bay Area are accounted for. Mr. Molakatalla noted although the exact number is difficult to predict, staff look at the capacity of the region to grow and where housing can be developed based on zonal regulations and available land.

Ms. Hu presented an update on the Innovate 680 suite of projects.

Commissioner Carlson asked about adaptive ramp metering and if the modeling looks at other alternatives such as bus on shoulder, etc. Ms. Hu noted that modeling should account for the part-time transit lane and northbound express lanes, etc. The program and all of the projects are supposed to be integrated and considered as each project moves forward.

Commissioner Obringer asked about the BART trip planner project and how long the project would be paused.

Ms. Hu commented that she could report back on the status.

7. TRANSPAC CCTA REPRESENTATIVE REPORTS.

Commissioner Haskew commented that there was discussion on accessible transportation and noted that there is a medical transportation pilot program in San Pablo that will be discussed as a model for the full commission at the next meeting.

8. METROPOLITAN TRANSPORTATION COMMISSION REPORT.

Commissioner Noack was not present to provide an update.

9. TAC ORAL REPORTS BY JURISDICTION

No comments from the TAC.

10. BOARDMEMBER COMMENTS

Commissioner Obringer commented that the City Council will review the draft terms sheet and land use plan on November 14th at 6:30pm regarding the Concord Naval Weapon Station development. Commissioner Haskew asked if Commissioner Obringer is expecting a big shift with the plan. Commissioner Obringer noted that there will likely be some adjustments but there can't be a huge shift because the environmental permitting has been established.

Supervisor Carlson attended the Focus on the Future conference. Topics included accessible transportation, equity, vision zero and how organizations are responding to pandemic recovery among others.

10. MANAGING DIRECTOR'S REPORT

Mr. Todd commented that he will be attending a TAC meeting regarding the Highway 4 Vision Study.

11. ADJOURN / NEXT MEETING The meeting adjourned at 10:26 a.m. The next regular meeting will be held on December 14, 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

November 15, 2023

Intelligent Transportation Society of California (ITS CA) Annual Meeting: October 16-18, 2023

I was invited to speak on two panels at the ITS CA Annual meeting in Anaheim, California. One panel discussed the future of highway corridors in which I discussed Innovate 680, the need for digital infrastructure, and the concept of becoming a “digital road operator”. The second panel discussed the future of work zones on our roadways and how digitizing them will provide valuable information to emergency service providers, autonomous vehicles, etc.

Walnut Creek Magazine: October 18, 2023

I was interviewed by Walnut Creek Magazine to discuss our future deployment of shared autonomous vehicles (SAV) at Rossmoor and the benefits the project will bring to the community. We discussed how SAVs will address the gaps in our transportation system and first- and last-mile connectivity.

East Bay Transit Funding: October 20, 2023

I met with Andy Fremier, the Executive Director of Metropolitan Transportation Commission, Bill Churchill, the General Manager of Central Costa County Transit Authority dba County Connection, Rob Thompson, the General Manager of West Contra Costa Transit Agency dba WestCAT, Rashidi Barnes, the Chief Executive Officer of Eastern Contra Costa Transit Authority dba Tri Delta Transit, and Christy Wegener, the General Manager of Livermore Amador Valley Transit Authority, to discuss needs for transit funding in Contra Costa County including bus feeder payments from the Bay Area Rapid Transit.

GoMentum Station 2.0: October 24, 2023

Lindy Johnson and I met with the California Department of Finance, California Department of Transportation (Caltrans), and the California State Transportation Agency to provide an overview of our future vision and plans for expanding GoMentum Station into a proving ground with associated workforce development programs.

Murwood Elementary School GoMentum Station Tour: October 26, 2023

Lindy Johnson, Jack Hall, and I provided a tour of GoMentum Station and Glydways to fourth grade elementary school classes from Murwood Elementary School in the City of Walnut Creek. They were excited to learn how systems engineering which is taught in the classroom can be applied to autonomous vehicles and the associated career opportunities.

Bay Area LEEDS Celebrate Success!: October 26, 2023

Commissioner Sue Noack, Commissioner Chris Kelley, and I accepted the Legacy Champion of Change Award from Bay Area LEEDS for our outstanding partnership, collaboration, and commitment to the various Science, Technology, Engineering, and Mathematics (STEM) programs such as All Girls Lead the Way STEM event, the Femineers Program, and support to STEM programs in Contra Costa County.

City of San Ramon Chamber of Commerce: October 27, 2023

I was invited to speak to the business community roundtable with City San Ramon 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: October 27, 2023

I recorded the eleventh episode of the On the Patio podcast with Greg Baer, the Director of Airports for Contra Costa County. We discussed Buchanon and Byron Airport in Contra Costa County and the key role they serve in moving goods and people in Contra Costa County. We also discussed the many programs available at the airports, including the Bay Area Testing Site, which facilitates research and testing of electric vertical taking off and landing (eVTOL) vehicles.

Focus on the Future Conference: October 29-31, 2023

Commissioner Arnerich, Commissioner Kelley, Commissioner Carlson, Commissioner Thorpe, Ivan Ramirez, Stephanie Hu, Hisham Noeimi, John Hoang, Lindy Johnson, Jack Hall, Ying Smith, and I attended the Focus on the Future Conference in San Francisco, CA. I was invited to speak about the future of transportation, autonomous vehicles, uniform mobility payment.

Czech Republic GoMentum Station Tour: November 1, 2023

I provided a tour to a delegation from the Czech Republic to provide an overview of GoMentum Station, meet with a few of our partners, and discussed our approach to deploying autonomous vehicle pilots in Contra Costa County.

Girls Lead the Way STEM Event: November 2, 2023

Lindy Johnson and Commissioner Kelley led and attended the Girls Lead the Way STEM event to attract and support middle and high school girls interested in STEM. Girls Lead the Way is a partnership event hosted by the Authority, Chevron and Bay Area LEEDS, which welcomes 150 girls from schools in Contra Costa County, Livermore and Hayward. As part of the event, the students participated in hands-on activities, heard from inspiring speakers (including Commissioner Kelley) and were mentored by 30 women currently in STEM careers.

GoMentum Station Ad Hoc Committee Meeting #5: November 2, 2023

I met with the GoMentum Station Ad Hoc Committee (Chair Glover, Commissioner Arnerich, and Commissioner Noack) to discuss the transition plan for identifying a new entity.

National Center for Mobility Management: November 7, 2023

I was interviewed by the National Center for Mobility Management to discuss the benefit of autonomous vehicles, the key role they will serve in the communities, and challenges faced to provide scalable deployment.

Mobility Innovation Workshop: November 13-16, 2023

I was invited to speak at the Mobility Innovation Workshop in Tokyo, Japan. This is an invite only conference to discuss challenges, state of the practice, and collaboration about the deployment of emerging mobility and technology. I spoke on the open plenary session to discuss the current challenges faced in San Francisco with Cruise and Waymo including associated safety benefits. I explained the importance of applying the technology to use cases to address current needs with

available technology, including the benefits of testing at GoMentum Station in a secure environment.

Ferry Feasibility Study Status Update: September – November 2023

The project team completed site visits to each proposed service location in September. The cities of Antioch, Hercules, Martinez, and Pittsburg provided data and relevant background information for the team to create an Evaluation Matrix. The project team has completed the initial analysis of the demand potential. With input from the Water Emergency Transportation Agency (WETA), the team is developing operating costs, vessel options, and capital improvement needs. The project team has provided monthly updates to the study partners on a file sharing platform. This is the central place for information exchange and collaboration.

A stakeholder meeting was held on September 22, 2023, for the project team to share the methodology for evaluating ferry service at each of the proposed ferry locations and a draft Evaluation Matrix. All stakeholders were invited. The City of Hercules, City of Martinez, City of Pittsburg, and WETA staff were in attendance. The project team presented the draft Evaluation Matrix and the group had questions and comments. Staff received follow-up communications with City of Hercules staff, including a meeting on November 8, 2023.

Currently the project team is finalizing operating cost estimates, preparing the dredging costs and land-side capital improvement costs. Preliminary assessment reports will be prepared for each potential terminal location to help the cities advance future plans to support ferry service.

SUMMER COMMUNITY EVENT SERIES

The Summer Community Event Series was completed in October 2023, with one final event at the Walnut Creek Oktoberfest. The series was a significant undertaking – the Authority hosted booths at 19 community events, with at least one appearance planned for each city/town in Contra Costa County.

In the City of Walnut Creek, Authority educational and branded materials including a brochure, a postcard, and Authority-branded giveaways were distributed. Staff also gathered community input on the *Countywide Safety Action Plan*. **181 visitors** were counted at the Authority’s booth and **304 attendees visited** the autonomous shuttle. Authority staff took detailed notes and collected comment cards to capture feedback from the public at each event. Staff noted that American Sign Language interpretation would have been helpful for one visitor. Other comments collected included a greater desire for transit and less highway congestion. One person left a comment desiring better connections to Alameda County.

We are pleased to have connected deeply with the community throughout Contra Costa County during the Summer Community Event Series. We heard many beneficial public comments that helped us to gain important insights into how we can make transportation better for the community.

WEBSITE

CCTA.net is still benefiting from the success of the Summer Community Events Series, with an impressive 22,571 page views during the September 16 – October 15, 2023 reporting period. That’s a 29% increase over the previous reporting period and 15 times as many page views (+1,537%) than

the same period last year. Total page visitors were also up, with 3,862 users, up 11% from the previous period and five times as many (+497%) when measured year-over-year. The most popular pages on CCTA.net were *Home, Meetings, Mokelumne Trail, Our Team, and Projects*.

Ridepresto.com saw a drop in web traffic (-13%) and a slight decrease in engagement rate (-3.7%). However, the site saw nearly 200 users in the reporting period, and the most popular pages are the home page and the Frequently Asked Questions, as the public is still interested in learning more about the self-driving shuttles.

SOCIAL MEDIA

Social media metrics are generally trending in the right direction. LinkedIn saw significant increases in post impressions (+67%) and post clicks (+70%) compared to the previous reporting period, despite a notable decrease in post engagement rate (-33%). The Authority's LinkedIn following also grew 4% to 1,313. On X (formerly Twitter), there were fewer posts between September 16 and October 15, 2023, compared to the previous period, but the Authority saw a significant jump in engagement rate (+53%), which indicates the content is resonating with the audience. On the Authority's Facebook page, post-performance struggled, declining across the board. The largest drop was among engagements (-58%). On LinkedIn, the most popular post highlighted Timothy Haile's interviews with NBC Bay Area and the San Francisco Business Times regarding the future of autonomous vehicles in Contra Costa County. On X, the most popular posts were the traffic alert for the State Route 4 road closure due to work on the Mokelumne Trail Overcrossing, along with the post celebrating Transit Month. The most popular Facebook post highlighted the *On The Patio* podcast episode discussing PRESTO with guest Joe Moyer, Chief Executive Officer with Beep.

The Authority's new PRESTO accounts were largely inactive during this period. There were no original posts on X or Instagram; however, PRESTO's X account reposted five of the Authority's posts. The engagement team advises continuing to repost the Authority's and other partners' content until the audience grows.

PRESTO Update

Over the past seven months, the PRESTO service at Bishop Ranch has seen significant progress, with more than 1,000 riders taking advantage of the SAV.

The Transit Center and City Center stops have consistently shown the highest ridership for PRESTO, with the service being most utilized during the lunch rush hours between 11:00 AM and 2:00 PM. Rider experience has also improved as additional information is available on the project through the ridePRESTO.com website.

Beep is also working closely with the Authority team to improve and expand the data collection points to evaluate the project's effectiveness. Beep and the Authority continue to evaluate options to enhance the service's reliability, customer experience, and overall quality and are actively exploring various ways to achieve this goal.

Staff Out-of-State Travel: Ying Smith attended the Ferries Conference in Seattle, WA from September 26-October 3, 2023, for a total amount of \$1,785.17.



COMMISSIONERS

Federal Glover,
Chair

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Vice Chair

Ken Carlson

Paul Fadelli

Loella Haskew

Chris Kelley

Aaron Meadows

Sue Noack

Scott Perkins

Renata Sos

Lamar Thorpe

Timothy Haile,
Executive Director

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MEMORANDUM

To: Matt Todd, TRANSPAC
Chris Weeks, SWAT
Robert Sarmiento, TRANSPLAN
Sai Midididdi, TVTC
John Nemeth, WCCTAC
Sivakumar Natarajan, LPMC

From: Timothy Haile, Executive Director

Date: December 8, 2023

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

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

- A. Approval of Countywide At-Large Appointments to the Citizens Advisory Committee (CAC)

Recommendation: Staff sought approval to appoint three Countywide At-Large members to the CAC, each serving one four-year term from November 2023 through November 2027.

Action: The Authority Board approved the appointment of Sheena Patel, Nicholas Stark, and Nazanin Shakerin as the three Countywide At-Large members to the CAC, each serving one four-year term from November 2023 through November 2027.

- B.** Consider the Conduct for Meetings of the Legislative Bodies of the Authority for December 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.

- C.** Approval of the City of Walnut Creek Calendar Years 2020 and 2021 MeasureJ Growth Management Program (GMP) Compliance Checklist

Recommendation: Staff sought approval of the City of Walnut Creek GMP Compliance Checklist and payment of \$1,299,542 in Fiscal Year (FY) 2021-22 Local Street Maintenance and Improvement funds to the City of Walnut Creek, with a second (off-year) payment of FY 2022-23 funds on the one-year anniversary of the first payment.

Action: The Authority Board approved the City of Walnut Creek's GMP Compliance Checklist and payment of \$1,299,542 in FY 2021-22 Local Street Maintenance and Improvement funds to the City of Walnut Creek, with a second (off-year) payment of FY 2022-23 funds on the one-year anniversary of the first payment.

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

Recommendation: Staff sought approval of the Town of Moraga GMP Compliance Checklist and payment of \$420,184 in Fiscal Year (FY) 2021-22 Local Street Maintenance and Improvement funds to the Town of Moraga, with a second (off- year) payment of FY 2022-23 funds on the one-year anniversary of the first payment.

Action: The Authority Board approved the Town of Moraga’s GMP Compliance Checklist and payment of \$420,184 in F) 2021-22 Local Street Maintenance and Improvement funds to the Town of Moraga, with a second (off- year) payment of FY 2022-23 funds on the one-year anniversary of the first payment.

- E. Advancing the Organization

Recommendation: Staff sought input on the organizational assessment, operational scenarios, operational roles, the Operational Readiness Plan, and advancing the Authority into becoming a “Digital Road Manager”. This was an informational item only; no staff recommendation at this time.

Action: The Authority Board provided input on the organizational assessment, operational scenarios, operational roles, the Operational Readiness Plan, and advancing the Authority into becoming a “Digital Road Manager”.

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November 28, 2023

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

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

Dear Mr. ^{Tim}Haile:

The TRANSPAC Committee met on November 9, 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 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.
2. Approved the recommendation to resume in-person meetings for all legislative bodies of TRANSPAC effective January 1, 2024 and forward per Brown Act Standards. Hybrid remote teleconferencing will remain an option for non-Board members at TRANSPAC Board meetings.
3. Reviewed measure J Line 20a Funds Program Policies for FY 2024-2025 – FY 2025-2026.
4. Received information on the Northbound I-680 Express Lanes project.

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

Sincerely,



Matthew Todd
Managing Director

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



SWAT

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

December 6, 2023

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

RE: SWAT Meeting Summary Report for December 4th, 2023

Dear Mr. Haile:

The Southwest Area Transportation Committee ("SWAT") met Monday, December 4th, 2023.

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

1. Katy Hornbeck, Grants Manager, and Michael Stangl, Project Coordinator, East Bay Regional Parks, presented, and received feedback for an Iron Horse Trail rehabilitation project in San Ramon between Alcosta and Montevideo. The SWAT BOD expressed their support for the project which falls within the SWAT sub-region.
2. Stephanie Hu, Director of Projects, CCTA, presented 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.

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

Regards,

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

Chris Weeks
San Ramon Transportation Division Manager
SWAT Administrator

Cc: SWAT;SWAT TAC; Hisham Noemi ,CCTA; Stephanie Hu, CCTA; Matt Kelly, CCTA; John Hoang, CCTA; Matt Todd, TRANSPAC; Tiffany Gephart, TRANSPAC; John Nemeth, WCCTAC; Robert Sarmiento, TRANSPLAN

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: December 14, 2023

Subject:	TRANSPAC TAC APPOINTMENTS TO CCTA COMMITTEES
Summary of Issues	TRANSPAC is represented on several Contra Costa Transportation Authority (CCTA) committees. Currently, there are (2) primary and (1) alternate CBPAC positions with terms scheduled to expire on December 31, 2023. There is also a vacant primary position on the TCC for the term ending March 31, 2025 and a vacant primary position on the Innovate 680 TAC for the City of Concord. It is requested that the Board approve the appointments as recommended.
Recommendation	<ul style="list-style-type: none">- Appoint Briana Byrne (Walnut Creek) as the primary representative, Lynne Filson (Martinez) as the alternate representative and Scott Simmons as the citizen representative to the CBPAC for the term January 1, 2024 through December 31, 2025.- Appoint Ryan McClain (Pleasant Hill) to serve as a primary representative and Lynne Filson (Martinez) as the alternate representative to the TCC for the term ending March 31, 2025.- Appoint Abhishek Parikh as the primary representative and Virendra Patel as the alternate representative for the City of Concord on the Innovate 680 TAC.
Financial Implications	None.
Attachments	None.

Background

Countywide Bicycle and Pedestrian Advisory Committee (CBPAC)

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

facing the CCTA, Contra Costa and the region. The committee is expected to meet 5-6 times a year.

Briana Byrne, (Walnut Creek), is the current primary representative, Lynne Filson (Martinez), is the current alternate and Scott Simmons is the current citizen representative on the CBPAC for the term ending 12/31/23. Staff recommends approval of the reappointment of Briana Byrne (Walnut Creek) as the primary representative, Lynne Filson (Martinez) as the alternate representative and Scott Simmons as the citizen representative to the CBPAC for the term January 1, 2024 through December 31, 2025.

Technical Coordinating Committee (TCC)

TRANSPAC is also represented on the CCTA Technical Coordinating Committee (TCC) by three staff representatives and one alternate from the planning and engineering disciplines. The TCC provides advice on technical matters that may come before the CCTA. Members also act as the primary technical liaison between the CCTA and the RTPCs. The TCC reviews and comments on items including project design, scope, and schedule; provides advice on the development of priority transportation improvement lists for submittal to the Metropolitan Transportation Commission (MTC) for projects proposed under certain federal transportation acts; reviews and comments on the Strategic Plan of the CCTA; reviews and comments on the CCTA Congestion Management Program; reviews RTPC Action Plans and the Countywide Transportation Plan; and reviews and comments on the CCTA Growth Management Plan Implementation Documents. The TCC may also form subcommittees for specific issues and meets approximately ten times a year.

Saravana Suthanthira is one of three current primary representatives appointed to the TCC (Smadar Boardman (Walnut Creek) and Jason Chen (Clayton) are the other primary representatives and Ryan McClain (Pleasant Hill) is the current alternate. Staff have been informed that Ms. Suthanthira is no longer with the City of Concord. Staff recommends approval of the appointment of Ryan McClain (Pleasant Hill) to serve as a primary on the TCC and Lynne Filson (Martinez) as the alternate for the term ending March 31, 2025.

INNOVATE 680 TAC

Ms. Suthanthira is also appointed as a primary staff representative of Concord on the Innovate 680 TAC and this position is now vacant. The INNOVATE 680 TAC serves as the technical advisory body for the INNOVATE 680 Policy Advisory Committee (PAC) concerning the INNOVATE 680 suite of projects.

Staff recommends approval of the appointment of Abhishek Parikh as the primary and Virendra Patel as the alternate to fill the Concord staff positions on the Innovate 680 TAC.

TRANSPAC Appointments to CCTA Committees

TRANSPAC CBPAC Representatives			
Name/City		Term	
Briana Byrne (Walnut Creek)		(to 12/31/23)	
Lynne Filson (Alt) (Martinez)		(to 12/31/23)	
Scott Simmons (Citizen Representative)		(to 12/31/23)	
TRANSPAC TCC Representatives			
Smadar Boardman (Walnut Creek)		(to 03/31/25)	
Jason Chen (Clayton)		(to 03/31/25)	
Saravana Suthanthira (Concord) Vacant		(to 03/31/25)	
Ryan McClain (Pleasant Hill) (Alt)		(to 03/31/25)	
TRANSPAC INNOVATE 680 PAC Representatives			
Member	City	Term	
Carlyn Obringer	Concord	No term	
Mark Ross	Martinez	No term	
Sue Noack	Pleasant Hill	No term	
Loella Haskew	Walnut Creek	No term	
Ken Carlson	Contra Costa County	No term	
TRANSPAC INNOVATE 680 TAC Representatives			
Primary	Alternate	City	Term
Saravana Suthanthira Vacant	Abhishek Parikh	Concord	No term
Lynne Filson	Ali Hatefi	Martinez	No term
Ryan McClain	Ananthan Kanagasundaram	Pleasant Hill	No term
Smadar Boardman	Matt Redmond	Walnut Creek	No term
Monish Sen	Robert Sarmiento	Contra Costa County	No term
TRANSPAC Vision Zero Working Group Representatives			
Lynne Filson (Martinez)			

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TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: December 14, 2023

Subject:	ELECTION OF TRANSPAC CHAIR AND VICE CHAIR
Summary of Issues	The TRANSPAC JPA calls for the selection of a Chair and Vice Chair, who shall be elected officials and hold the office for a period of one year, commencing in February.
Recommendations	Elect the TRANSPAC Chair and Vice Chair for the term February 1, 2024 through January 31, 2025.
Options	The TRANSPAC Board could defer this action to February.
Attachment(s)	A. Summary of TRANSPAC Membership and CCTA Appointments

TRANSPAC ELECTED MEMBERS

Jurisdiction	Clayton	Concord	Contra Costa County	Martinez	Pleasant Hill	Walnut Creek	CCTA Even Yr Appt	CCTA Odd Yr Appt	CCTA Alt. At-Large
2023	Peter Cloven (Chair)	Carlyn Obringer	Ken Carlson	Mark Ross	Sue Noack (V Chair)	Loella Haskew		Loella Haskew 2023-25	Carlin Obringer 2023-25
			Appt 1/10/23		Appt: 1/9/23	Appt: 12/2/22		Appt: 12/8/22	Appt:12/8/22
2022	Peter Cloven (V Chair)	Tim McGallian	Karen Mitchoff	Mark Ross	Sue Noack	Loella Haskew (Chair)	Sue Noack 2022-24		Peter Cloven 2022-24
	Appt. 01/04/22	Appt 12/14/21			Appt. 01/10/22		Appt. 12/9/2021		Appt. 12/9/2021
2021	Peter Cloven	Carlyn Obringer	Karen Mitchoff	Mark Ross (Chair)	Sue Noack	Loella Haskew (V Chair)		Loella Haskew 2021-23	Tim McGallian 2021-23 Carlyn Obringer 2021-23
	Appt 12/15/20							Appt: 12/10/20	Appt: 2/10/22 Appt: 12/10/20
2020	Julie Pierce	Carlyn Obringer (Chair)	Karen Mitchoff	Mark Ross (Vice Chair)	Sue Noack	Loella Haskew	Sue Noack 2020-22 Julie Pierce 2020-22		Peter Cloven 2020-22 Carlyn Obringer 2020-22
	Appt 12/17/19	Appt. 12/10/19	Appt. 01/07/20		Appt. 1/13/20	Appt. 12/17/19	Appt. 12/10/20 Appt. 12/12/19		Appt. 2/11/21 Appt. 12/12/19
2019	Julie Pierce	Carlyn Obringer (V Chair)	Karen Mitchoff	Mark Ross	Sue Noack (Chair)	Loella Haskew		Loella Haskew 2019-21	Sue Noack 2019-21
	Appt. 12-18-18	Appt. 12-12-18	Appt. 01-15-19	Appt. 12-18-18	Appt. 01-28-19	Appt. 12-18-18		Appt: 12/13/18	Appt: 12/13/18
2018	Julie Pierce (Chair)	Carlyn Obringer	Karen Mitchoff	Mark Ross	Sue Noack (V Chair)	Loella Haskew	Julie Pierce 2018-20		Carlyn Obringer 2018-20
	Appt: 01/16/18	Appt: 12/12/17	Appt: 01/09/18		Appt: 01/08/18	Appt: 12/19/17	Appt: 2/8/18		Appt: 2/8/18
2017	Julie Pierce (V Chair)	Ron Leone	Karen Mitchoff (Chair)	Mark Ross	Sue Noack	Loella Haskew		Loella Haskew 2017-19	Sue Noack 2017-19
	Appt: 12/20/16	Appt: 12/13/16	Appt: 01/10/17	Appt: 02/15/17	Appt: 01/09/17	Appt: 12/20/16		Appt: 12/8/16	Appt: 2/9/17
2016	Julie Pierce	Ron Leone (Chair)	Karen Mitchoff (V Chair)	Mark Ross	David Durant	Loella Haskew	Julie Pierce 2016-18		Carlyn Obringer 2016-18
	Appt: 12/15/15	Appt: 12/15/15	Appt: 01/05/16		Not Available	Appt: 12/15/15	Appt: 11/12/15		7/13/2017
2015	Julie Pierce	Ron Leone (Vice Chair)	Karen Mitchoff	Mark Ross	David Durant	Loella Haskew (Chair)		David Durant 2015-17	Loella Haskew 2015-17
	Appt: 12/16/14	Appt: 12/16/14	Appt: 01/06/15		Appt: 01/12/15	Appt: 01/20/15		Appt: 12/11/14	12/11/2014
2014	Julie Pierce	Ron Leone	Karen Mitchoff	Mark Ross (Chair)	David Durant	Loella Haskew (V Chair)	Julie Pierce 2014-16		Ron Leone 2014-16
	Appt: 12/03/13	Appt: 12/10/13	Appt: 01/21/14		Appt: 01/06/14	Appt: 12/17/13	Appt: 12/12/13		12/12/2013
2013	Julie Pierce	Ron Leone	Karen Mitchoff	Mark Ross (V Chair)	David Durant (Chair)	Loella Haskew		David Durant 2013-15	Loella Haskew 2013-15
	Appt: 12/20/12	Appt: 12/11/12	Appt: 01/08/13	Appt: 01-16-13	Appt: 01/28/13	Appt: 12/18/12			
2012	Julie Pierce (Chair)	Bill Shinn	Karen Mitchoff	Mark Ross	David Durant (V Chair)	Kristina Lawson	Julie Pierce 2012-14		
	Appt: 12/20/11	Appt: 12/13/11	Appt: 01/10/12		Appt: 07/16/12	Appt: 12/20/11			

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: December 14, 2023

Subject:	APPOINTMENT OF TRANSPAC REPRESENTATIVES TO THE CCTA
Summary of Issues	TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Board by two members and two alternate members (all elected officials). Commissioner Sue Noack is the TRANSPAC representative to the CCTA and Commissioner Peter Cloven the alternate for the two-year term of February 1, 2024 to January 31, 2026.
Recommendations	Appoint the TRANSPAC CCTA Representatives for the term February 1, 2024 through January 31, 2026.
Options	The TRANSPAC Board could defer this action to the next TRANSPAC meeting in February. This would cause TRANSPAC to not have an appointee approved to serve at the February and possibly March CCTA meetings.
Attachment(s)	A. TRANSPAC Member List and CCTA Appointments (2012 Present)

Background

TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Board by two members and two alternate members (all elected officials). The two alternate member positions are allowed to serve for either or both of TRANSPAC’s CCTA representatives, as necessary.

Commissioner Sue Noack is the TRANSPAC representative to the CCTA and Commissioner Peter Cloven is the alternate for the two-year term February 1, 2022 to January 31, 2024. TRANSPAC is requested to appoint a primary and alternate member to the CCTA Board to represent TRANSPAC for the two-year period from February 1, 2024 to January 31, 2026. CCTA typically seats new members formally at the February CCTA Board Meeting, and the CCTA Planning Committee or Administration and Projects Committee in March.

Commissioner Loella Haskew is the TRANSPAC representative to the CCTA and Commissioner Carlyn Obringer is the alternate for the two-year term February 1, 2023 to January 31, 2025.

Commissioner Ken Carlson serves as a CCTA Commissioner as well, representing one of the two appointments through the County Board of Supervisors.

In prior year's, this annual discussion has included questions about how other RTPCs approach the process of appointing CCTA representatives. Staff contacted the other RTPCs and notes that there are no specific RTPC policies related to the CCTA Representative selection being used by the other RTPCs.

At this meeting, it is requested that the Board appoint a primary and alternate member to the CCTA Board to represent TRANSPAC for the two-year period from February 1, 2024 through January 31, 2026.

TRANSPAC Board Meeting STAFF REPORT

Meeting Date: December 14, 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. Measure J Line 20a funds are expected to generate about \$1.2 million over the two-year programming period. Staff anticipates presenting a new draft program for approval in June 2024.</p> <p>At the November 30, 2023 meeting, the TRANSPAC TAC reviewed the final Draft Call for Projects package and program policies.</p>
Recommendation	Approve the final call for projects and application material for the FY 2024/2025 and FY 2025/2026 Measure J Line 20a Program and release the call for projects.
Financial Implications	None.
Attachment(s)	<ul style="list-style-type: none"> A. Measure J Line 20a Fund Estimate B. DRAFT TRANSPAC Measure J Line 20A Application and Policy (FY 2024-2025 & FY 2025-2026) <ul style="list-style-type: none"> 1. MTC Map of Equity Priority Communities (Central County) & Plan Bay Area 2050 Equity Priorities Map 2. Sample Progress Report 3. Sample CCTA Master Funding Agreement C. Measure J TEP Program Description

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. The Line 20a program fund for FY 2024/2025 and FY 2025/2026 is similarly estimated at \$1.2 million dollars as outlined in the attached fund estimate. The fund estimate projects the revenues and expenses over the proposed two-year period of the program, and includes reserves for cash flow and an “operations/ capital” reserve. The Measure J Line 20A funds are ultimately distributed by the CCTA and all project sponsors will be required to meet the requirements of the CCTA Fund Reimbursement Agreement. Staff anticipates presenting a new draft program for approval in June 2024.

Discussion to date

In preparation for the call for projects, staff presented the last cycles application, policies and evaluation topics for comment and discussion to the TAC and then to the Board. As previously discussed, several topics were explored including defining program priority, maintenance of effort criteria, and equity including prioritizing equity priority communities. In addition, it was agreed to select a scoring committee to review the applications in the Spring. A scoring criteria development committee was also established to determine further equity questions that have been reviewed and are now included in the application under Section 13; Equity.

Next Steps/Outreach Efforts

The programming schedule is outlined below which includes a summary of proposed activities through June, 2024, which begins with the Board approval of the application material and release of the Call for Projects in December. Upon approval, staff will distribute the applications via multiple methods including the TRANSPAC distribution list (includes contacts from TRANSPAC cities, RTPC staff, 511CC, elected officials), the CCTA Paratransit Coordinating Council (PPC) distribution list, the CCTA Accessible Transportation Strategic Plan Task Force, and the County Advisory Council on Aging distribution list. Staff will add the material to the TRANSPAC website and will create a summary level of program information and links that can be shared through social media. Staff will work with CCTA and TRANSPAC agencies to distribute the program information through their social media accounts. Staff will also outreach to organizations that have applied in the past and will follow-up with those organizations prior to the application deadline. Staff will also respond to any inquiries and will forward information to any other contacts as desired.

It is requested that the Board approve the program policies and application materials and authorize the release of the call for projects.

Programming Schedule

December 2024	Approve Call for Projects Application and material (December 14, 2023) Release Call for Projects for the FY 2024/2025 & FY 2025/2026 Program (December 15, 2023)
January 2024	Send “reminder” notice of application due date (January 8, 2023) Application Workshop (January 9, 2023 - tentative) Applications Due (January 19, 2023) TAC Scoring Committee TBD
February	Projects Summary – Board Review
March	Scoring Committee Meeting/Review
April	Review Draft Program (TAC)
May 2024	Review Draft Program (Board)
June 2024	Approve Final Program

TRANSPAC Line 20A Program

FUND ESTIMATE

(updated November 17, 2023)

<i>INITIAL FUND BALANCE</i>		
Carryover Balance	\$	851,830
Adjustment for Actual Funding Received through FY 22/23*	\$	77,506
<small>* Prior projected revenue assumption was \$540,000 per year</small>		
Adjustment for Projected Funding to be Received through FY 23/24*	\$	45,000
<small>* Prior projected revenue assumption was \$540,000 per year</small>		
<i>TOTAL</i>	\$	974,336
<i>Program Balance</i>	\$	974,336

<i>NEW REVENUE PROJECTION</i>		
2024/2025 - Projected Revenue	\$	600,000
2025/2026 - Projected Revenue	\$	600,000
<i>TOTAL</i>	\$	1,200,000
<i>Projected Program Balance</i>	\$	2,174,336

<i>NEW PROGRAMMING</i>		
2024/2025 - PROPOSED New programming	\$	600,000
2025/2026 - PROPOSED New programming	\$	600,000
<i>TOTAL</i>	\$	1,200,000

<i>PROPOSED FUND BALANCE - AFTER PROGRAMMING</i>		
Cash Flow Reserve	\$	600,000
Operations/Capital Reserve *	\$	374,336
<small>* Prior analysis indicated \$270,000 reduction of funds collected as a result of the 2008 economic downturn</small>		
<i>TOTAL</i>	\$	974,336

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 \$1,200,000 (\$600,000 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 maps on pages 20-22).

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 pages 20-22 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

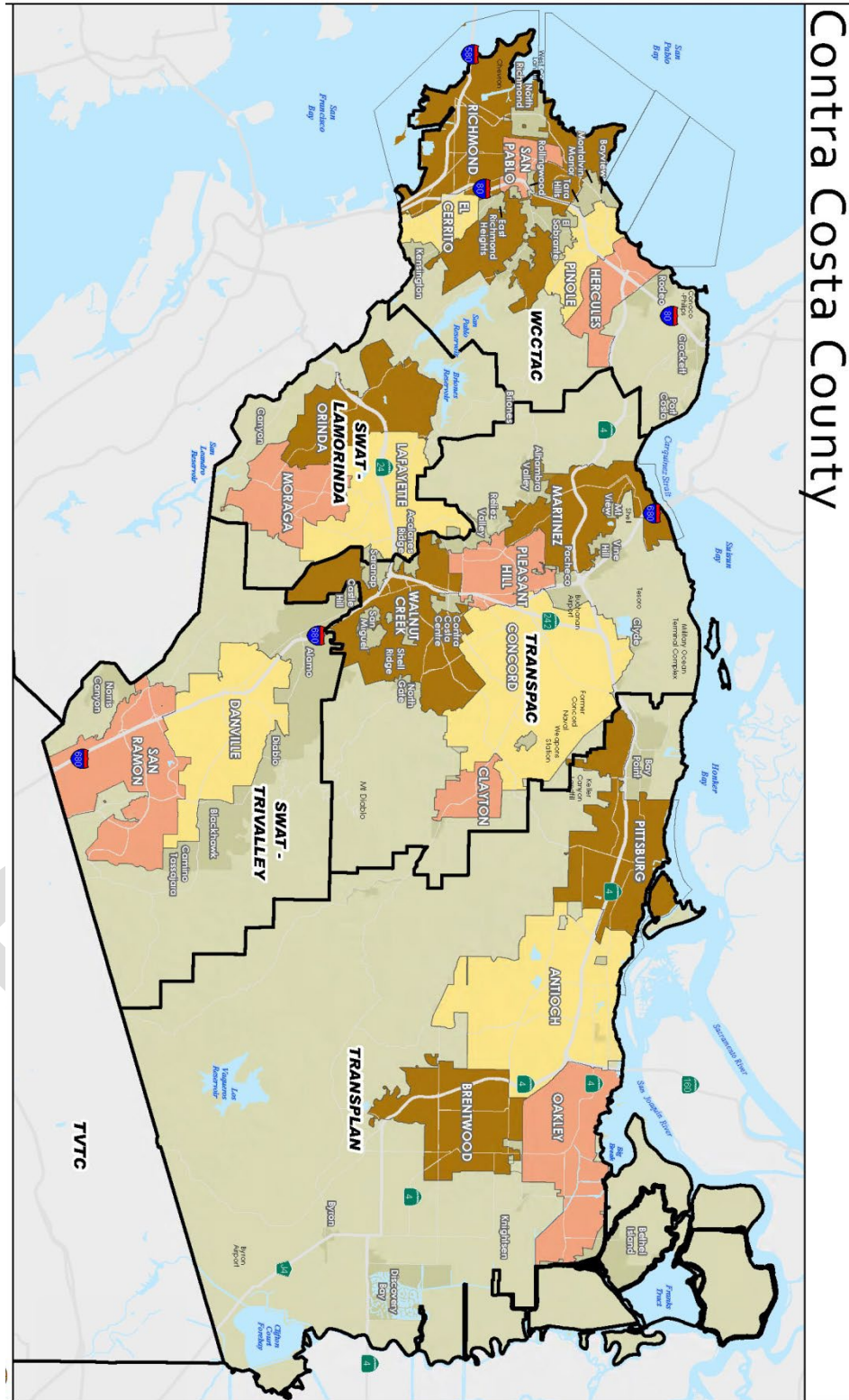
Budget Line Item Description	(\$)			Amount of Line 20a Funds
	FY 24/25	FY 25/26	TOTAL	
TOTAL				

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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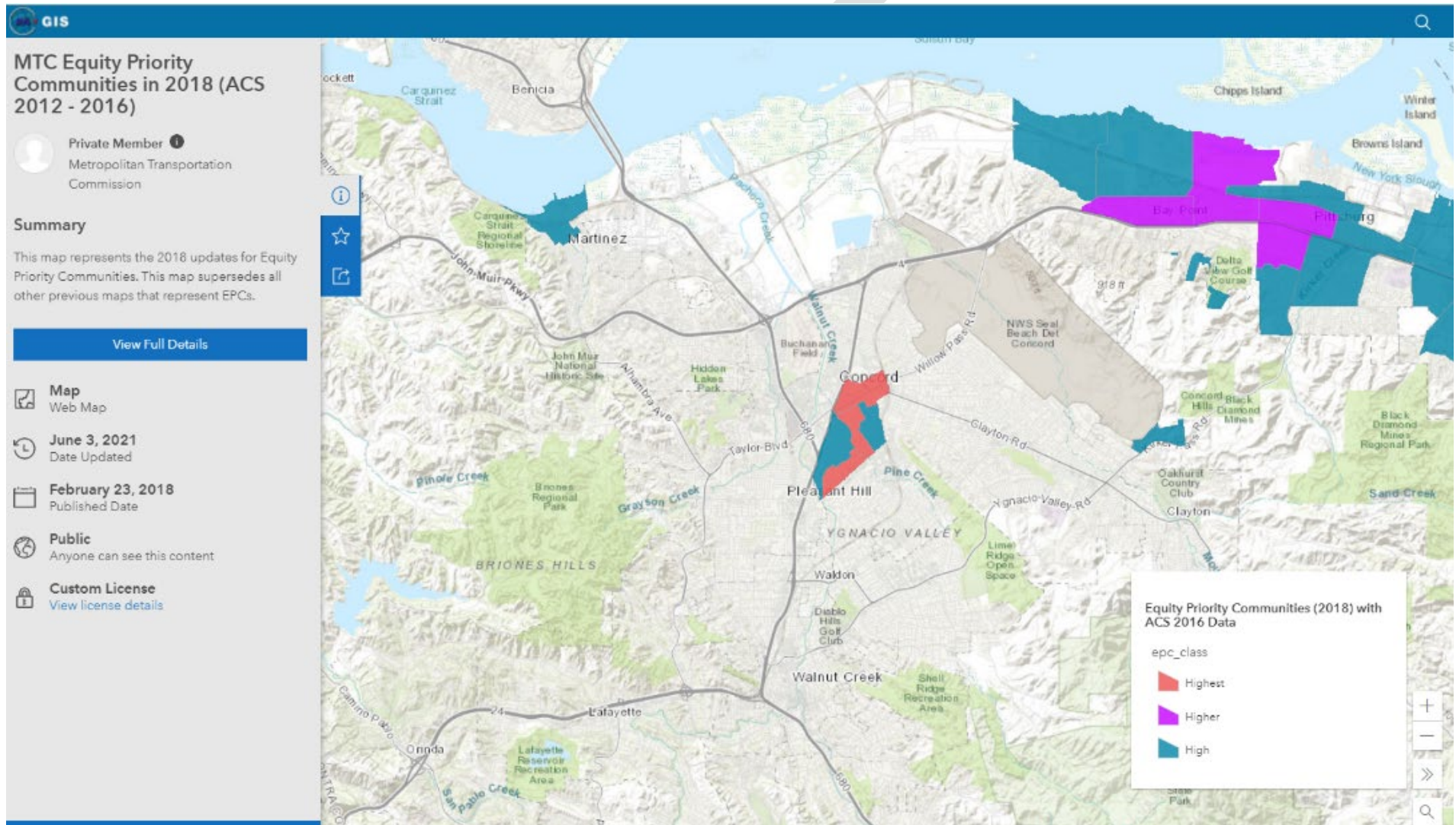
TRANSPAC Area Map

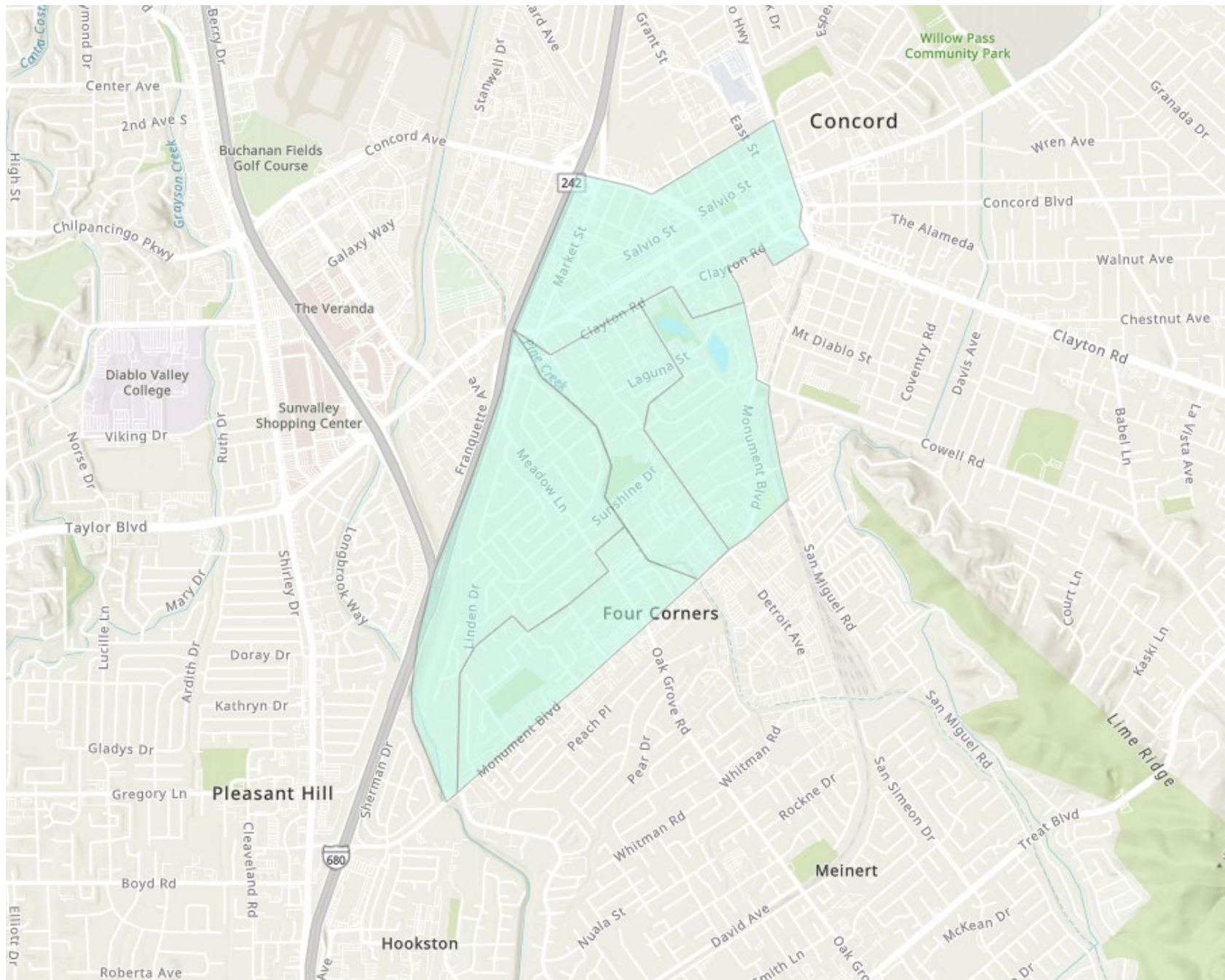


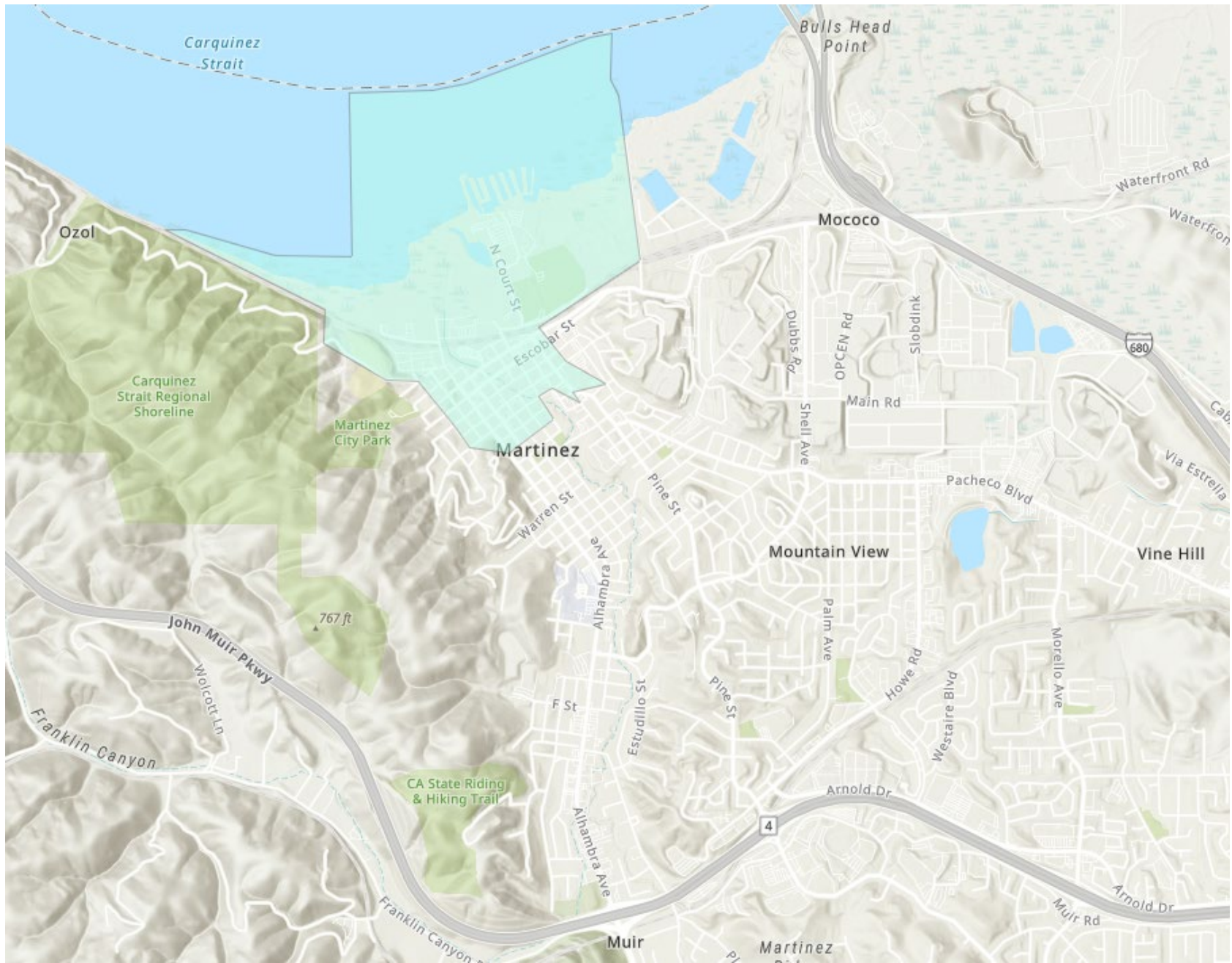
Contra Costa County

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 Measure J Line 20a Funds
SAMPLE 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

Primary Project Contact

Name:

Phone:

Email:

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

Name:

Phone:

Email:

DRAFT

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.
- 5. 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.
- 6. 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.

7. 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.

8. 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).

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.

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.

**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

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.

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: December 14, 2023

Subject:	2024 TRANSPAC MEETING SCHEDULE
Summary of Issues	The TRANSPAC Board is requested to review the proposed 2024 schedule of meetings for the TRANSPAC Board and TAC.
Recommendations	Approve the TRANSPAC Meeting Schedule for 2024.
Financial Implications	None
Options	Defer the action.
Attachment(s)	A. Draft 2024 Meeting Schedule

TRANSPAC Transportation Partnership and Cooperation

2024 MEETING SCHEDULE

Unless otherwise notified, all meetings will be held at 9:00 A.M. at Pleasant Hill City Hall, Community Room (100 Gregory Lane, Pleasant Hill, California) unless otherwise specified.

TRANSPAC Meetings

Regular meetings are on the second Thursday of every month or as notified. Other meetings as scheduled.

January (No meeting)
February 8
March 14
April 11
May 9
June 13

July 11
August (No meeting)
September 12
October 10
November 14
December 12

TAC Meetings

Regular meetings are on the last Thursday of every month or as notified.

January 25
February 29*
March 28
April 25
May 30*
June 27

July (No Meeting)
August 29*
September 26
October 31*
November 21**
December (No meeting)

* 5th Thursday of the Month

** 3rd Thursday of the Month