

**TRANSPAC**  
**Transportation Partnership and Cooperation**  
**Meeting Notice and Agenda**

**THURSDAY, FEBRUARY 8, 2024**

**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/85989558151?pwd=b3ZkMUpJSVNqT3V2U1ZBZVJld3l0Zz09>

Meeting ID: 859 8955 8151      Password: 056119

**Phone Access:** To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID: 859 8955 8151 and Password: 056119

**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](mailto: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

**Americans with Disabilities Act (ADA):** This agenda is available upon request in alternative formats to persons with a disability, as required by the ADA of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (Cal. Govt. Code §54954.2). Persons requesting a disability related modification or accommodation should contact TRANSPAC via email or phone at [tiffany@graybowenscott.com](mailto:tiffany@graybowenscott.com) or (925) 937-0980 during regular business hours at least 48 hours prior to the time of the meeting.

---

**1. CONVENE REGULAR MEETING / PLEDGE OF ALLEGIANCE /SELF-INTRODUCTIONS**

**2. PUBLIC COMMENT.** At this time, the public is welcome to address TRANSPAC on any item not on this agenda. Please refer to the “Public Comment” section above for participation guidance.

<b>ACTION ITEMS</b>
---------------------

**3. CONSENT AGENDA.**

**a. APPROVAL OF MINUTES 🌀 Page 7**

- Minutes of the December 14, 2023 TRANSPAC Board meeting.

**b. CCTA EXECUTIVE DIRECTOR’S REPORT REGARDING CCTA ACTIONS / DISCUSSION ITEMS**

- CCTA Executive Director Timothy Haile’s Report January 17, 2024. 🌀  
**Page 13**

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

- CCTA Executive Director Timothy Haile’s RTPC Memo dated January 11, 2024. 🌀 **Page 17**

**d. RTPC MEETING SUMMARY LETTERS: 🌀 Page 21**

- TRANSPAC – Meeting summary letter dated December 15, 2023.
- TRANSPLAN – No meeting summary letter available.
- SWAT – No meeting summary letter available.
- WCCTAC – Meeting summary letter dated December 9, 2023.

**e. CCTA MEETING UPDATES AND COUNTYWIDE INFORMATION LINKS.**

1. Street Smarts Programs in the TRANSPAC Region can be found at:  
<https://streetsmartsdiablo.org/events/>
2. County Connection Fixed Route Monthly Report:  
[https://countyconnection.com/wp-content/uploads/2023/12/6a.FINAL\\_Fixed-Route-Report-November-2023.pdf](https://countyconnection.com/wp-content/uploads/2023/12/6a.FINAL_Fixed-Route-Report-November-2023.pdf)
3. County Connection Link Monthly Report:  
<https://countyconnection.com/wp-content/uploads/2023/12/6.b.-LINK-Paratransit-Executive-Summary-Report-November-2023.pdf>
4. The CCTA Project Status Report may be downloaded at:  
[https://ccta.net/wp-content/uploads/2023/12/QPSR-Oct-Dec-2023\\_Final.pdf](https://ccta.net/wp-content/uploads/2023/12/QPSR-Oct-Dec-2023_Final.pdf)
5. The CCTA Board meeting was held on January 17, 2024. The next regular meeting is scheduled for February 21, 2024.
6. The CCTA Administration & Projects Committee (APC) meeting was held on February 1, 2024. The next regular meeting is scheduled for March 7, 2024.
7. The CCTA Planning Committee (PC) meeting was held on February 1, 2024. The next regular meeting will be held on March 7, 2024.
8. The CCTA Calendar for February 2024 to April 2024 may be downloaded at: <https://ccta.primegov.com/Portal/viewer?id=0&type=7&uid=e3445838-ccd2-43c2-8bb7-9678d3ac0c86>

- f. TRANSPAC QUARTERLY FINANCIAL REPORT.** The TRANSPAC JPA calls for the reporting of certain financial information on a quarterly basis. This report contains a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2023/24 for the period ended December 31, 2023 as well as additional financial reports. 🌀 **Page 25**

**ACTION RECOMMENDATION: Accept the quarterly financial report for the period ended December 31, 2023.**

Attachment: Staff Report

**END CONSENT AGENDA**

4. **MEASURE J LINE 20A FUNDS PROGRAM – FY 2024/2025 AND FY 2025/2026.** The 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 Line Item 20a funds are to be used. The TRANSPAC Board approved the program guidelines and release of a call for projects in December. Measure J Line 20a funds are expected to generate about \$1.2 million over the two-year programming period. Program applications were requested to be submitted by January 19, 2024. Staff received 8 applications totaling approximately \$1.4 million in requested funding. Staff also received one late application and is requesting Board consideration to accept the late submittal of their application. (INFORMATION) 🌀 **PAGE 31**

**ACTION RECOMMENDATION: Consider accepting the late submittal of the Choice in Aging application for the Measure J Line 20a Funds Program for FY 2024/2025 – 2025/2026.**

Attachment: Staff Report

5. **ACCEPT TRANSPAC ANNUAL FINANCIAL REPORT AS OF JUNE 30, 2023 AND 2022 WITH INDEPENDENT AUDITORS' REPORT.** TRANSPAC policy calls for an independent audit to be made by a certified public accountant to ensure TRANSPAC is complying with JPA defined requirements and Government Code Section 6505 regarding strict accountability of funds. 🌀 **PAGE 39**

**ACTION RECOMMENDATION: Accept the Annual Financial Report as of June 30, 2023 and 2022 with Independent Auditors' Reports thereon.**

Attachment: Staff Report

<b>INFORMATION ITEMS</b>
--------------------------

6. **TRANSPAC FY 2023/2024 WORKPLAN PROGRESS REPORT.** TRANSPAC adopts an annual workplan in conjunction with the budget. The workplan is based on identified priorities and current trends and topics in regional transportation. At this meeting staff will provide an overview of the FY 2023/2024 workplan activities to date. (INFORMATION) 🌀 **Page 61**

Attachment: Staff Report

7. **PLANNING COMMISSIONER VACANCIES.** The TRANSPAC bylaws state that the TRANSPAC Board shall consist of 6 ex-officio members, one member from each Agency. For the City Agencies, one planning commissioner shall be appointed as an ex-officio member of the Board by the respective City Council. For the County Agency, one planning commissioner shall be appointed as an ex-officio member of the Board by the County Board of Supervisors.

Ex-officio members shall not be entitled to vote and shall not be counted towards the quorum. Currently there are Planning Commissioner vacancies for the following agencies: City of Clayton, City of Martinez, City of Pleasant Hill, and Contra Costa County. Staff seeks local agency recommendations to fill the current vacancies.

**🌀 PAGE 65**

Attachment: Staff Report

8. **TRAVEL DEMAND MANAGEMENT 2.0 AND CCTA TRANSPORTATION FUND FOR CLEAN AIR POLICY.** Transportation Demand Management (TDM) includes strategies and initiatives that aim to reduce greenhouse gas (GHG) emissions and Vehicle Miles Traveled (VMT) through the reduction of single occupancy vehicle use. At this meeting, CCTA staff will present information on the CCTA TDM and the Countywide Transportation Fund for Clean Air (TFCA) programs and potential revisions to the programs and policy for TRANSPAC Board input. (INFORMATION) **🌀 PAGE 67**

Attachment: Staff Report

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

The next regular meeting is proposed for March 14, 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.

**THIS PAGE INTENTIONALLY BLANK**

## TRANSPAC Committee Meeting Summary Minutes

**MEETING DATE:** December 14, 2023

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

**PLANNING COMMISSIONERS PRESENT:**

**STAFF PRESENT:** Pranjal Dixit, County Connection; Smadar Boardman, Walnut Creek; Celestine Do, BART; Ryan McClain, Pleasant Hill; Matt Todd, TRANSPAC; Tiffany Gephart, TRANSPAC; Debi Lawrence, TRANSPAC

**GUESTS/PRESENTERS:** Scott Simmons

**MINUTES PREPARED BY:** Tiffany Gephart

### 1. Convene Regular Meeting / Pledge of Allegiance / Self-Introductions

Vice Chair Noack 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 November 9, 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. TRANSPAC TAC Appointments to CCTA Committees. *Action: 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.*

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

#### **End Consent Agenda**

#### **4. Election of Chair and Vice Chair**

*On a motion by Commissioner Carlson seconded by Commissioner Haskew to appoint Commissioner Noack as the TRANSPAC Chair and Commissioner Obringer as the TRANSPAC Vice Chair for the term February 1, 2024 through January 31, 2025 by unanimous vote of the members present (Ross, Obringer, Noack, Haskew, Carlson).*

#### **5. Appointment of TRANSPAC Representatives to the CCTA.**

*On a motion by Commissioner Haskew seconded by Commissioner Obringer to appoint Commissioner Noack, as the primary TRANSPAC representative to the CCTA Board and Commissioner Cloven as the alternate TRANSPAC representative to the CCTA Board for the term February 1, 2024 through January 31, 2026 by unanimous vote of the members present (Ross, Obringer, Noack, Haskew, Carlson).*

#### **6. MEASURE J LINE 20A FUNDS PROGRAM POLICIES – FY 2024/2025 – FY 2025/2026.**

Tiffany Gephart introduced the item and commented that staff has incorporated the feedback with regard to outreach and would review the next steps. Ms. Gephart noted that there were no substantive changes to the application material itself. Mr. Todd reviewed the Measure J Line 20a fund estimate and cash flow.

Commissioner Noack commented that the reserve was large and in the past the reserve was used to supplement the Measure J Line 20a program when application requests exceed the available funding and asked if this should be discussed when the applications are submitted. Mr. Todd confirmed that in the past cycle the reserve was used as stated by Commissioner Noack. Mr. Todd also noted that part of the reason for the large reserve is to account for the year gap looking ahead to the end of Measure J collections.

Ms. Gephart reviewed the outreach and program schedule. Ms. Gephart commented staff is requesting the approval of the call for projects at this meeting. Following the release of the call



for projects to the TRANSPAC distribution list, staff will contact past recipients to notify them of the call for projects release. A reminder email will also be sent to the distribution list a week before the application deadline. An application workshop is tentatively scheduled for January 9<sup>th</sup>. A summary of applications received will be brought to TAC in January and the Board in February. Review and scoring of the applications will take place between February and April. Staff will seek Board approval of the draft program in May and the final program approval will be sought in June.

Commissioner Noack asked if there is sufficient time in the process for applicant presentations if desired as applicant presentations have been requested in the past. Mr. Todd suggested that presentations be held in April.

Ms. Gephart continued with more detailed outreach efforts which are summarized in the staff report.

Commissioner Obringer asked if staff recalled which agency missed the application deadline in a past cycle and was not considered. Mr. Todd reiterated that staff will reach out to past applicants and send a reminder to the TRANSPAC distribution to ensure that organizations have every opportunity to apply. In addition, staff will send out social media language to the jurisdictions and CCTA to expand the reach as much as possible.

Commissioner Obringer asked if the past late application was for an organization that had not been previously funded. Commissioner Haskew affirmed that it was not a previous recipient.

Commissioner Haskew asked how vast the distribution list is and if the Board will be provided a list of names organizations requesting funding. Mr. Todd summarized the general agencies that receive the distribution list then noted relevant subcommittees that staff intend to reach out to.

Commissioner Noack expressed a concern that with extensive outreach there may be requests beyond what funding is available and that it will be necessary to thoroughly review the applications rather than adopting the approach that previously funded programs will be assumed to be funded again.

***On a motion by Commissioner Haskew seconded by Commissioner Obringer to 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 by unanimous vote of the members present (Ross, Obringer, Noack, Haskew, Carlson).***

**7. TRANSPAC CCTA REPRESENTATIVE REPORTS.**

Planning Committee: Commissioner Haskew commented that the Planning Committee approved the MOU for Measure X funds for Accessible Transportation and there was a Congestion Management Program update for Contra Costa County. Commissioner Haskew further noted that a main issue under discussion at CALCOG is the gas tax.

Administration and Project Committee: Commissioner Noack noted that the two items of discussion were Phase 2 of San Pablo Dam Road and the I-80 Interchange engineering focus as well as design changes that needed to happen along the McCallum Trail crossing due to an engineering issue. Commissioner Noack further noted administrative items such as a legislative update and review of the calendar.

**8. METROPOLITAN TRANSPORTATION COMMISSION REPORT.**

Commissioner Noack noted that there was substantive discussion on legislation that will allow a transportation ballot measure in 2026. There was discussion on what type of measure, the amount of funding and what MTC's authority will be and the transformation of the transit system in the Bay Area to work more efficiently and address the fiscal cliff. On the November 24<sup>th</sup> ballot there will be bond measure for affordable housing as well as a state mental health bond measure. Commissioner Noack noted that 80% of the measure will go to four cities not in Contra Costa County and 20% of the measure will be controlled by MTC.

Commissioner Obringer asked what the 20% will go toward. Commissioner Noack replied that it will be a grant process and there is discussion around funding priorities. Commissioner Noack noted that 52% of the 20% will go towards production and then there is a portion for programming and services.

Commissioner Obringer further asked if MTC will be looking at projects close to transportation. Commissioner Noack commented that the funding is not tied to the Transit Oriented Development (TDM) policy.

**9. TAC ORAL REPORTS BY JURISDICTION**

No comments from the TAC.

**10. BOARDMEMBER COMMENTS**

No Comments from the Board.

**10. MANAGING DIRECTOR'S REPORT**

No comments from the Managing Director.

**11. ADJOURN / NEXT MEETING** The meeting adjourned at 9:35 a.m. The next regular meeting will be held on February 8, 2023 at the City of Pleasant Hill Large Community Room – 100 Gregory Lane, Pleasant Hill. Remote teleconferencing information for members of the public will be included in the posted meeting materials.

**THIS PAGE INTENTIONALLY BLANK**



COMMISSIONERS

Federal Glover,  
Chair

Newell Arnerich,  
Vice Chair

Ken Carlson

Paul Fadelli

Loella Haskew

Chris Kelley

Aaron Meadows

Sue Noack

Scott Perkins

Renata Sos

Lamar Thorpe

Timothy Haile,  
Executive Director

---

# MEMORANDUM

---

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

From: Timothy Haile, Executive Director

Date: January 11, 2024

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

---

At its December 20, 2023 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

- A. Bay Area Rapid Transit (BART) – Central County BART Next Generation Fare Gates (NGFG) (Project 10001-09) – Approval to Appropriate Measure J Funds to BART for Design and Construction Phases

**Recommendation:** Staff sought approval of Resolution 23-48-p, which will appropriate \$3.5 million in Measure J funds to BART for design and construction phases of the Central County BART NGFG project.

*Action: The Authority Board approved Resolution 23-48-p, which will appropriate \$3.5 million in Measure J funds to BART for the design and construction phases of the Central County BART NGFG project.*

- B. Interstate 680/State Route 4 Interchange Improvements, Phases 1, 2A, and 4 (Project 6001) (Project) – Approval of Resolution 23-21-P to Adopt Amendment No. 2 to the 2022 Measure J Strategic Plan

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

Recommendation: Staff sought approval of Resolution 23-21-P, which will adopt Amendment No. 2 to the 2022 Measure J Strategic Plan, to reprogram \$150,000 from the Central County – Construction Reserve to the Project.

*Action: The Authority Board approved Resolution 23-21-P, which will adopt Amendment No. 2 to the 2022 Measure J Strategic Plan, to reprogram \$150,000 from the Central County – Construction Reserve to the Project.*

- C. Authorization to Execute Funding Memorandum of Understanding (MOU) Agreement No. 679 with Contra Costa County for \$1,470,00 of Measure X Funds to Support Implementation of the Accessible Transportation Strategic Plan

**Recommendation:** Staff sought authorization for the Chair to execute Funding MOU Agreement No. 679 with Contra Costa County for the Authority to receive \$1,470,000 in Measure X funding, authorize the funds to be used for the tasks identified in the Service Plan in Agreement No. 679, and to allow the Executive Director or designee to make any non-substantive changes to the language.

*Action: The Authority Board approved authorization for the Chair to execute Funding MOU Agreement No. 679 with Contra Costa County for the Authority to receive \$1,470,000 in Measure X funding, authorize the funds to be used for the tasks identified in the Service Plan in Agreement No. 679, and to allow the Executive Director or designee to make any non-substantive changes to the language.*

- D. 2025 Countywide Transportation Plan (CTP) Environmental Impact Report (EIR) – Authorization to Execute Agreement No. 680 with Circlepoint for Environmental Analysis Services

**Recommendation:** Staff sought authorization for the Chair to execute Agreement No. 680 with Circlepoint in the amount of \$424,687.66, for development of the 2025 CTP EIR, and to allow the Executive Director or designee to make any non-substantive changes to the language. The term will be through December 20, 2026.

*Action: The Authority Board approved authorization for the Chair to execute Agreement No. 680 with Circlepoint in the amount of \$424,687.66, for development of the 2025 CTP EIR, and to allow the Executive Director or designee to make any non-substantive changes to the language with a term extended through December 20, 2026.*

- E. Consider the Conduct for Meetings of the Legislative Bodies of the Authority for December 2023

**Recommendation:** Staff requested that the Authority Board consider the options for meeting conduct after December 2023 and provide direction to staff on the conduct of meetings for the Authority's legislative body.

*Action: The Authority Board authorized staff to conduct all of the Authority's legislative body meeting in-person with a hybrid component for public participation and comment effective January 2, 2023.*

- F. Approval of the 2023 Congestion Management Program (CMP) Update for Contra Costa County

**Recommendation:** Staff sought approval of Resolution 23-43-G, which will adopt the 2023 CMP update for Contra Costa County, authorize staff to make any non-substantive changes to finalize the document, and authorize staff to forward the CMP to the Metropolitan Transportation Commission.

*Action: The Authority Board approved Resolution 23-43-G, which will adopt the 2023 CMP update for Contra Costa County, authorize staff to make any non-substantive changes to finalize the document, and authorize staff to forward the CMP to the Metropolitan Transportation Commission.*

- G. Approval to Form a Sub-Committee of the Authority Board to Develop the Countywide Transportation Plan 2050 (CTP2050)

**Recommendation:** Staff sought approval to form a sub-committee of up to three members of the Authority Board to assist with the development of the CTP2050, and appointment of members to serve on the sub-committee.

*Action: The Authority Board approved the formation of a CTP2050 Sub-Committee of up to three members of the Authority Board to assist with the*

*development of the CTP2050, and appointed Commissioners Carlson, Kelley, and Sos to serve on the CTP Sub-Committee.*



**EXECUTIVE DIRECTOR'S REPORT**  
**January 17, 2024**

**California Governor's Office of Business and Economic Development (GoBiz):** December 19, 2023  
Lindy Johnson and I met with GoBiz to provide an overview of GoMentum Station 2.0, workforce development, and economic development. We discussed the need for workforce development to create job opportunities in California to support the scaling of connected and autonomous vehicles. As part of GoMentum 2.0, we would facilitate the creation of a GoMentum Station Workforce Innovation Alliance to create the table for inviting public sector, private sector, academia, and labor to discuss, educate and develop a roadmap to transition the existing labor workforce. We discussed potential site locations within Contra Costa County, grant opportunities, and support from GoBiz.

**California Legislative Analysis Office (LAO):** December 19, 2023  
Lindy Johnson and I met with the LAO to provide an overview of GoMentum Station 2.0, workforce development, and economic development. We discussed opportunities to work together on supporting the LAO and the potential role GoMentum Station can serve to support the scaling of connected and autonomous vehicles in California and beyond. Luke Koushmaro from the LAO's office also joined us on the GoMentum Station tour on December 21, 2023 with Senator Glazer's office.

**On the Patio Podcast:** December 20, 2023  
I recorded the 14<sup>th</sup> episode of the On the Patio podcast with Rep. Mark Foley, Bay Area Rapid Transit (BART) Director for District Two. Mark provided an overview of the current ridership of BART, new service design, safe and clean recovery plan, next generation fare gates, transit fiscal cliff, and regional transportation measure.

**GoMentum Station Tour with Senator Glazer:** December 21, 2023  
Lindy Johnson, Jack Hall, and I provided a tour of GoMentum Station to Senator Glazer and staff. We provided an overview of GoMentum Station and future plans for expansion. It was a wonderful opportunity to discuss GoMentum Station 2.0 and needed support from the legislature.

**California Labor and Workforce Development Agency:** January 2, 2024  
I met with Derek Kirk, the Assistant Deputy Secretary of Climate and Economy, at the California Labor and Workforce Development Agency. I provided an overview of GoMentum 2.0, workforce development, and economic development.

**California Mobility Center (CMC):** January 3, 2024  
Lindy Johnson and I met with Orville Thomas, the new Executive Director of CMC. We discussed partnering on advancing emerging technologies and mobility through CMC and GoMentum Station. We discussed our plans for expansion of the CMC and GoMentum Station including opportunities to collaborate and complement each other's programs relative to development of innovative technologies.

**Regional Transportation Measure: January 3, 2024**

Lindy Johnson and I met with Rob Thompson, General Manager of West Contra Costa Transit Authority dba WestCAT, Bill Churchill, General Manager of Central Contra Costa Transit Authority dba County Connection, Rashidi Barnes, Chief Executive Officer of East Contra Costa Transit Authority dba Tri Delta Transit, Christy Wegener, General Manager of Livermore Amador Valley Transit Authority, and Andy Fremier, Executive Director of Metropolitan Transportation Commission. We discussed the framework and authorizing legislation for the Regional Transportation Measure including transit coordination of existing services, accountability, and opportunities to improve service.

**Transportation Research Board (TRB) Annual Meeting: January 7-11, 2024**

Commissioner Arnerich, Colin Clarke, Stephanie Hu, Lindy Johnson, Matt Kelley, Hisham Noeimi, Ivan Ramirez, and I attended the 103<sup>rd</sup> TRB annual meeting in Washington, DC, which attracted over 14,000 transportation professionals nationally and internationally. TRB is a wonderful place to learn about new emerging mobility, best practices, and ongoing research. While at TRB, Commissioner Arnerich, Lindy Johnson, and I attended several meetings on the hill including meetings with Congressman Mark DeSaulnier, Congressman John Garamendi, Senator Alex Padilla staff, and Department of Energy. Lindy Johnson and I also participated in meetings as part of the first official “DC Fly-In” for the Automated.Connected.Electric.Shared (ACES) Mobility Coalition to promote shared autonomous mobility and autonomous mobility in support of public transportation.

**WEBSITE UPDATE**

During this reporting period, CCTA.net had increases in total users from the previous reporting period (26.6%) and over the same period last year (87.1%). There was also an increase of 3.2% in the engagement rate from the previous period and a larger year-over-year increase of 49.6%. A large spike in users at the end of November may correspond with the announcement of the Dynamic Personal Micro-Transit (DPMT) project. The DPMT Press Release garnered significant media response, had a high click rate on the email announcement (5.3%, the highest of all emails in this reporting period), and was the second most visited webpage. The most popular pages, in order, were *Home*, *DPMT Project*, *Meetings*, *E-bike Rebate Program*, and *Our Team*.

Ridepresto.com saw increases in engagement and new users. Of the 169 total users, 153 were new. This represents an 8.3% increase in total users from the previous reporting period. The engagement rate increased by 1.8%, but the average engagement time per session declined 38.8% from the previous reporting period. This decline in the average engagement time may mean that users are finding the information they are looking for quickly once they are on the site, but not exploring other areas of the site. The most popular pages in order were, *Home*, *FAQ*, *News*, *Video Tour of New PRESTO Shuttles*, and *Heex Partnership Announcement*.

**SOCIAL MEDIA UPDATE**

During the reporting period, CCTA’s X account (formerly Twitter) saw the highest proportional increase in impressions (1,427%), engagement rate (2,582.7%), likes (416.7%), and shares (1,000%) over this reporting period last year. However, there was a decrease in these metrics from the previous reporting period, likely due to fewer posts. The most popular post on X was celebrating the 10 years of service of the Caldecott Tunnel Fourth Bore.

On LinkedIn, there was an increase in the post engagement rate (69.6%) and followers (5.6%). There were fewer posts this period than the previous reporting period, causing a small decrease in other metrics such as shares (14.3%) and post clicks (24.6%). However, the increase in followers on LinkedIn indicates that there is still significant room to grow CCTA's presence and that the content is resonating.

On Facebook, there was a slight decrease in the number of posts, with the most popular post also being about the 10 years of service of the Caldecott Tunnel Fourth Bore. There was an increase in impressions (70.1%) and engagements (126.9%) from the previous period, indicating that CCTA's Facebook is gaining momentum after the period of inactivity earlier this year.

CCTA's new PRESTO accounts were largely inactive during this period. There were no original posts on X or Instagram. There was an increase in Instagram followers of 3.5%.

### **PRESTO UPDATE**

In the month of December 2023, PRESTO carried just over 100 passengers, consistent with the previous 2-month trend but below the summer peak monthly average of approximately 150 passengers per month.

To meet demand and enhance service capabilities, the PRESTO service brought on two new shuttle attendants over the last month. The additional attendants will increase service reliability and redundancies. Over the last month, the support team has completed a comprehensive review of operations and coordinated with the operator (Beep) to implement strategic changes to streamline efficiency and ensure a seamless passenger experience. The operational enhancements are part of the strategy to meet upcoming Key Performance Indicators for 2024.

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

**THIS PAGE INTENTIONALLY BLANK**

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

December 15, 2023

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

**RE: Status Letter for TRANSPAC Meeting – December 14, 2023**

Dear Mr. Haile:

The TRANSPAC Committee met on December 14, 2023. The following is a summary of the meeting and action items:

1. Approved the following appointments:
  - a. CBPAC – January 1, 2024 – December 31, 2025
    1. Primary - Briana Byrne (Walnut Creek)
    2. Alternate - Lynne Filson (Martinez)
    3. Citizen Representative - Scott Simmons
  - b. TCC – April 1, 2023 – March 31, 2025
    1. Primary - Ryan McClain (Pleasant Hill) replacing Saravana Suthanthira
    2. Alternate - Lynne Filson (Martinez)
  - c. Innovate 680 TAC
    1. Primary - Abhishek Parikh (Concord) replacing Saravana Suthanthira
    2. Alternate - Virendra Patel (Concord) replacing Abhishek Parikh
2. Elected Sue Noack as the TRANSPAC Chair and Carlyn Obringer as the Vice Chair for the term February 1, 2024 – January 31, 2025.
3. Appointed Sue Noack as the primary TRANSPAC representative and Peter Cloven as the alternate TRANSPAC representative on the CCTA Board for the term February 1, 2024 – January 31, 2026.
4. Approved the application material and release of the call for projects for the FY 2024-2025 and FY 2025-2026 Measure J Line 20a Program.
5. Reviewed the proposed TRANSPAC meeting schedule for 2024.

Please contact me at (925) 937-0980, or email at [matt@graybowenscott.com](mailto: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  
Ethan Bindernagel, Diane Bentley (City of Pleasant Hill)

El Cerrito

Hercules

December 9, 2023

Pinole

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

RE: December 2023 WCCTAC Board Meeting Summary

Richmond

Dear Tim:

The WCCTAC Board, at its meeting on December 9, 2023, took the following actions that may be of interest to CCTA:

San Pablo

- *Approved* Resolution 23- 10 creating the new for a Transportation Program Associate and amended the salary schedule.
- *Approved* the lifting of the suspension of public comment via ZOOM during WCCTAC Board meetings.

Contra Costa  
County

- *Denied* the appeal of a STMP fee for a project at 1711-1755 Eastshore Boulevard in El Cerrito.
- *Approved* Resolution 23-11 authorizing the use of \$88,647 in Measure J 28b funds to cover the costs of maintenance for AC Transit bus shelters in West County for one year.

AC Transit

Sincerely,



BART

John Nemeth  
Executive Director

cc: Tarien Grover, CCTA

WestCAT

**THIS PAGE INTENTIONALLY BLANK**



---

**TRANSPAC Board Meeting *STAFF REPORT***

**Meeting Date:** February 8, 2024

<b>Subject:</b>	<b>TRANSPAC QUARTERLY FINANCIAL REPORTS</b>
<b>Summary of Issues</b>	The TRANSPAC JPA calls for the reporting of certain financial information on a quarterly basis. The attached reports contain a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2023/24 for the period ended December 31, 2023. The attached material also includes additional information regarding expenses related to the TRANSPAC budget.
<b>Recommendations</b>	Accept the Quarterly Financial Report for the period ended June 30, 2023
<b>Attachment(s)</b>	A. TRANSPAC Quarterly Financial Report for period ended December 31, 2023 B. TRANSPAC 2023-2024 Expenditure Status

TRANSPAC Quarterly Financial Reports

The TRANSPAC JPA calls for the reporting of certain financial information on a quarterly basis. The attached reports contain a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2023/24 for the period ended December 31, 2023. The attached material also includes additional information regarding expenses related to the budget.

# City of Pleasant Hill

## FY2023/24 Income Statement Summary by Quarter

Accounting Structure:

Fund	Department or Revenue Code	Expense Code
XX	XXXX	XXXX

**FUND:85** Name :TRANSPAC

OLD Revenue	OLD Description	NEW ACCT CODE (ERP10)	Revenue Description	Activity in 1st Quarter	Activity in 2nd Quarter	Activity in 3rd Quarter	Activity in 4th Quarter	YTD thru 6/30/2023
DEPT Id	OBJ Id							
3510		801-0000-0000-450010	INTEREST REV					\$ -
4570		801-0000-0000-460020	CONTRIB FROM OTHER AGENCIES	298,001.00				\$ 298,001.00
<b>Total Revenue -----&gt;</b>								<b>\$ 298,001.00</b>

OLD Expense	OLD Description	NEW ACCT CODE (ERP10)	Expense Description	Activity in 1st Quarter	Activity in 2nd Quarter	Activity in 3rd Quarter	Activity in 4th Quarter	YTD thru 6/30/2023
DEPT Id	OBJ Id							
7085	0100	801-6002-0000-611010	SALS-PERMANENT	17,094.75	88,691.28			\$ 105,786.03
7085	1110	801-6002-0000-	OUTSIDE CONSL/LITG	-				\$ -
7085	1140	801-6002-0000-630015	AUDITING SVCS	-				\$ -
7085	1198	801-6002-0000-630038	CONSULTANT/OTHR	-				\$ -
7085	1300	801-6002-0000-630040	CONTRACTUAL SVC	562.50	587.50			\$ 1,150.00
7085	1486	801-6002-0000-650014	MAINT	-				\$ -
7085	2400	801-6002-0000-620113	POSTAGE	-				\$ -
7085	4200	801-6002-0000-660014	SUPLS/OPERATING	-				\$ -
7085	6800	801-6002-0000-620141	ADMIN OVERHEAD	3,000.00				\$ 3,000.00
7085	6905	801-6002-0000-800110	CONTINGENCIES	-				\$ -
7085	6985	801-6002-0000-800115	TRANSPAC-PROJECT RESERVE					\$ -
<b>Total Expense -----&gt;</b>								<b>\$ 109,936.03</b>
Net Rev/(Exp)								<b>\$ 188,064.97</b>



Pleasant Hill, CA

# Balance Sheet

## Account Summary

As Of 12/31/2023

Account	Name	Balance	
<b>Fund: 801 - TRANSPAC FUND</b>			
<b>Assets</b>			
<a href="#">801-101010</a>	CASH	0.00	
<a href="#">801-101060</a>	INVESTMENT IN LAIF	158,154.30	
<a href="#">801-101065</a>	INVESTMENTS-CHANDLER/BNY COLOMBI	0.00	
<a href="#">801-101100</a>	Claim On Cash	123,969.73	
<a href="#">801-101999</a>	CASH BAL.ADJ.	0.00	
<a href="#">801-111020</a>	ACCOUNTS RECEIVABLE	0.00	
<a href="#">801-111090</a>	MISCELLANEOUS RECEIVABLE (ACCRUALS)	0.00	
<a href="#">801-113090</a>	INTEREST RECEIVABLE AT YEAR END (LAIF)	1,318.22	
<a href="#">801-115010</a>	DUE FROM OTHER AGENCIES	0.00	
	<b>Total Assets:</b>	<b>283,442.25</b>	<b><u>283,442.25</u></b>
<b>Liability</b>			
<a href="#">801-200000</a>	WORKING PAYABLES	0.00	
<a href="#">801-200002</a>	ACCOUNTS PAYABLE PENDING	0.00	
<a href="#">801-200090</a>	MISC PAYABLES	0.00	
<a href="#">801-230010</a>	DEFERRED REVENUE	0.00	
<a href="#">801-240077</a>	DUE TO TRANSPAC	0.00	
<a href="#">801-240080</a>	DUE TO OTHER FUNDS (SHORT-TERM LOA	0.00	
	<b>Total Liability:</b>	<b>0.00</b>	
<b>Equity</b>			
<a href="#">801-300000</a>	FUND BALANCE	0.00	
<a href="#">801-300300</a>	RESTRICTED FUND BALANCE	95,377.28	
	<b>Total Beginning Equity:</b>	<b>95,377.28</b>	
Total Revenue		298,001.00	
Total Expense		109,936.03	
<b>Revenues Over/Under Expenses</b>		<b>188,064.97</b>	
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>283,442.25</b>	
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<b><u>283,442.25</u></b>

TRANSPAC		2023-2024		- Expenditure Status						
Through 12/31/23 (including expenses incurred with payment pending)										
<b>EXPENDITURES</b>										
					<b>2023-2024</b>			<b>2023-2024</b>		
					<b>BUDGET</b>			<b>EXPENDITURES</b>	<b>Notes</b>	
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)					\$ 286,000			\$ 151,380	52.9%	Invoices through 12/31/23
Legal Services - expenses would be incurred on a time and material basis					\$ -			\$ -	0.0%	
Web Site - Maintain / Enhance (time and material based expenses)					\$ 5,000			\$ 1,300	26.0%	Invoices through 12/31/23
Audit Services					\$ 4,500			\$ -	0.0%	
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance					\$ 10,000			\$ -	0.0%	
Pleasant Hill City/Fiscal Administration					\$ 3,000			\$ 3,000	100.0%	Invoices through 12/31/23
<b>Subtotal</b>					<b>\$ 308,500</b>			<b>\$ 155,680</b>	<b>50.5%</b>	
Contingency					\$ 25,000			\$ -	0.0%	
Project Reserve - This line represents the budget to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study. The increase in the balance reflects unexpended funds from the completed contracts					\$ 41,500			\$ -	0.0%	
<b>Total</b>					<b>\$ 375,000</b>			<b>\$ 155,680</b>		
<b>REVENUES</b>										
					<b>2023-2024</b>			<b>2023-2024</b>		
					<b>BUDGET</b>			<b>ACTUALS</b>		
Member Agency Contributions					\$ 298,000			\$ 298,001	100.0%	
Carryover Balance					\$ 35,500			\$ 53,877	151.8%	
Interest Earned										
Project Reserve Carryover Balance					\$ 41,500			\$ 41,500	100.0%	
<b>Total</b>					<b>\$ 375,000</b>			<b>\$ 393,378</b>	<b>104.9%</b>	

1/31/2024

TRANSPAC 2022-2023 and 2023-2024 - Expenditure Status												
(includes 2023-2024 expenses incurred with payment pending)												
EXPENDITURES												
							2022-2023	2023-2024				
							EXPENDITURES	EXPENDITURES				
							THRU 12/31/22	THRU 12/31/23	Notes			
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)							\$ 104,389	\$ 151,380	Invoices through 12/31/23			
Legal Services - expenses would be incurred on a time and material basis							\$ -	\$ -				
Web Site - Maintain / Enhance (time and material based expenses)							\$ 613	\$ 1,300	Invoices through 12/31/23			
Audit Services							\$ -	\$ -				
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance							\$ -	\$ -				
Pleasant Hill City/Fiscal Administration							\$ 2,856	\$ 3,000	Invoices through 12/31/23			
<b>Subtotal</b>							<b>\$ 107,857</b>	<b>\$ 155,680</b>				
Contingency							\$ -	\$ -				
Project Reserve - This line represents the budget to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study. The increase in the balance reflects unexpended funds from the completed contracts							\$ -	\$ -				
<b>Total</b>							<b>\$ 107,857</b>	<b>\$ 155,680</b>				
REVENUES												
							2022-2023	2023-2024				
Member Agency Contributions							\$ 277,000	\$ 298,001				
Carryover Balance							\$ 39,299	\$ 53,877				
Interest Earned							\$ 1,174	\$ -	Through 12/31/22			
Project Reserve Carryover Balance							\$ 41,233	\$ 41,500				
<b>Total</b>							<b>\$ 358,706</b>	<b>\$ 393,378</b>				

1/31/2024

**THIS PAGE INTENTIONALLY BLANK**

---

**TRANSPAC Board Meeting STAFF REPORT**

**Meeting Date:** February 8, 2024

<b>Subject:</b>	<b>MEASURE J LINE 20A FUNDS PROGRAM POLICIES – FY 2024/2024 - FY 2025/2026</b>
<b>Summary of Issues</b>	<p>The Contra Costa Transportation Authority (CCTA) Measure J line 20a program provides funds for Transportation Services for Seniors &amp; 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. The TRANSPAC Board approved the program guidelines and release of a call for projects in December. Measure J Line 20a funds are expected to generate about \$1.2 million over the two-year programming period. Program applications were required to be submitted by January 19, 2024. Staff received 8 applications requesting a total of \$1.4 million in funding. Staff also received a request for an application extension on January 23, 2024 from Choice in Aging (CIA). Staff received CIA’s application on January 25, 2023. CIA seeks TRANSPAC Board consideration to accept the late submittal of their application for the Measure J Line 20a FY 2024-2025 and FY 2025-2026 programming years.</p>
<b>Recommendation</b>	<p>Consider accepting the late submittal of the Choice in Aging application for the Measure J Line 20a Funds Program for FY 2024/2024 – 2025/2026.</p>
<b>Options</b>	<ol style="list-style-type: none"><li>1. Reject the application submission of Choice in Aging for the Measure J Line 20a Funds program for FY 2024/2025 - FY 2025/2026.</li><li>2. Postpone action pending further review of application requests.</li></ol>
<b>Financial Implications</b>	<p>None.</p>
<b>Attachment(s)</b>	<ol style="list-style-type: none"><li>A. Summary of Received Applications</li><li>B. TRANSPAC Measure J Line20A Program Guidelines (FY 2024-2025 &amp; FY 2025-2026)</li><li>C. Measure J TEP Program Description</li></ol>

---

## 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 issued a call for projects for the FY 2024/2025 and FY 2025/2026 period of program/project operations in December. Measure J Line 20a funds are expected to generate about \$1.2 million over the upcoming two-year programming. Program applications were required to be submitted by January 19, 2024. Staff received 8 applications requesting approximately \$1.4 million in funding. Staff also received a request for an application extension on January 23, 2024, from Choice in Aging (CIA). The extension request is included in the attached material as well as a general summary of applications received and program guidelines. Staff received CIA's application on January 25, 2023. CIA seeks TRANSPAC Board consideration to accept the late submittal of their application for the Measure J Line 20a FY 2024-2025 and FY 2025-2026 programming years.

During the FY 2020/2021 – 2021/2022 call for projects, staff received a late application for a project that had received funding in previous cycles. The Board recommended adding a second tier for the late application for consideration upon review of the on-time applications and available funding. In the current summary of applications received, CIA's project request is included in a separate table and can be revised based on the additional discussion.

## Outreach Efforts

As previously discussed, staff distributed the applications via the TRANSPAC distribution list which notified TRANSPAC cities, staff, RTPC staff and elected officials. Material was also added to the TRANSPAC website. Staff provided social media language to TRANSPAC committee members and CCTA to utilize their social media and have been made aware of posts on 511 Contra Costa's Facebook, Twitter and Instagram accounts and other relevant channels as well as the City of Concord December e-newsletter and the office of Supervisor Carlson's Facebook, Instagram and December e-newsletter. Staff also contacted organizations that applied in the past cycle and followed-up to ensure that they received the call for projects information. Staff also hosted an Application Workshop via Zoom on January 9, 2024, with 15 participants in attendance including 7 organizations funded from the previous cycle. A courtesy email was also sent a week prior to the application deadline to previous cycle grantees.

## Scoring Committee

It was previously recommended that a scoring committee be created to review applications. It was also recommended to include someone from the social services sector. Staff has reached out to an individual from the County as recommended by the TAC and will report additional information when available. Smadar Boardman, (Walnut Creek), Pranjali Dixit (County



Connection) and John Cunningham (Contra Costa County), also volunteered to serve on the scoring committee.

Next Steps

Once all the applications are reviewed initially by staff, a more detailed summary of projects will be provided at the February TAC meeting. Below is the proposed schedule through June.

*Programming Schedule*

<b>January 2024</b>	Application Workshop (January 9, 2023) Completed Applications Due (January 19, 2023) Completed TAC Scoring Committee - In process
<b>February</b>	Projects Summary – Board Review
<b>February / March</b>	Scoring Committee Meeting/Review Applicant Presentations (if desired)
<b>April</b>	Review Draft Program (TAC) Applicant Presentations (if desired)
<b>May 2024</b>	Review Draft Program (Board)
<b>June 2024</b>	Approve Final Program

## Project Applications Received: Measure J Line 20A Call for

Ref. #	Project Name	Sponsor	FY 24/25	FY 25/26	Total Request
1	City of Walnut Creek Social Services Transportation Program	City of Walnut Creek	\$ 118,500	\$ 118,500	\$ 237,000
2	Go Go Concord Fixed Route Van Service	City of Concord	\$ 99,000	\$ 99,000	\$ 198,000
3	Go Go Concord TNC	City of Concord	\$ 11,375	\$ 11,375	\$ 22,750
4	Central Contra Costa Rural Lifeline Transportation Program	County Connection	\$ 25,000	\$ 25,000	\$ 50,000
5	Downtown Walnut Creek Service	Golden Rain Foundation	\$ 115,000	\$ 115,000	\$ 230,000
6	Midday Free Rides Program	County Connection	\$ 39,600	\$ 39,600	\$ 79,200
7	Rides for Seniors / Rides for Veterans	Mobility Matters	\$ 120,000	\$ 120,000	\$ 240,000
8	Central Contra Costa County Transportation Initiative	Center for Elders' Independence (CEI)	\$ 175,000	\$ 175,000	\$ 350,000
<b>FISCAL YEAR SUBTOTAL</b>			<b>\$ 703,475</b>	<b>\$ 703,475</b>	<b>\$ 1,406,950</b>

Ref. #	Project Name	Sponsor	FY 24/25	FY 25/26	Total Request
9	Mt. Diablo Mobilizer	Choice in Aging	\$ 58,850	\$ 58,850	\$ 117,700
<b>FISCAL YEAR SUBTOTAL</b>			<b>\$ 762,325</b>	<b>\$ 762,325</b>	<b>\$ 1,524,650</b>

TRANSPAC Board Handout - 2/8/24

**From:** [Debbie Toth](#)  
**To:** [Tiffany Gephart](#)  
**Subject:** Re: FRIENDLY REMINDER: Measure J Line 20A Program - Call for Projects - Due January 19, 2024  
**Date:** Tuesday, January 23, 2024 3:58:26 PM

---

Hi Tiffany,

I am reaching out to see if there is any way possible for us to submit our Measure J Line 20a application this Friday. We are extremely short-staffed and had our roof collapse in our physical therapy room and have just been unable to attend to administrative matters timely - as a direct service provider, safety and client care comes first. I would really appreciate your consideration for a week extension from the due date if at all possible. We are a long-time service provider and would greatly appreciate the opportunity to continue providing this much needed accessible transportation option.

Thank you!  
Debbie

On Fri, Jan 12, 2024 at 11:37 AM Tiffany Gephart wrote:

Good morning, this is a friendly reminder that applications for the TRANSPAC Measure J Line 20a grant program are **due next Friday January 19, 2024 by 3:00pm**. Additional information and downloadable forms are available on our homepage at <https://transpac.us/>.

Sincerely,

Tiffany Gephart

Clerk of the Board, TRANSPAC

<https://transpac.us/>

TIFFANY GEPHART | Project Analyst | Gray-Bowen-Scott

1211 Newell Avenue, Suite 200 | Walnut Creek, CA 94596 | T: 925.450.7521 x220  
[tiffany@graybowenscott.com](mailto:tiffany@graybowenscott.com) | [www.GrayBowenScott.com](http://www.GrayBowenScott.com)

## 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 Disabilities<sup>1</sup>. 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.

---

<sup>1</sup> 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:  
Tiffany Gephart, TRANSPAC Clerk  
1211 Newell Avenue, Suite 200  
Walnut Creek, CA 94596  
[tiffany@graybowenscott.com](mailto:tiffany@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](mailto: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 Board Meeting *STAFF REPORT***

**Meeting Date:** February 8, 2024

<b>Subject:</b>	<b>Accept TRANSPAC Annual Financial Report as of June 30, 2023 and 2022 with Independent Auditors' Report</b>
<b>Summary of Issues</b>	TRANSPAC policy calls for an independent audit to be made by a certified public accountant to ensure TRANSPAC is complying with our Joint Powers Agreement defined requirements and Government Code Section 6505 regarding strict accountability of funds. The audit provides an annual snapshot of TRANSPAC's financial position. The audit has been completed and a copy included in the attached material. Upon acceptance of the financial and audit reports, staff will distribute copies to the TRANSPAC member agencies as well as the County Auditor (in compliance with Government Code Section 6505).
<b>Recommendations</b>	Accept the Annual Financial Report as of June 30, 2023 and 2022 with Independent Auditors' Reports thereon.
<b>Financial Implications</b>	As indicated in the attached reports.
<b>Options</b>	Request clarifications or provide comments.
<b>Attachments</b>	A. TRANSPAC Annual Financial Report as of June 30, 2023 and 2022 with Independent Auditors' Reports thereon

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
ANNUAL FINANCIAL REPORT  
AS OF JUNE 30, 2023 and 2022  
WITH  
INDEPENDENT AUDITORS' REPORTS THEREON



**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
**ANNUAL FINANCIAL REPORT**  
**JUNE 30, 2023 and 2022**

**TABLE OF CONTENTS**

<b><u>Financial Section</u></b>	<b><u>Page</u></b>
Independent Auditors' Report	1 – 2
Management's Discussion and Analysis	3 – 4
Financial Statements:	
Combined Government-wide and Fund Financial Statements:	
Statement of Net Position and Governmental Funds Balance Sheet, June 30, 2023	5
Statement of Net Position and Governmental Funds Balance Sheet, June 30, 2022	6
Statement of Activities and Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance for the Year Ended June 30, 2023	7
Statement of Activities and Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance for the Year Ended June 30, 2022	8
Notes to the Financial Statements	9 – 16
<b><u>Other Report</u></b>	
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	17 – 18

**INDEPENDENT AUDITORS' REPORT**

To the Board of Directors  
Transportation Partnership and Cooperation  
Pleasant Hill, California

**Report on the Audit of the Financial Statements**

***Opinions***

We have audited the accompanying financial statements of the governmental activities and the general fund of the Transportation Partnership and Cooperation (TransPAC), as of and for the years ended June 30, 2023 and 2022, and the related notes to the financial statements, which collectively comprise the TransPAC's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of TransPAC, as of June 30, 2023 and 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of TransPAC and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the TransPAC's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### *Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the TransPAC's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the TransPAC's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 3-4 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



CROPPER ACCOUNTANCY CORPORATION

Walnut Creek, California

January 24, 2024

# TRANSPORTATION PARTNERSHIP AND COOPERATION

(A JOINT POWERS AUTHORITY)

Management's Discussion and Analysis

June 30, 2023

## THE PURPOSE OF THE TRANSPORTATION PARTNERSHIP AND COOPERATION:

In 1990, the six jurisdictions of Clayton, Concord, Contra Costa County, Martinez, Pleasant Hill, and Walnut Creek adopted a cooperative agreement to form the Transportation Partnership and Cooperation (TransPAC). TransPAC is responsible for the development of transportation plans, projects and programs for the Central County areas as well as the appointment of two representatives to the Contra Costa Transportation Authority who serve alternating two-year terms.

In 2014, all six jurisdictions signed a formal Joint Exercise of Powers Agreement (JPA). The purpose of the JPA was the joint preparation of a Central County Action Plan (Action Plan) for Routes of Regional Significance (RRS) and cost sharing of recommended improvements.

TransPAC adopted an update to the Action Plan in 2014. The Action Plan was updated again in 2017. The Plan is a mutual understanding and agreement on Central County transportation concerns and recommendations for improvements. The Plan also identifies specific regional transportation improvements for funding and implementation.

## THE BASIC FINANCIAL STATEMENTS

The Basic Financial Statements comprise the *Statement of Net Position* and *Statement of Activities* for the Combined Government-wide and Fund Financial Statements. These statements present the TransPAC financial activities as a whole. The *Statement of Net Position* and *Statement of Activities* include all assets and liabilities using the full accrual basis of accounting similar to the accounting model used by private sector firms.

### Statement of Net Position

The *Statement of Net Position* (Basic Financial Statements, page 5) is a snapshot of TransPAC's financial position at the end of the Fiscal Year (FY) 2023 and 2022. TransPAC's assets are all current assets, i.e. cash and receivables. TransPAC has no capital assets. For the years ended June 30, 2023 and 2022, net position totaled \$95,377 and \$80,582, respectively.

**Table 1. Statement of Net Position as of June 30:**

	<u>2023</u>	<u>2022</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Assets</b>				
Cash and equivalents	\$ 158,534	\$ 150,563	\$ 7,971	5.3%
Interest receivable	1,318	284	1,034	364.1%
	<u>\$ 159,852</u>	<u>\$ 150,847</u>	<u>\$ 9,005</u>	<u>6.0%</u>
<b>Liabilities and Net Position</b>				
Liabilities	\$ 64,475	\$ 70,265	\$ (5,790)	-8.2%
Net position	95,377	80,582	14,795	18.4%
	<u>\$ 159,852</u>	<u>\$ 150,847</u>	<u>\$ 9,005</u>	<u>6.0%</u>

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
Management's Discussion and Analysis  
June 30, 2023

**Statement of Activities**

The Statement of Activities (Basic Financial Statements, page 7) presents TransPAC's revenue and incurred expenses for the year ended June 30, 2023. All financial activities incurred for TransPAC are recorded here, including operational expenses, capital project costs, depreciation and accrued liabilities, when applicable.

**Table 2. Statement of Activities for the Fiscal Years Ended June 30:**

	<u>2023</u>	<u>2022</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Expenses</b>				
Administrative	\$ 252,364	\$ 248,356	\$ 4,008	1.6%
Projects	510	29,503	(28,993)	-5684.9%
Consulting and contractual	945	1,495	(550)	-36.8%
Accounting and auditing	4,250	-	4,250	0.0%
Maintenance	10,000	10,000	-	0.0%
	<u>268,069</u>	<u>289,354</u>	<u>(21,285)</u>	<u>-7.4%</u>
<b>Revenues</b>				
Investment income	5,863	904	4,959	548.6%
Membership dues	277,001	245,496	31,505	12.8%
	<u>282,864</u>	<u>246,400</u>	<u>36,464</u>	<u>14.8%</u>
<b>Change in net position</b>	14,795	(42,954)	57,749	-134.4%
<b>Beginning net position</b>	80,582	123,536	(42,954)	-34.8%
<b>Ending net position</b>	<u>\$ 95,377</u>	<u>\$ 80,582</u>	<u>\$ 14,795</u>	<u>18.4%</u>

**CONTACTING TRANSPAC'S FINANCIAL MANAGEMENT**

This Management's Discussion and Analysis is intended to provide the reader with a narrative overview of TransPAC's financial statements for the year ended June 30, 2023. Questions concerning any information provided in this report or requests for additional financial information should be directed to:

Transportation Partnership and Cooperation  
Matthew Todd, TransPAC Administrator  
1211 Newell Avenue, Suite 200  
Walnut Creek, CA 94596

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
 Combined Government-Wide and Fund Financial Statements  
 Statement of Net Position and Governmental Funds Balance Sheet  
 June 30, 2022

---

	<b><u>ASSETS</u></b>		
	<u>General Fund</u>	<u>Adjustments (Note 2)</u>	<u>Statement of Net Position</u>
Cash and cash equivalents (Note 3)	\$ 150,563	\$ -	\$ 150,563
Interest receivable	<u>284</u>	<u>-</u>	<u>284</u>
 Total Assets	 <u>\$ 150,847</u>	 <u>\$ -</u>	 <u>\$ 150,847</u>

	<b><u>LIABILITIES AND NET POSITION</u></b>		
Accounts payable	<u>\$ 70,265</u>	<u>\$ -</u>	<u>\$ 70,265</u>
 Total Liabilities	 <u>70,265</u>	 <u>-</u>	 <u>70,265</u>
Fund Balance/Net Position (Note 4)			
Committed/Restricted	<u>80,582</u>	<u>-</u>	<u>80,582</u>
 Total Liabilities and Fund Balance/Net Position	 <u>\$ 150,847</u>	 <u>\$ -</u>	 <u>\$ 150,847</u>

The accompanying notes are an integral part of these financial statements.

**TRANSPORTATION PARTNERSHIP AND COOPERATION  
(A JOINT POWERS AUTHORITY)**

Combined Government-Wide and Fund Financial Statements  
Statement of Net Position and Governmental Funds Balance Sheet  
June 30, 2023

**ASSETS**

	<u>General Fund</u>	<u>Adjustments (Note 2)</u>	<u>Statement of Net Position</u>
Cash and cash equivalents (Note 3)	\$ 158,534	\$ -	\$ 158,534
Interest receivable	<u>1,318</u>	<u>-</u>	<u>1,318</u>
 Total Assets	 <u>\$ 159,852</u>	 <u>\$ -</u>	 <u>\$ 159,852</u>

**LIABILITIES AND NET POSITION**

Accounts payable	\$ <u>64,475</u>	\$ <u>-</u>	\$ <u>64,475</u>
 Total Liabilities	 <u>64,475</u>	 <u>-</u>	 <u>64,475</u>
 Fund Balance/Net Position (Note 4)			
Committed/Restricted	<u>95,377</u>	<u>-</u>	<u>95,377</u>
 Total Liabilities and Fund Balance/Net Position	 <u>\$ 159,852</u>	 <u>\$ -</u>	 <u>\$ 159,852</u>

The accompanying notes are an integral part of these financial statements.

**TRANSPORTATION PARTNERSHIP AND COOPERATION  
(A JOINT POWERS AUTHORITY)**

Combined Government-Wide and Fund Financial Statements

Statement of Activities and

Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Year Ended June 30, 2022

	General Fund	Adjustments (Note 2)	Statement of Activities
<b>General Expenditures/Expenses</b>			
Agency management and admin support	\$ 245,500	\$ -	\$ 245,500
Projects	29,503	-	29,503
Accounting and auditing services	-	-	-
Consulting and contractual services	1,495	-	1,495
Maintenance ( <i>see footnote 5</i> )	10,000	-	10,000
Other	2,856	-	2,856
<b>Total General Expenditures/Expenses</b>	<b>289,354</b>	<b>-</b>	<b>289,354</b>
<b>General Revenues:</b>			
Investment income	904	-	904
Membership dues:			
City of Clayton	27,150	-	27,150
City of Concord	63,449	-	63,449
Contra Costa County	37,822	-	37,822
City of Martinez	35,363	-	35,363
City of Pleasant Hill	35,765	-	35,765
City of Walnut Creek	45,947	-	45,947
Total development fees	245,496	-	245,496
<b>Total General Revenues</b>	<b>246,400</b>	<b>-</b>	<b>246,400</b>
Change in fund balance/net position	(42,954)	-	(42,954)
Fund Balance/Net Position July 1, 2021	123,536	-	123,536
Fund Balance/Net Position June 30, 2022	<b>\$ 80,582</b>	<b>\$ -</b>	<b>\$ 80,582</b>

The accompanying notes are an integral part of these financial statements.



**TRANSPORTATION PARTNERSHIP AND COOPERATION  
(A JOINT POWERS AUTHORITY)**

Combined Government-Wide and Fund Financial Statements

Statement of Activities and

Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Year Ended June 30, 2023

	<u>General Fund</u>	<u>Adjustments (Note 2)</u>	<u>Statement of Activities</u>
<b>General Expenditures/Expenses</b>			
Agency management and admin support	\$ 249,509	\$ -	\$ 249,509
Projects	510	-	510
Accounting and auditing services	4,250	-	4,250
Consulting and contractual services	945	-	945
Maintenance ( <i>see footnote 5</i> )	10,000	-	10,000
Other	2,855	-	2,855
<b>Total General Expenditures/Expenses</b>	<b>268,069</b>	<b>-</b>	<b>268,069</b>
<b>General Revenues:</b>			
Investment income	5,863	-	5,863
Membership dues:			
City of Clayton	30,372	-	30,372
City of Concord	71,788	-	71,788
Contra Costa County	42,884	-	42,884
City of Martinez	39,738	-	39,738
City of Pleasant Hill	40,226	-	40,226
City of Walnut Creek	51,993	-	51,993
Total membership dues	277,001	-	277,001
<b>Total General Revenues</b>	<b>282,864</b>	<b>-</b>	<b>282,864</b>
Change in fund balance/net position	14,795	-	14,795
Fund Balance/Net Position July 1, 2022	80,582	-	80,582
Fund Balance/Net Position June 30, 2023	<b>\$ 95,377</b>	<b>\$ -</b>	<b>\$ 95,377</b>

The accompanying notes are an integral part of these financial statements.

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
Notes to the Financial Statements  
June 30, 2023 and 2022

---

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

The Transportation Partnership and Cooperation (TransPAC) is a joint powers authority (JPA) organized by the County of Contra Costa, and the Cities of Clayton, Concord, Martinez, Pleasant Hill, and Walnut Creek. The TransPAC accounting records are currently administered by the City of Pleasant Hill. TransPAC was created to administer membership fees for the planning and implementation of sub-regional transportation projects. There are no separate legal entities that are a part of TransPAC's reporting entity.

TransPAC applies all applicable GASB pronouncements for certain accounting and financial reporting guidance. In December of 2010, GASB issued GASBS No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements. This statement incorporates pronouncements issued on or before November 30, 1989 into GASB authoritative literature. This includes pronouncements by the Financial Accounting Standards Board (FASB), Accounting Principles Board Opinions (APB), and the Accounting Research Bulletins of the American Institute of Certified Public Accountants' (AICPA) Committee on Accounting Procedure, unless those pronouncements conflict with or contradict with GASB pronouncements.

**B. Basis of Presentation**

*Government-wide Financial Statements:*

The Statement of Net Position and Statement of Activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. TransPAC has one governmental activity as described below:

**Governmental Funds**

General Fund – The General Fund is the general operating fund of TransPAC and is always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

# TRANSPORTATION PARTNERSHIP AND COOPERATION

(A JOINT POWERS AUTHORITY)

Notes to the Financial Statements

June 30, 2023 and 2022

---

## **NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

### *Fund Financial Statements:*

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be separate accounting entities. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into three major categories: governmental, proprietary, and fiduciary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of TransPAC or meets the following criteria:

1. Total assets, liabilities, revenues or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that *category or type*; and
2. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

### **C. Measurement Focus and Basis of Accounting**

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements regardless of the measurement focus applied.

#### Measurement Focus

On the Government-wide Statement of Net Position and the Statement of Activities, governmental activities are presented using the economic resources measurement focus. The accounting objective of this measurement focus is the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and all liabilities (whether current or noncurrent) associated with the operation of these funds are reported.

In the fund financial statements, the "current financial resources" measurement focus is used for all Governmental Funds; with this measurement focus, only current assets and current liabilities generally are included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

# TRANSPORTATION PARTNERSHIP AND COOPERATION

## (A JOINT POWERS AUTHORITY)

Notes to the Financial Statements

June 30, 2023 and 2022

---

### **NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

#### Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when "measurable and available". Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or soon enough thereafter to pay current liabilities. TransPAC defines available to be within 60 days of year-end.

#### **D. Cash and Investments**

TransPAC cash and investments are held by the City of Pleasant Hill as part of the City's pooled cash. The funds are invested in accordance with the State Investment Policy established pursuant to the State Law. All monies not required for immediate expenditure are invested or deposited to earn maximum yield consistent with safety and liquidity.

Investments are carried at fair value, which is based on quoted market price if applicable. Otherwise, the fair value hierarchy is as follows:

Level 1 – Values are unadjusted quoted prices on active markets for identical assets or liabilities at the measurement date.

Level 2 – Inputs, other than quoted prices, included within Level 1 that are observable for the asset or liabilities at the measurement date.

Level 3 – Certain inputs are unobservable inputs (supported by little or no market activity, such as TransPAC's best estimate of what hypothetical market participants would use to determine a transaction price for the asset or liability at the reporting date).

TransPAC invests in the California Local Agency Investment Fund (LAIF), which is part of the Pooled Money Investment Account operated by the California State Treasurer. LAIF funds are invested in high quality money market securities and are managed to insure the safety of the portfolio. A portion of LAIF's investments are in structured notes and asset-backed securities.

LAIF determines fair value on its investment portfolio based on market quotations for these securities where market quotations are readily available, and on amortized cost or best estimate for those securities where market value is not readily available.

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
Notes to the Financial Statements  
June 30, 2023 and 2022

---

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**E. Receivables**

Receivables recorded in the financial statements are net of any allowance for doubtful accounts. Any doubtful accounts at June 30, 2023 and 2022 were not considered material.

**F. Revenue Recognition – Membership Dues**

Membership dues are assessed annually to each of the six member jurisdictions.

**G. Budget Comparison**

Under GASB No. 34, budgetary comparison information is required to be presented for the general fund and each major special revenue fund with a legally adopted budget. TransPAC is not legally required to adopt a budget for the general fund. Therefore, budget comparison information is not included in TransPAC's financial statements.

**H. Equity Classifications**

*Government-wide Statements*

Net position is the excess of all TransPAC's assets over all its liabilities, regardless of fund. Net position is divided into three categories under GASB Statement 34. These categories apply only to net position, which is determined at the Government-wide level, and are described below:

1. Invested in capital assets, net of related debt - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
2. Restricted net position - Consists of net position with constraints place on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
3. Unrestricted net position - All other components of net position that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
Notes to the Financial Statements  
June 30, 2023 and 2022

---

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

*Fund Statements*

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which TransPAC is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

1. Nonspendable- Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
2. Restricted - Amounts that are restricted for specific purposes when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, laws, or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.
3. Committed - Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority.
4. Assigned - Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted or committed.
5. Unassigned - Amounts that do not meet classifications 1 – 4 above.

Further detail about TransPAC's fund balance classification is described in Note 4.

**NOTE 2. ADJUSTMENTS FROM FUND BASIS TO GOVERNMENT-WIDE BASIS**

For the years ended June 30, 2023 and 2022, there were no adjustments to comply with GASB No. 34.

**TRANSPORTATION PARTNERSHIP AND COOPERATION**

(A JOINT POWERS AUTHORITY)

Notes to the Financial Statements

June 30, 2023 and 2022

**NOTE 3. CASH AND INVESTMENTS**

The cash and investments of TransPAC are maintained and tracked with the funds of the City of Pleasant Hill. TransPAC considers cash and investment amounts with original maturities of three months or less to be cash equivalents.

Cash and Investments consisted of the following at June 30:

	<u>2023</u>	<u>2022</u>
Cash in banks	\$ 380	\$ 238
Local Agency Investment Fund	158,154	150,325
Total cash and investments	<u>\$ 158,534</u>	<u>\$ 150,563</u>

Investments Authorized by TransPAC's Investment Policy

TransPAC is authorized to invest in obligations of the U.S. Treasury, agencies, commercial paper with certain minimum ratings, certificates of deposit, bankers' acceptances, repurchase agreements and the State Treasurer's Investment pool ("LAIF").

Deposits/Credit Risk

The California Government Code requires California banks and savings and loan associations to secure Public Agencies' deposits by pledging government securities as collateral. The market value of pledged securities must equal at least 110% of deposits. California law also allows financial institutions to secure such deposits by pledging first trust deed mortgage notes having a value of 150% of the total deposits. The first \$250,000 of each institution's deposits are covered by FDIC insurance.

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and TransPAC's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies.

## TRANSPORTATION PARTNERSHIP AND COOPERATION

(A JOINT POWERS AUTHORITY)

Notes to the Financial Statements

June 30, 2023 and 2022

---

### **NOTE 3. CASH AND INVESTMENTS (continued)**

Custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover its deposits or will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and TransPAC's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.

#### Investment Fair Value

TransPAC is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code under the oversight of the Treasurer of the State of California. The fair value of TransPAC's investment in this pool is reported in the accompanying financial statements at amounts based upon TransPAC's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

### **NOTE 4: FUND BALANCE**

TransPAC has implemented GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balances more transparent.

The Transportation Partnership and Cooperation have established the following fund balance policies:

- **Assigned Fund Balance:** TransPAC is responsible for the development of transportation plans, projects and programs for the Central Contra Costa County areas as well as the appointment of two representatives to the Contra Costa Transportation Authority who serve alternating two-year terms. All amounts not committed in the fund balance at year-end are assigned for this purpose.
- **Committed Fund Balance:** Amounts that have been designated for payment by TransPAC prior to year-end. At June 30, 2023 and 2022 there were no commitments.

The accounting policies of TransPAC consider restricted fund balance to have been spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, TransPAC considers committed amounts to be reduced first, followed by assigned amounts, and finally, unassigned amounts.



**TRANSPORTATION PARTNERSHIP AND COOPERATION**  
**(A JOINT POWERS AUTHORITY)**  
Notes to the Financial Statements  
June 30, 2023 and 2022

---

**NOTE 5: TRANSPORTATION IMPROVEMENT PROJECTS**

For the fiscal years ended June 30, 2023 and 2022, \$10,000 each year were accrued as accounts payable to the City of Martinez for maintenance costs of the Pacheco transit hub. This transit hub is neither an asset nor a liability of TransPAC.

**NOTE 6: SUBSEQUENT EVENTS**

Management has evaluated subsequent events through the date of the audit opinion, the date on which the financial statements were available to be issued. No events came to managements' attention that would require additional adjustment or disclosure.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING**  
**AND ON COMPLIANCE AND OTHER MATTERS**  
**BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE**  
**WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors  
Transportation Partnership and Cooperation  
Pleasant Hill, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the general fund of the Transportation Partnership and Cooperation (TransPAC) as of and for the years ended June 30, 2023 and 2022, and the related notes to the financial statements, which collectively comprise TransPAC's financial statements, and have issued our report thereon dated January 24, 2024.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered TransPAC's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of TransPAC's internal control. Accordingly, we do not express an opinion on the effectiveness of TransPAC's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether TransPAC's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CROPPER ACCOUNTANCY CORPORATION  
Walnut Creek, California  
January 24, 2024

**THIS PAGE INTENTIONALLY BLANK**

---

## TRANSPAC Board Meeting **STAFF REPORT**

Meeting Date: February 8, 2023

<b>Subject:</b>	<b>TRANSPAC FY 2023/2024 WORKPLAN PROGRESS REPORT</b>
<b>Summary of Issues</b>	TRANSPAC adopts an annual workplan in conjunction with the budget. The workplan is based on identified priorities and current trends and topics in regional transportation such as the coordination within TRANSPAC and with our partner stakeholders, regional planning efforts, development and implementation of priority projects and corridors, and transportation issues related to areas including housing, schools, alternative fuels and air quality. Items also include tasks that TRANSPAC would perform in any event (i.e. Measure J Line 20a programming cycle). At this meeting, staff will provide an overview of the FY 2023/2024 workplan activities to date.
<b>Recommendation</b>	For information only.
<b>Financial Implications</b>	None.
<b>Attachment(s)</b>	A. TRANSPAC FY 2023/2024 Work Plan

### Background

TRANSPAC considers the annual work plan in conjunction with an annual budget. The work plan priority tasks are intended to be evaluated on a regular basis to allow for the affirmation or revision of priorities. The work plan is based on identified priorities and current trends and topics in regional transportation such as the progress of the Countywide Transportation Plan (CTP), Safe Routes to School Program (SR2S), EV technology and Infrastructure and regional project coordination. Items also include tasks that TRANSPAC is required to perform in any event (i.e. Measure J Line 20a programming cycle).

The 2023/2024 workplan was approved on June 8, 2023 and the following information provides a summary of relevant workplan activities and items that have been addressed so far this fiscal year.

### Measure J Line 20a Programming

The FY 2024/2025 – FY 2025/2026 Measure J Line 20a programming discussions began in late summer with a review of evaluation topics and policies. As discussed previously, staff expanded the equity questions in the application, received support from the TAC to form a scoring committee, and revised the agreement policies following discussions with CCTA. Staff released

the call for projects in December, held an application workshop on January 9<sup>th</sup>, and applications were due on January 19, 2024.

### Project and Program Updates

CCTA Staff provided updates on several projects and initiatives impacting the TRANSPAC area in the first half of the fiscal year. Presentations include:

- Innovate 680 Corridor - November
- Northbound I-680 Express Lanes Project – November
- Countywide Transportation Safety Action Plan (CTASP) - October TAC. This effort is intended to provide resources to local jurisdictions to create local safety plans that maintain compliance with the Safe Streets for All (SS4A) initiative and will assist with grant eligibility for future funding.
- Draft Contra Costa Congestion Management Program (CMP) - September TAC. CCTA staff requested updated project information to inform the Comprehensive Transportation Project List (CTPFL).
- Safe Routes to BART Grant Program (Cycle 3) – August TAC

### Coordination Efforts

Staff is in communication with SWAT staff to schedule a future joint meeting. Staff is anticipating scheduling a meeting in spring of 2024. Staff also attended a meeting with CCTA and RTPC's to discuss the CCTA Transportation Demand Management (TDM) 2.0 initiative and proposed changes to the TDM program. CCTA staff has completed additional work on this item and is scheduled to present additional information to TRANSPAC in February.

### Ongoing Administration

Staff monitored the status of AB361 legislation and worked to maintain compliance throughout 2023. Meetings have successfully transitioned back to Pleasant Hill City Hall along with new hybrid meeting technology. In-person meetings have been scheduled for both the TAC and Board through 2024.

Staff continue to monitor other Measure J programs such as Line 10 (BART Parking, Access and other improvements) and Line 19a (additional bus service enhancements) to provide status updates and support as needed.

Other ongoing activities include:

- Quarterly financial reporting
- Monitoring status of TRANSPAC CCTA Committee appointments
- Preparing the annual audit for FY 2022-2023 (item scheduled for TRANSPAC consideration at February meeting) .
- Preparing the 2024 meeting schedule
- Finalizing the 2023/2024 Workplan and Budget (June, 2023)
- Providing ongoing administration of contracts and invoices. Staff is currently soliciting proposals for future audit services.

# TRANSPAC

## 2023 / 2024 WORK PLAN

### Strategic Planning Discussion Identified Work

- Countywide Transportation Plan
  - Coordinate with CCTA and monitor progress
- Regional Coordination
  - Coordinate with partner agencies to review and discuss items of interest including:
    - Coordination with CCTA:
      - INNOVATE 680 Project
      - SR239 Project
      - Countywide Smart Signals Project
      - Countywide VMT Mitigation Framework
    - Coordination with 511 Contra Costa to maximize benefits of the available Transportation Demand Management Tools
    - Coordination with MTC
      - Regional Active Transportation Network
  - SWAT
    - Items of interest could include the INNOVATE 680 Program.
- Project Delivery Coordination
  - Continue researching opportunities for local agency coordination and project delivery efficiencies
    - Explore project types that could be delivered within a partnership structure
- Schools
  - Work with school district staff and other partner agencies to address congestion (including working with the Cities and their existing and ongoing coordination efforts), safety, and enforcement issues
  - Prioritize funding opportunities for school related improvements, including SR2S and complete streets
  - Coordinate with CCTA and Central County school districts to promote walk and bike to school events, and monitor progress of the Countywide SR2S Program (see also Regional Coordination / 511 Contra Costa)
  - Explore the role of transit services and how they facilitate safe routes to schools
- Electric Vehicle Charging Infrastructure
  - Work with CCTA and TRANSPAC agencies to implement EV charging infrastructure across a wide array of local communities and including infrastructure for multifamily housing
- Transportation and Housing
  - Support regarding transportation issues related to regional housing targets
- TRANSPAC JPA Review

# TRANSPAC

## 2023 / 2024 WORK PLAN

### Ongoing / Existing Tasks

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

### Administrative Tasks

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



---

**TRANSPAC Board Meeting STAFF REPORT**

**Meeting Date:** February 8, 2023

<b>Subject:</b>	<b>PLANNING COMMISSIONER VACANCIES</b>
<b>Summary of Issues</b>	The TRANSPAC bylaws state that the TRANSPAC Board shall consist of 6 ex-officio members, one member from each Agency. For the City Agencies, one planning commissioner shall be appointed as an ex-officio member of the Board by the respective City Council. For the County Agency, one planning commissioner shall be appointed as an ex-officio member of the Board by the County Board of Supervisors. Ex-officio members shall not be entitled to vote and shall not be counted towards the quorum. Currently there are Planning Commissioner vacancies for the following agencies: City of Clayton, City of Martinez, City of Pleasant Hill, and Contra Costa County. It is requested that the TRANSPAC Board recommend candidates to fill the current vacancies.
<b>Recommendation</b>	For information only.
<b>Financial Implications</b>	None.
<b>Attachment(s)</b>	

Background

The TRANSPAC bylaws state that the TRANSPAC Board shall consist of 6 ex-officio members, one member from each Agency. For the City Agencies, one planning commissioner shall be appointed as an ex-officio member of the Board by the respective City Council. For the County Agency, one planning commissioner shall be appointed as an ex-officio member of the Board by the County Board of Supervisors. Ex-officio members shall not be entitled to vote and shall not be counted towards the quorum.

Craig Mizutani is the current Planning Commissioner appointee for the City of Concord, and Bob Pickett is the current appointee for Walnut Creek. Currently there are Planning Commissioner vacancies for the following agencies: City of Clayton, City of Martinez, City of Pleasant Hill, and Contra Costa County. It is requested that the TRANSPAC Board recommend candidates to fill the current vacancies.

<b>TRANSPAC Ex-Officio Appointments</b>	
<b>Agency</b>	<b>Planning Commissioner Appointee</b>
City of Clayton	Vacant
City of Concord	Craig Mizutani
City of Martinez	Vacant
City of Pleasant Hill	Vacant
City of Walnut Creek	Bob Pickett
Contra Costa County	Vacant

---

**TRANSPAC TAC Meeting STAFF REPORT**

**Meeting Date:** January 25, 2024

<b>Subject:</b>	<b>TRAVEL DEMAND MANAGEMENT 2.0 AND CCTA TRANSPORTATION FUND FOR CLEAN AIR POLICY.</b>
<b>Summary of Issues</b>	Transportation Demand Management (TDM) includes strategies and initiatives that aim to reduce greenhouse gas (GHG) emissions and Vehicle Miles Traveled (VMT) through the reduction of single occupancy vehicle use. As a strategic priority of the Contra Costa Transportation Authority (CCTA), CCTA staff is examining the current TDM program model and funding strategy to explore challenges and opportunities to better address the diverse transportation needs within the county. At this meeting, CCTA staff will present information on the TDM program and the proposed Countywide Transportation Fund for Clean Air (TFCA) policy for TAC input. Additional information is attached for review.
<b>Recommendation</b>	For Information Only.
<b>Financial Implications</b>	None.
<b>Attachment(s)</b>	A. Summary of Central County 511 Contra Costa Programs B. CCTA Introduction to TDM 2.0 and TFCA Policy Memo C. CCTA TDM 2.0 Presentation D. WCCTAC comment letter on the TDM 2.0 program (1/19/24)

**Background:**

Transportation Demand Management (TDM) includes strategies and initiatives that aim to reduce greenhouse gas (GHG) emissions and Vehicle Miles Traveled (VMT) through the reduction of single occupancy vehicle use. As a strategic priority of the CCTA, under TDM 2.0, CCTA staff is examining the current TDM program model and funding strategy to explore challenges and opportunities to better address the diverse transportation needs within the county. As part of this effort, CCTA staff is proposing to develop a TDM strategic plan and create a formal Transportation Fund for Clean Air (TFCA) policy.

The current TDM program for central county is implemented by 511 Contra Costa under a contract administered by the CCTA. In the past (circa 2014) TRANSPAC directly administered the 511 program in central county, and with the organizational change to a JPA agreement agency, came to an agreement with CCTA and they have administered the program since that time. The TDM program is funded by Measure J, Program 17 (1% of annual fund revenue of about \$1

million annually) which is designated to support alternative commute modes of transportation, and Air District TFCA (County Program Manager Funds of about \$1.5 million annually), intended for efforts to reduce greenhouse gas emissions from automobiles which also fits within the goals of TDM. CCTA applies a job/housing formula to determine the division of the funding by subregion which is outlined in the Measure J Tax Expenditure Plan (TEP). It has been a practice to apply the same formula to distributing TFCA funding, but it is not in written policy.

Beyond evaluating the current TDM programming under TDM 2.0, CCTA is proposing a TFCA policy which will entail a call for projects process and will prioritize projects that align with Air District categories including projects and programs that are beyond the 511 contra costa activities, including bicycle and pedestrian projects, ridesharing services, first and last mile connections among other considerations. CCTA Staff is proposing to approve a policy and initiate policy revisions for the upcoming years (FY 2024-2025) funding cycle.

At the January 25<sup>th</sup> TAC meeting, CCTA staff (Ying Smith), presented an overview of TDM 2.0 and next steps. The TAC held a robust discussion following the presentation. The following is a summary of comments:

- Potential for Disproportionate Funding: The TAC expressed concern that with the change to a competitive process, other projects/jurisdictions could receive a disproportionate amount of TFCA funding whereas in the past funding was distributed proportionately. It was noted that CCTA staff is open to feedback on how the funding is distributed. For example, there is the potential for creating funding minimums by subregion or other modifications as recommended.
- Competing with other projects: The TAC expressed concern that large transit projects may be more competitive than other smaller ongoing TDM programs. There was discussion about a policy that would distribute funding separately by project type: transit projects and bicycle and pedestrian projects for example. Any leftover funding from a funding category could be made available to the larger pool of projects.
- Administrative logistics and TRANSPAC role: There were questions and concerns about how the staff would be involved in applying for funding and what role the TRANSPAC, Cities, CCTA, and 511 Contra Costa would have.
- Exploring existing program effectiveness: The TAC asked how successful programs that jurisdictions desire to maintain would be protected under TDM 2.0. The TAC requested that CCTA staff evaluate the current 511 Contra Costa programs prior to changing the funding model.
- Fulfilling TDM requirements: A concern was raised about fulfilling TDM requirements included in the Measure J Growth Management Plan (GMP) checklist in the event that a project application is not awarded TFCA funding. CCTA staff indicated that in the event that a jurisdiction does not receive competitive TFCA funding, the GMP TDM requirements could be fulfilled with a TDM program funded with Measure J Program 17 funds (Commute Alternatives).

- Funding continuity: The TAC expressed concerns about the potential inconsistency of funding from year to year and how this would impact effectiveness of the outreach component of the existing programs.
- Quantifying program value: It was noted that it is difficult to quantify the value of ongoing engagement. There has been consistent successful outreach over the years through the efforts of 511 Contra Costa. By potentially reducing 511 Contra Costa TDM funding, there is a potential risk of disengaging the public and diminishing the impact that has been established.

The TDM 2.0 proposal is also being presented to the other RTPCs, and generating concerns and questions, with a letter from WCCTAC Executive Director (attachment) with comments regarding the TDM 2.0 item included.

At this meeting CCTA staff will provide additional information on TDM 2.0 proposed efforts and next steps and solicit comments from the TRANSPAC Board.

**Attachment A**

**TRANSPAC 511 Contra Costa Programs - 19 Programs**

REF #	Program	Fund Source		
		TFCA	MJ17	MJ21A
1	511 Contra Costa Brand: website, social media, eNewsletter	X	X	
2	Drive Less Incentive	X		
3	Winter Walk Challenge	X		
4	Discover & Go	X		
5	SchoolPool Youth Carpool	X		
6	Summer Bike Challenge	X		
7	Summer Youth Pass	X		
8	Pass2Class Free Student Transit	X		
9	E-bike Rebates		X	
10	Bike to Work Day	X		
11	Take 10 Free Transit Rides	X		
12	Street Smarts Diablo Youth bike-ped safety	X		X
13	Personalized Commute Planning	X		
14	Bike Locker and Rack Program		X	
15	Employer Outreach Program & Green Business	X	X	
16	Community Outreach Programs	X	X	
17	Electric Vehicle Charging Infrastructure	X	X	
18	Agency-specific Transit Programs	X		
19	Corridor-specific Rideshare Programs	X		

**County Level Funding Sources**

- \$1.5 M      TFCA County Program Manager Funds  
(TRANSPAC program receives about 30%)
  
- \$1 M        Measure J Program 17 – Commute Alternatives  
(TRANSPAC portion about 30%)
  
- \$4.5 M      Measure J Program 21A – Safe Transportation For Children  
(TRANSPAC portion about 10%)

## Introduction to TDM 2.0 and CCTA TFCA Policy Item to RTPC

Subject: Travel Demand Management 2.0 and CCTA Transportation Fund for Clean Air Policy

Transportation Demand Management is one of the strategic priorities of the Contra Costa Transportation Authority (Authority). The Authority desires to implement a more robust and relevant Travel Demand Management (TDM) program. The new program, branded as TDM 2.0, is envisioned to have countywide implementation, aligns with the Authority's strategic position, and incorporates performance measures in Vehicles Miles Travelled (VMT) and emission reductions.

The current TDM program includes many activities to promote alternatives to commuting in single-occupant vehicles, benefiting employers, municipalities, K-12 schools, colleges, commuters, and residents. The program activities are managed by the three offices: 1) the Authority, on behalf of TRANSPAC and TRANSPLAN, 2) SWAT, and 3) WCCTAC.

Funding for the TDM program comes from two main sources – Transportation Fund for Clean Air Policy (TFCA) and Measure J Program 17 – Commute Alternative funds. The Authority annually approves TFCA and Measure J Program 17 funds to the four county sub-regions based on a formula that includes the equity weight of population and jobs. The county total of funds for TDM program in Fiscal Year 2023-24 was approximately \$2.5 million.

To achieve the goals and objectives of TDM 2.0, Authority staff is proposing several steps to implement in the next three years:

Step 1a (FY 24-25): Existing TDM Program Improvements

Step 1b (FY 24-25): New Contra Costa TFCA Policy

Step 2 (FY 25-26): TDM Strategic Plan

Step 3 (FY 26-27): TDM 2.0 Implementation

Authority staff is planning to present the details of TDM 2.0 and TFCA Policy to the RTPC Technical Advisory Committee and Committee/Board meetings in January and February.



CONTRA COSTA  
transportation  
authority

# TDM 2.0 TFCA Policy

REGIONAL TRANSPORTATION PLANNING COMMITTEE  
January and February 2024





# What Is Transportation Demand Management (TDM)?



TDM is the application of strategies or initiatives to reduce travel demand, greenhouse gas (GHG) emissions, and Vehicle Miles Travelled (VMT) through the reduction of single-occupancy vehicle use.

TDM is a strategic priority of CCTA.

# Current TDM Program

# 511 Contra Costa

*511 Contra Costa is a countywide TDM program that strives to reduce traffic congestion and improve air quality by providing the public with information, resources, and tools that promote mobility options beyond driving alone.*

- CCTA's TDM programs are currently operated under the 511 Contra Costa brand;
- CCTA is the oversight agency funding the TDM program;
- Three sub-regional offices
  - Central and East County: oversight by CCTA, delivered by AMG under contract
  - West County: Staff and oversight provided by WCCTAC
  - Southwest County: Staff and oversight provided by City of San Ramon and SWAT
- Each office operates both countywide and sub-regional **incentive programs** and **behavior change campaigns** for residents and the workforce
- 511 Contra Costa presents itself and is viewed by residents as a single countywide brand with seamless access to programs and resources.
- The CCTA office manages and funds the customer-facing and foundational elements of the program including website, social media, newsletter, customer service, e-mail, and phone systems



# Existing Program Activities

	Program	Managed By	Funded By	Fund Source
<b>Countywide</b> Managed & Funded by Single Office	511 Contra Costa Brand: website, social media, eNewsletter	CCTA	CCTA	TFCA/MJ17
	Drive Less Incentive	CCTA	CCTA	TFCA
	Winter Walk Challenge	CCTA	CCTA	TFCA
	Discover & Go	CCTA	CCTA	TFCA
	SchoolPool Youth Carpool	CCTA	CCTA	TFCA
	Vanpool Driver & Rider Incentives	SWAT	SWAT	TFCA
	Guaranteed Ride Home: Commuter & College	WCCTAC	WCCTAC	TFCA
	Secure Your Cycle	WCCTAC	WCCTAC	TFCA
	Try Transit: Commuter & College	WCCTAC	WCCTAC	TFCA
<b>Countywide</b> Managed by Single Office & Funded by All	Summer Bike Challenge	CCTA	CCTA/SWAT/WCCTAC	TFCA
	Summer Youth Pass	CCTA	CCTA/SWAT/WCCTAC	TFCA
	Pass2Class Free Student Transit	CCTA	CCTA/SWAT/WCCTAC	TFCA
	E-bike Rebates	CCTA	CCTA/SWAT/WCCTAC	MJ17
	Bike to Work Day	Rotates Annually	CCTA/SWAT/WCCTAC	TFCA
	BOGO/Take 10 Free Transit Rides	CCTA/WCCTAC	CCTA/WCCTAC	TFCA
<b>Sub-Regional</b>	Street Smarts Diablo Youth bike-ped safety	CCTA	CCTA	TFCA/MJ21A
	Lamorinda and TRAFFIX School Bus Program	SWAT	SWAT	TFCA
	Personalized Commute Planning	CCTA/SWAT/WCCTAC	CCTA/SWAT/WCCTAC	TFCA
	Bike Locker and Rack Program	CCTA/SWAT/WCCTAC	CCTA/SWAT/WCCTAC	MJ17
	Employer Outreach Program & Green Business	CCTA/SWAT/WCCTAC	CCTA/SWAT/WCCTAC	TFCA/MJ17
	Community Outreach Programs	CCTA/SWAT/WCCTAC	CCTA/SWAT/WCCTAC	TFCA/MJ17
	Electric Vehicle Charging Infrastructure	CCTA/SWAT/WCCTAC	CCTA/SWAT/WCCTAC	TFCA/MJ17
	Agency-specific Transit Programs	CCTA/SWAT/WCCTAC	CCTA/SWAT/WCCTAC	TFCA
	Corridor-specific Rideshare Programs	CCTA/SWAT/WCCTAC	CCTA/SWAT/WCCTAC	TFCA

# Funding Sources for 511 Contra Costa

	Measure J Program 17	TFCA 40% Funds
Revenue Source	One percent (1%) of the Measure J annual revenue	40% of the \$4 surcharge on motor vehicles registration fees
Policy/Purpose	Commute Alternatives: Provide and promote alternatives to commuting in single-occupant vehicles, including carpools, vanpools and transit.	<ul style="list-style-type: none"> <li>• GHG and criteria air pollutant reductions from mobile sources</li> <li>• Need to comply with the 40% Fund Expenditure Plan Guidance and Policy</li> </ul>
Funding level	~\$1M (FY23-24)	~\$1.5M (FY23-24)

- CCTA’s current TFCA practice is to annually allocate funds by a population and jobs formula to the four RTPCs
  - Central County: CCTA for TRANSPAC
  - East County: CCTA for TRANSPLAN
  - West County: WCCTAC
  - Southwest County: SWAT
- Funds pay for TDM programs along with staff and overhead to operate them

# Existing Program Benefits & Values

- 511 Contra Costa has countywide reach and robust promotion channels, including **28,000+ monthly newsletter subscribers** and 7,000+ social media followers
- 511 Contra Costa's TFCFA funded programs **exceed Air District's cost effectiveness** criteria annually
- Popular, family-friendly programs and events draw thousands of participants
- Countywide, in-person, outreach conducted at 30-40 community and employer events every year
- Programs promote bike-ped safety and build life-long habits
- Participation by diverse audience of commuters, youth, seniors, and businesses
- Employer assistance with Bay Area Commuter Benefit Program compliance
- Provide jurisdictional support:
  - TDM ordinances/Measure J GMP Compliance Checklist
  - Implement TDM measures in sub-regional Action Plans
  - Fulfill TDM priorities of the RTPCs
  - Support and implementation of TDM elements of Sustainable Communities Strategies

# Existing Program Challenges and Future Improvements

- CCTA dedicates all Measure J Program 17 and TFCA funds to one project type

*May not serve the diverse transportation needs and the goals of each program.*

- No Contra Costa TFCA policy

*The current practice may be out of sync with the Air District's current guidance and policy.*

- Lack of comprehensive review and reform of the current TDM activities

*Innovate to keep the program up-to-date to meet the changing travel needs.*

- Some of the current TDM activities are becoming more difficult to qualify for TFCA 40% funds. TFCA funds are restrictive in both their use and timeframe.

*Review the activities and continue the most effective ones.*

- Current practice heavily relies on self-reporting data on trip and VMT reduction.

*Introduce new KPIs and tracking process to maximize measurable VMT and emission reductions.*

# Goals & Objectives of TDM 2.0



# TDM 2.0

*A more robust and relevant TDM program - branded as TDM 2.0*

## Goals and Objectives Driving Program Changes

- Countywide implementation
- Program aligns with the Authority's strategic position and incorporates ongoing performance measures for Vehicles Miles Traveled (VMT) and emission reductions.
- Continue to meet or exceed TFCA cost effectiveness requirements
- Address changes in commute landscape post-Covid
- Incorporate emerging technologies in programs
- Gain operational efficiencies in funding spent
- Focus on equity priority communities
- Data-driven decision making



## Steps to TDM 2.0

Step 1a – FY 24-25: Existing TDM Program Improvements

Step 1b – FY 24-25: New Contra Costa TFCA Policy

Step 2 – FY 25-26: TDM Strategic Plan

Step 3 – FY 26-27: TDM 2.0 Implementation

## Step 1 a: Existing TDM Program Improvements

- Evaluate and modify existing programs to focus on projects with the best measurable benefits
  - Consider verified v. self-reported trips, equity prioritization, return on investment, and quality of data
  - The most cost effective TDM activities will continue to be funded by TFCA 40% funds
- Stronger countywide program presence
- Maximize public awareness of the TDM program and the Measure J success. Capitalize on 511 Contra Costa's existing and growing public following to communicate CCTA priorities, initiatives, and successes
- Strengthen the connection between TDM and larger capital projects
- Explore collaborative opportunities to capitalize on existing regional TDM efforts such as Spare the Air Days
- Simplify and improve customer experience by consolidating multiple existing single-mode incentive programs into one universal 'Drive Less' incentive

# Step 1 a: Existing TDM Program Improvements (continued)

- Operate two existing programs separately:
  - Street Smarts Diablo youth bike-ped safety program: funded by OBAG grant for four years
  - TRAFFIX and Lamorinda School Bus Programs: continue to be supported by Measure J and potential new sources secured by the sponsor agencies



# Step 1 b: New TFCA Policy

*Board Authority-approved policy for allocating the TFCA 40% Fund*

## **Goal and Objectives:**

- Reduce Vehicle Miles Travelled (VMT)
- Reduce air pollution and GHG emissions

## **Priority Project Types** (consistent with Air District project categories):

- **Bicycle and Pedestrian projects:** infrastructure projects, bike parking, bike share
- **Ridesharing Services:** carpool, vanpool, or other rideshare services, financial subsidy/incentive for transit or rideshare, and Guaranteed Ride Home
- **First- and Last-Mile Connections:** transit services providing short-distance connections between mass transit and commercial hubs or employment centers
  - Priorities: the project types are not listed in prioritized order. Other projects eligible under the Guidance can be considered if there are available TFCA funds.
  - Program Diversity: The use of the Priority Project Types will encourage the diversity of project types that serve multiple constituencies. This diversity could contribute significantly to public acceptance of, and support for, the TFCA program.
  - Annual Review: the Priority Project Types will be reviewed annually to align with Air District Guidance and the Authority Board's direction. The Authority Board may periodically adjust the Priority Project Types to align with its strategic direction.

# Step 1 b: New TFCA Policy (continued)

*Board Authority-approved policy for allocating the TFCA 40% Fund*

**Eligible project sponsors:** Cities, County, transit agencies, RTPCs, and CCTA. Other public agencies and non-public entities may work directly with the eligible project sponsors to submit projects.

## **Project Prioritization Process:**

- Beginning in FY 24/25, open call-for-projects process
- Project prioritization: collaboration between CCTA and project sponsors
- CCTA staff's roles: technical assistance, consultation, and balance of needs
- Technical Coordinating Committee evaluates and recommends project list
- Final project list: approved by the Authority Board

## **Other Considerations:**

- Projects with regional significance or that support regional goals
- Benefits to equity priority communities
- Matching funds
- Project readiness and timely use of funds
- Performance measures and reporting requirements

# Peer Comparison: TFCA Policy and Projects

County	Process	Funded Project Types (recent 5 years)	TDM funded by TFCA?
Alameda	30%: Programmed to transit-related projects 70%: Distributed by population	All types (except for EV)	\$350k to countywide TDM (incl. GRH)
Napa	Call for projects	Bicycle and Pedestrian Improvements , EV Charging Stations	No
San Francisco	Priority project types	Bicycle and Pedestrian Improvements, Transit Priority Projects, Traffic Calming, TDM, Shuttle Services, Alternative Fuel Vehicles and Infrastructure	Not currently funded
San Mateo	Collaborative process with SamTrans and Commute.org	All types (except for EV)	\$600k to countywide TDM
Santa Clara	Call for projects with scoring criteria	All types	GRH \$116k (2 years) No other TDM

## TFCA Eligible Project Types

- Bicycle and Pedestrian projects: infrastructure projects, bike parking, bike share
- Ridesharing Services: carpool, vanpool, financial incentive for transit or rideshare, and Guaranteed Ride Home
- First- and Last-Mile Connections
- Vehicle-based projects
- Arterial management (signal timing) – not currently eligible

# Step 1b: New TFCA Policy & Project Selection Process

*Board Authority-approved policy for allocating the TFCA 40% Fund*

Early	Late	Action
Feb	Mar	TCC considers and recommends Policy
Jan	Mar	CCTA staff provides early consultation and technical assistance
<b>Feb. 21</b>		<b>CCTA Authority Board adopts Expenditure Plan (total county fund amount)</b>
Mar	Apr	Authority Board approves Policy, releases Call for Projects
<b>June 19</b>		<b>Authority Board approves Air District/CCTA agreement</b>
Mar	May	CCTA staff assists with CE calculations, project readiness/ delivery scheduling
May	June	Project sponsors submit project documents and CE calculations
Jun	July	TCC evaluates projects and recommends project list
July	Oct	Authority Board approves final project list
<b>Nov. 15</b>		<b>CCTA submits all project documents to Air District</b>
Aug	Nov	CCTA/project sponsor funding agreements executed

*Dates in bold are mandated by the Air District.*



## Step 2: TDM Strategic Plan

- CCTA will seek a consultant to prepare a TDM Strategic Plan. That plan will:
  - Evaluate existing programs and services, the service delivery model, industry best practices for suburban TDM programs that have proven success, and emerging projects and programs from around the world that reduce VMT.
  - The plan will consider emerging innovative programs that have proven to reduce VMT and determine their applicability to Contra Costa County.

## Step 3: TDM 2.0 Implementation

- CCTA will implement TDM 2.0 as the ongoing Contra Costa program using insights and guidance from the TDM Strategic Plan and the successes and lessons learned from the project prioritization process.

QUESTIONS?





El Cerrito

Hercules

January 19, 2024

Subject: CCTA’s “TDM 2.0” Proposal

WCCTAC Board of Directors,

Pinole

The WCCTAC Technical Advisory Committee (TAC) was established by WCCTAC’s Joint Powers Agreement and is comprised of member agency staff, generally with public works and planning expertise. Its role is to advise the Board.

Richmond

At its January 11, 2024, meeting, the TAC received a presentation from CCTA staff on the “TDM 2.0” proposal. Representatives from all nine WCCTAC member agencies were present. At the conclusion of the agenda item, TAC representatives asked WCCTAC staff to send a letter to the WCCTAC Board on its behalf. There were no TAC member objections to this request. Staff gathered comments from the meeting, received comments from TAC representatives after the meeting, and sent a draft letter to TAC members for review. This is the final version of the TAC’s letter to the Board.

San Pablo

The TAC’s comments are summarized as follows:

Contra Costa County

- **No Time to Review and Consider** – CCTA staff are proposing a major policy change to the countywide TDM program with implications for local jurisdictions, transit agencies, and WCCTAC. WCCTAC staff and the TAC first learned about the specifics of this proposal on Jan 11, 2024. The CCTA staff, however, are already initiating the approval process and plan to ask the Technical Coordinating Committee (TCC) to approve these changes as early as February 2024, and the CCTA Board to approve them as early as March 2024. The proposed schedule is surprising and concerning to the TAC. It did not hear a compelling reason as to why this process needed to move so quickly.

AC Transit

BART

- **Negative Impacts for West County** – The change being proposed by CCTA is to stop using TFCA funds to support the existing countywide TDM Program and to use them instead for an annual grant program. This change could have tangible downside for cities and other WCCTAC member agencies.

WestCAT

Currently, West Contra Costa County receives guaranteed benefits from the existing TDM program which encourages and supports the use of alternative

modes. Cities, transit agencies, and WCCTAC do not need to apply for competitive grants from the Authority to receive these benefits. In fact, most West County cities have deferred the implementation of a TDM program to WCCTAC in their municipal codes. Without TFCA fund to support the countywide TDM Program, a remaining, bare-bones program would leave local jurisdictions without most of these existing services and possibly with additional responsibilities.

- **Concerns about the Proposed Grant Program** – The TAC also has concerns about the proposed CCTA grant program and its usefulness for WCCTAC member agencies. The amount of TFCA funds available annually (\$1.5M countywide and \$353,000 in West County) is essential to the TDM program but would make for a very small grant program if re-purposed.

#### Limited Member Agency Capacity

Some TAC members are concerned about their capacity to apply for grants, particularly small ones. Other TAC members stated that while they have capacity to pursue grants, they do not have the staffing to manage program activities. Still others noted that, even if they had general staffing capacity, they may not have the in-house expertise to deliver TFCA-qualifying work. This issue was of particular concern for small cities.

#### WCCTAC Capacity

Some TAC members stated that, if they were to receive TFCA dollars through the CCTA to implement programs activities, they would prefer to have WCCTAC manage those activities. WCCTAC staff, however, explained that it would not be able to afford to retain specialized TDM staff if it no longer receives TFCA funding from CCTA. Even if the proposed grant program makes TFCA dollars available for staffing support, WCCTAC would have no certainty from year to year about whether its grant applications, or the grant applications of its member agencies, would be accepted.

#### Delivery and Administration Concerns

The TAC also expressed concern about the potential inefficiencies in program delivery under the new proposal. Even if WCCTAC member agencies in West County received grants and were able to deliver program work, it may not be efficient for them to carry out these activities independently, especially for similar or overlapping efforts.

The TAC is also worried about potential administrative complexity. At present, the CCTA makes TFCA funding available to four subregions. However, if it makes grants available to a larger number of organizations, they will all need to

coordinate with CCTA and work with the Air District's quantitative cost-effectiveness reporting requirements, which involve considerable effort. At least one TAC member wondered if the new framework could end up being more administratively intensive and what sort of funding the CCTA was using to staff and support this change.

#### Program Continuity

Lastly, the TAC expressed concern about a potential lack of program or service continuity if annual grants are used to allocate TFCA funds. Transit agencies, for example, noted that very small, one-time grants for service were not especially useful for them. Transit services rely on reasonably predictable and ongoing revenue streams for operations.

- **Limited Explanation for Proposed Change** – The reasoning behind the proposed change was not clear to the TAC, particularly given that the CCTA has praised the effectiveness of the current program.

The TAC recognizes that the existing program must evolve and adapt to changes in the transportation landscape. It is the TAC's understanding, however, that the program does routinely change. Additionally, if the CCTA, or anyone else, has a new idea for a program offering within a given subregion (or countywide) it is not clear why that could not be accommodated in the existing program.

The CCTA's staff's presentation expressed a desire to not be "out of sync" with the Air District. The meaning of this was not clear but the current program meets Air District's requirements annually and would not be funded if it didn't. The rationale for the change provided by CCTA staff often returned to the theme that the CCTA was not legally obligated to provide funds to subregions or to use them for TDM.

- **Geographic Equity** - In the current TDM program, TFCA funds are provided to subregions using a population and jobs formula. This formula ensures geographic equity. In the proposed grant program, there's not currently a guarantee that West County would receive a proportionate share (or any share) of available TFCA funding or benefits. The WCCTAC TAC and Board are not proposed to be involved in the selection of activities to fund under the new framework. In short, the subregion will have little policy influence over the kinds of projects funded by the grant program.
- **Consideration of Alternatives and Collaboration** – The CCTA staff is proposing to significantly alter the TDM program by establishing a new policy for the

allocation of the Air District's TFCA funds. Although the proposed change goes by the name "TDM 2.0" it appears that it will significantly diminish funding to the TDM Program to create a grant program that may or may not be used for TDM. At least one TAC member wondered whether the CCTA could identify other sources of funding to replace the TFCA dollars that would be lost to the current TDM Program.

Other TAC members suggested that the CCTA staff proposal should examine the impacts of the proposed change and offer alternatives. One alternative, for example, could be to allow subregional boards the ability to make choices about the nature of TFCA-funded efforts in their subregion. There could be other alternatives as well.

Lastly TAC members requested that CCTA engage subregional TACs, policy boards, and other local jurisdictions in the development of options. The TAC believes that the CCTA is most successful when there is collaboration with subregions, transit agencies, local jurisdictions, and other partners.

Sincerely



John Nemeth  
WCCTAC Executive Director