

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

**THURSDAY, JUNE 13, 2024**

**CLOSED SESSION 8:30 A.M.**

**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/89166205625?pwd=SHQ1M0V0eC82ZXZ3dnVyK0ZqSkc5dz09>

Meeting ID: 891 6620 5625 Password: 863827

Phone Access: To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID: 891 6620 5625 Password: 863827

**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 [irina@graybowenscott.com](mailto:irina@graybowenscott.com) by 3 p.m. on the day before the meeting, which will be read during Public Comment or on the related item when Public Comment is called and entered into the record.

**Virtual Public Comment:** To comment by video conference, click the “Raise Your Hand” button to request to speak when the Public Comment period is opened on an Agenda item and then wait to be called on by the Chair. After the allotted time, you will then be requested to mute your microphone. To comment by phone, indicate the “Raise Your Hand” icon by pressing “\*9” to request to speak when the public comment is opened on an Agenda item and then wait to be called on by the Chair. Press “\*6” to unmute/mute. After the allotted time of 3

minutes, you will then be requested to mute your microphone. Please begin by stating your name and indicate whether you are speaking for yourself or an organization.

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

## **CLOSED SESSION**

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

Title: Managing Director

**Conference with Labor Negotiators Pursuant to Government Code §54957.6**

Agency Designated Representative: Sue Noack, Chair

Unrepresented Employee: Managing Director

## **RECONVENE IN OPEN SESSION**

### **2. REPORT ON ACTION TAKEN IN CLOSED SESSION**

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

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

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

### **5. CONSENT AGENDA.**

**a. APPROVAL OF MINUTES 🌀 Page 7**

- Minutes of the May 9, 2024, TRANSPAC Board meeting.

**b. CCTA EXECUTIVE DIRECTOR’S REPORT REGARDING CCTA ACTIONS / DISCUSSION ITEMS 🌀 Page 15**

- CCTA Executive Director Timothy Haile’s Report May 15, 2024.

**c. ITEMS APPROVED BY THE CCTA FOR CIRCULATION TO THE REGIONAL TRANSPORTATION PLANNING COMMITTEES AND RELATED ITEMS OF INTEREST 🌀 Page 19**

- CCTA Executive Director Timothy Haile’s RTPC Memo dated May 26, 2024.

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

1. TRANSPAC – Meeting summary letter dated May 9, 2024.
2. TRANSPLAN – No meeting summary letter available.
3. SWAT – No meeting summary letter available.
4. WCCTAC – Meeting summary letter dated May 15, 2024.

**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/2024/05/7a.pdf>
3. County Connection Link Monthly Report:  
[https://countyconnection.com/wp-content/uploads/2024/05/7b.FINAL\\_Paratransit-Executive-Summary-Report-March-2024.pdf](https://countyconnection.com/wp-content/uploads/2024/05/7b.FINAL_Paratransit-Executive-Summary-Report-March-2024.pdf)
4. The CCTA Project Status Report may be downloaded at:  
<https://ccta.net/wp-content/uploads/2024/05/Attachment-A-QPSR.pdf>
5. The CCTA Board Meeting was held on May 15, 2024. The next meeting is scheduled for June 12, 2024.
6. The CCTA Administration & Projects Committee (APC) Meeting was held on June 6, 2024. The next regular meeting is scheduled for July 11, 2024.
7. The CCTA Planning Committee (PC) Meeting was held on June 6, 2024. The next regular meeting is scheduled for July 11, 2024.
8. The CCTA Calendar for June 2024 to August 2024 may be downloaded at:  
<https://ccta.primegov.com/Portal/viewer?id=0&type=7&uid=22245746-1420-4f27-902c-0cdaf996b706>

**END CONSENT AGENDA**

- 6. TRANSPAC WORK PLAN AND BUDGET FOR FISCAL YEAR 2024/2025.** The TRANSPAC Joint Exercise of Power Agreement specifies that TRANSPAC shall adopt a budget that includes operational expenses and the proportional amount each agency will be required to pay to fund TRANSPAC. The method to determine the proportional amount each agency would be required to pay of any member contribution is based on the formula specified in the TRANSPAC JPA. TRANSPAC has also adopted an annual work plan in conjunction with the budget. The TRANSPAC Board is requested to review and approve the final work plan and budget. 🌀 **PAGE 23**

Attachment: Staff Report

**ACTION RECOMMENDATION: Approve the FY 2024/2025 Work Plan and Budget and the GBS Managing Director and Clerk of the Board contract amendment for FY 2024/2025 (consistent with budget assumptions), by a vote of four or more Board members present, per the TRANSPAC JPA.**

- 7. MEASURE J LINE 20A FUND DRAFT PROGRAM–FY 2024/2025 AND FY 2025/2026 PROGRAMMING CYCLE.** The Contra Costa Transportation Authority (CCTA) Measure J line 20a program provides funds for Transportation Services for Seniors & People with Disabilities in the TRANSPAC area. TRANSPAC is responsible for recommendations on how the Measure J Line 20a funds are to be used in Central County. 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 eight applications for nine programs requesting \$1.5 million in funding. A draft programming recommendation was approved by the TRANSPAC Board in May. At this meeting, staff will present a final program and policies for review and approval. The Board is also requested to consider a request from County Connection to extend the FY 2022/23-FY 2023/24 expenditure deadline for the Travel Training Program. 🌀 **PAGE 41**

**ACTION RECOMMENDATION:**

- 1. Approve the Final Draft Measure J Line 20a Funds Program for FY 2024/2025 and FY 2025/2026**
- 2. Approve the new Line 20a delivery policies to support the timely use of funding.**
- 3. Approve the expenditure deadline extension request from County Connection through June 30, 2025, for the Travel Training Program.**

Attachment: Staff Report

- 8. MEASURE J LINE 10 FUNDED ELECTRONIC BICYCLE FACILITIES AT CENTRAL CONTRA COSTA BAY AREA RAPID TRANSIT STATIONS PROJECT (10001-04).** The Electronic Bicycle Facilities at Central Contra Costa Bay Area Rapid Transit (BART) Stations project has substantially completed the scope of work approved for the project (Phase 1 work) using Measure J Line 10 funds and a balance of \$425,000 remains. BART is proposing to amend the scope of the project, creating a phase 2 scope, that will utilize the remaining funds for bicycle access improvements at the Walnut Creek and Concord stations. 🌀 **Page 61**

**ACTION RECOMMENDATION: Approve BART request to amend the scope of the Measure J Line 10 funded Electronic Bicycle Facilities – Central County BART Stations Project to include a phase 2 scope for bicycle access improvements at the Walnut Creek and Concord stations.**

Attachment: Staff Report



9. **TRANSPORTATION FUND FOR CLEAN AIR (TFCA) FUND – FISCAL YEAR 2024/2025 CALL FOR PROJECTS.** 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. CCTA has approved a new Transportation Fund for Clean Air (TFCA) Policy that can fund TDM strategies which includes a competitive call for projects process. Consistent with the new policy, the CCTA released a call for projects for the TFCA funds for FY 2024-2025 on May 16<sup>th</sup> with draft applications due on June 5<sup>th</sup>. At this meeting, TRANSPAC staff will provide a status update on the TFCA policy, call for projects, and request a subregional TDM program recommendation and input on preferred Countywide programming offerings in anticipation of requests for subregional input. 🌀 **PAGE 75**

**ACTION RECOMMENDATION:**

1. **Prioritize programs/projects to include in subregional FY 2024-2025 TFCA application(s) to be implemented in the TRANSPAC subregion, including components to be submitted and implemented by 511CC.**
2. **Prioritize Countywide TDM components to support in the countywide application review process.**

Attachment: Staff Report

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

The next regular meeting is proposed for July 11, 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:** May 9, 2024

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

**PLANNING COMMISSIONERS PRESENT:**

**STAFF PRESENT:** Ryan McClain, Pleasant Hill; Smadar Boardman, Walnut Creek; Celestine Do, BART; Pranjai Dixit; John Cunningham, Contra Costa County; Matt Todd, TRANSPAC; Tiffany Gephart, TRANSPAC; Irina Nalitkina, TRANSPAC

**GUESTS/PRESENTERS:** Kristen Riker, 511 Contra Costa; Debbie Toth, Choice in Aging; Holly Tillman, Choice in Aging; Jack Hall, CCTA; Steve Voorhies, City of Concord, Scott Simmons

**MINUTES PREPARED BY:** Irina Nalitkina

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

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

### **2. Public Comment**

There were no comments from the public.

Matt Todd announced that due to a clerical error the closed session planned for this meeting was not posted within 72-hours of the meeting date as required by the Brown Act and therefore no closed session was held today.

### **3. Consent Agenda**

#### **a. Approval of Minutes:**

- **Minutes of the April 11, 2024, 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 Quarterly Financial Report.

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

## **End Consent Agenda**

### **4. TRANSPAC Measure J Line 20A Lapsed Programming Commitment.**

Matt Todd introduced the item and outlined the lapsed Measure J Line 20a agreements and unclaimed funding in the amount of \$239,266. Mr. Todd also reviewed the suggested programming policies to aid in the timely utilization of funding which are outlined in the accompanying staff report.

Commissioner Noack raised several questions regarding the funding agreements, asking if they were on a yearly or two-year cycle. Mr. Todd clarified that the programs are approved for two years, and the funding is provided accordingly. Commissioner Noack suggested that the contract should specify a timeframe for submitting reimbursement requests to ensure compliance and streamline the process. She proposed a policy where any unrequested reimbursement funds at the end of the year would be returned to the 20a fund.

Commissioner Carlson and Commissioner Haskew supported the idea of incorporating these policies into the funding agreements. Commissioner Carlson emphasized the need for clear deadlines to avoid funds being unutilized for extended periods. He also highlighted the importance of collaborating with CCTA to integrate these policies into their agreements.

Commissioner Noack suggested conducting an off-year cleanup of the funds to maintain a steady flow of resources and avoid large fluctuations. She noted that due to COVID-19, there might be leftover funds from 2020 and 2021, which should be addressed.

Mr. Todd provided an overview of the current funding status, indicating a carryover balance and reserves. He mentioned that the upcoming programming cycle would have additional funds due to higher-than-expected Measure J collections. However, he agreed to provide a more detailed accounting of the funds, including encumbered amounts, for better transparency and planning.

Commissioner Noack directed attention to the recommendation on page 33 and sought approval to unencumber \$239,000 into the Measure J Line 20A program funds. Commissioner Obringer inquired whether this decision would impact the next agenda item concerning the draft 20a programming recommendation for the next cycle. Commissioner Noack confirmed they were separate issues: first approving the fund retraction and then discussing its allocation.

Commissioner Carlson agreed with the proposed policy, suggesting a reimbursement submission deadline within four months of the project's end date, contrasting with the previous six-month suggestion. Commissioner Haskew supported this shorter timeframe, emphasizing the importance of keeping entities accountable. Commissioner Obringer also supported four months, noting the need to maintain prompt processing.

Mr. Todd and Commissioner Noack discussed the alignment of budgeting timelines with the proposed deadlines, concluding that a four-month window for receipt submission would fit the overall schedule without affecting decision processes. Commissioner Noack reiterated that this change aims to streamline fund management and avoid delays.

Commissioner Carlson proposed formalizing the motion to implement the four-month reimbursement deadline, roll the \$239,000 into the Measure J Line 20A funds, and incorporate the updated policies into future contracts. Commissioner Noack confirmed this inclusion, adding that contracts would now mandate semi-annual reimbursement requests and enforce a four-month final submission period.

***On a motion by Commissioner Carlson, seconded by Commissioner Obringer to release the encumbrance on the unexpended Measure J Line 20a funds from expired funding agreements from 2018 and earlier that will allow that balance to be considered in the 2024-2025 & 2025-2026 programming cycle. This action will authorize additional Line 20a program policies to promote the timely use of funds, including: require that Line 20a program recipients submit a reimbursement request to CCTA at a minimum of every 6 months; at the time of programming, establish a project end date for expensed to be incurred; and require execution of a funding agreement within 120 days of program approval. The item was approved by unanimous vote of the members present (Noack, Obringer, Ross, Haskew, Carlson)***

#### **5. Measure J Line 20a FUNDS PROGRAM – FY 2024/2025 AND FY 2025/2026 Programming Cycle.**

Tiffany Gephart introduced the item and noted that nine program applications were received from eight project sponsors. The scoring committee reviewed these applications over three sessions in March and April. The programs are requesting approximately 1.5 million in funding and propose to complete nearly 45,000 trips in the TRANSPAC aera starting in the FY 24-25 programming year.

Ms. Gephart outlined the scoring criteria used to evaluate the applications, and noted that the committee chose to rank the programs high, medium, and low. High-ranked programs met both basic and equity criteria, medium-ranked programs met basic criteria but not as many equity criteria, and low-ranked programs met the criteria overall to a lesser extent.

Initial rankings led to three funding scenarios:

1. Scenario 1: Funds all programs at 85%.
2. Scenario 2: Funds high-ranked programs at 100%, medium at 70%, and low at 60%.
3. Scenario 3: Combines high and medium at 88% and low at 75%.

Scenario 2 was preferred by the Scoring Committee due to its alignment with the initial rankings. However, based on the previous Board action, which authorized the reallocation of unspent Measure J funding to the current program and added additional projected Measure J funding to the fund estimate, staff recommended to fully fund the top 8 project requests for the next cycle and provide approximately \$64,000 to Choice in Aging that would leave that project request with a shortfall of \$52,000.

Commissioner Obringer inquired about a specific financial detail on page 43 of the packet and noted the absence of a new total. Ms. Gephart clarified that the new information was provided as a handout, separate from the packet, which included only the data agreed upon by the scoring committee.

Mr. Todd explained that the handout included newly discussed funds. He clarified that the additional \$239,000 discussed was not considered during the Technical Advisory Committee (TAC) meeting because they were only aware of \$1.2 million being available at that time.

Commissioner Noack mentioned that staff recommended the "total request" column over the "preferred scenario" column, with some adjustments. Ms. Gephart confirmed that this new option was now available.

Commissioner Obringer asked if the newly available funds were immediately accessible. Mr. Todd confirmed that the \$239,000 was previously allocated to programmed projects but was now available for reprogramming due to the board's prior actions.

Commissioner Carlson inquired about the source of an additional \$32,500. Mr. Todd explained that this came from higher-than-expected Measure J revenue, which is projected to exceed initial estimates.

Commissioner Noack and Commissioner Haskew debated whether to use the additional \$239,000 entirely this year or spread it over multiple cycles to ensure consistent funding levels. Commissioner Noack suggested two cycles, while Commissioner Haskew proposed three.

Mr. Todd mentioned that the funds are projected to grow over time and that there is already some conservatism in the \$600,000 annual allocation and that the overall program receives around \$120 million annually. He further noted that if the Measure J program collects more, such as \$123 million this year, there will be additional funds to consider.

Commissioner Carlson supported fully funding the total request column, acknowledging that there would always be more requests than available funds. Commissioner Obringer expressed concern about managing expectations, suggesting that while the current need is high, it should be clearly communicated that such additional funds might not be available in the future.

The discussion concluded with a consensus to proceed with the total fund request while maintaining transparency about the temporary nature of the additional funds. The Board also considered implementing a policy to automatically allocate a percentage of any carryover funds to reserves.

Mr. Todd highlighted that better real-time tracking of fund usage would be enabled by new policies, ensuring efficient fund management. Finally, the committee agreed to fully fund the top requests as outlined, including partially funding Choice in Aging.

***On a motion by Commissioner Carlson seconded by Commissioner Obringer to approve the Draft FY 2024-2025 & FY 2025-2026 Measure J Line 20a Fund Program and release for comment. This action authorizes the use of Measure J Line 20a unclaimed funding in the amount of \$239,266 and anticipated additional Measure J revenue in the amount of \$32,500 for the upcoming cycle. The item was approved by unanimous vote of the members present (Noack, Obringer, Ross, Haskew, Carlson).***

#### **6. TRANSPAC/511 Contra Costa Transportation Demand Management Proposal for the FY 2024-2025 Transportation Fund for Clean Air Funding Cycle.**

Mr. Todd presented details about the TDM 511CC program, which aims to reduce greenhouse gases and vehicle miles traveled (VMT). The TRANSPAC TDM program is funded by Measure J and TFCA funds and managed by a consultant designated by the Contra Costa Transportation Authority (CCTA). The recent focus has been on a new TFCA programming policy which will also include a competitive call for projects process.

Mr. Todd noted that the final policy and process have not yet been approved, but there is an expectation of an upcoming call for projects. Mr. Todd commented that countywide programs will receive priority funding, with TRANSPAC receiving a portion of the remaining funds for local initiatives. An equity formula will ensure fair distribution of funds, allowing TRANSPAC to both contribute to and benefit from countywide programs.

Mr. Todd highlighted the need to outline the desired outcomes for TRANSPAC-specific programs, preparing for the potential application process. The proposal includes expanding the successful pilot "Active4me" program from Pleasant Hill Elementary to more schools in the TRANSPAC region. Additionally, funds will support community engagement activities, such as attending farmers markets and employer events, ensuring the program's visibility and effectiveness.



Commissioner Noack raised concerns about the visibility and effectiveness of countywide programs like the guaranteed ride home program. She emphasized the need for these programs to be truly countywide, with better communication and presence in the TRANSPAC area.

Commissioner Noack highlighted the importance of ensuring that TRANSPAC's funds are used effectively, without being overshadowed by countywide programs that might not benefit the area directly. She questioned the cost-effectiveness of certain programs, particularly the "big win" incentive, which she believes favors existing commuters over new ones.

Commissioner Obringer questioned the definition of "countywide" programs and their actual reach, particularly for those managed by West County (WCCTAC). Mr. Todd clarified that programs like vanpooling and the guaranteed ride home are technically available countywide but managed from specific locations. He emphasized the role of 511CC in marketing these programs through various channels, including social media and community events.

Ms. Riker highlighted the challenges in marketing countywide programs, despite having a substantial newsletter readership. She stressed the need for cities to help disseminate information through their channels to increase program awareness.

Commissioner Noack and Commissioner Obringer discussed the potential for TRANSPAC to provide input on the prioritization of countywide programs and the use of local funds. They emphasized the need for TRANSPAC to have a clear understanding of its financial contribution and decision-making power to effectively advocate for its needs and ensure the cost-effectiveness of funded programs.

Commissioner Obringer raised a concern about TRANSPAC's role in determining certain programs' fate. Commissioner Obringer questioned if there's disagreement about whether CCTA should ensure the continuity of these programs or if there's a lack of enthusiasm for the 511CC big win incentive, what influence would TRANSPAC have. Mr. Todd notes that, based on his interpretation, it appears that TRANSPAC primarily decides on Measure J 17 funds which implies that this discussion falls more within the purview of CCTA, particularly concerning the evaluation of whether these programs are suitable for retention.

Mr. Todd acknowledged that the discussion was proactive and that no immediate action was required. He suggested waiting for further direction from CCTA.

Commissioner Obringer asked about the timeline for revisiting the discussion. Commissioner Noack indicated uncertainty about the agenda schedule, possibly June or July, but noted other priorities like redefining mobility.

Commissioner Obringer suggested that a letter from TRANSPAC to CCTA could be beneficial. Commissioner Noack agreed, mentioning that TRANSPAC Board members could communicate their stance. Commissioner Carlson added that having a consensus would strengthen their position.

Commissioner Obringer sought clarification on the concerns presented at the CCTA meeting. Commissioner Noack explained that issues included evaluating the cost-effectiveness of programs like 511CC and making decisions on countywide programs, particularly regarding the allocation of funds and participation.

Commissioner Carlson highlighted concerns about prioritizing countywide programs over local benefits. Commissioner Noack summarized that the primary issues were cost-effectiveness and the distribution of funds, which were still unresolved.

Commissioner Haskew predicted that feedback from all RTPCs would prompt CCTA to reconsider their approach. She emphasized the importance of re-evaluating the proposed programs' countywide applicability.

Commissioner Carlson expressed frustration over the lack of recognition for TRANSPAC-administered programs in CCTA's presentation, a sentiment shared by Commissioner Haskew.

Commissioner Noack concluded that TRANSPAC would await CCTA's clarification before revisiting the topic, reassuring that TRANSPAC's vocal representation in CCTA would ensure their concerns were addressed.

Commissioner Carlson noted that while cost-effectiveness is generally a reliable measure for programs like TFCA funds, exceptions exist where programs with significant ancillary benefits may not meet strict cost-effectiveness criteria. The discussion on cost-effectiveness included examples like wet gas scrubbers in refineries, which, despite high costs, were deemed necessary.

## **7. TRANSPAC Workplan and Budget Process for Fiscal Year 2024/2025.**

Mr. Todd provided a summary of the proposed budget for Fiscal Year 2024-2025, highlighting key items such as Managing Director administrative support, audit costs, and the maintenance of the Pacheco Park and Ride Transit hub. He noted a proposed 3.7% increase in member fees, aligning with Measure J growth and that the budget would be brought back for approval at the next meeting.

Commissioner Noack invited questions, then transitioned to TRANSPAC CCTA representative reports.

## **8. TRANSPAC CCTA Representative Reports.**

Commissioner Haskew summarized the Planning Commission's updates, mentioning the Community-Based Transportation Plan and the approval of the Growth Management Program Compliance Checklist. The discussion highlighted the inclusion of new areas like Rodeo and East Antioch in the plan, aimed at integrating low-income communities into the transportation system.

Commissioner Haskew provided an update from the APC meeting. The meeting included a legislative update, which continued from the CCTA meeting but focused more on what was relevant to CCTA. There was also an update on the external affairs department and efforts to raise awareness about CCTA's accomplishments. Despite being internationally and nationally recognized, the local community remained largely unaware of CCTA. Additionally, an organizational study of CCTA was underway to assess how the departments were structured, considering the need for a additional employees and potential realignment of responsibilities.

Commissioner Carlson added that CCTA, in partnership with others, hosted a "Redefining Mobility" event in San Ramon, where they unveiled the Glydways car, which will operate from Brentwood to the Antioch BART station on a dedicated path. The event also covered topics such as micro-transit, autonomous vehicles, and first-and-last-mile transportation solutions, drawing significant international and national interest.

Commissioner Obringer shared an upcoming event at the Concord Senior Center on Saturday, June 15, 2024, where community members can meet with Brookfield to learn about the planning process for the Naval Weapons Station. The event will feature various stations for engagement without a formal program.

#### **9. Metropolitan Transportation Commission Report.**

No comments from the Board.

#### **10. TAC Oral Reports by Jurisdiction**

No comments from the TAC.

#### **11. Board member Comments**

No comments from the Board.

#### **12. Managing Director's Report**

No comments from the Managing Director.

**13. Adjourn / Next Meeting** The meeting adjourned at 10:27 a.m. The next regular meeting will be held on June 13, 2024, at the City of Pleasant Hill Large Community Room – 100 Gregory Lane, Pleasant Hill. Remote teleconferencing information for members of the public will be included in the posted meeting materials.

**EXECUTIVE DIRECTOR'S REPORT**  
**May 15, 2024**

**Intelligent Transportation Society of America (ITS America) Annual Meeting:** April 23-25, 2024

I was invited to speak at ITS America in Phoenix, California. On the panel, we discussed future mobility workforce development strategies and career pathway development. I shared our roadmap at GoMentum Station to develop the workforce of the future and create the California Innovation Alliance, which will be a collaborative of public sector, private sector, academia, and labor. I was also invited to participate in a roundtable with Amazon Web Services and seventeen Departments of Transportation to discuss the opportunities and challenges of artificial intelligence. I was interviewed by the United States Department of Transportation about vehicle to everything (V2X) and how to scale deployment of V2X in Contra Costa County. I was able to experience the new driverless Waymo driver in Phoenix, Arizona, which was impressive to see how it navigated the operational design domains of Phoenix particularly pickup and drop off in both urban and suburban settings.

**American Public Transportation Association (APTA) Mobility Conference:** April 29 – May 1, 2024

Hisham Noeimi, Rashida Kamara, and I attended the APTA Mobility Conference in Portland, Oregon. Hisham was invited to speak about our cloud-based transit signal priority project. I was invited to speak about enhancing the customer experience through automated mobility with the Federal Transit Administration (FTA). I shared the work we are doing with FTA and the Automated Driving Systems with May Mobility, Beep, and Nissan. Rashida and the Call Center Manager consultant had the opportunity to observe and interview a one-call one-click call center that used trip referral software specifically to streamline and standardize Americans with Disabilities Act of 1990 eligibility processes and refer passengers to travel training. These software solutions will be used in the Office of Accessibility and Equity call center, supporting Contra Costa County passengers and transportation agencies.

**Walnut Creek Chamber of Commerce Contra Costa Leadership:** May 2, 2024

I was invited to speak by the Walnut Creek Chamber of Commerce to their cohort of Contra Costa Leadership program. I shared about what we do and the value we bring to Contra Costa County including our vision for transportation mobility.

**City of San Ramon Truck Time:** May 4, 2024

We kicked off our Community Event Series at Truck Time in the City of San Ramon. Despite the rain and downpours, there were over 1,000 visitors that came to the event. Our team spoke to over 300 people and provided them with an opportunity to tour Presto. Thank you to Kathrina Yip, Jaclyn Reyes, and Yuliana Tjeng for representing the Authority in the rain.

**Redefining Mobility Summit (RMS):** May 7, 2024

The Authority hosted the ninth annual Redefining Mobility Summit in the City of San Ramon. The RMS was sold out and well attended by over 250 attendees. We had four fantastic panels discussing public trust, value proposition for transit, workforce development, and connecting communities

through digital management. Through our partnership with Bay Area LEEDS, we once again showcased over 65 students and their projects through Science, Technology, Engineering, and Mathematics (STEM) programs. GoMentum Station hosted the demonstration zone with Glydways, Beep, May Mobility, Humanetics, Aurora, and Moxion. Glydways unveiled their next generation vehicle at the RMS. We received great media coverage about the RMS and the unveiling of Glydways' next generation Glydcar. It was an incredible day.

### **Presto Update**

The Presto service marked the one-year anniversary of operations launch on April 24, 2024. Over the first year of operations, service reliability has continued to improve as staff has worked with the operator to implement and monitor Key Performance Indicators, as well as to respond to feedback from riders. In the month of April 2024, Presto carried 107 riders, considerably higher than the previous months of February (71) and March (62) and above the higher fall trend of approximately 100 riders per month. On May 4, 2024, the Presto vehicle was on display at the "Truck Time" event in the City of San Ramon and despite the rain, the vehicle had a considerable amount of interest from event patrons.

### **Website Update**

Our website, ccta.net, saw a small decrease in website traffic in April. This is likely reflective of the impact of the Mokelumne Bicycle and Pedestrian Overcrossing groundbreaking last month which generated more website traffic. Our homepage, meetings, our team, and projects page continue to be our most popular pages.

### **Social Media Update**

Our social media growth remained strong in April. We saw positive engagement numbers across all our social channels. Social media posts advertising the 2024 RMS were popular, as were our posts about the Authority's attendance at the Rossmoor's Earth Day event, which suggests our audience is interested in the activities of the Authority and pictures that include staff.

Metric	April 1 - April 30, 2024	vs Previous Period
<b>@CCTA LinkedIn</b>		
<i>Followers</i>	1,578	+3.5%
<i>Posts</i>	10	-9.1%
<i>Impressions</i>	9,370	+17.4%
<i>Engagement Rate</i>	21.39%	+124%
<i>Total Engagements</i>	249	-30.6
<b>@CCTA X (Formerly Twitter)</b>		
<i>Followers</i>	1,155	-0.2%
<i>Posts</i>	10	-23.1%
<i>Impressions</i>	2,760	-22.2%
<i>Engagement Rate</i>	8.53%	+214%
<i>Total Engagements</i>	147	+107%
<b>@CCTA Facebook</b>		
<i>Followers</i>	2,350	+5.2%
<i>Posts</i>	13	-35%
<i>Impressions</i>	26,678	-7.5%
<i>Engagement Rate</i>	192.43%	+298%
<i>Total Engagements</i>	1,327	-2.4%

*Staff Out-of-State Travel: Commissioner Arnerich attended the Federal Advocacy meetings in Washington, D.C. from March 12-14, 2024, for a total amount of \$2,100.23.*

*This Page Intentionally Blank*





COMMISSIONERS

Newell Arnerich,  
Chair

Lamar Hernandez-  
Thorpe, Vice Chair

Ken Carlson

Paul Fadelli

Federal Glover

Loella Haskew

Chris Kelley

Aaron Meadows

Sue Noack

Scott Perkins

Renata Sos

---

# MEMORANDUM

---

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

From: Timothy Haile, Executive Director

Date: May 24, 2024

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

---

Timothy Haile,  
Executive Director

At its May 15, 2024 meeting, the Authority discussed and approved the following agenda item recommendations, which may be of interests to the Regional Transportation Planning Committees:

- A. *The Authority Board approved Resolution 24-18-P, which authorized submittal of an allocation request to the Metropolitan Transportation Commission, in the amount of \$479,000 in RM3 funds, for the Preliminary Engineering phase to complete environmental studies and design engineering for the Martinez Amtrak Shared Mobility Hub, Phase 1 (Project 8009.04).*
- B. *The Authority Board authorized the Chair to execute Amendment No. 2 to Agreement No. 539 with Advanced Mobility Group, Amendment No. 2 to Agreement No. 549 with the University of California Berkeley, and Amendment No. 2 to Agreement No. 566 with Telegra, Inc. to extend the agreement termination dates to September 30, 2025, with no increase in budget, and allowed the Executive Director or designee to make any non-*

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

---

*substantive changes to the language for Bay Area Mobility-on-Demand (MOD)/ Mobility-as-a-Service (Project 8009.05).*

- C.** *The Authority Board approved Resolution 24-13-G authorizing the State Transit Assistance Population-Based fund distribution percentages by transit operator for Fiscal Year (FY) 2024-25 through FY 2027-28 and directed staff to forward distribution percentages to the Metropolitan Transportation Commission.*
- D.** *The Authority Board authorized the Chair to execute Funding Memorandum of Understanding Agreement No. 679, as revised, with Contra Costa County for the Authority to receive \$1,470,000 in Measure X funding to support implementation of the Accessible Transportation Strategic Plan, authorized the funds to be used for the tasks identified in the Service Plan in Agreement No. 679, and allowed the Executive Director or designee to make any non-substantive changes to the language.*
- E.** *The Authority Board approved the proposed work plan for the 2022-2026 Contra Costa Community-Based Transportation Plans cycle and authorized staff to retain a consultant team through the On-Call Planning Bench.*
- F.** *The Authority Board approved the draft Calendar Years 2022 & 2023 Growth Management Program Compliance Checklist for distribution to local jurisdictions and sought feedback on potential additions to the Checklist.*
- G.** *The Authority Board approved Resolution 24-16-G, which approved the Transportation Fund for Clean Air 40% Fund Policy.*

**\*To view the full meeting packet with additional agenda item information, please visit our meetings webpage [here](#). Attachments to the Authority Board packet can be found in the Administration and Projects Committee and Planning Committee packets as referenced in the staff report.**

**TRANSPAC**  
**Transportation Partnership and Cooperation**  
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County  
1320 Mount Diablo Blvd, Suite # 206, Walnut Creek, CA 94596  
(925) 937-0980

May 9, 2024

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

**RE: Status Letter for TRANSPAC Meeting – May 9, 2024**

Dear Mr. Haile:

The TRANSPAC Committee met on May 9, 2024. The following is a summary of the meeting and action items:

1. Accepted the TRANSPAC Quarterly Financial Report for the period ending March 31, 2024.
2. Agreed upon release of the encumbrance on the unexpended funds from expired funding agreements from the Measure J Line 20A programming from 2018 and earlier that will allow that balance to be considered in the 2024-2025 & 2025-2026 programming cycle.
3. Approved the Draft FY 2024-2025 & FY 2025-2026 Measure J Line 20a Fund Program.
4. Discuss the outline of the 2024-2025 TDM program proposal for the TRANSPAC subregion that would be the basis for the anticipated application for a CCTA 2024-2025 TFCA grant application postponed.
5. Received information on TRANSPAC Workplan and Budget Process for Fiscal Year 2024/2025.

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; Lamar Hernandez-Thorpe, Chair, TRANSPLAN  
Chris Weeks, SWAT; Renata Sos, Chair, SWAT  
John Nemeth, WCCTAC; Rita Xavier, Chair, WCCTAC  
Tarienne Grover, CCTA Staff  
Ethan Bindernagel, Diane Bentley (City of Pleasant Hill)

El Cerrito

Hercules

May 15, 2024

Pinole

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

RE: April 2024 WCCTAC Board Meeting Summary

Richmond

Dear Tim:

The WCCTAC Board, at its meeting on April 26, 2024, took the following actions, which may be of interest to the Authority:

San Pablo

1. Re-appointed Allan Panganiban as the West County Representative for CCTA's Technical Coordinating Committee (TCC) Appointment, for a two-year term.

2. Received information about the FY 24-25 Subregional Transportation Mitigation Program (STMP) Fee adjustment of 0.7%.

3. Received information about the Richmond Ferry, County Connection's "One Seat Ride" Program, and the status of the TDM program.

Sincerely,



John Nemeth  
Executive Director

AC Transit

cc: Tarienne Grover, CCTA

BART

WestCAT

---

**TRANSPAC Board Meeting *STAFF REPORT***

**Meeting Date:** June 13, 2024

<b>Subject:</b>	<b>TRANSPAC WORK PLAN AND BUDGET FOR FISCAL YEAR 2024/2025</b>
<b>Summary of Issues</b>	The TRANSPAC Joint Exercise of Power Agreement (JPA) specifies that TRANSPAC shall adopt a budget that includes operational expenses and the proportional amount each agency will be required to pay to fund TRANSPAC. TRANSPAC has also adopted an annual work plan in conjunction with the budget.
<b>Recommendations</b>	Approve the FY 2024/2025 Work Plan and Budget and the GBS Managing Director and Clerk of the Board contract amendment for FY 2024/2025 (consistent with budget assumptions), by a vote of four or more Board members present, per the TRANSPAC JPA.
<b>Financial Implications</b>	The TRANSPAC budget projects the costs associated with TRANSPAC operations and the identifies the level of funds required, including member contributions, to be included in the TRANSPAC FY 2024/2025 Budget. The method to determine the proportional amount each agency would be required to pay of any member contribution will be based on the formula specified in the TRANSPAC JPA. Based on the approved budget, each member agency will be requested to contribute funds to support the TRANSPAC operations for FY 2024/25.
<b>Options</b>	Options include: <ul style="list-style-type: none"><li>• Direct staff to modify the draft workplan or budget</li></ul>
<b>Attachment(s)</b>	A. TRANSPAC FY 2024/2025 DRAFT Work Plan B. TRANSPAC FY 2024/2025 DRAFT Budget C. TRANSPAC FY 2023/2024 Work Plan D. TRANSPAC FY 2023/2024 Budget E. GBS Contract Amendment #12 for the FY 2024/2025

Background

The TRANSPAC Bylaws specify the Board shall adopt a budget that includes operational expenses and the proportional amount each agency will be required to pay and that the Board shall appoint a Managing Director to administer the day-to-day activities of TRANSPAC and report to the Board. The FY 2024/2025 budget is similar to the previous year with the Managing Director / Administration Support Contract being the largest annual expense.

### *Work Plan*

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

Through discussion at the April and May meetings, the draft 2024/2025 workplan was reviewed and additional items were included in the proposed FY 2024/2025 work plan including:

- Regional coordination regarding the Accessible Transportation Strategic Plan;
- TDM 2.0 coordination with CCTA on Transportation Fund for Clean Air (TFCA) funding priorities, subregional programs/projects; and
- Monitoring the Concord Naval Weapons Station Development
- Coordination related to major arterial corridors

At the May meetings, TRANSPAC staff presented the revised draft work plan to the TAC and Board with no further comments. The Draft FY 2024/2025 TRANSPAC Work Plan is included in the attached material. The work plan for the current fiscal year is also included for reference.

### *Budget*

The FY 2024/2025 budget continues to include similar expense categories from prior year budgets. The Managing Director / Administration Support Contract is the largest annual expense. The GBS contract for Managing Director / Administration Support Contract is proposed at \$312,000. This is a 9% increase over the current year contract. The increase in the contract is based on a combination of factors including additional tasks associated with programs like the Line 20A program and TFCA/511CC program, resources for in person meetings (TRANSPAC has transitioned back to all in person meetings at the start of 2024), staff rate increases, and economy/inflation factors. In reviewing the contract history, this proposed contract reflects an average 6.3% growth rate of the contract over the last six years. The term of the multiyear audit contract ended with the 2022/2023 TRANSPAC audit and staff is working to identify a new auditor and securing a new multiyear contract. The budget assumes an increased cost to the annual audit. We continue to honor the commitment made to support the maintenance of the City of Martinez Pacheco Transit Hub/Park and Ride lot. The City of Pleasant Hill Finance Department continues to provide excellent service as they fulfill the Treasurer role of TRANSPAC. The city staff are proposed to continue in this role at a similar cost to the current year and provide services including maintaining our financial accounts, working with our auditor, and paying our invoices. The contingency line item (\$30,000) represents about 9% of the operations budget, a slight increase over last year that allows the maintenance of a contingency in the 8-9% level relative to the operations budget. The Project Reserve funds that supported the completed I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study are from previously collected funds and do not impact the annual contribution request level. The use of the remaining

funds is an open question, with the range of options from reserving the funds for another one time project/task to utilizing the funds for our typical annual expenses.

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

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

Member contributions for TRANSPAC from 2018 to 2020 were stable at around \$225,000 and we were able to lower the 2021 member contribution to account for uncertainty of the initial year of COVID. Since 2021, we have had more typical growth pattern, but have also been able to maintain the growth of the contributions to be consistent with the overall growth of the Measure J revenues. It is proposed to collect \$309,000 in member contributions for the upcoming fiscal year, about a 3.7% increase relative to the current year.

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

JURISDICTION	Measure J Information		PROPOSED TRANSPAC MEMBER CONTRIBUTION		
	RTS Allocation	RTS %	Part A Equally distributed	Part B Based on RTS Allocation	Total Budget Contribution
Clayton	\$ 315,885	5.10%	\$ 25,750	\$ 7,887	\$ 33,637
Concord	\$ 2,156,177	34.84%	\$ 25,750	\$ 53,833	\$ 79,583
Martinez	\$ 747,525	12.08%	\$ 25,750	\$ 18,663	\$ 44,413
Pleasant Hill	\$ 766,361	12.38%	\$ 25,750	\$ 19,134	\$ 44,884
Walnut Creek	\$ 1,297,423	20.97%	\$ 25,750	\$ 32,393	\$ 58,143
CC County	\$ 904,840	14.62%	\$ 25,750	\$ 22,591	\$ 48,341
<b>TOTAL</b>	<b>\$ 6,188,211</b>	<b>100%</b>	<b>\$ 154,500</b>	<b>\$ 154,500</b>	<b>\$ 309,000</b>

Notes

Return to Source (RTS)

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

May include errors due to rounding



**TRANSPAC Member Contribution History**

JURISDICTION	PAST					Proposed
	19/20	20/21	21/22	22/23	23/24	24/25
Clayton	\$ 24,969	\$ 23,292	\$ 27,150	\$ 30,372	\$ 32,488	\$ 33,637
Concord	\$ 57,910	\$ 54,064	\$ 63,449	\$ 71,788	\$ 76,781	\$ 79,583
Martinez	\$ 32,590	\$ 30,411	\$ 35,363	\$ 39,737	\$ 42,843	\$ 44,413
Pleasant Hill	\$ 32,927	\$ 30,726	\$ 35,765	\$ 40,225	\$ 43,342	\$ 44,884
Walnut Creek	\$ 42,065	\$ 39,263	\$ 45,947	\$ 51,993	\$ 55,959	\$ 58,143
CC County	\$ 34,539	\$ 32,245	\$ 37,822	\$ 42,883	\$ 46,588	\$ 48,341
<b>TOTAL</b>	<b>\$ 225,000</b>	<b>\$ 210,000</b>	<b>\$ 245,496</b>	<b>\$ 277,000</b>	<b>\$ 298,000</b>	<b>\$ 309,000</b>
		-6.67%	16.90%	12.83%	7.58%	3.69%
<b>Measure J Annual Revenue (\$ x millions)</b>						
	\$ 93.5	\$ 107.3	\$ 120.3	\$ 123.5	TBD	TBD
	-3.25%	14.75%	12.16%	2.66%	TBD	TBD

Notes

May include errors due to rounding

The Draft FY 2024/2025 TRANSPAC budget is included in the attached material and proposes no revisions to the version discussed at the May TRANSPAC meeting. The budget for the current fiscal year is also included for reference.

Managing Director and Clerk of the Board Contract Amendment

Gray Bowen Scott (GBS) was selected to perform the TRANSPAC Managing Director duties in late 2016, through a procurement process, with options for TRANSPAC to extend the contract on an annual basis. The Secretary / Clerk services component was added to the contract in November 2019. TRANSPAC has a contract with GBS for Managing Director and Secretary/Clerk services with the term through June 30, 2024 providing services on a time and materials basis. GBS is proposing the similar staff, with Matt Todd performing the Managing Director duties, Tiffany Gephart performing support duties and Irina Nalitkina the Secretary / Clerk services. The proposed amendment to the contract adds \$312,000 for the FY 2024/2025 contract and is consistent with the proposed budget assumptions. A draft contract amendment extending the term and adding the required contract funding is included in the attached material.

Schedule

The overall schedule proposed for the work plan and budget process for fiscal year 2024/2025 is detailed below.

	<b>Board Action</b>
<b>April 2024</b>	Review of 2024/2025 work plan and budget process schedule Review draft 2024/2025 work plan Schedule Managing Director Review
<b>May 2024</b>	Review draft 2024/2025 work plan Review draft 2024/2025 budget
<b>June 2024</b>	Closed Session for Employee Review Approve final 2024/2025 work plan and budget Approve FY 2024/2025 Managing Director contract

# TRANSPAC

## DRAFT 2024 / 2025 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
      - [Accessible Transportation Strategic Plan](#)
      - SR239 Project
      - Countywide Smart Signals Project
      - Countywide VMT Mitigation Framework
    - [TDM 2.0](#)
      - [Coordination with CCTA on TFCA funding priorities for Countywide as well as subregional programs/projects](#)
      - Coordination with 511 Contra Costa to maximize benefits of the available Transportation Demand Management Tools, [including identifying projects to submit to be funded with TFCA](#)
    - [Monitor Concord Naval Weapon Station Development](#)
    - 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
  - Coordinate with CCTA, [511 Contra Costa](#) 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 TDM 2.0](#))
  - Prioritize funding opportunities for school related improvements, including SR2S and complete streets
  - Explore the role of transit services and how they facilitate safe routes to schools

# TRANSPAC

## DRAFT 2024 / 2025 WORK PLAN

- Arterial Coordination
  - Coordination within the TRANSPAC sub area for major arterials (Routes of Regional Significance)
- 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

### 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 202~~3~~/202~~4~~ Audit
- Procure new contact for auditing services
- 202~~5~~ Meeting Schedule
- Administration of Conflict of Interest Form 700 process
- 202~~4~~/202~~5~~ Workplan and Budget
- Administration of Contracts and Invoices

TRANSPAC 2024-2025 BUDGET					
EXPENDITURES					
		2023-2024	2024-2025		
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)		\$ 286,000	\$ 312,000		
Legal Services - expenses would be incurred on a time and material basis		\$ -	\$ -		
Web Site - Maintain / Enhance (time and material based expenses)		\$ 5,000	\$ 5,000		
Audit Services		\$ 4,500	\$ 6,000		
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance		\$ 10,000	\$ 10,000		
Pleasant Hill City/Fiscal Administration		\$ 3,000	\$ 3,000		
<b>Subtotal</b>		<b>\$ 308,500</b>	<b>\$ 336,000</b>		
Contingency		\$ 25,000	\$ 30,000		
Project Reserve - This line represents the budget to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study. The increase in the balance reflects unexpended funds from the completed contracts		\$ 41,500	\$ 41,500		
<b>Total</b>		<b>\$ 375,000</b>	<b>\$ 407,500</b>		
REVENUES					
		2023-2024	2024-2025		
Member Agency Contributions		\$ 298,000	\$ 309,000		
Carryover Balance		\$ 56,877	\$ 57,000		
Project Reserve Carryover Balance		\$ 41,500	\$ 41,500		
<b>Total</b>		<b>\$ 396,377</b>	<b>\$ 407,500</b>		
NOTES:					
-TRANSPAC does not have any direct employees. Staff positions provided through contract.					

<b>TRANSPAC 2024-2025 BUDGET</b>							
<b>TRANSPAC MEMBER AGENCY CONTRIBUTION ALLOCATION FORMULA METHODOLOGY</b>							
<b>PART A</b>	Each jurisdiction contributes 50% of the TRANSPAC Member Agency Contributions based on an equal (1/6) share of the annual budget amount.					\$	154,500
<b>PART B</b>	The remaining 50% share of the TRANSPAC Member Agency Contributions is calculated on the most recent percentage of Measure J "return to source" funds received by each jurisdiction.					\$	154,500
<b>PART A ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET</b>							
<b>50% SHARE OF ANNUAL MEMBER AGENCY CONTRIBUTION BUDGET PER JURISDICTION</b>							
<b>JURISDICTION</b>	<b>PER JURISDICTION</b>					<b>PER JURISDICTION EQUALS (R)</b>	
<b>CLAYTON</b>	1/6					\$	25,750
<b>CONCORD</b>	1/6					\$	25,750
<b>MARTINEZ</b>	1/6					\$	25,750
<b>PLEASANT HILL</b>	1/6					\$	25,750
<b>WALNUT CREEK</b>	1/6					\$	25,750
<b>CONTRA COSTA COUNTY</b>	1/6					\$	25,750
<b>TOTAL</b>						\$	<b>154,500</b>

<b>TRANSPAC 2024-2025 BUDGET</b>						
<b>ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET</b>						
	<b>PART B</b>	<b>MEASURE J</b>	<b>MEASURE J</b>	<b>\$</b>		<b>Total</b>
		<b>RTS \$s</b>	<b>RTS %</b>	<b>FROM RTS</b>		<b>for</b>
<b>JURISDICTION</b>	<b>Allocation</b>			<b>PART B</b>	<b>PART A</b>	<b>Jurisdiction</b>
<b>CLAYTON</b>	\$ 315,885	5.10%	\$ 7,887	\$ 25,750	\$ 33,637	
<b>CONCORD</b>	\$ 2,156,177	34.84%	\$ 53,833	\$ 25,750	\$ 79,583	
<b>MARTINEZ</b>	\$ 747,525	12.08%	\$ 18,663	\$ 25,750	\$ 44,413	
<b>PLEASANT HILL</b>	\$ 766,361	12.38%	\$ 19,134	\$ 25,750	\$ 44,884	
<b>WALNUT CREEK</b>	\$ 1,297,423	20.97%	\$ 32,393	\$ 25,750	\$ 58,143	
<b>CONTRA COSTA COUNTY ^</b>	\$ 904,840	14.62%	\$ 22,591	\$ 25,750	\$ 48,341	
<b>TOTAL</b>	\$ 6,188,211		\$ 154,500	\$ 154,500	\$ 309,000	
^Estimated at 25% of allocation (\$3,619,360)						
Based on DRAFT - FY 2024-25 Return To Source Projections						

DRAFT

**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 2023-2024 BUDGET						
EXPENDITURES						
		2022-2023	2023-2024			
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)		\$ 267,000	\$ 286,000			
Legal Services - expenses would be incurred on a time and material basis		\$ -	\$ -			
Web Site - Maintain / Enhance (time and material based expenses)		\$ 5,000	\$ 5,000			
Audit Services		\$ 4,500	\$ 4,500			
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance		\$ 10,000	\$ 10,000			
Pleasant Hill City/Fiscal Administration		\$ 3,000	\$ 3,000			
<b>Subtotal</b>		<b>\$ 289,500</b>	<b>\$ 308,500</b>			
Contingency		\$ 25,000	\$ 25,000			
Project Reserve - This line represents the budget to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study. The increase in the balance reflects unexpended funds from the completed contracts		\$ 31,000	\$ 41,500			
<b>Total</b>		<b>\$ 345,500</b>	<b>\$ 375,000</b>			
REVENUES						
		2022-2023	2023-2024			
Member Agency Contributions		\$ 277,000	\$ 298,000			
Carryover Balance		\$ 37,500	\$ 35,500			
Project Reserve Carryover Balance		\$ 31,000	\$ 41,500			
<b>Total</b>		<b>\$ 345,500</b>	<b>\$ 375,000</b>			
NOTES:						
-TRANSPAC does not have any direct employees. Staff positions provided through contract.						



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

**TRANSPAC**  
**PROFESSIONAL SERVICES AGREEMENT**  
**AMENDMENT #12**

This Twelfth Amendment to Agreement for Consulting Services is entered into on June 13, 2024 between the Central Contra Costa Transportation/Land Use Partnership (“TRANSPAC”) and William R. Gray and Company, Inc., DBA Gray-Bowen-Scott, (Consultant).

**RECITALS**

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

- J. The TRANSPAC Board, on June 10, 2021, approved an additional \$233,323 for the Agency Management and Administration (including Managing Director and Clerk of the Board services) and the extension of the contract to bring the total not to exceed value to \$1,063,179 for services through June 30, 2022; and
- K. The TRANSPAC Board, on June 9, 2022, approved an additional \$267,000 for the Agency Management and Administration (including Managing Director and Clerk of the Board services) and the extension of the contract to bring the total not to exceed value to \$1,330,179 for services through June 30, 2023; and
- L. The TRANSPAC Board, on November 10, 2022, approved an additional \$4,079 for the Agency Management and Administration (including Managing Director and Clerk of the Board services) and the extension of the contract to bring the total not to exceed value to \$1,334,258 for services through June 30, 2023; and
- M. The TRANSPAC Board, on June 8, 2023, approved an additional \$286,000 for the Agency Management and Administration (including Managing Director and Clerk of the Board services) and the extension of the contract to bring the total not to exceed value to \$1,620,258 for services through June 30, 2024; and
- N. The TRANSPAC Board, on June 13, 2023, approved an additional \$312,000 for the Agency Management and Administration (including Managing Director and Clerk of the Board services) and the extension of the contract to bring the total not to exceed value to \$1,932,258 for services through June 30, 2025; and
- O. The parties wish to amend the Agreement.

NOW, THEREFORE, TRANSPAC and Consultant agree as follows:

**MUTUALLY AGREED:**

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

In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$1,932,258. This amount is to cover all printing and related costs, and TRANSPAC will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

*TRANSPAC Managing Director Contract - Summary of Amendments*

	Contract Approved	Amendment Value	Contract Value
Initial Contract	December 8, 2016	NA	\$125,000
Amendment #1	November 9, 2017	\$113,259	\$238,259
Amendment #2	July 12, 2018	\$135,000	\$373,259
Amendment #3	February 14, 2019	\$39,000	\$412,259
Amendment #4	July 3, 2019	\$30,000	\$442,259

Amendment #5	September 12, 2019	\$40,000	\$482,259
Amendment #6	December 12, 2019	\$146,597	\$628,856
Amendment #7	June 11, 2020	\$201,000	\$829,856
Amendment #8	June 10, 2021	\$233,323	\$1,063,179
Amendment #9	June 9, 2022	\$267,000	\$1,330,179
Amendment #10	November 10, 2022	\$4,079	\$1,334,258
Amendment #11	June 8, 2023	\$286,000	\$1,620,258
Amendment #12	June 13, 2024	\$312,000	\$1,932,258

*Contract Value by TRANSPAC Fiscal Year Budget / Task*

	MD/Clerk	Monument	TOTAL
FY 16/17 – Managing Director Tasks	\$103,259		\$103,259
FY 17/18 – Managing Director Tasks	\$135,000		\$135,000
FY 18/19 – Managing Director Tasks	\$135,000		\$135,000
Monument Blvd / I-680 Bicycle and Pedestrian Improvements Feasibility Study Project Management		\$39,000	\$39,000
FY 19/20 – Managing Director and Clerk of the Board Tasks	\$216,597		\$216,597
FY 20/21 – Managing Director and Clerk of the Board Tasks	\$201,000		\$201,000
FY 21/22 – Managing Director and Clerk of the Board Tasks	\$237,402		\$237,402
FY 22/23 – Managing Director and Clerk of the Board Tasks	\$267,000		\$267,000
FY 23/24 - Managing Director and Clerk of the Board Tasks	\$286,000		\$286,000
FY 24/25 - Managing Director and Clerk of the Board Tasks	\$312,000		\$312,000
<b>TOTAL</b>	<b>\$1,893,258</b>	<b>\$39,000</b>	<b>\$1,932,258</b>

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

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

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

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

TRANSPAC

William R. Gray and Company

By: \_\_\_\_\_  
Sue Noack  
Chairperson

By: \_\_\_\_\_  
Leo Scott  
President

DRAFT



---

**TRANSPAC Board Meeting STAFF REPORT**

**Meeting Date:** June 13, 2024

<b>Subject:</b>	<b>MEASURE J LINE 20A FUND DRAFT PROGRAM – FY 2024/2025 AND FY 2025/2026 PROGRAMMING CYCLE</b>
Summary of Issues	<p>The 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 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. Staff received eight applications for nine programs totaling \$1.5 million in fund requests. At the May 9, 2024 regular meeting, the TRANSPAC Board approved the draft programming recommendation, approximately \$1.5 million for the 9 programs and authorized unused encumbered funding to be reprogrammed for the current cycle. The Board also requested several policies to aid in the timely utilization of funding.</p> <p>In addition, staff received a request from County Connection to extend the expenditure deadline for continued services related to the Travel Training Program. At this meeting it is requested that the Board review and approve the final Draft Measure J Line 20a Program, policies and consider the County Connection expenditure deadline extension request.</p>
Recommendation(s)	<ol style="list-style-type: none"><li>1. Approve the Final Draft Measure J Line 20a Funds Program for FY 2024/2025 and FY 2025/2026</li><li>2. Approve the following Line 20a funding policies:<ol style="list-style-type: none"><li>a. Require that Line 20A program recipients submit a reimbursement request to CCTA at a minimum of every 6 months,</li><li>b. At the time of programming, establish a project end date. Expenses that are incurred after that date will not be eligible for reimbursement, (the expenditure deadline for the program under consideration will be June 30, 2026),</li><li>c. Require execution of a funding agreement within 120 days of CCTA program approval,</li></ol></li></ol>

	<ul style="list-style-type: none"> <li>d. Require final invoices for services rendered within the funding cycle to be submitted within 120 days of the expenditure deadline (i.e. for the current cycle, submit by October 31, 2026, for projects ending June 30, 2026)</li> <li>e. Project sponsors are required to submit a copy of their CCTA funding agreement and purchase order and copies of all reimbursement requests to TRANSPAC staff.</li> </ul> <p>3. Approve the expenditure deadline extension request from County Connection through June 30, 2025 for the Travel Training Program.</p>
Financial Implications	<p>TRANSPAC is responsible for recommendations on how the Line Item 20a funds are to be used in the TRANSPAC subregion. The program resulting from the above process will commit Measure J revenue dedicated to projects that support transportation for seniors and people with disabilities for the two-year period in the TRANSPAC subregion.</p>
Attachment(s)	<ul style="list-style-type: none"> <li>A. FY 2024-2025 – FY 2025/2026 Draft Programming Scenarios</li> <li>B. Line 20a Program Descriptions</li> <li>C. Line 20a Fund Estimate</li> <li>D. Measure Line 20A Program Guidelines</li> <li>E. Measure J TEP Program Description</li> <li>F. County Connection Expenditure Deadline Extension Request</li> </ul>

**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 for 9 programs requesting approximately \$1.5 million in funding.

Draft Measure J Line 20a Program

At the May 9, 2024 meeting, the TRANSPAC Board approved the draft programming recommendation which included utilizing an additional \$239,266 of Measure J Line 20a fund balance comprised of unspent funding from completed work and long expired agreements and an estimated additional Measure J funding in the amount of \$32,500 based on observed revenue trends in 2023/2024. The draft program would fully fund 8 projects and partially fund Choice in Aging (CIA) with the remaining balance of available funding at \$64,816, bringing the total programming recommendation to \$1,471,766 (see Table 1.1).

<b>Table 1.1 Fund Requests by Project Sponsor</b>			
<b>#</b>	<b>Project Sponsor</b>	<b>Fund Request</b>	<b>Funding Recommendation</b>
1.	City of Walnut Creek Social Services Transportation Program – Sponsored by the City of Walnut Creek	\$237,000	\$237,000
2.	Go Go Concord Fixed Route Van Service - Sponsored by the City of Concord	\$198,000	\$198,000
3.	Go Go Concord TNC - Sponsored by the City of Concord	\$22,750	\$22,750
4.	Central Contra Costa Rural Lifeline Transportation Program - Sponsored by County Connection/CCCTA	\$50,000	\$50,000
5.	Downtown Walnut Creek Service - Sponsored by the Golden Rain Foundation/Rossmoor	\$230,000	\$230,000
6.	Midday Free Rides Program - Sponsored by County Connection/CCCTA	\$79,200	\$79,200
7.	Rides for Seniors / Rides for Veterans - Sponsored by Mobility Matters	\$240,000	\$240,000
8.	Central Contra Costa County Transportation Initiative - Sponsored by the Center for Elders' Independence (CEI)	\$350,000	\$350,000
	<b>Subtotal Fund Request</b>	<b>\$1,406,950</b>	<b>\$1,406,950</b>
9.	Mt. Diablo Mobilizer– Sponsored by Choice in Aging	\$117,700	\$64,816
	<b>Grand Total Fund Request</b>	<b>\$1,524,650</b>	<b>\$1,471,766</b>

Measure J Line 20a Program Timely Use of Funds Policies

Through programming discussions additional Line 20a program policies to support the timely utilization of funds were recommended including the following:

1. Require that Line 20A program recipients submit a reimbursement request to CCTA at a minimum of every 6 months,

2. At the time of programming, establish a project end date. Expenses that are incurred after that date will not be eligible for reimbursement, (the expenditure deadline for the program under consideration will be June 30, 2026),
3. Require execution of a funding agreement within 120 days of CCTA program approval,
4. Require final invoices for services rendered within the funding cycle to be submitted within 120 days of the expenditure deadline (i.e. for the current cycle, submit by October 31, 2026, for projects ending June 30, 2026),
5. Project sponsors are required to submit a copy of their CCTA funding agreement and purchase order and copies of all reimbursement requests to TRANSPAC staff.

These policies will take effect immediately and will apply to previously approved programming. This will include setting a project end date of June 30, 2024, for the projects in the 2022/2023 and 2023/2024 cycle and that those projects must submit final invoices within 120 days of the program end date.

TRANSPAC staff is coordinating with CCTA to revise funding agreements to reflect these policies. As in past years, staff also worked with current project sponsors to confirm the status of grant reimbursements for the current cycle of projects. Table 1.2 outlines the status of grant funds received by project sponsor. Several project sponsors have submitted invoices through March or April of this year and/or have current invoices in process for the remaining months. Pending payments are not reflected in the table.

<b>Sponsor</b>	<b>Funding Agreement Executed Date</b>	<b>20a Funds approved TRANSPAC</b>	<b>Funds Received to Date</b>	<b>Time Period of funds Reimbursed</b>
County Connection - Midday Free Rides	10/12/2022	\$ 56,300.00	\$ 46,714.80	Mar-24
George Miller Center - Concord Transportation Project -	7/1/2023	\$ 80,886.00	\$ 39,907.61	Apr-24
Mt Diablo Mobilizer – Choice in Aging	1/24/2024	\$ 117,700.00	\$ -	
Transportation Services for Concord PACE Center/Clinic - CEI	3/15/2023	\$ 175,937.00	\$ 175,937.00	Fully Reimbursed
Travel Training Program – County Connection	10/12/2022	\$ 79,127.00	\$ 21,728.14	Jan-24
City of Walnut Creek Social Services Transportation Program	3/13/2023	\$ 237,000.00	\$ 133,012.21	Mar-24
GoGo Concord Senior Transportation Program		\$ 35,187.00	\$ -	
Rossmoor Green Line & Subsidized Ridesharing Program	4/21/2023	\$ 231,613.00	\$ 125,000.00	Jun-23
Rides for Seniors / Rides for Veterans - Mobility Matters	10/5/2022	\$ 257,250.00	\$ 225,087.00	Mar-24
		<b>\$ 1,271,000.00</b>	<b>\$ 767,386.76</b>	

### Expenditure Deadline Extension Request

TRANSPAC staff was recently contacted by County Connection to request an extension of the expenditure deadline for the Travel Training program. County Connection staff noted a slower ramp up of the program due to the time involved in establishing the structure of the program, hiring a travel trainer, and marketing and outreach efforts. Inhibiting weather conditions were also communicated as another hindering factor. The program began offering training towards the end of FY 2022-2023. It should also be noted that County Connection did not submit an application for the FY 2024/2025 – FY 2025/2026 funding period. TRANPSAC staff recommends extending the deadline through June 30, 2025 (see attachment F).

At this meeting, the Board is requested to approve the Final Draft Measure J Line 20a Fund program for FY 2024-2025 – FY 2025-2026 and the related policies. Staff also seeks the approval of the expenditure deadline extension for the County Connection Travel Training Program through June 30, 2025.

### Next steps

Upon Board approval, the fund program will be forwarded to the CCTA Board for approval in July. Staff will also notify the current and previous cycle recipients of the policy changes and coordinate with CCTA staff to revise the funding agreements accordingly.

<b>Schedule</b>	
<b>January 2024</b>	Application Workshop (January 9, 2023) Applications Due (January 19, 2023) Finalize TAC Scoring Committee
<b>February</b>	Projects Summary - February 29 TAC
<b>February / March</b>	Scoring Committee Meetings Projects Summary - March 14 Board Applicant Presentations March 14 Board Review Draft Program March 28 TAC
<b>April</b>	Applicant Presentations - April 11 Board Review Draft Program - April 11 Board Review Draft Program - April 25 TAC
<b>May 2024</b>	Review and Release Final Draft Program - May 9 Board Review Final Program - May 30 TAC
<b>June 2024</b>	Approve Final Program - June 13 Board
<b>July 2024</b>	CCTA Board Approval of Program
<b>October 2024</b>	Deadline to Submit Final Invoices for FY 2022-23 – FY 2023-24
<b>November 2024</b>	Deadline to Execute Funding Agreements
<b>December 2024</b>	Deadline to Submit Initial Invoices for FY 2024-25 – FY 2025-26

**Scenarios: Measure J Line 20A Call for Projects**

Ref. #	Project Name	Sponsor	FY 24/25	FY 25/26	Draft Program			
					Total Request (Fully Fund)	Scenario 1 (85%)	Scenario 2 (High 100%, Medium 70% and Low 60%)	Scenario 3 (High/Medium 88% and Low 75%)
1	City of Walnut Creek Social Services Transportation Program	City of Walnut Creek	\$ 118,500	\$ 118,500	\$ 237,000	\$ 202,161	\$ 237,000	\$ 208,323
2	Go Go Concord Fixed Route Van Service	City of Concord	\$ 99,000	\$ 99,000	\$ 198,000	\$ 168,894	\$ 198,000	\$ 174,042
3	Go Go Concord TNC	City of Concord	\$ 11,375	\$ 11,375	\$ 22,750	\$ 19,406	\$ 22,750	\$ 19,997
4	Central Contra Costa Rural Lifeline Transportation Program	County Connection	\$ 25,000	\$ 25,000	\$ 50,000	\$ 42,650	\$ 30,000	\$ 37,500
5	Downtown Walnut Creek Service	Golden Rain Foundation	\$ 115,000	\$ 115,000	\$ 230,000	\$ 196,190	\$ 138,000	\$ 172,500
6	Midday Free Rides Program	County Connection	\$ 39,600	\$ 39,600	\$ 79,200	\$ 67,558	\$ 55,440	\$ 69,617
7	Rides for Seniors / Rides for Veterans	Mobility Matters	\$ 120,000	\$ 120,000	\$ 240,000	\$ 204,720	\$ 168,000	\$ 210,960
8	Central Contra Costa County Transportation Initiative	Center for Elders' Independence (CEI)	\$ 175,000	\$ 175,000	\$ 350,000	\$ 298,550	\$ 350,000	\$ 307,650

<b>FISCAL YEAR SUBTOTAL</b>	\$ 703,475	\$ 703,475	\$ 1,406,950	\$ 1,200,128	\$ 1,199,190	\$ 1,200,589
Available			\$ 1,200,000		High	
<b>SHORTFALL</b>			\$ (206,950)		Medium	
Added Measure J			\$ 32,500		Low	
Lapsed Funding			\$ 239,266			
<b>NEW TOTAL</b>			\$ 1,471,766			

Ref. #	Project Name	Sponsor	FY 24/25	FY 25/26	Total Request	Draft Program
						Partially Fund
9	Mt. Diablo Mobilizer*	Choice in Aging	\$ 58,850	\$ 58,850	\$ 117,700	\$ 64,816

\*Not included in initial scenarios

<b>FISCAL YEAR SUBTOTAL</b>	\$ 762,325	\$ 762,325	\$ 1,524,650			
<b>SHORTFALL</b>			\$ (52,884)			

<b>DESCRIPTIONS OF PROGRAM / PROJECT REQUESTS</b>		
<b>TRANSPAC Measure J Line 20A Program 2024/2025 and 2025/2026 Cycle Program Applications</b>		
<b>City of Walnut Creek</b>		
1	City of Walnut Creek Social Services Transportation Program	The City of Walnut Creek, under the stewardship of the Walnut Creek Recreation Social Services Division, offers a comprehensive transportation program catering to seniors and individuals with developmental, physical, and/or mental disabilities providing rides to all areas of the TRANSPAC region with specific focus on equity neighborhoods. By providing both Lyft TNC and a shared minibus, we are able to provide a wide variety of options to individuals with varying needs and abilities. This program embodies our commitment to fostering inclusivity and independence, recognizing the diverse mobility needs of our community members by providing transportation services which are easy to access, fills gaps left by other service providers and excellent customer service where seniors can speak directly to a supportive human to get services and answers promoting safety and community engagement.
<b>City of Concord</b>		
2	GoGo Concord Fixed Route Van Service	The expanded GoGo Concord Transportation Program with a Fixed Route Van Service will subsidize all ride fares offered through our partnership with GoGo Grandparent. The subsidy provides matching funds of up to \$30 monthly (\$360/yr). The additional GoGo Concord Fixed Route Van Service will be free for GoGo Concord Senior Transportation members after the initial \$15 yearly enrollment fee (Scholarships available). A schedule of locations will be produced and distributed, including the Concord Senior Center, at least one shopping location, one public place/park (e.g., Concord Library), and one medical office location.
3	GoGo Concord TNC	Rides through the GoGo Grandparent portion of the program will continue to be reserved by phone, and users can secure rides for the Fixed Route Van Service by telephone or using the currently utilized registration software.

<b>County Connection</b>		
4	Central Contra Costa Rural Lifeline Transportation Program	The Central Contra Costa Rural Lifeline Transportation program will provide lifeline accessible transportation to disabled residents of the rural/unincorporated portions of TRANSPAC's jurisdiction, particularly including the Morgan Territory portions of Clayton and unincorporated Contra Costa County southeast of Mt. Diablo, as well as the Alhambra Valley and Briones areas west of Martinez and Reliez Valley, west of Lafayette. Transportation will be provided to certified ADA paratransit eligible riders who reside in these areas on a pre-scheduled, shared ride basis, for the same fare as County Connection LINK riders pay.
5	Midday Free Rides Program	The Midday Free Program, (10am-2pm) currently available to Mt. Diablo Unified School District's Bridge Program and RES Success, a non-profit organization, allows students and their instructors to ride County Connection buses for free while they are engaging in these programs that provide individuals with the knowledge and skills they need in order to make a successful transition to an independent, adult life. A key part of this is learning how to navigate and use public transit, which also helps to reduce dependency on paratransit services.
<b>Golden Rain Foundation - Rossmoor</b>		
6	Downtown Walnut Creek Service	The service provides rides to and from downtown Walnut Creek to enable senior adults in the Rossmoor Community to achieve and maintain their independence for commuting, shopping, medical, civil service, and entertainment destination of their choice. The bus service connects residents to the public transit systems, Bart and County Connection bus lines. The Downtown service is operated using 12-18 passengers cut aways that are all equipped with wheelchair lifts.



Mobility Matters		
7	Rides for Seniors/ Rides 4 Veterans	Mobility Matters is a nonprofit 501(c) 3 organization that provides mobility management services throughout Contra Costa County by matching riders to transportation providers that meet their individual needs. In addition, we operate the only countywide volunteer driver programs that provide free, escorted, one-on-one, door-through-door rides for seniors and disabled veterans, including their service dogs, who cannot access other forms of transportation. Home safety, falls/injury prevention, and emergency planning and evacuation, are major components of our rides programs.
Center for Elders' Independence		
8	CEI Central Contra Costa County Transportation Initiative	CEI services under the PACE model of care provide a fully integrated care program for older adults. Our mission is to ensure our clients remain at home in their communities as long as they are able. We provide transportation to and from our PACE Centers, to multiple specialist physicians' visits, dialysis, hospital, emergency room, and nursing home care. CEI provides professionally operated transportation to participants Mon-Fri, 9am-5pm, but may start as early as 6am (early morning hospital procedure) through 7pm (after dialysis/late appointment). CEI handles scheduling/coordination, and after-hours taxi vouchers. There are fees for service – transportation is part of our all-inclusive care covered by Medi-Cal/Medicare capitation. Our vehicles or contracted ride service/taxis provide all transportation without any need for transfers enroute.
Choice in Aging		
9	Mt. Diablo Mobilizer	<p>Service #1: Mt. Diablo Mobilizer provides door through door wheelchair accessible transportation to Mt. Diablo Center participants. The trips are to and from the Adult Day Health Care program, Monday through Friday. The bus comes to the center in the morning and takes participants home in the afternoon.</p> <p>Service #2: Mid-day shopping trips are provided for low-income seniors residing in local housing facilities. This service operates weekdays as well.</p>

# TRANSPAC Line 20A Program

## FUND ESTIMATE

(updated May 23, 2024)

<i>INITIAL FUND BALANCE</i>	
Carryover Balance	\$ 851,830
Adjustment for Actual Funding Received through FY 22/23*	\$ 77,506
<small>* Prior projected revenue assumption was \$540,000 per year</small>	
Adjustment for Projected Funding to be Received through FY 23/24*	\$ 77,500
<small>* Prior projected revenue assumption was \$540,000 per year, adjusted from \$45,000 to \$77,500</small>	
Lapsed Funding Commitments that have been unencumbered	\$ 239,266
<small>* Consistent with Board action at April 2024 meeting</small>	
<b>TOTAL</b>	<b>\$ 1,246,102</b>
<i>Program Balance</i>	<b>\$ 1,246,102</b>

<i>NEW REVENUE PROJECTION</i>	
2024/2025 - Projected Revenue	\$ 600,000
2025/2026 - Projected Revenue	\$ 600,000
<b>TOTAL</b>	<b>\$ 1,200,000</b>
<i>Projected Program Balance</i>	<b>\$ 2,446,102</b>

<i>NEW PROGRAMMING</i>	
2024/2025 - PROPOSED New programming Capacity *	\$ 871,766
<small>* Includes \$600,000 from new revenue, \$32,500 from increased estimate of revenue for FY 23/24, and \$239,266 from unencumbering lapsed funding commitments</small>	
2025/2026 - PROPOSED New programming Capacity	\$ 600,000
<b>TOTAL</b>	<b>\$ 1,471,766</b>

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

## MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

---

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

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

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

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

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

## MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

---

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

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

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

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

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

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

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

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

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

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

**Subregional Projects and Programs**

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

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

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

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

**CENTRAL COUNTY (TRANSPAC)**

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

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

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

## MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

---

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

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

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

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

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

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

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

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

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

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

## 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.

# County Connection

2477 Arnold Industrial Way   Concord, CA 94520-5326   (925) 676-1976   countyconnection.com

May 29, 2024

Matthew Todd  
Gray-Bowen-Scott  
1211 Newell Ave. Ste. 200  
Walnut Creek, Ca 94596

Dear Mr. Matthew Todd,

Subject: Request for Extension of TRANSPAC Grant Term for County Connection's Travel Training Program

I hope this letter finds you well. I am writing to formally request an extension of the term of the grant awarded to County Connection by TRANSPAC Measure J line 20A funds for the County Connection Travel Training Program. We appreciate the support provided by TRANSPAC Measure J Line 20a funds, which has been instrumental in advancing our project goals.

Since November 2022, the County Connection Travel Training program has been supported by an initial grant of Measure J Line 20 funds in the amount of about \$79,000, generously awarded by TRANSPAC. The Travel Training program teaches older adults and individuals with disabilities how to travel independently using public transportation, including County Connection's fixed route and LINK paratransit bus service as well as other modes.

Due to unforeseen circumstances, we encountered challenges that have affected our ability to utilize the majority of the funds allocated to County Connection for the Travel training project within the originally specified timeline. Specifically, the initial launch of the program took a bit longer than anticipated as development of the program, finding a qualified travel trainer, and inclement weather all caused delays in providing services.

At present, the Travel Training program is limited to the TRANSPAC service area, and program expenditures have fallen well below initial expectations, amounting to approximately \$28,500 (estimated) through the end of the current fiscal year. At the same time, County Connection is partnering with CCTA, WCCTAC, and Tri Delta Transit to incorporate the existing Travel Training operation along with new Measure X-funded initiatives starting eastern, western, and southern Contra Costa County into a seamless effort to provide travel training countywide. We are confident that integrating the extant travel training program with the emerging efforts in the rest of the county will yield immediate synergies and will help us grow the program to its full potential.

We therefore request that TRANSPAC authorize County Connection to roll the remaining \$50,500 from the original \$79,000 over to continue the central county Travel Training program for the next two years, or until the initial grant amount is expended.

We are committed to the success of this project and remain dedicated to fulfilling the goals and objectives of the grant. We appreciate your understanding and consideration of our request. If there are any additional materials or information required, please do not hesitate to contact me at 925-680-2084 or noya@cccta.org.

Thank you for your attention to this matter and for your continued support.

Sincerely,

John Sanderson  
Director of ADA and Specialized Services  
Central Contra Costa Transit Authority  
2477 Arnold Industrial Way  
Concord, Ca 94520  
jsanderson@cccta.org  
925-680-2098

**THIS PAGE INTENTIONALLY BLANK**

---

**TRANSPAC Board Meeting STAFF REPORT**

**Meeting Date:** June 13, 2024

<b>Subject:</b>	<b>MEASURE J LINE 10 FUNDED ELECTRONIC BICYCLE FACILITIES AT CENTRAL CONTRA COSTA BAY AREA RAPID TRANSIT STATIONS PROJECT (10001-04)</b>
<b>Summary of Issues</b>	The Electronic Bicycle Facilities at Central Contra Costa Bay Area Rapid Transit (BART) Stations project has substantially completed the scope of work approved for the project (Phase 1 work) using Measure J Line 10 funds and a balance of \$425,000 remains. BART is proposing to amend the scope of the project, creating a phase 2 scope, that will utilize the remaining funds for bicycle access improvements at the Walnut Creek and Concord stations.
<b>Recommendations</b>	Approve BART request to amend the scope of the Measure J Line 10 funded Electronic Bicycle Facilities – Central County BART Stations Project to include a phase 2 scope for bicycle access improvements at the Walnut Creek and Concord stations.
<b>Financial Implications</b>	No TRANSPAC financial implications
<b>Options</b>	Options include: 1. Revise the scope amendment request 2. Do not approve the scope amendment request
<b>Attachment(s)</b>	A. Measure J Project 10001 Programming Summary; Electronic Bicycle Facilities – Central County BART Stations Fact Sheet B. Conceptual Bicycle and Access Needs/ Barriers/ Recommendations for the Concord and Walnut Creek BART Stations C. Measure J Electronic Bicycle Facilities PPT

Background

Measure J Line 10 – BART Parking, Access, and Other Improvements is assigned \$41 million to construct improvements to the BART system such as additional parking, station access, capacity, safety and operational improvements throughout the County. In the 2019 Measure J Strategic Plan, Central County is assigned \$13.702 million of these funds (escalated value). To date, \$13.605 million of the Measure J Line 10001 monies have been programmed to seven projects. There is \$97,000 that is unprogrammed (10001-02).

The programming approved to date includes:

**Measure J**

**Project 10001 - BART Parking, Access and Other Improvements - Central County**

<b>Project No.</b>	<b>Project</b>	<b>Resolution/ Contract</b>	<b>Project Phase</b>	<b>Appropriation/ Programmed Amount</b>
10001-02	TOD Central County (Placeholder)	Placeholder	Placeholder	\$ 97,000
10001-03	BART - Wayfinding Central	10-02-P	Design & Construction	\$2,600,000
10001-04	BART - Electronic Bicycle Facilities at Central Contra Costa Bay Area Rapid Transit Stations	10-03-P	Design & Construction	\$1,805,000
10001-05	Concord BART Plaza Redesign	16-16-P	Construction	\$4,500,000
10001-06	SAV pilot program	-		\$ 250,000
10001-07	Pleasant Hill Parking Structure Elevator Renovations	16-43-P	Construction	\$ 600,000
10001-08	Walnut Creek Station TOD	17-10-P	Design	\$350,000
10001-09	Fare Gates	23-48-P	Construction	\$3,500,000
<b>Central County Subtotal</b>				<b>\$13,702,000</b>

NOTE - Grayed out projects are complete and closed out

BART is seeking approval of TRANSPAC for a scope amendment to project 10001-04 Electronic Bicycle Facilities at Central Contra Costa Bay Area Rapid Transit. Phase 1 of the project focused on installing secure bicycle parking and access improvements at the Concord, North Concord/Martinez, Walnut Creek, and Pleasant Hill/Contra Costa Centre BART stations.

A total of \$1,805,000 was appropriated and improvements were completed as follows:

- BikeLink electronic lockers at all Concord, North Concord/Martinez, Pleasant Hill/Contra Costa Centre and Walnut Creek stations
- Walnut Creek BART Bicycle Parking Pavilion construction
- Pleasant Hill/Contra Costa Centre BART Bike Station construction
- Bikekeep electronic smart rack purchase and installation at Pleasant Hill/Contra Costa Centre and Concord stations

- Signage and striping safety improvements on the bike path approaching Walnut Creek station from the west (BART Way) side, between the vehicle parking garages.
- Bicycle stairway channels for Walnut Creek station were planned, designed, fabricated and will be installed spring/summer 2024

Savings were realized because additional bike lockers and smart racks were installed at Concord Station in place of the initially envisioned bike station, which was found to be infeasible to construct. With the improvements completed to date, there are cost savings of \$425,000. BART is proposing to amend new scope into the project (creating a phase 2 of the project) that will utilize the remaining funds for bicycle access improvements at Central County stations. Improvements for phase 2 of the project are derived from the BART Bicycle Preferred Path of Travel Capital Plan (PPoT Plan) and are proposed for the Concord and Walnut Creek Station (see attached conceptual schematic detailing bicycle access needs/ barriers/ recommendations). BART staff is indicating that the \$425,000 of Measure J funds would be leveraged with BART Measure RR funds and they would also pursue other competitive grants. CCTA staff has confirmed the remaining funds available to program and the eligibility of the new scope. BART has also indicated that the North Concord/Martinez station is in line for a future phase of access improvements. With approval of these grant funds, design work could occur and additional information would be anticipated to be available in 2025.

<b>Project</b>	<b>Electronic Bicycle Facilities at Central Contra Costa Bay Area Rapid Transit Stations (# 10001-04)</b>
<b>Sponsor</b>	Bay Area Rapid Transit (BART)
<b>Subregion</b>	Central County

**Scope**

Phase 1: Install secure bicycle parking spaces and bicycle access improvements at Concord, North Concord, Walnut Creek, and Pleasant Hill/Contra Costa Centre BART stations. The bicycle parking area design will include signage and other enhancements to create an inviting and functional bicycle parking area.

Phase 2: Install bicycle access improvements at Concord, North Concord, Walnut Creek, and Pleasant Hill BART stations. Bicycle access design will include signage and other enhancements to create inviting and functional bicycle facilities.

**Status**

- Pleasant Hill bike parking improvements are complete.
- The Concord BART Station’s secure bike parking improvements are complete and include: 88 BikeLink lockers, 18 Bikekeep smart racks and 30 bike rack spaces in the paid area of the station. Stairway channels at the Walnut Creek BART Station will be constructed using BART labor in 2024.
- With the savings from Phase 1, Phase 2 was added to the project. Phase 2 scope of work includes bicycle access improvements at Walnut Creek and Concord BART stations currently planned in Phase 1 of the BART Bicycle Preferred Path of Travel Capital Plan (Plan), which will wrap up in Q3 2024. Planning for future improvements in Phase 2 of the Plan include North Concord/Martinez station and will be complete by summer/fall of 2025.

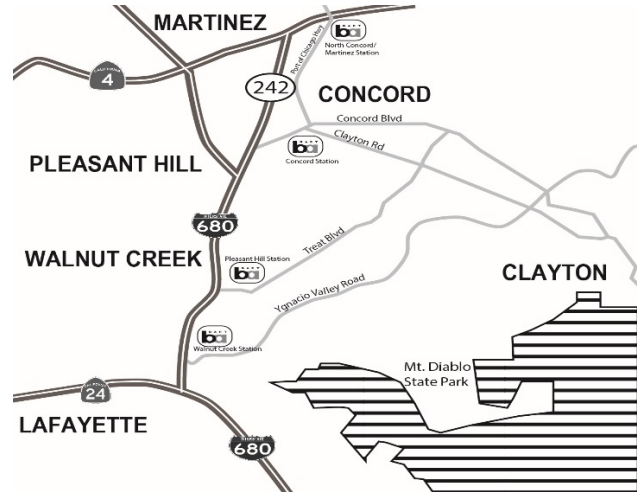
**Issues/Areas of Concern**

- None.

**Update from Previous Quarterly Report**

- The requisition process for fabricating stairway channels for Walnut Creek is underway. Delivery and installation is expected in third quarter 2024.

**Location**



**Schedule**

	Dates	
	Phase 1	Phase 2
Planning	Complete	2024
Environmental Clearance	Complete	2024
Design	Complete	2024-2025
Right of Way and Utilities	—	—
Construction	Complete	2025-2026
Post Construction	—	—

**Funding by Source (\$ 000s)**

	Amount	
	Phase 1	Phase 2
Measure J	\$1,380	\$425
BART	\$650	—
Total	\$2,030	\$425



---

**Project      Electronic Bicycle Facilities at Central Contra Costa Bay Area Rapid Transit Stations (# 10001-04) – continued**

---

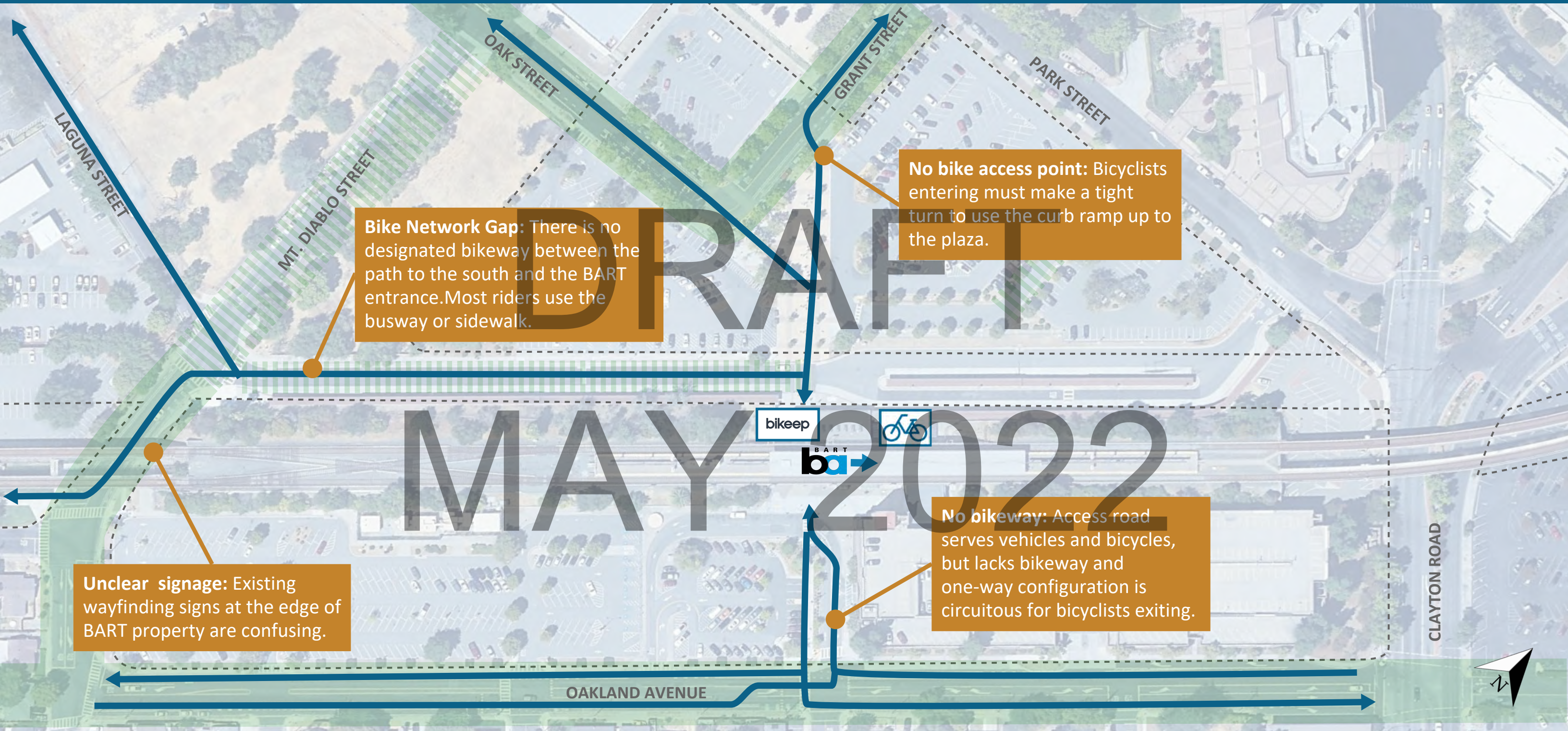
**Local Agency Measure C/J Funding Appropriation**

<b>Resolution No.</b>	<b>Original Resolution Date</b>	<b>Revision No.</b>	<b>Resolution Expiration</b>	<b>Agency</b>	<b>Description</b>	<b>Appropriated Amount</b>	<b>Billed to Date (1/31/2024)</b>	<b>Last Billed Date</b>
10-03-P	01/20/2010	5	06/30/2024	BART	Design and Construction	\$1,805,000	\$1,358,734	08/16/2023



# Concord BART Station

## Bicycle Access Needs and Barriers



### LEGEND

Bicycle Paths of Travel



Station Fare Gates



Secure Bike Parking



Bikekeep



Existing/Proposed Bikeways



Bicycle Access Recommendation



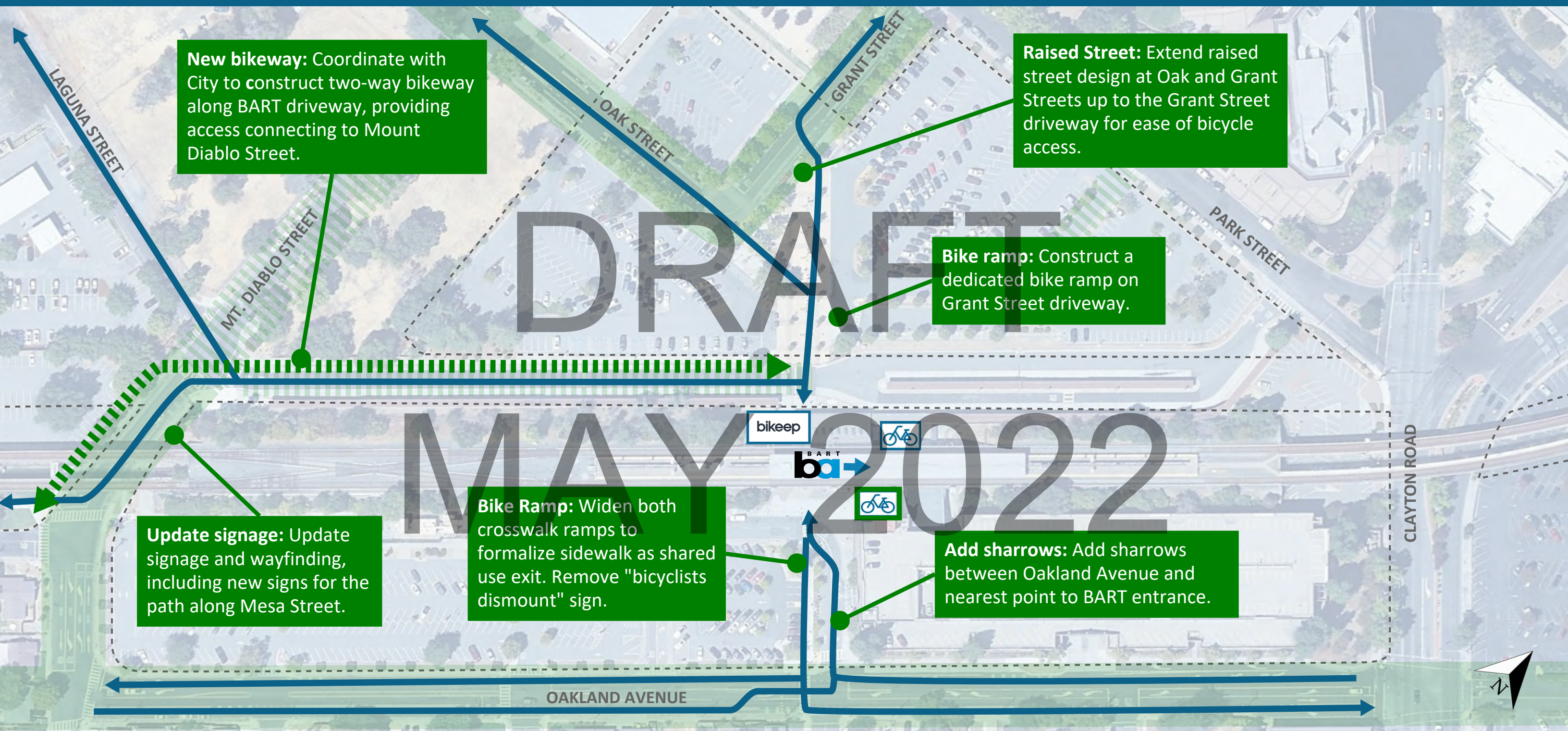
BART Property Line





# Concord BART Station

## Bicycle Access Recommendations



**New bikeway:** Coordinate with City to construct two-way bikeway along BART driveway, providing access connecting to Mount Diablo Street.

**Raised Street:** Extend raised street design at Oak and Grant Streets up to the Grant Street driveway for ease of bicycle access.

**Bike ramp:** Construct a dedicated bike ramp on Grant Street driveway.

**Update signage:** Update signage and wayfinding, including new signs for the path along Mesa Street.

**Bike Ramp:** Widen both crosswalk ramps to formalize sidewalk as shared use exit. Remove "bicyclists dismount" sign.

**Add sharrows:** Add sharrows between Oakland Avenue and nearest point to BART entrance.

### LEGEND

Bicycle Paths of Travel

Station Fare Gates

Bikekeep

Secure Bike Parking

Existing/Proposed Bikeways

Recommended Lockers

Bicycle Access Recommendation

Recommended Bikeway

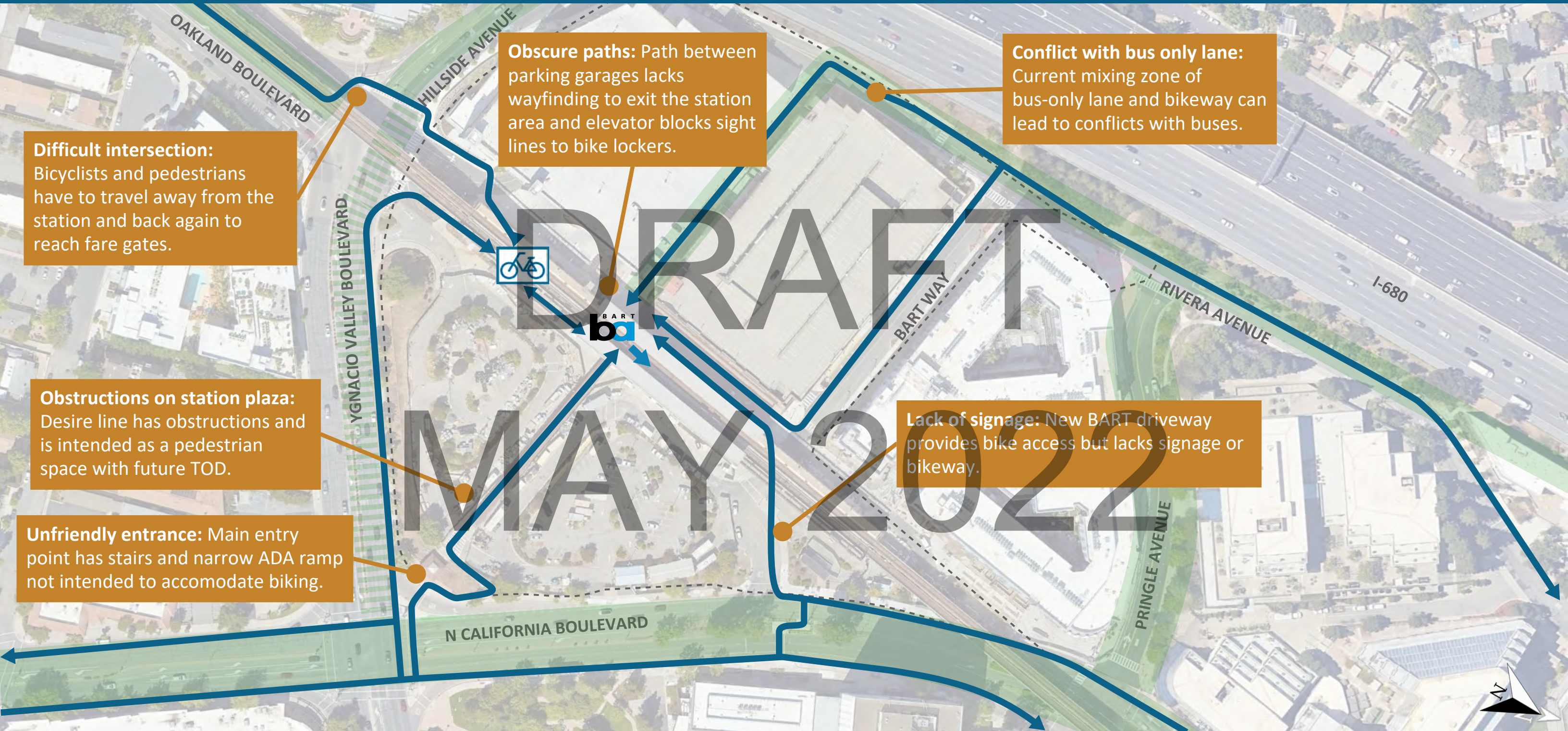
BART Property Line





# Walnut Creek BART Station

## Bicycle Access Needs and Barriers



### LEGEND

Bicycle Paths of Travel



Station Fare Gates



Secure Bike Parking



Existing/Proposed Bikeways



Bicycle Access Recommendation



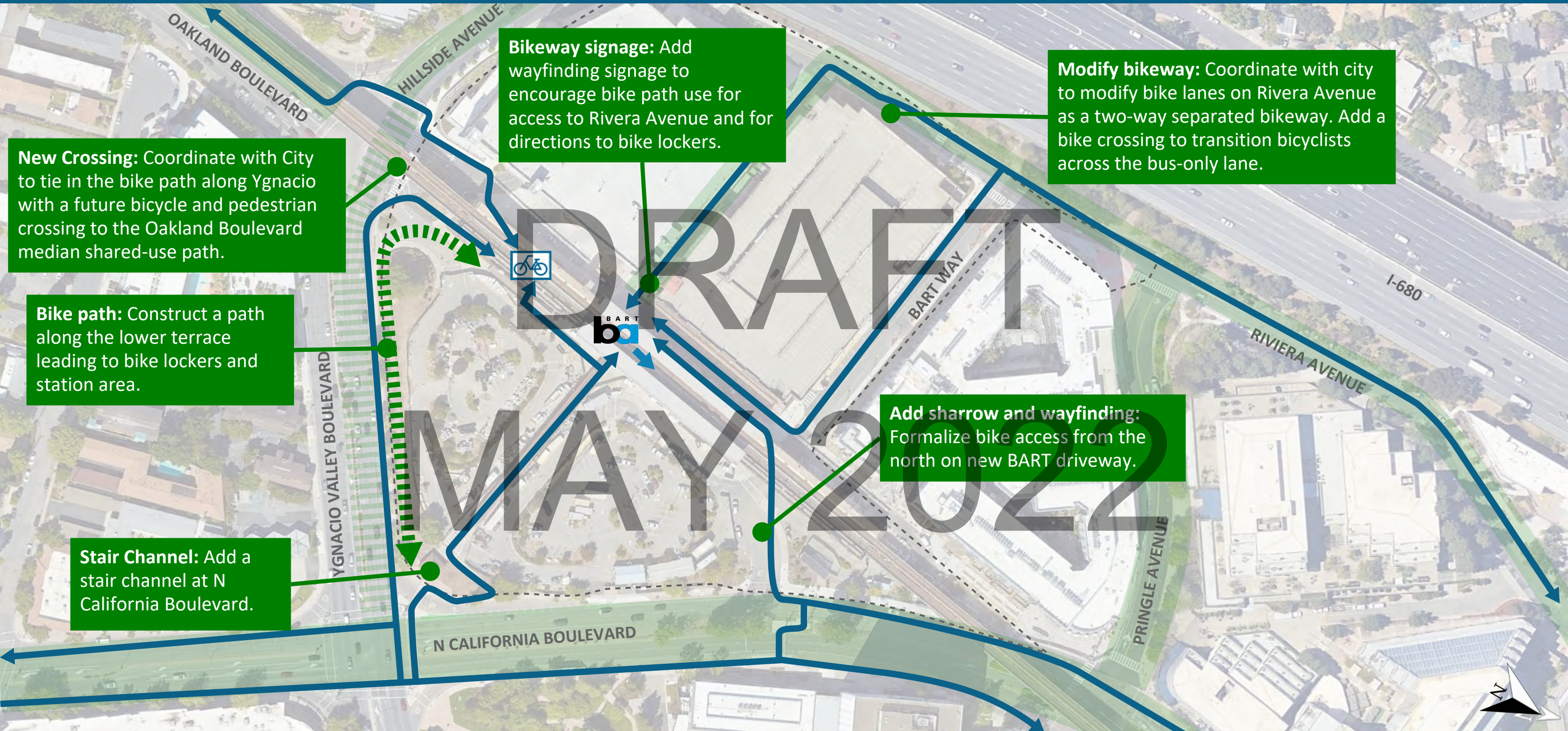
BART Property Line





# Walnut Creek BART Station

## Bicycle Access Recommendations



### LEGEND

Bicycle Paths of Travel



Station Fare Gates



Secure Bike Parking



Existing/Proposed Bikeways



Bicycle Access Recommendation



Recommended Bikeway



BART Property Line



Attachment C







# Amend Measure J Scope: Electronic Bicycle Facilities at Central Contra Costa Stations (#10001-04)

TRANSPAC Board

June 13, 2024

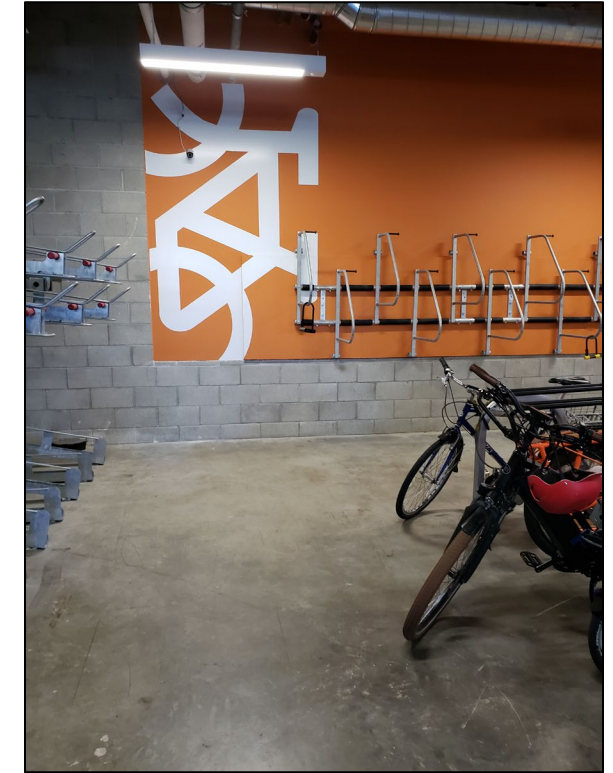


# Current Scope

- **Scope:** Install secure bicycle parking spaces and bicycle access improvements at Concord, North Concord/Martinez, Walnut Creek, and Pleasant Hill/Contra Costa Centre BART stations.
- **Completed:**
  - Pleasant Hill Bike station & Bikekeep Smart Racks
  - Walnut Creek Bike Pavilion & access improvements
  - Concord Bikekeep Smart Racks and BikeLink eLockers



Pleasant Hill Bikekeep Racks



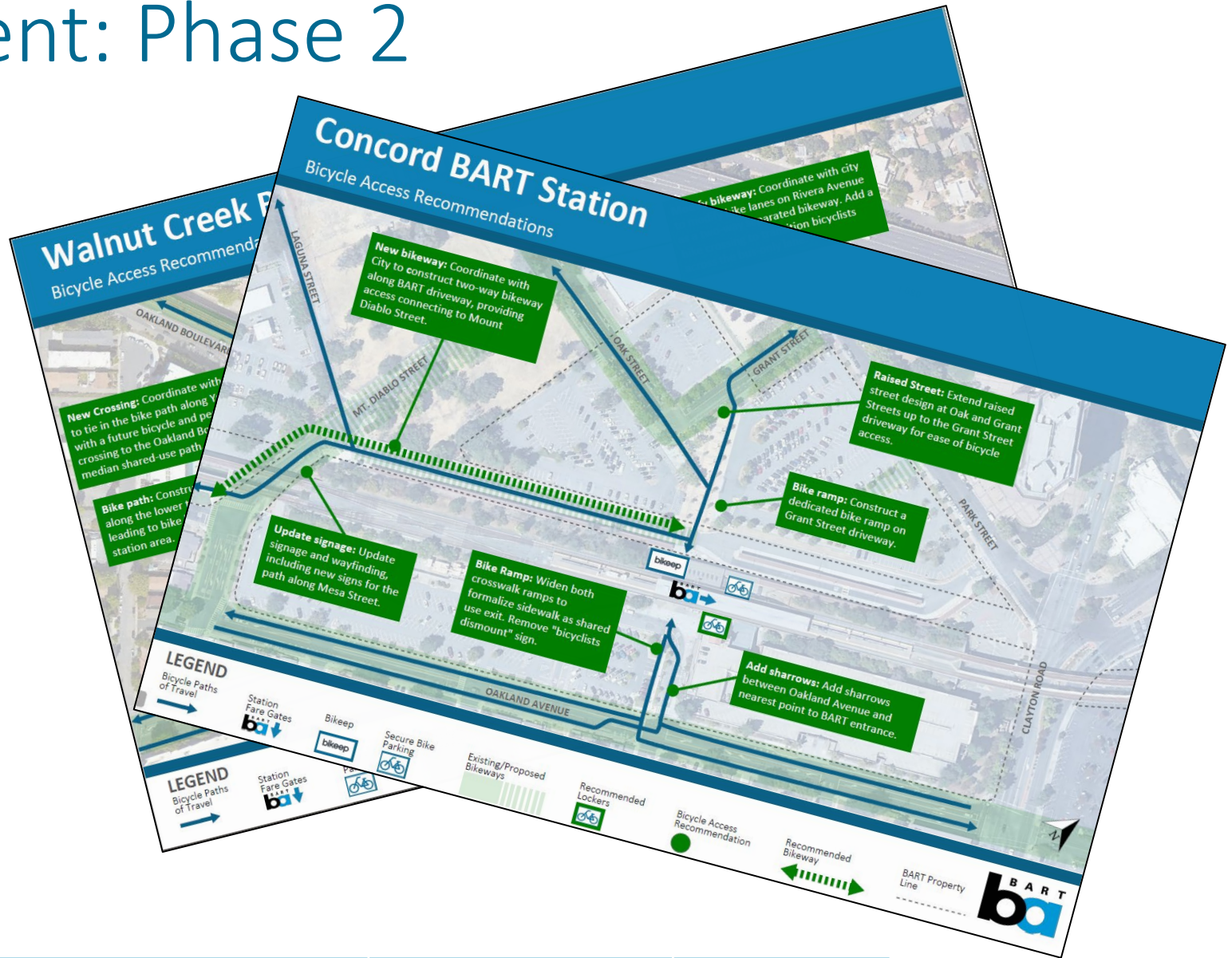
Pleasant Hill Bike Station

Budget		Expenditures	Remaining
Measure J	\$1,805,000	\$1,380,000	<b>\$425,000</b>

Schedule	
Planning	Complete
Environmental Clearance	Complete
Design	Complete
Construction	Complete

# Proposed Amendment: Phase 2

- Phase 2: Install bicycle access improvements at Concord, North Concord, Walnut Creek, and Pleasant Hill BART stations.
- Implement BART Bicycle Preferred Path of Travel Capital Plan (PPoT)
  - Total Cost: TBD
  - Plan to be completed Fall 2024



Phase 2 Schedule	
Planning	2024
Environmental Clearance	2024
Design	2024-2025
Right of Way/Utilities	N/A
Construction	2025-2026
Post- Construction	N/A

	Budget	Expenditures	Remaining
Measure J	\$1,805,000	\$1,380,000	\$425,000



# Request for Concurrence to Amend Project Scope



Concord eLockers

## Proposal

- Amend Measure J scope to include Phase 2 scope to expend the remaining \$425,000 in funds

## Next Steps

- CCTA Board Approval



---

**TRANSPAC Board Meeting STAFF REPORT**

**Meeting Date:** June 13, 2024

<b>Subject:</b>	<b>TRANSPORTATION FUND FOR CLEAN AIR (TFCA) FUND – FISCAL YEAR 2024-25 CALL FOR PROJECTS</b>
<b>Summary of Issues</b>	<p>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. CCTA has approved a new Transportation Fund for Clean Air (TFCA) Policy that can fund TDM strategies which includes a competitive call for projects process. Consistent with the new policy, the CCTA released of a call for projects for the TFCA funds for FY 2024-2025 on May 16<sup>th</sup> with draft applications due on June 5<sup>th</sup>.</p> <p>The submittal of the applications and subsequent review process, in which TRANSPAC staff is requested to participate, does not line up well with the typical TRANSPAC meeting dates. In anticipation of call for projects and application review schedule, the Board is requested to review possible TDM activities that could be included in a subregional application as well as possible countywide TDM activities to support.</p>
<b>Recommendation(s)</b>	<ol style="list-style-type: none"><li>1. Prioritize programs/projects to include in subregional FY 2024-2025 TFCA application(s) to be implemented in the TRANSPAC subregion, including components to be submitted and implemented by 511CC.</li><li>2. Prioritize Countywide TDM components to support in the countywide application review process.</li></ol>
<b>Option(s)</b>	Offer an alternative program/project recommendation
<b>Financial Implications</b>	TRANSPAC is making a recommendation on how to utilize the funds available for TDM activities for countywide programs as well as TFCA funds in the TRANSPAC subregion. Any program that is ultimately approved will be funded with a combination of CCTA TFCA and / or CCTA Measure J revenue.
<b>Attachment(s)</b>	<ol style="list-style-type: none"><li>A. CCTA TFCA Fund Policy</li><li>B. CCTA TFCA Call for Projects Memo</li><li>C. Active4Me Toolkit (Proposed)</li><li>D. CCTA/511CC TFCA Annual Report FY 2023</li></ol>

## 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.

Historically, the TDM program for central county was implemented by 511 Contra Costa (511CC) under a contract administered by the CCTA. In the past (circa 2014) TRANSPAC directly administered the 511CC 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 current 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 applied a job/housing formula to determine the division of funding by subregion outlined in the Measure J Tax Expenditure Plan (TEP). It has been a practice to apply the same formula to distributing TFCA funding, although not outlined in written policy.

## CCTA TFCA Fund Policy

CCTA staff initiated discussions with TRANSPAC and other Regional Transportation Planning Committees (RTPC's) in January and after several rounds of feedback, created a new TFCA Fund Policy (attachment A) which was approved by the CCTA Board in May 2024 and authorized the release of a call for projects (see attachments B). The TFCA policy outlines the fund allocation principles as well as the program/project selection procedures. Per the policy, Contra Costa subregions will receive a proportional benefit based on the jobs-housing formula. Countywide projects will be funded from the County total and developed in collaboration with RTPC's. Subregional projects will be funded after subtracting the cost of the Countywide programs and allocated based on the formula. Sample calculations are included in the policy document with examples on how funding will be allocated applying these procedures.

## TFCA Fund Program Call for Projects

The TFCA Fund Program call for projects was released on May 16<sup>th</sup>. Cities, CCTA, public transit agencies, RTPC's and the County are eligible to receive TFCA funds. Projects can include bicycle/pedestrian projects, ridesharing services, first-last mile connections, vehicle and fuel-based projects, telecommuting projects and others on a case-by-case basis as outlined in the TFCA Fund Program policies.

Draft applications are due to CCTA by June 5, 2024, requiring the submission of the initial Project Information Form and Cost Effectiveness Worksheet (see TFCA [application materials](#)). Per the TFCA policy, CCTA staff will ask RTPC's to review and collaborate on the selection of eligible submittals through July 2, 2024 and final project requests will be due on July 11, 2024. CCTA staff

will review the projects in August, 2024 and will forward recommended projects to the CCTA Board in September, 2024.

### Subregional TDM Program for TRANSPAC

Draft applications for all projects (whether countywide or subregional) were due to the CCTA by June 5, 2024. This is prior to the TRANSPAC Board meeting on June 13, 2024 so it is expected that additional information on the actual project applications submitted will be available at the Board meeting.

Working with the TRANSPAC TAC and 511CC staff, the following program components were proposed to be applied for the TRANSPAC Subregion. The programs are proposed to be managed by the 511CC staff (i.e. CCTA's TDM contractor) through the FY 2024/2025 TFCA funding. The TDM/511CC program components identified specifically for our subregion which would serve as the basis for a TFCA grant application would include:

- Active4me - School Trip Reduction Program (biking, walking, carpooling) using the 'Active4me' platform and program methods designed and successfully piloted at Pleasant Hill Elementary in 2022/23 and 2023/24 school years. The 511CC team would use subregional funding to pay for start-up costs and volunteer training to expand the program to elementary schools beyond the pilot program school in the TRANSPAC subregion.
  - Street Smarts Diablo education program and the E Bike rebate program will continue to be operated in the TRANSPAC subregion supported with Measure J funds.
- 511CC tabling at TRANSPAC region employer and community events. Examples of past events include PH Library's "Tinkers & Thinkers," Concord's Chamber of Commerce presentations, Martinez Earth Day event at John Muir House, Leadership Contra Costa presentations in Walnut Creek, Concord Police Department's Youth Bike Giveaway event; employer events at Shadelands, Contra Costa Centre, Contra Costa Office of Education in Pleasant Hill, etc.
- Continuation of employer support such as on-site transit fairs, and site visits for bike infrastructure to Central county employers.

Other agencies are also eligible to submit applications for these TFCA funds.

At this meeting, the Board is is requested to affirm the proposed TDM program components that were included in the subregional TFCA application by 511CC and prioritization of these, as well as any other programs/projects that applied for subregional funding. In the event the recommendation differs from the material submitted for the TDM program components, staff will work with 511CC staff to modify the proposal for the submittal of the final application due in early July.

## Countywide TDM Program Priorities

As previously noted, draft applications for countywide projects were also due to the CCTA by June 5, 2024. As with the Subregional applications, this is prior to the TRANSPAC Board meeting on June 13, 2024 so it is expected that additional information on the actual project applications submitted will be available at the Board meeting.. In past years, 511CC has used the TRANSPAC “share” of TDM eligible funds for maintaining the 511 website and branding. Staff is not recommending that TRANSPAC put forward a countywide application for that aspect of the program, and understands that CCTA intends to put forward an application for that aspect of the countywide TDM efforts. It is anticipated that agencies from other RTPC areas of the County will be submitting applications for programs that will benefit the TRANSPAC subregion.

TRANSPAC will be requested to assist in the evaluation of program/project applications during the month of June (see attachment B, call for projects memo and schedule). As the review schedule will not allow for items regarding this review to be discussed through the typical schedule of the TRANSPAC TAC and Board, staff is requesting the Board recommend an outline of countywide TDM programs that can be supported by the TRANSPAC region that staff can utilize when requested to review and collaborate on the selection of eligible submittals.

The programs that are anticipated to be applied for include :

- 511 Contra Costa brand and website portal
  - [511contracosta.org](https://511contracosta.org)
  - Webportal has information about commute options and promotional campaigns that range from bike, E-bike, walking, bus, BART, ferry, train, carpool, vanpool, and working from home, (see attachment D for additional information)
- Guaranteed Ride Home (GRH)
  - [511contracosta.org/guaranteed-ride-home](https://511contracosta.org/guaranteed-ride-home)
  - Program reimburses you for a ride home during emergencies like a personal illness, sick child, or missing your carpool
  - Anyone who works or goes to college in Contra Costa is covered by the program
    - College students eligibility added in 2020
  - The GRH website was updated in 2020 to make it work better with mobile devices, introduced new security features, and allowed for Venmo and Paypal reimbursements
  - Program allows eligible participants to submit one reimbursement the first time they need the program before registering with the program, with this change being made to improve accessibility
  - Numbers
    - 728 people registered in the GRH database
      - The number of people registered in the program isn't an exact representation of everyone covered by it, as you are not required to register until a ride is reimbursed
    - About 24% work in Central County

- About 12% attend schools in the Central County
    - About 29% live in Central County
  - Note – not all the above are mutually exclusive, as there could be a Central County resident that also works in Central County
- Pass2Class free student bus passes
  - [511contracosta.org/schools/pass2class-program/](http://511contracosta.org/schools/pass2class-program/)
  - Program offers free bus passes to Contra Costa students at the beginning of the school year to encourage the use of bus transportation to and from school
  - County Connection is an active participant in the Program
- Vanpool incentives
  - [511contracosta.org/driving/vanpool/](http://511contracosta.org/driving/vanpool/)
  - A vanpool is a carpool using vehicles that seat 6 or more passengers for the daily work commute
  - The program offers a 3 month incentive to start a vanpool
  - Vanpool must have a Contra Costa County origin or destination
  - Web site includes a tool to find seats in existing vanpools
  - Numbers
    - 53 vans start and have a final destination in Contra Costa
    - 21 vans start outside Contra Costa with a final destination within the County
    - Average ridership is about 6 passengers per van
    - About 15% of the vanpools start in Central County
    - About 51% of the vanpools start in East County
    - About 36% of the vanpools have a destination in Richmond
- Countywide Promotional campaigns / Seasonal promotional campaigns
  - Could include campaigns such as the Summer Bike and Winter Walk Challenges, Bike to Work Day programming, and the new proposed \$511 Big Win incentive

Staff will continue to provide information to TRANSPAC as the process progresses and can make adjustments based on feedback received.

Attachment A - Contra Costa Transportation Authority  
Transportation Fund for Clean Air 40% Fund Policy

---

**A. Purpose**

To guide the annual allocation of Transportation Fund for Clean Air (TFCA) 40% Fund by establishing fund allocation principles and program/project selection procedure.

**B. Goal and Objectives:**

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

**C. Program Background**

In 1991, the California State Legislature authorized the Bay Area Air Quality Management District (Air District) to impose a \$4 surcharge on motor vehicles registered within the Bay Area to fund projects clean air projects. The Air District allocates this revenue through its TFCA program to fund eligible programs and projects. The statutory authority and requirements of the TFCA program are set forth in California Health and Safety Code (HSC) Sections 44241 and 44242.

Forty percent (40%) of these TFCA funds are pass-through funds to the designated county program manager in each of the nine counties within the Air District's jurisdiction based on the county's proportionate share of fee-paid vehicle registration. The remaining sixty percent (60%) of these funds are awarded by the Air District to eligible programs and projects implemented directly by the Air District and to a grant program known as the Regional Fund.

The Contra Costa Transportation Authority (Authority) has been designated as the Administering Agency (previously called Program Manager) for the TFCA 40% Fund in Contra Costa County and is responsible for administering the County program including annually adopting a program of projects that meet the legislative requirements of the program.

The Air District annually adopts policies for the TFCA 40% Fund. The *Transportation Fund for Clean Air 40% Fund Expenditure Plan Guidance (Guidance) for Fiscal Year Ending 2025* was used to guide the development of the Authority TFCA Policy.

**D. Eligible Fund Recipients**

Cities, County, public transit agencies, Regional Transportation Planning Committees (RTPCs), and the Authority. Other public agencies and non-public entities are encouraged to work directly with eligible project sponsors to submit projects.

**E. Eligible Project Types and Screening**



Based on the eligible project categories included in the Air District Guidance and in consideration of the local needs, all the following Project Types are eligible for funding:

- Bicycle and Pedestrian Projects: infrastructure projects, bike parking, bike share. (Policy #s 30, 31 & 33)
- Ridesharing Services: carpool, vanpool, or other rideshare services, financial subsidy/incentive for transit or rideshare, and Guaranteed Ride Home. (Policy #27)
- First- and Last-Mile Connections: transit services providing short-distance connections between mass transit and commercial hubs or employment centers. (Policy #29)
- Vehicle- and Fuel-based Projects: alternative fuel vehicles (including trucks and buses), alternative fuel infrastructure. (Policy #s 22 & 24)
- Telecommuting: Implementation of demonstration projects in telecommuting. (Policy #34)

Other Eligible Projects: Other projects eligible under the Guidance can be considered. These projects will be subjected to Case-by-Case Approval (Policy #3) by the Authority and the Air District.

Eligibility Screening: For projects to be considered for funding, they must meet the eligibility requirements established by the Air District's current TFCA 40% Fund. Consistent with the policies, a key factor in determining eligibility is a project's Cost Effectiveness (CE) ratio and reduction of VMT.

Project sponsors are encouraged to consult with Authority staff on eligibility, CE calculations, and project readiness/ delivery scheduling. Upon request, Authority staff will provide technical assistance to project sponsors in formulating the project definition and CE calculation.

#### **F. Fund Allocation Principles**

- a. Each of the four Contra Costa County subregions should receive proportional TFCA benefit based on the jobs-housing formula (Formula). The Formula is based on the numbers of jobs and housing units, at equal weights, in each City and unincorporated areas.
- b. Countywide programs/projects: Programs/projects that are available to or benefit all County residents or commuters in all geographic areas. These programs/projects will be funded from the County total. Countywide programs/projects will be identified and developed in collaboration with RTPCs. A countywide program/project may be sponsored by the Authority and/or RTPCs and could be jointly implemented with the Authority and RTPCs. If jointly implemented, funding will be determined by both the Authority and RTPCs to implement the countywide program.
- c. Subregional programs/projects: Programs/projects that benefit one or more subregions, but not the entire population in the County. After subtracting the cost of the countywide programs/projects, the remaining funds will be allocated to subregional programs/projects using the Formula. RTPCs will recommend

subregional programs/projects to the Authority. Eligible recipients will coordinate proposed programs/projects with RTPCs. A subregional program/project may be sponsored by an RTPC and/or the Authority and could be implemented jointly with RTPC and the Authority. If jointly implemented, funding will be determined by both RTPC and the Authority to implement the subregional program.

- d. The benefit to each subregion is calculated as the sum of the TFCA funds to countywide programs/projects, distributed per the Formula, and the TFCA funds allocated to the subregional programs/projects. See the appendices for a sample calculation of the countywide programs/projects and allocation to the subregional programs/projects.
- e. The RTPCs will prioritize subregional programs/projects and submit recommendations to the Authority. Programs/projects with the highest CE ratio and reduction of VMT should be given priority consideration.
- f. The role of the Authority Board is to approve programs, projects, CE findings, and funding.

#### **G. Timely Use of Funds and Project Readiness**

The Authority is required to fully allocate the TFCA 40% funds annually, or risks the funds being returned to the Air District. The intent of TFCA is to fund projects that achieve surplus emission reductions within two years. Timely use of funds is an important consideration.

- Project Readiness – Priority will be given to programs/projects that are ready to proceed and have a realistic implementation schedule, budget, and funding package. Infrastructure projects can be considered for TFCA funding when the 65% design and environmental clearance are completed. Programs/projects that cannot realistically commence within one calendar year and be completed within a two-year period will have lower priority. Project sponsors may be advised to resubmit these programs/projects for a future TFCA programming cycle.
- The following is a list of activities that should be completed prior to allocating TFCA funds to ensure the successful completion of programs/projects:
  - Planning (e.g., design)
  - Jurisdictional approval (e.g., permits)
  - Legislative approvals (e.g., CPUC)
  - Environmental review/approvals (e.g., EIR, negative declaration)
- The Authority may approve no more than two one-year extensions to the TFCA expenditure period if significant progress has been made on the project. For FYE 2025, the Authority has the discretion to grant project extensions up to December 31, 2028. Any additional project extensions must be requested to the Air District.
- Recurring programs/services (e.g. TDM and transit services): a new program's start date can't occur before the previous program's end date. If there is unspent fund from the

previous program, the project sponsor must close the project. The Authority may reallocate the unspent funds to a future cycle fund to the County total.

#### **H. Project and Program Reporting:**

- Project sponsors are required to report performance to comply with the Air District's requirement. Measurable and reportable VMT reduction (data-driven approach) is preferred over self-reporting data.
- Benefits to Priority Communities – Project sponsors are required to report investment on the Highly Impacted Communities or Episodic Areas as defined by the Air District's Community Air Risk Evaluation (CARE) Program. Additionally, positive impact to Equity Priority Communities (EPC), whether the project is directly located in an Equity Priority Community (see Air District map) or can demonstrate benefits to Priority Populations defined by SB 535 disadvantaged communities and AB 1550 low-income communities should be documented.
- A detailed budget is required. At a minimum, the budget should show categories for labor, expenses, and incentives (if applicable). If a project includes multiple sub-categories, expenses should be further assigned to each project sub-categories and by fund source.
- The reporting requirements are included in the funding agreement template.
- The Authority is responsible for reporting the metrics at the countywide level.
- All TFCA projects are required to be audited after completion. Generally, TFCA projects are audited every other year.

**Appendices (subject to periodic updates by administrative actions)**

1. Annual Program Schedule and Actions

Dates	Air District Mandate	Action
January/February		<ul style="list-style-type: none"> <li>Project Eligibility Screening Begins</li> <li>Air District releases fund estimates</li> </ul>
February Authority Board Meeting	X	<ul style="list-style-type: none"> <li>Authority Board adopts Expenditure Plan (County fund total amount)</li> </ul>
February to April		<ul style="list-style-type: none"> <li>Authority Board considers Policy updates, if necessary</li> <li>Authority assists project sponsors in project documents</li> </ul>
May or June Authority Board Meeting	X	<ul style="list-style-type: none"> <li>Authority Board approves Air District/Authority agreement</li> </ul>
Mid-May		<ul style="list-style-type: none"> <li>Project sponsors submit draft countywide and sub-regional Project Information Forms with Cost Effectiveness calculations, budget, and TFCA funds requested.</li> </ul>
By end of May		<ul style="list-style-type: none"> <li>Authority and RTPC recommends countywide and sub-regional projects</li> </ul>
Early June		<ul style="list-style-type: none"> <li>Project sponsors submit the final CE calculation and Project Information Form, per the Guidance.</li> </ul>
June		<ul style="list-style-type: none"> <li>RTPC selection and approval of subregional projects.</li> </ul>
July Board Authority Meeting		<ul style="list-style-type: none"> <li>Authority staff presents the final projects to the Authority Board for approval.</li> </ul>
August		<ul style="list-style-type: none"> <li>Sponsors execute agreements with Authority and project implementation may begin</li> </ul>
Sept. – Oct.	X	<ul style="list-style-type: none"> <li>Authority submits all project documents to Air District</li> </ul>

2. *Transportation Fund for Clean Air 40% Fund [Expenditure Plan Guidance](#) For Fiscal Year Ending 2025, Bay Area Air Quality Management District*

3. Project Information Form

4. Cost Effectiveness Worksheet

5. Funding Agreement Template

6. Job-Housing Formula Allocation to Subregions

<b>Job -Housing Formula Allocation to Subregions</b>	
<b>Subregion/Implementer</b>	<b>% of Program</b>
Central County/CCTA	30.70%
East County/CCTA	26.60%
Southwest/SWAT	20.50%
West County/WCCTAC	22.20%

*Note: The Formula is updated reguarly as demographic data is updated.*

7. Sample Allocation Calculation

<b>TFCA Fund Allocation Calculation - Sample Only</b>		
<i>Note: Project names and costs are for illustration purpose only.</i>		
<b>TFCA County Total</b>	<b>\$ 1,747,938</b>	
<b>Countywide Programs/Projects - Serving All Residents</b>		
<b>Project</b>	<b>Sponsor</b>	<b>Cost</b>
Pass2Class	CCTA	\$320,000
Guaranteed Ride Home	WCCTAC	\$60,000
Spare the Air Transit Incentives	CCTA	\$135,000
Vanpool	SWAT	TBD
<b>Countywide Project Total</b>		<b>\$515,000</b>
<b>Subregional Programs/Projects - Sponsors TBD</b>	<b>\$ 1,232,938</b>	
<b>Subregion</b>	<b>% of Program</b>	<b>Benefit</b>
Central County	30.70%	\$378,512
East County	26.60%	\$327,961
Southwest	20.50%	\$252,752
West County	22.20%	\$273,712

<b>Benefit Distributed to Subregions</b>				
<b>Subregion</b>	<b>% of Program</b>	<b>Total</b>	<b>Countywide</b>	<b>Subregional</b>
Central County	30.70%	\$536,617	\$158,105	\$378,512
East County	26.60%	\$464,951	\$136,990	\$327,961
Southwest	20.50%	\$358,327	\$105,575	\$252,752
West County	22.20%	\$388,042	\$114,330	\$273,712
<b>TFCA County Total</b>		<b>\$ 1,747,938</b>		



COMMISSIONERS

Newell Arnerich,  
Chair

Lamar Hernandez-  
Thorpe, Vice Chair

Ken Carlson

Paul Fadelli

Federal Glover

Loella Haskew

Chris Kelley

Aaron Meadows

Sue Noack

Scott Perkins

Renata Sos

Timothy Haile,  
Executive Director

MEMORANDUM

**DATE:** May 16, 2024  
**TO:** Prospective Contra Costa County Project Sponsors  
**FROM:** Ying Smith, Director, Mobility Programs  
**SUBJECT:** Transportation Fund for Clean Air (TFCA) 40% Fund – Fiscal Year 2024-25 Call for Project

**Draft Applications Due by 5PM on Wednesday, June 5**

The Contra Costa Transportation Authority (CCTA) is pleased to announce a Call for Projects in the Transportation Fund for Clean Air (TFCA) 40% Fund for the Fiscal Year (FY) 2024-25 cycle.

In 1991, the California State Legislature authorized the Bay Area Air Quality Management District (Air District) to impose a \$4 surcharge on motor vehicles registered within the Bay Area to fund projects clean air projects. The Air District allocates this revenue through its TFCA program to fund eligible programs and projects. Forty percent (40%) of these TFCA funds are pass-through funds to the designated county Administering Agency in each of the nine counties within the Air District’s jurisdiction based on the county’s proportionate share of fee-paid vehicle registration. CCTA has been designated as the Administering Agency for the TFCA 40% Fund in Contra Costa County and is responsible for administering the County program including annually adopting a program of projects that meet the legislative requirements of the program.

The FY 2024-25 TFCA 40% Fund Expenditure Plan includes \$1,747,938 in TFCA 40% Fund for allocation. CCTA is required to allocate all funds to eligible projects and programs. The fund year begins July 1, 2024, and projects can begin as early as July 1, 2024.

All interested parties should review the Air District FYE 2025 TFCA 40% Fund County Program Manager Guidance. All guidelines and requirements apply to this Call for Projects. Additionally, at the May 15, 2024 meeting, the Authority Board approved the TFCA 40% Fund Policy that outlines fund allocation principles and program/project selection procedure.

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

**Call for Projects Schedule** (subject to change)

May 16, 2024	CCTA Releases TFCA Call for Projects
thru May 31, 2024	Upon request, CCTA staff provides assistance to Project Sponsors to complete draft project documents.
June 5, 2024, 5pm	Project Sponsors submit draft Project Information Form and Cost Effectiveness Worksheet including budget and TFCA funds request to the Authority.
thru July 2, 2024	CCTA and Regional Transportation Planning Committees (RTPC) staff review and collaborate on selection of eligible submittals, with input from Project Sponsors.
July 2, 2024	Project Sponsors informed of Projects moving to final draft with suggested updates.
July 11, 2024, 5pm	Project Sponsor submit final project requests with Project Information and Cost Effectiveness Worksheet
thru August, 2024	Selection of recommended Countywide Projects by Authority and selection of recommended Subregional Projects by RTPCs
September 18, 2024 (tentative)	Present recommended projects to CCTA Board Authority for approval
September 2024	CCTA and Project Sponsors execute funding agreements.
November 15, 2024	Deadline for Administering Agency (CCTA) to allocate funds identified in the Expenditure Report and submit new FYE 2025 projects to the Air District

**Application Materials**

Application materials, and submittal process steps are available at the following Dropbox link.

<https://www.dropbox.com/scl/fo/59e4upt2ba4siho1f6acd/h?rlkey=21kxzylfrtqtc9h9w7ii91lwc&dl=0>

Dropbox folder contents include:

- *Start Here* document outlining the steps to submit projects
- Full schedule of Call for Projects activities
- Air District FYE 2025 TFCA 40% Fund County Program Manager Guidance
- Resolution 24-16-G: CCTA Transportation Fund for Clean Air 40% Fund Policy
- FY 2024-25 TFCA 40% Fund Expenditure Plan
- Required project submittal documents:
  - o Project Information Form
  - o Cost Effectiveness worksheets for all project types
- Reporting forms for project fund year for all project types
- Project Submittal and Benefit Calculation Worksheet
- Funding acknowledgment requirements and logos
- Funding Agreement Template

**Draft Applications Due by 5PM on Wednesday, June 5**

**FOR MORE INFORMATION**

For more information on this Call for Projects, please contact myself at [ysmith@ccta.net](mailto:ysmith@ccta.net) AND Laurie Talbert, Advanced Mobility Group ([laurie@amobility.com](mailto:laurie@amobility.com)).

For assistance with completing a draft project request, one-on-one assistance is available Wednesday's: May 22 and 29 between 12pm and 4pm. Please contact Laurie Talbert ([laurie@amobility.com](mailto:laurie@amobility.com)) to schedule a time.

Sincerely,

*Ying Smith*

Ying Smith,  
Director, Mobility Programs



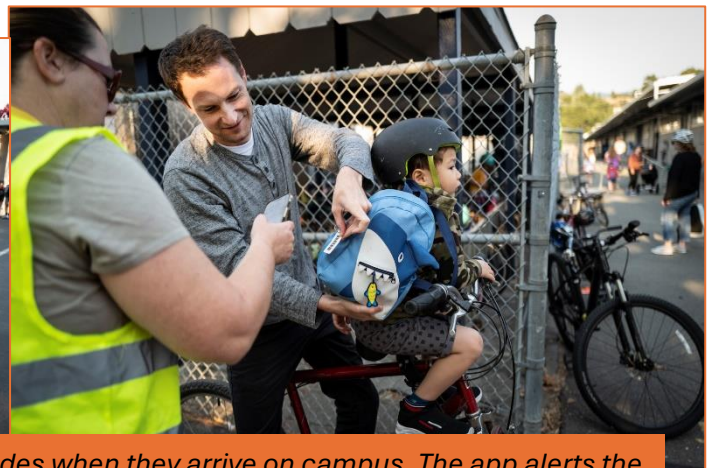


## Creating a Weekly Walk & Roll Program: Active4me Case Study: Pleasant Hill Elementary School

### About

Bike.PHE is the PTA sponsored bike club at Pleasant Hill Elementary School (PHE) that runs various events, including **Walk and Roll Wednesdays**. This program was created by parent volunteer **Cara DeJong**: [mrsscaradejong@gmail.com](mailto:mrsscaradejong@gmail.com).

Walk and Roll Wednesdays occur weekly at PHE, rain or shine. Using the Active4me app, volunteers greet and scan participating students when they arrive on bikes, scooters, or by walking. Active4me records students' trips, miles traveled, and CO2 saved. The app is easy to use, and the dashboard allows schools to customize their incentives. PHE students, for example, receive a "dino charm" for every fourth trip that gets recorded. Students can collect new charms all year and keep them on a Bike.PHE key ring which attaches to backpacks. The app can also send notifications to parents when their children are checked in at school.



*Student and adult volunteers scan students' barcodes when they arrive on campus. The app alerts the scanner if a student has earned a "Dino Charm," and if so, the student immediately receives a charm.*



*A collection of "Dino Charms" can be seen on a student's key ring at the end of the school year.*

*Key Rings are provided to participating students and attach to students' backpacks. Each key ring tag has a unique barcode on the back.*

## Start Up Toolkit: The Steps to Success

### 1. Gauge Interest and Get Approval

- Meet with your site’s principal, staff members and/or funding body to receive approval and funding. Funding may be available from [Street Smarts Diablo](#). The cost to start PHE’s Walk and Roll program was \$1500 and was initially funded by the Parent Teacher Association and later reimbursed by Street Smarts Diablo. See [Budget page](#) for cost break down.
- School district approval may also be required to approve the Active4me app; **MDUSD has already granted its approval.**

### 2. Set Program Goals: How often? What modes will be rewarded?

- PHE’s Walk and Roll Wednesday runs every week from 7:30-8:05am. The goal of this event is to encourage the whole PHE community to get to school in an active way on Wednesdays (walk or roll).
- Schools in Davis use the Active4me app to record bicycle trips only.
- Schools could also choose to reward students who use public transport.

**4. Build Support:** If possible, find a teacher, principal, or staff member who is willing to act as a co- coordinator for help with communications and school-wide organization.

### 5. Create Logo for Branding and Outreach



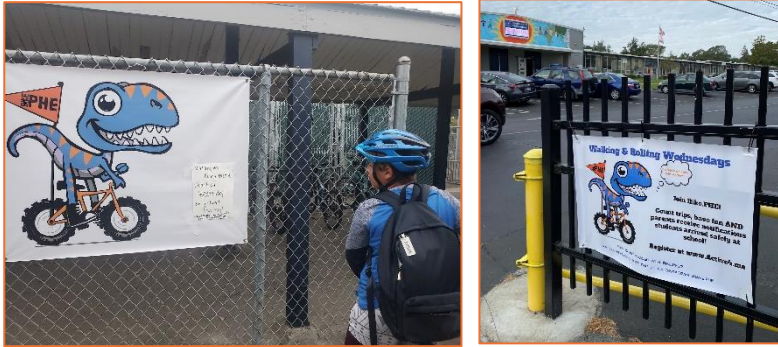
A parent or teacher may be able to help design a program logo. PHE hired the comic and video game illustrator [Dave Clifford](#). Use the logo on key rings, banners, social media, and other forms of outreach to advertise the program.

### 6. Supplies

- Purchase [key rings](#) and [barcode key tags](#) which will be scanned by the Active4me app and can be affixed to backpacks.
- Purchase vinyl banners:
  - **Communication Banner** to hang at your school’s ‘hub site,’ where student check in will occur. (PHE’s hub site is at the bike cage.) Leave a blank space on the banner for affixing news updates.



- **Advertising Banner** to hang in front of school for parent information.



## 7. Incentives: Trip Charms

PHE's "Dino Charms" have been very successful in motivating and rewarding students.

- Incentive an action that is equitable, like 'Trips'
  - PHE students, for example, earn a Dino Charm that can be added to their Bike.PHE key ring every 4 trips (on average once per month)...it's exciting, collectable and ***doesn't end up in the garbage.***
- Program your prize into the Active4me Dashboard.
- When a student's trip qualifies for a prize, the person scanning barcodes receives an instant alert that a milestone has been achieved.
- Prizes should be awarded at the moment of achievement. (Bonus: This eliminates follow-up issues for the volunteers!)
- Other incentives could include weather incentives, games for grades, contests between classes, goals for the school, etc.



## 7. Purchase **Active4me Subscription** and Notification Package

- Note: The Active4me scan app only works on iPhones and iPads.
- A one-year subscription costs \$249 for up to 500 students. If parents register their phone numbers, they can opt in to receive notifications that are sent by the app when their child's barcode is scanned. The base subscription allows 2,500 text notifications per year; schools may need to purchase additional notifications if usage is high.



- PHE spent \$260 for a one-year subscription and an additional 500 notifications in the first year.
- The Active4me platform allows organizers to create prizes for defined accomplishments. The app automatically keeps track of students' progress and alerts the scanner when a prize should be awarded.
  - At PHE, students earn a Dino Charm on every fourth trip.

## 8. Advertise

- Use your school's communications channels to advertise (enews, social media sites, website, etc.)
  - Making a [video](#) promoting the program with school staff or principal can be exciting for your community and demonstrates the school's support.
  - A [social media page](#) can inform parents of news and build excitement.
  - Include a registration station at All-in-One Day and/or Back to School Night

## 9. Register Students

- Registration process can vary:
  - **“Quick start”** automatically creates student accounts when a barcode is scanned, using default stats for trip distance and mode when recording trip data. To use the Quick Start method, simply distribute key rings and barcode key tags to every student. No paperwork is needed, parents do not have to provide any data, and all students can participate immediately. Notifications will not be sent unless a parent enters their student's barcode to create a free account on Active4me website. Quick and easy!
  - **Individualized registration** requires parents to enter their student's user name (can be anonymous), distance traveled (home address not required), grade, mode of travel, and parent's phone number for text notifications (optional).
- Active4.me enables parents to register directly on their website. The [form](#) can be edited by your school's Active4me administrator to include school specifics. If required by your school, parents can print out the form, sign it and turn it in at school.
  - PHE requires a wet signature from parents, so participants must print and return a hard copy to school.

## 10. Recruit Volunteers

Ask for volunteers when advertising the program. Seek volunteers at All-In-One Day, Back to School Night, on event days, etc. Parents who cannot volunteer during the work day may enjoy an opportunity to volunteer for 30-minutes before work.

- The Active4me dashboard allows administrators to directly email registered parents
- Use a Signup Genius for volunteers to register for shifts
  - PHE uses a paper [registration form](#) and asks for volunteer support on the form.

### 11. Other: 5th grade Scan Club

Bike.PHE started scan club for 5th graders in which they arrive early every Wednesday to scan. See [Schedule here](#), see [Scanner training](#) doc. Monthly lunch meetings include skills training: leadership, responsibility, community service, communication, and more.



### In Conclusion....

**Pre-program:** PHE *averaged 20* bikes and scooters per day

### Year 1, 2022/23

In the first 6 weeks of school, PHE had 217 students enrolled with an average of 120 students participating each week. A **high of 90** bikes and scooters and an **average of 44** bikes and scooters on non-Wednesdays



### Year 2, 2023/24

In the first 6 weeks of school, PHE had 350 students enrolled with an average of 200 students participating each week. A **high of 113** bikes and scooters and an **average of 60** bikes and scooters on non-Wednesdays.



### The Future

Imagine a school where every child has been exposed to the idea that getting to school in an active way is normal and encouraged...what could that look like?!

**“One person can make a difference, and everyone should try.”**

-John F. Kennedy



Date: May 10, 2024

**FINAL REPORT FORM 1 – TRIP REDUCTION**

**For Ridesharing; Shuttle/Vanpool; Carpool/Transit Information;  
Rail-Bus Integration; Smart Growth; and Pilot Projects**

TFCA Project # <u>23CC02</u>	Initial TFCA \$ Awarded: \$ <u>867,479</u>
	Total TFCA \$ Awarded: \$ _____
Total TFCA Funds Expended by County Program Manager: \$ _____	
	Total Project Cost: \$ <u>867,479</u>
Project Sponsor: <u>Contra Costa Transportation Authority / 511 Contra Costa</u>	
Project Title: <u>Central/East SOV Trip/Emissions Reduction Program</u>	
Contact: <u>Ying Smith</u>	
Phone: <u>925.256.4748</u>	E-mail: <u>ysmith@ccta.net</u>
Project Start Date: <u>03/20/2023</u>	Date Project Made Available for Use: <u>March 2023</u>
Date Total TFCA Funds Expended: <u>\$867,479</u>	
Were extensions granted to the TFCA expenditure deadline? Yes: _____ No: <u>x</u>	
If yes, how many 1-year extensions were granted? 1: <input type="checkbox"/> 2: <input type="checkbox"/> (double-click to check)	
Final Cost-Effectiveness Value: \$ <u>64,743</u> / ton (weighted)	
Does your Project's contract allow for Administrative Costs to be reimbursed? Yes: _____ No: <u>x</u>	
If yes, how much Administrative Costs have been reimbursed (total)? \$ _____	

Complete the section(s) that apply(ies) to the type of project implemented. Use additional sheets as needed.

**1. Project Description:** Provide a brief description of the project implemented. Include all applicable information if the scope of the project changed in any way since it was originally approved.

March 20, 2023 – February 29, 2024

511 Contra Costa (Central/East SOV Trip/Emissions Reduction Program) used TFCA funds to implement vehicle trip and emissions reduction programs to employers, municipalities, K-12 schools, colleges, commuters, and residents in Central and East Contra Costa including the cities and unincorporated areas of Antioch, Bay Point, Brentwood, Byron, Clayton, Concord, Discovery Bay, Knightsen, Martinez, Oakley, Pacheco, Pittsburg, Pleasant Hill, and Walnut Creek.



## Employer/Community Outreach

Staff participated in the following employer and community events:

Event	City
(16) Green Business Compliance Consultations	Various
Contra Costa Centre Community Transportation Fair	Walnut Creek
Bay Area Bike Swap Festival	Walnut Creek
Green Footprint Festival	Pittsburg
East Bay Leadership – Transportation Panel Presentation	Walnut Creek
Shadelands Business Park August 2023 newsletter feature	Walnut Creek
(2) Bike to Work Day Energizer Stations (and sponsored to 25 stations)	Various (9 cities)
(2) Contra Costa County Library Community STEM events	Bay Point / Brentwood
(2) Bicycle Valet Service	Brentwood/Concord/PH
(27) Summer Bike Challenge Events	Various (9 cities)
(12) Summer Bike Challenge Events (virtual)	Countywide
(3) School Trip Reduction Program: Walk & Roll to School Events	Various (3 cities)
(22) School Trip Reduction Program: Bike-Ped Safety Assemblies	Various (4 cities)
Youth/Community Based Active Transportation: National Night Out Safety Event	Pittsburg
City of Brentwood Benefits Fair	Brentwood
(2) Contra Costa Office of Education Benefits Fairs	Pleasant Hill/Antioch
(2) CCTA Summer Event Series- Farmers Market Booths	Brentwood/Concord
CCTA Summer Event Series- Pleasant Hill “Tinkers & Thinkers” community event	Pleasant Hill



## Communications

- ✓ Monthly e-newsletter distribution to more than 28,500 subscribers with continued growth in both newsletter opens and clicks. The average open rate: 40.1%; average click rate: 3.3%.
- ✓ 511 Contra Costa staff responded to more than 80 new customer and employer inquiries made by phone, or email.
- ✓ 511 Contra Costa customized Commute Coach trip planning assistance was provided to 27 customers.
- ✓ More than 215 unique users visit the 511 Contra Costa website daily, with more than 8,250 average visits and 11,500 average page views monthly.

- ✓ X/Twitter continues to be 511 Contra Costa's most successful social media platform with the widest reach and most impressions.
  - Nearly 450 original tweets
  - Audience of 3,800 followers
  - Tweets generated a total of 166,000 impressions
  - Nearly 3,000 engagements
- ✓ Facebook
  - More than 525 original Facebook posts
  - Audience of nearly 1,450 followers
  - Posts generated a total of 60,000 impressions
  - Posts received more than 2,200 Likes, Shares and Comments
- ✓ Instagram
  - 304 original Instagram posts
  - Instagram posts generated 35,000 impressions
  - Posts received more than 1,500 likes and reactions
  - A growing audience of 1,405 followers
- ✓ LinkedIn
  - 511CC's interaction on LinkedIn focused on employer outreach and sharing partner information and resources. LinkedIn engagement continues to grow year over year.
- ✓ 511 Contra Costa joined the newest social media platforms, Threads and Mastodon, and began posting content.

## Collaboration with Partner Agencies

- ✓ BAAQMD's Spare the Air Youth TAC
- ✓ Quarterly Regional Active Transportation Working Group
- ✓ Contra Costa Sustainability Exchange
- ✓ 211 Contra Costa Crisis Center
- ✓ Contra Costa County Green Business Program Partners
- ✓ Diablo Valley College, Los Medanos College, and Contra Costa Community College District Sustainability Committees
- ✓ City and County staff (9 cities): traffic engineers, planners, and outreach personnel
- ✓ Six School districts for bike/ped education and encouragement programs
- ✓ Contra Costa County Library for multiple program promotions
- ✓ County Connection, Tri Delta Transit, WestCAT, and FAST
- ✓ CCTA's Countywide Bicycle and Pedestrian Advisory Committee
- ✓ TRANSPAC and TRANSPAN Regional Transportation Planning Committees
- ✓ Sustainable Contra Costa
- ✓ Bay Area Bike to Work Day Working Group



## Commuter Incentive Promotions

### Drive Less Commuter Program

The countywide commuter incentive program known as the Drive Less Commuter Program provided a \$25 incentive to commuters 18 and older who commute to or from Contra Costa for work and pledged to try an alternative form of transportation instead of driving alone. Commuters could elect carpool, transit, vanpool, bicycle, walk, or telecommute.



**1,645** individuals participated in the Drive Less Commuter Program. Having regular access to a vehicle was a requirement for eligibility; this included either owning an automobile, getting rides, and/or being a frequent solo passenger of Uber/Lyft. The Work from Home option required that participants had the option to work onsite rather than being required to work from home. Applicants also had to commit to completing a program follow-up survey.

### Transit Incentive Promotions: BOGO Bus Passes

Elements of this countywide commuter incentive promotion include special Buy-One Get-One Free promotions on express bus service for Tri Delta Transit and WestCAT. A total of **23** transit passes were provided as part of the Buy-One Get-One Free promotion to Contra Costa residents or employees. The type and quantity of passes distributed for each agency was as follows:



Tri Delta Transit	BOGO	20-Ride Pass	10
WestCAT	BOGO	Lynx 31-Day Pass	13
<b>Total</b>			<b>23</b>

## Seasonal Trip Reduction Incentive Programs

### 2024 Leap on Transit - Tri Delta Transit Pass Promotion



511 Contra Costa offered free 20-ride bus passes in East Contra Costa County on Tri Delta Transit during the month of February to encourage transit ridership and to reduce congestion on Highway 4.

Passes were limited to one adult per household who lives or works in Contra Costa County and commutes to work by driving alone, getting a ride, or using Uber/Lyft. Applicants also had to commit to completing a program follow-up survey. A total of **261** eligible program applicants received a bus pass; an additional 42 participants received passes but were not counted in cost effectiveness due to participation/duplication in other programs.

### 2023 Discover & Go



\$20 Clipper cards were provided to Contra Costa residents who participated in the Contra Costa Library’s Discover & Go program and who indicated they would use public transportation (bus or BART) instead of driving to the Discover & Go venues.

Eligible venues were determined based on proximity to a BART station or transit stop. Once a library card holder printed their pass from a predetermined venue in the Clipper card offer, a special 511 Contra Costa clickable banner appeared on their Discover & Go pass, encouraging them to consider transit for their trip. A total of 413 households applied and 258 households were deemed eligible for the offer. Households could receive up to two Clipper cards each. A total of 497 tickets were distributed. Eligible applicants were asked how they would get to the venue if they didn't have the Clipper card. Of the 258 household recipients:

- 160 (62%) indicated they would drive alone or use Uber/Lyft
- 70 (27%) indicated they would carpool
- 13 (5%) indicated they would take public transportation
- 9 (3 %) wouldn't be able to go
- 6 (2 %) indicated they would bike/walk

## Seasonal Active Transportation Incentive Programs

### 2023 Bike to Work Day / Bike to Wherever Days (BTWD)

511 Contra Costa promoted Bike to Wherever Days during the month of May with promotional information and safety education for drivers and cyclists. Leading up to the May 18th Bike to Work Day event, 511 Contra Costa participated in the regional BTWD Working Group and coordinated logistics for volunteer organizations to host Energizer Stations at 27 locations throughout central and east Contra Costa County. 511 Contra Costa staff hosted an AM and PM Energizer Station at a popular regional bike trail location.



### 2023 Summer Bike Challenge

Summer Bike Challenge (SBC) was offered countywide and used proven methods of behavior change to motivate and condition participants to choose biking instead of driving for local trips. The program featured three ways to participate: 1) a static gameboard (unique to each city) tasked residents of all ages to bike to 12 specific local destinations any time June-August; 2) three in-person events per city were hosted by 511CC staff where participants could collect small prizes for arriving on a bicycle; and 3) participants were emailed a weekly "Bonus Bike Ride Challenge" to incentivize participation. The various program elements resulted in high levels of engagement with participants reporting more biking and less driving. In 2023, a total of 3,067 people registered for the program countywide. Of those, *1,866 were registered in cities within central and east Contra Costa County*. In those regions, **1,717** (92%) stated on their registration form that driving was their main form of transportation. Follow-up survey data shows that SBC participants averaged 147 bike trips per year with an average one-way trip distance of 5 miles.



### 2024 Winter Walk Challenge

Winter Walk Challenge (WWC) is a popular 10-week program that asked participants to replace vehicle trips with walking instead. The program motivated and conditioned participants to choose walking for short trips and used proven methods of behavior change: gamification, positive weekly reinforcement, and public celebration of the accomplished tasks (walks). Trips were verified



when participants submitted weekly photos taken from assigned walk destinations such as their local transit station, library, school, grocery store, etc. A total of 2,377 adults and 988 children participated in 2024.

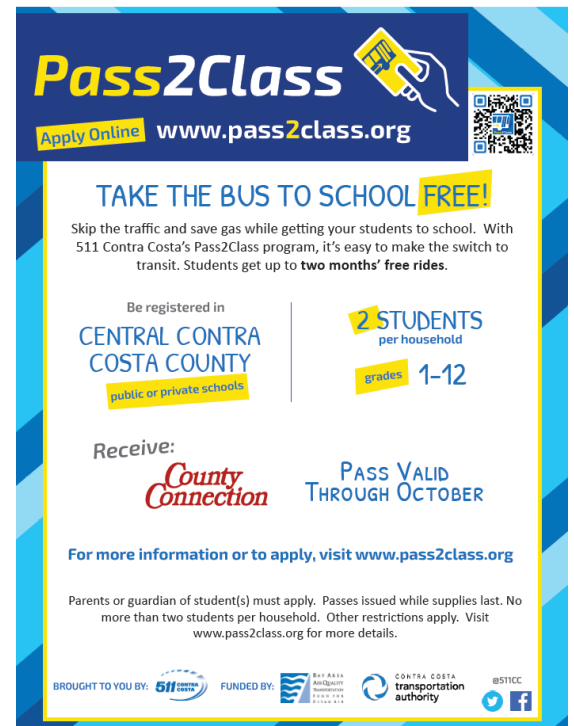
## School Trip Reduction Programs

### 2023 Pass2Class

As a back-to-school promotion, **2,376** Contra Costa students received limited-ride bus passes for County Connection or Tri Delta Transit to establish a transit habit at the start of the school year, resulting in fewer parents driving their children to school. The program offered passes for up to two children per household for a period of up to two months. Tri Delta Transit 20-Ride Passes were distributed to 1,110 students. County Connection flash passes – good for up to two months – were distributed to 1,266 students.

Pass2Class was promoted in English and Spanish via direct email to past participants, the 511 Contra Costa newsletter and website, social media posts, flyers to schools, city newsletters, and Supervisor’s newsletters.

To encourage participation in the follow-up survey, students that received free Tri Delta Transit passes in the fall were eligible for an additional pass in the spring. A total of 499 fall 2023 participants received an additional pass in early 2024. 511CC also asked schools to promote the spring Tri Delta Transit passes to encourage families with transportation issues to apply for a free bus pass. A total of 66 new families received a pass.



County Connection Students	2-Month Flash Pass	1,266
Tri Delta Transit Students	2 each 20-Ride Pass	1,110
<b>Total</b>		<b>2,376</b>

### 2023 Summer Youth Pass



The Summer Youth Pass encourages students to use public transit during the summer. In partnership with WestCAT, Tri Delta Transit, and County Connection, 511 Contra Costa offered a youth bus pass valid on all three agencies’ services from June through August. The pass sold for \$30 and 511CC supplemented the purchase price with an additional \$30, paying a total of \$60 to the transit agencies for each pass sold.

To qualify for the \$30 pass, students had to be aged 6-18 and live, work or attend school in Contra Costa County. Families could purchase up to five passes. Passes were sold through an online store operated by 511CC and at transit agency Customer Service Offices. A total of 236 passes were sold, including **179** in the Central/Eastern regions of Contra Costa. Follow-up surveys showed most students used the passes to get to summer school or summer jobs.

### 2023 SchoolPool Youth Carpool Promotion

The SchoolPool Youth Carpool program encourages county residents to share rides to/from school and after-school activities. The program ran in September and October of 2023. Parents were asked to register their carpool for a chance to win one of ten \$250 “Back to School” Target shopping sprees. To qualify, carpools had to include riders from at least two different households. All student age groups were eligible, applicants had to live or attend school in Contra Costa County, and online applications were available in English and Spanish.



SchoolPool was promoted in the monthly newsletter, social media, and direct email to schools in central and eastern Contra Costa. A total of 425 participants registered, including **230** who reported that without the carpool the student would have commuted alone via automobile to school. The average number of households in each registered carpool was three, which means eight one-way trips were eliminated per school day; the average one-way trip length was four miles.

### Youth Bicycle-Pedestrian Traffic Safety Education Program: Street Smarts Diablo in East Contra Costa

511 Contra Costa staff provided bicycle and pedestrian safety education, ‘Walk & Roll to School’ active transportation encouragement events, and a Bicycle Helmet Program at public elementary and middle schools in eastern Contra Costa under the Street Smarts Diablo brand. Safety assemblies were performed at 22 elementary schools and Walk & Roll to School events were held at three middle schools.



## 511CC Marketing

**Marketing Materials:** The following materials were provided to the public and employers: Drive Less postcards, lip balm, sunscreen, t-shirts, pencils, pens, bike/walk lapel pins, rubber wrist bands, blinking walk-safety lights, reflective bike helmet stickers, bike bells, bike lights, youth bicycle helmets, temporary tattoos, youth bike-ped safety activity booklets, lanyards, promotional flyers and posters, and seed packets. 511CC also distributed transit schedules/maps, Clipper card information, and bike/ped maps provided by other organizations.

**511CC Website:** 511CC continued to update its countywide website to modernize the look and make it easier to navigate. Revisions included updating graphics and photos, refreshing text, adding new program pages, and streamlining navigation.

**511CC Incentives Branding:** Branded illustrations are used for each 511CC incentive program for a consistent look and to visually represent what is offered with each incentive. In 2023, new graphics were created for the SchoolPool carpool program as well as new bike and walk graphics that can be used to promote active travel modes.