

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

**THURSDAY, SEPTEMBER 12, 2024**

**REGULAR MEETING**

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

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

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

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

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

<https://us02web.zoom.us/j/81008523544?pwd=VmNrZ1B0STBmQ3pyTkVLb0l4eFV3Zz09>

Meeting ID: 810 0852 3544 Password: 142767

Phone Access: To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID: 810 0852 3544 Password: 142767

**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.

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

**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 before the time of the meeting.

1. Convene Regular Meeting / Pledge of Allegiance /Self-Introductions
2. Public Comment. At this time, the public is welcome to address TRANSPAC on any item not on this agenda. Please refer to the “Public Comment” section above for participation guidance.

<b>ACTION ITEMS</b>
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**3. CONSENT AGENDA.**

**a. APPROVAL OF MINUTES 🌀 Page 7**

- Minutes of the June 13, 2024, TRANSPAC Board meeting.

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

- CCTA Executive Director Timothy Haile’s Report July 17, 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 June 27, August 2, 2024.

**d. RTPC MEETING SUMMARY LETTERS: 🌀 Page 27**

1. TRANSPAC – Meeting summary letter dated June 13, 2024
2. TRANSPLAN – Meeting summary letter dated June 21, 2024.
3. SWAT – Meeting summary letter dated July 9, 2024.
4. WCCTAC – Board Meeting Summary dated June 28, 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/2024/08/9a.FINAL\\_Fixed-Route-Report-July-2024.pdf](https://countyconnection.com/wp-content/uploads/2024/08/9a.FINAL_Fixed-Route-Report-July-2024.pdf)

3. County Connection Link Monthly Report:  
<https://countyconnection.com/wp-content/uploads/2024/06/7b.Paratransit-MOP-Report-April-2024.pdf>
4. The CCTA Quarterly Project Status Report may be downloaded at:  
<https://ccta.net/wp-content/uploads/2024/06/QPSR-Apr-Jun-2024-Final-Combined-Package.pdf>
5. The CCTA Board Meeting was held on July 17, 2024. The next meeting is scheduled for September 18, 2024.
6. The CCTA Administration & Projects Committee (APC) Meeting was held on September 5, 2024. The next PC Meeting is scheduled for Thursday, October 3, 2024.
7. The CCTA Planning Committee (PC) Meeting was held on September 5, 2024. The next PC Meeting is scheduled for Thursday, October 3, 2024.
8. The CCTA Calendar for September 2024 and October 2024 may be downloaded at:  
<https://ccta.primegov.com/Portal/viewer?id=0&type=7&uid=f0c41072-41e9-4714-ac48-8d43c1396cd1>

**f. CORRESPONDENCE AND COMMUNICATION. 🌀 Page 35**

1. **PRESTO Martinez Preview Celebration – September 12, 2024.** Contra Costa Transportation Authority is launching a new autonomous vehicle pilot project connecting riders to different stops throughout the City of Martinez. This free event will offer an opportunity to ride the new shuttle as well as hear guest speakers. Refreshments will be provided. See flyer attached.
2. **TRANSPAC Letter of Support for CCTA Safe Streets and Roads for All Application.** On behalf of TRANSPAC, staff submitted a letter of support for the Contra Costa Transportation Authority’s Multi-Jurisdiction Countywide Corridor Planning, Speed Reduction, and Safe System Demonstration Project Application to the United States Department of Transportation (USDOT) Safe Streets and Roads for All Program (SS4A).

**g. TRANSPAC QUARTERLY FINANCIAL REPORT.**

The TRANSPAC JPA calls for the reporting of certain financial information on a quarterly basis. This report contains a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2023/24 for the period ended June 30, 2024, as well as additional financial reports. 🌀 **Page 39**

**ACTION RECOMMENDATION: Accept the quarterly financial report for the period ended June 30, 2024.**

Attachment: Staff Report

**h. TRANSPORTATION FUND FOR CLEAN AIR (TFCA) FUND – FISCAL YEAR 2024/2025 CALL FOR PROJECTS. 🌀 Page 45**

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. CCTA released a call for projects for the TFCA funds for FY 2024-2025 on May 16th and final applications were due on July 11th.

**ACTION RECOMMENDATION: Approve the TFCA project submittals and funding strategy which will allocate \$294,000 in available subregional TFCA funding and \$37,616 in available Measure J Line 21a funding for the Walnut Creek Bikeway Project and the 511 Contra Costa “Active 4 Me” Program and community engagement initiatives proposed for the FY 2024-2025 TFCA cycle.**

Attachment: Staff Report

**END CONSENT AGENDA**

- 4. AUDIT SERVICES FOR TRANSPAC.** The TRANSPAC JPA specifies that an independent audit is to be made by a certified public accountant to assure compliance with requirements of Government Code Section 6505 regarding the strict accountability of all funds. Based on the estimated value of work of under \$7,500 annually, staff worked with the City of Pleasant Hill Finance director to identify three accounting firms located in the TRANSPAC subregion and requested proposals for the TRANSPAC financial reviews and audit (services). Two of the firms declined to submit a proposal due to the relatively small scale of the TRANSPAC JPA audit work required. Cropper Rowe submitted a proposal. Cropper Rowe staff have been conducting the audits for TRANSPAC since FY 2016/2017. 🌀 **Page 51**

**ACTION RECOMMENDATION: Award the TRANSPAC JPA financial reviews and audit (services) contract for FY 2023/2024 TO FY 2025/2026, with options for two additional years, to Cropper Rowe.**

Attachment: Staff Report

- 5. TRANSPAC WORK PLAN AND BUDGET FOR FISCAL YEAR 2024/2025.** TRANSPAC has a contract with Gray Bowen Scott (GBS) to provide Managing Director and Secretary/Clerk services. The FY 2023/2024 budget for the GBS Contract was \$286,000. GBS expended more time than anticipated on TRANSPAC tasks including transitioning back to in person meetings, increases in the Measure J Line 20A programming efforts, and the new Transportation Fund for Clean Air Policy implementation and incurred costs of \$314,243 in FY 2023/2024, an overage of about 10% or \$28,243. 🌀 **PAGE 61**

**ACTION RECOMMENDATION:** The TRANSPAC Board is requested to approve a contract amendment to augment the budget of the GBS Managing Director and Clerk of the Board Contract by \$28,243, bringing the contract total from \$286,000 to \$314,243 for the FY 2023/2024 period. The Board is also requested to authorize the use FY 2024/2025 contingency budget to fund the contract amendment cost.

Attachment: Staff Report

<b>INFORMATION ITEMS</b>
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- 6. TRANSPAC CCTA REPRESENTATIVE REPORTS.**
- 7. METROPOLITAN TRANSPORTATION COMMISSION REPORT.**
- 8. CONCORD NAVAL WEAPONS STATION UPDATE.**
- 9. TAC ORAL REPORTS BY JURISDICTION.**
- 10. BOARD MEMBER COMMENTS.**
- 11. MANAGING DIRECTOR'S REPORT.**
- 12. ADJOURN / NEXT MEETING.**

The next regular meeting is proposed for October 10, 2024, at 9:00 A.M at the Pleasant Hill City Hall Large Community Room at 100 Gregory Lane, Pleasant Hill. There will be a remote teleconference option for members of the public. Remote teleconference information for members of the public will be included in the posted meeting materials.

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## TRANSPAC Committee Meeting Summary Minutes

**MEETING DATE:** June 13, 2024

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

**PLANNING COMMISSIONERS PRESENT:**

**STAFF PRESENT:** Ryan McClain, Pleasant Hill; Laurie Talbert, Advanced Mobility Group; Pranjal Dixit, County Connection; Abhishek Parikh, City of Concord; Rob Jaques, BART; Matt Todd, TRANSPAC; Tiffany Gephart, TRANSPAC; Irina Nalitkina, TRANSPAC

**MINUTES PREPARED BY:** Irina Nalitkina

### 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**

There were no actions taken during the closed session.

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

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

**4. Public Comment**

There were no comments from the public.

**5. Consent Agenda**

**a. Approval of Minutes:**

- **Minutes of the May 9, 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.

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

**End Consent Agenda**

**6. TRANSPAC WORK PLAN AND BUDGET FOR FISCAL YEAR 2024/2025.**

Matt Todd stated that 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. Mr. Todd noted that the GBS contract with TRANSPAC underwent a formal procurement process in 2016. Since then, it has been renewed annually as a time and materials contract, currently extending through June 30, 2024. The draft contract proposes an extension to June 30, 2025, with a budget of \$312,000 for the next year.

Commissioner Noack suggested that the Concord Naval Weapons Station be listed as a regular agenda item for Commissioner Obringer to update monthly, similar to CCTA updates. She emphasized the importance of coordination with CCTA regarding TFCA funding, suggesting more discussion among members about potential enhancements for their communities. She asked for comments from others.

Commissioner Obringer sought clarity on the work plan item related to regional housing targets. She expressed concern about the practice of tying transportation funding to housing projects. She questioned whether the work plan item implied passive acceptance of this policy and asked for further explanation. Mr. Todd explained that the agenda item was a carryover from the previous year, intended to address TRANSPAC's role in supporting local agencies through the Regional Housing Needs Allocation (RHNA) process. Commissioner Noack clarified that the item was meant to address transportation support for housing developments during the RHNA process. She suggested rewording the agenda item to better reflect its intent and mentioned upcoming issues related to transportation and housing, such as the regional housing measure on the November ballot and the Transit-Oriented Communities (TOC) Policy from the Metropolitan Transportation Commission (MTC).

Commissioner Haskew highlighted the need to consider the impact of increased population on transportation demand, particularly in areas like Concord. She stressed the importance of addressing transportation challenges linked to housing developments. Commissioner Cloven confirmed that the original intention of the work plan item was to address the funding gap for transportation in light of increased housing requirements. He supported the idea of revising the wording to accurately capture this focus.



The conversation then shifted to other work plan items, including the importance of electric vehicle (EV) charging infrastructure. Mark Ross suggested that funds from the VW settlement through the Air District and state programs be leveraged to enhance EV infrastructure, particularly in multifamily housing areas. Commissioner Noack acknowledged this as a significant issue, and Mr. Todd proposed adding the Air District to the list of partners for EV infrastructure projects.

***On a motion by Commissioner Obringer, seconded by Commissioner Haskew to approve the 2024-2025 work plan with the discussed amendments, Budget and the GBS Managing Director and Clerk of the Board contract amendment for FY 2024/2025. The item was approved by a unanimous vote of the members present (Noack, Obringer, Ross, Haskew, Cloven).***

**7. MEASURE J LINE 20A FUND DRAFT PROGRAM—FY 2024/2025 AND FY 2025/2026 PROGRAMMING CYCLE.**

Ms. Gephart mentioned that the Board approved the draft program, including funding for various services and initiatives, totaling around \$1.4 million. Ms. Gephart noted the status update for project sponsors' reimbursement requests as of late May 5, 2024, highlighting that about \$767,000 of the \$1.2 million allocated has already been invoiced for. She mentioned some anticipated leftover funding and explained the policy details regarding the reimbursement timelines.

Commissioner Obringer confirmed the agreement on the numbers from the last month and sought confirmation on the final approval. Commissioner Noack affirmed the agreement on the figures and sought a roll call vote for final approval. Ms. Gephart confirmed no changes to the program.

***On a motion by Commissioner Obringer, seconded by Commissioner Haskew to approve the Final Draft Measure J Line 20a Funds Program for FY 2024/2025 and FY 2025/2026 by unanimous vote of the members present (Noack, Obringer, Ross, Haskew, Cloven).***

Measure J Line 20a Program Funding Policies

Ms. Gephart outlined five draft policies aimed at ensuring timely utilization of funds and transparency. She detailed requirements for reimbursement requests, project end dates, funding agreement execution, and final invoice submissions. Commissioner Noack clarified the allocation timelines and confirmed that the program would span two years. Commissioner Obringer sought clarification on specific policy dates and timelines.

Ms. Gephart corrected the dates and confirmed the timelines for submitting reimbursement requests and final invoices.

Commissioner Haskew inquired if TRANSPAC would remind project sponsors of upcoming deadlines. Ms. Gephart confirmed that reminders and policies would be sent out and that coordination with CCTA staff was ongoing.

Commissioner Noack emphasized the importance of including these policies in agreements to ensure understanding and compliance.

Mr. Todd noted the existing coordination with CCTA and explained the plan for sending out policies and the need for project sponsors to send copies of reimbursement requests. Commissioner Noack stressed the need for CCTA to provide reimbursement reports and expressed concern over unnecessary duplication of paperwork. Mr. Todd commented that the goal was to minimize additional work and confirmed that CCTA's tracking processes were being improved.

Commissioner Cloven asked about the enforcement of the new policies and the consequences of non-compliance.

Commissioner Noack explained that future funding would be contingent on compliance and that unused funds would be returned to the program. Commissioner Haskew suggested that TRANSPAC could clarify and streamline the policies further in collaboration with CCTA to ensure clarity and minimize extra work. Mr. Todd suggested that a clear communication of policies and consequences would be included in the letters sent to project sponsors.

Commissioner Noack acknowledged Commissioner Haskew's suggestion and called for a motion to approve the five policy changes.

***On a motion by Commissioner Obringer, seconded by Commissioner Haskew to approve the new Line 20a delivery policies to support the timely use of funding by unanimous vote of the members present (Noack, Obringer, Ross, Haskew, Cloven).***

#### County Connection Expenditure Deadline Extension Request

Ms. Gephart commented that staff received a request from County Connection to extend the expenditure deadline for their travel training program. She explained the reasons for the delays and recommended a one-year extension, though County Connection had requested two years, given that the program did not request funding for the current cycle.

Commissioner Noack provided additional context about the travel training program and its objectives.

Commissioner Obringer inquired about the program and the reasons for the delays, seeking to understand the justification for the extension.

Commissioner Haskew supported a one-year extension, recognizing the program's challenges and newness.

Commissioner Obringer seconded Commissioner Haskew's motion for a one-year extension and clarified her support after understanding the program's situation.

***On a motion by Commissioner Obringer, seconded by Commissioner Haskew to approve the expenditure deadline extension request from County Connection through June 30, 2025, for the Travel Training Program by unanimous vote of the members present (Noack, Obringer, Ross, Haskew, Cloven).***

## **8. Measure J Line 10 Funded Electronic Bicycle Facilities at Central Contra Costa Bay Area Rapid Transit Stations Project (10001-04).**

Mr. Todd explained that one of the Measure J programs, specifically Line 10, which pertains to BART parking, access, and other improvements. This measure covers various parts of the county and involves multiple RTPCs. It has a total allocation of \$41 million, out of which the TRANSPAC region receives \$13.7 million. To date, \$13.6 million of this has been programmed. Among the projects funded is the BART electronic bike facilities project, which received \$1.8 million.

Rob Jaques requested an amendment to the project scope for electronic bicycle facilities at Central Contra Costa stations. He highlighted the installation of bike lockers at the Walnut Creek Station and other bike parking facilities funded by this allocation. The original budget was just over \$1.8 million, with nearly \$1.4 million spent, leaving \$425,000 unexpended. Due to structural issues, the planned bike station at Concord was replaced with preferred bike lockers. The proposed amendment aims to use the remaining funds for Phase Two, which includes bike access improvements at multiple BART stations and implementing the BART Bicycle Preferred Path of Travel Capital Plan. The amendment would allocate \$425,000 for planning, environmental clearance, design, and possibly construction if funds remain.

Commissioner Obringer asked about funding for improvements at the Concord BART station. Mr. Jaques explained that BART would fund improvements on its property and coordinate with local jurisdictions for off-property enhancements.

Commissioner Cloven inquired about the purpose of the bike lockers, and Mr. Jaques clarified that the electronic aspect referred to the lockers themselves, which can accommodate various bike types, including e-bikes.

Mr. Todd asked Mr. Jaques to differentiate between BikeLink and BikeKeep lockers. Mr. Jaques explained that BikeLink provides access to lockers throughout the region via a card, while BikeKeep offers electronically locking racks that can be supplemented with traditional locks.

Commissioner Noack mentioned attending a ribbon-cutting for a BikeLink facility at Pleasant Hill, funded by Phase One of the project. Mr. Jaques noted that BikeKeep lockers are available at Pleasant Hill and Concord stations.

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

## **9. TRANSPORTATION FUND FOR CLEAN AIR (TFCA) FUND – FISCAL YEAR 2024/2025 CALL FOR PROJECTS.**

Ms. Gephart introduced the item and highlighted that CCTA approved the TFCA fund policy, authorizing the call for projects released on May 16, 2024. The initial project information and cost-effectiveness worksheets were due on June 5.

Commissioner Noack remarked that only two weeks were given to complete this task, and discussions at CCTA are ongoing.

Ms. Gephart elaborated on the policy points, stating that regions will receive a proportional benefit based on the job housing formula. She provided initial numbers for sub-regional and county-wide projects. For Central County, about \$177,000 is estimated for sub-regional programming. This information and the job housing formula calculations are detailed on page 85 of the policy. The countywide projects will be funded collaboratively with RTPC, with a request for input anticipated in July.

She further explained that Active4Me, one of the TRANSPAC subregional offerings, is an incentive program to encourage the use of active transportation and carpooling at schools. The program includes barcode tags for students scanned by school volunteers during incentive days. It aims to expand to various school districts and cities, including outreach activities, at an estimated cost of \$220,000.

Commissioner Noack mentioned that Pleasant Hill Elementary and Valhalla Elementary have used this program for a couple of years.

Ms. Gephart added that the goal is to expand the program to several school districts and cities, including tabling and outreach activities for the TRANSPAC area, through 511 Contra Costa.

The second sub-regional offering from the City of Walnut Creek is the Treat Boulevard bikeway, which requires \$104,000 in TFCA funds. This project will construct class 4 separated bikeways on Treat Boulevard, connecting various significant routes and improving safety and visibility.

Mr. Todd explained that the call for projects started in mid-May, with draft applications due on June 5, 2024. He participated in a scoring committee conference call, noting the quick timeline and the need for staff to review and adjust project scopes. The current process requires TRANSPAC board input on project priorities.

Commissioner Noack inquired about the members of the scoring committee.

Mr. Todd responded that it includes representatives from all RTPCs, with CCTA staff leading the review process.

He then reviewed the five countywide projects submitted: 511 brand, guaranteed ride home, pass to class, vanpool, and promotional campaigns, seeking TRANSPAC's prioritization.

Commissioner Noack expressed a desire for more information on the use and effectiveness of these programs, particularly the pass to class program.

Mr. Todd provided some data on the guaranteed ride home and vanpool programs, explaining their functionalities and user statistics.

Commissioner Noack suggested that future discussions include marketing strategies for these programs to understand their impact better.

Commissioner Haskew remarked on the small funding amount compared to the county's population, suggesting minimal impact from these programs.

Mr. Todd then discussed the countywide projects' funding, stating that adjustments might be made. He sought guidance on prioritizing the two TRANSPAC area projects: the Walnut Creek bikeway and the "Active4Me" program.

Commissioner Noack questioned the \$220,000 cost for the "Active4Me" program, noting that two schools had implemented it without CCTA funding.

Mr. Todd mentioned that Laurie Talbert could provide more information on this issue.

Laurie Talbert reported that the pricing for the "Active4Me" program is based on the estimate of onboarding 15 schools, though this number could be lower if fewer schools are onboarded. The pricing also includes the involvement of Cara De Jong from Pleasant Hill, who started the program and will coordinate with other schools. Although the program relies on volunteers, it requires significant work to onboard schools, train volunteers, and set up the program. 511 Contra Costa has been contributing TFCA funds for charms used at Pleasant Hill. The cost includes charms, materials, program management, volunteer training, small stipends for volunteers, and staff time for continued regional support, such as employer outreach and events at the Concord Farmers Market and Pleasant Hill Library.

Commissioner Noack remarked on the difficulty of onboarding 15 schools. She noted that 15 schools is an ambitious goal, and achieving it may be challenging.

Commissioner Haskew commented on the Bikeway Project, emphasizing its importance for improving safety and accessibility for bikers by reducing the danger posed by cars. She mentioned that the project impacts multiple areas, including Concord, Pleasant Hill, and potentially Clayton, making it a cost-effective initiative with broad benefits.

Commissioner Noack expressed support for both the "Active4Me" program and the Bikeway Project, highlighting the benefits of getting more kids to bike to school for health and traffic reduction. She shared a personal anecdote about her child biking to school and acknowledged the potential challenges in reaching the target number of schools.

Commissioner Obringer mentioned that the "Active4Me" program would not address the specific traffic issues related to the Concord to Sequoia route.

Mr. Todd noted that the countywide funding might be reduced, potentially allowing both projects to be fully funded. If not, they could reduce the number of schools served to fit within the budget. Commissioner Noack agreed that reducing the goal of onboarding 15 schools might be more feasible.

**10. TRANSPAC CCTA REPRESENTATIVE REPORTS.**

Commissioner Haskew reported on the Planning Committee meeting, discussing the financial challenges of Richmond's paratransit program and the potential support for the Richmond ferry service to build its clientele and financial sustainability.

Commissioner Noack provided updates on Administration and Project Committee meeting, starting with the effort to open the Richmond San Rafael bridge third lane for incidents during the week and used for bicycles on weekends. She also reported on the MTC meeting, where SB 1031 was pulled, and a select committee was formed to develop a new plan for the regional transportation measure in 2026. Commissioner Noack was selected to join this committee.

Commissioner Obringer announced upcoming opportunities to learn about the Naval Weapons Station redevelopment, including a session at the Concord Senior Center and a formal presentation at the City Council meeting.

Mr. Todd reminded the group about the Environmental Impact Report (EIR) for the 680 Northbound HOV Lane Project, with comments due by June 24. Commissioner Noack encouraged the promotion of this at council meetings to gather public input on the project's alternatives.

The meeting concluded with acknowledging various reports and updates from the Board members and the Managing Director.

**11. METROPOLITAN TRANSPORTATION COMMISSION REPORT.**

No comments from the Board.

**12. TAC ORAL REPORTS BY JURISDICTION.**

No comments from the TAC.

**13. BOARD MEMBER COMMENTS.**

No comments from the Board.

**14. MANAGING DIRECTOR'S REPORT.**

No comments from the Managing Director.

**15. ADJOURN / NEXT MEETING.** The meeting adjourned at 10:27 a.m. The next regular meeting will be held on July 11, 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

July 17, 2024

### **Walnut Creek Chamber of Commerce Civic Affairs:** June 9, 2024

I was invited to speak to the Walnut Creek Chamber of Commerce Civic Affairs group to share about who the Authority is, what do we do, the benefits of Measure J, key projects and initiatives, and the future direction of the Authority.

### **Transportation Labor Union Workshop:** June 9, 2024

Lindy Johnson, Jack Hall, and I hosted the Contra Costa Labor Council, Amalgamated Transit Union (ATU), American Federation of Labor and Congress of Industrial Organizations (AFL-CIO), and International Brotherhood of Teamsters at GoMentum Station to provide an overview of our program, autonomous vehicle projects, and opportunities to advance workforce development programs focused on upskilling and reskilling workers preparing the workforce for innovative transportation technologies.

### **Rossmoor Town Hall:** June 12, 2024

Jack Hall, Shelley Caran from Beep, and I provided an overview of the Presto launch in the community of Rossmoor. We had Presto on display at Rossmoor, shared how the technology worked, discussed the project, and answered questions. There were approximately 350 people in attendance from Rossmoor. The presentation was well received, and I quote from one of the participants, "It was one of the best meetings I can recall at Rossmoor".

### **King of the County BBQ & Music Festival:** June 15, 2024

Continuing with our community event series, we participated in the King of the County BBQ and Music Festival in the City of Martinez, where we had Presto on display as well as our booth to share and educate participants about the Authority. The event was well supported by Commissioner Kelley and staff and featured both the Beep shuttle and the May Mobility van. The Authority created postcards and collected emails of folks interested in the May Mobility launch later this summer. Commissioner Kelley and staff talked to over 250 attendees.

### **Transportation Revenue Measure Executive Group:** June 24, 2024

Hisham Noeimi attended on my behalf the first meeting of the Executive Group to help inform the development of consensus for a new authorizing bill for a regional Transportation Revenue Measure. The meeting was attended by the executive directors of the nine Bay Area County Transportation Agencies (CTAs), Metropolitan Transportation Commission, and representatives from transit agencies like the Bay Area Rapid Transit, Muni, Central Contra Costa Transit Authority, dba County Connection, and others. It is anticipated that the group will play an important role in informing the new Transportation Revenue Measure Select Committee, comprised of commissioners and stakeholders, which held its first [meeting](#) on June 24, 2024. The group shared their thoughts on potential goals of a future revenue measure and challenges.

### **Innovate 680 Policy Advisory Committee:** July 10, 2024

We hosted the 17th Innovate 680 Policy Advisory Committee meeting to provide program and project updates, including circulation of the draft environmental document for the Innovate 680 Express Lane Completion project, deployment plan for Coordinated Adaptive Ramp Metering, status

of the Coordinated Adaptive Traffic Signals, and the Comprehensive Multimodal Corridor Plan required for Senate Bill 1 Solution for the Congested Corridor funding program.

**Strengthening Mobility and Revolutionizing Transportation (SMART) Grants Awardee Summit:**  
July 10 and 11, 2024

Ying Smith attended the United States Department of Transportation's (USDOT) SMART Summit held in Cambridge, MA. The Authority was awarded \$1,096,500 from this program for the Integrated Open Data Platform for Multimodal Accessible Transportation as a Stage 1 project. The Summit covered topics such as the expectations of the SMART program, procurement, grant management, technical assistance resources, data management and sharing, and timing for Stage 2. The USDOT SMART team members were extremely helpful in addressing questions from the group. The Summit was also beneficial for Authority staff to network with awardees from both rounds and learn from their experience in delivering the SMART projects.

**Presto Update**

The total ridership for the Presto Service at Bishop Ranch in June was 102. This is consistent with the ridership for the service for the previous two months. During June 2024, one of the two wrapped Presto shuttles was taken out of service temporarily due to mechanical issues. To maintain the two-vehicle service, the operator temporarily replaced the vehicle with an alternative shuttle that had not yet been branded with the Presto logo. The vehicle has been repaired and is now back in service.

**Website Update**

Outreach around the Integrated Transit Plan (ITP) helped to drive significant new traffic to the website and was our most visited page during this period. The ITP Survey was launched from the website in mid-June and garnered more than 1,800 responses in the first few weeks. An initial review of survey responses shows that Contra Costa County residents believe public transit in the East Bay is 'Very Important' with 'More frequent bus service' and 'Faster, more reliable bus service' topping the list of desired ITP outcomes. The Express Lane Completion project page was the third most popular page, suggesting that outreach related to the environmental documents also drove traffic to the website. Overall, the website saw more than 8,300 users – more than 7,000 of whom were new users.

**Social Media Update**

The Authority's social media channels continue to grow in followers. We saw a decrease in posts on LinkedIn during this period as social media was primarily used to promote the ITP Survey on Facebook via ads. The ads were successful, generating more than 2,000 clicks and dozens of comments. The ads also account for some of the rise in engagement and impressions on Facebook.



Metric	June 1 - June 30, 2024	vs Previous Period
<b>@CCTA LinkedIn</b>		
Followers	1,688	+2.8%
Posts	5	-44.4%
Impressions	6,312	-33.7%
Engagement Rate	16.23%	29.9%
Total Engagements	447	+32.6%
<b>@CCTA X (Formerly Twitter)</b>		
Followers	1,177	+1.6%
Posts	14	-12.5%
Impressions	2,422	-7.8%
Engagement Rate	3.78%	-24.9%
Total Engagements	100	+2.0%
<b>@CCTA Facebook</b>		
Followers	2,360	+0.3%
Posts	17	-37%
Impressions	364,147	+437%
Engagement Rate	138.47%	+97.7%
Total Engagements	5,003	+263%

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

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COMMISSIONERS

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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

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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: June 27, 2024

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

---

Timothy Haile,  
Executive Director

At its June 12, 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 authorized the Chair to execute Amendment No. 1 to Agreement No. 562 with Cello Partnership, dba Verizon Wireless to reduce the budget by \$665, 204.40, for a new total agreement amount of \$450,796.60, and a new in-kind services amount of \$717,108.71, for a new total agreement amount of \$1,167,905.31, to eliminate the scope related to Connected Vehicle to Everything, Verizon Connect, and the Data Insight Platform, and allowed the Executive Director or designee to make any non-substantive changes to the language for the Innovate 680 – Automated Driving System (Project 8009.07).*
- B. *The Authority Board authorized the Chair to execute Memorandum of Understanding No. 80.09.04 with Central Contra Costa Transit Authority, dba County Connection and May Mobility to provide, operate, and maintain on-*

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*demand wheelchair accessible autonomous shuttles, to receive in-kind services from County Connection, and allowed for the Executive Director or designee to make any non-substantive changes to the language for the Innovate 680 – Automated Driving System (Project 8009.07).*

- C. *The Authority Board approved Resolution 24-41-P to adopt Amendment No. 4 to the 2022 Measure J Strategic Plan.*
- D. *The Authority Board authorized the Chair to execute Cooperative Agreement No. 28E.02 with Eastern Contra Costa Transit Authority, dba Tri Delta Transit and approved Resolution 24-42-P, which will appropriate \$800,000 in Measure J Funds for Tri Delta Transit operations (Project 28008), contingent upon East County Transportation Planning Committee’s occurrence.*
- E. *The Authority Board authorized the Chair to execute Amendment No. 2 to Agreement No. 526 with Advanced Mobility Group to extend the agreement termination date from June 30, 2024 to December 31, 2025, with no increase in agreement value, to provide continued project and program management services for the Transportation Demand Management and Safe Transportation for Children programs, and allowed the Executive Director or designee to make any non-substantive changes to the language.*
- F. *The Authority Board authorized the Chair to execute Amendment No. 1 to Cooperative Agreement No. 60.00.09 with Lamorinda School Bus Transportation Agency (LSBTA) to distribute a subset of Fiscal Year 2023-24 Measure J Program 21c funds to the Lafayette School District and approved Resolution 23-23-G (Rev 1) to revise the funding distribution within the LSBTA share.*
- G. *The Authority Board approved Resolution 24-27-G to allocate Measure J Countywide Bus Services Program 14 funds for Fiscal Year (FY) 2024-25 in the amount of \$6,000,000, and approved Resolution 24-29-G to allocate Measure J Countywide Express Bus Program 16 funds for FY 2024-25 in the amount of \$5,160,000.*

- 
- H. *The Authority Board approved the proposed Planning Department Work Plan for Fiscal Year 2024-25.*
- I. *The Authority Board authorized the Chair to execute a Memorandum of Agreement with the Metropolitan Transportation Commission (MTC) for the Mobility Nexus Project, allowed approval for the Executive Director to enter into funding agreements with MTC to receive grant funding on behalf of the Authority, if the Environmental Protection Agency grant application is awarded, and allowed the Executive Director or designee to make any non-substantive changes to the language.*
- J. *The Authority Board approved Resolution 24-38-A to adopt the Authority's Fiscal Year 2024-25 proposed budget totaling \$210.6 million for projects, congestion management, planning, programs, administration, and debt service necessary as required for Authority operations, capital improvements and programmed activities planned from July 1, 2024 through June 20, 2025.*
- K. *The Authority Board authorized the Chair to execute Amendment No. 2 to Agreement No. 529 with Convey, Inc. in the amount of \$300,000, for a new total agreement value of \$2,023,372, to provide public engagement support for the Innovate 680 Program (Program) and extend the agreement termination date from June 20, 2024 to June 30, 2026; Amendment No. 2 to Agreement No. 535 with Advanced Mobility Group in the amount of \$618,278, for a new total agreement value of \$1,677,653, to provide engineering manager support services for the Program and extend the agreement termination date from June 20, 2024 to June 30, 2026; and allowed the Executive Director or designee to make any non-substantive changes to the language.*
- L. *The Authority Board authorized the Chair to execute Amendment No. 2 to Agreement No. 520 with HDR Engineering, Inc. in the amount of \$780,000, which includes \$56,663.02 in contingency, for a new maximum total agreement value of \$9,780,000, to provide additional environmental and engineering services for the Interstate 680 Northbound Express Lanes*

*Completion (Project 8009.02) Project Approval and Environmental Document phase of the project, and allowed the Executive Director or designee to make any non-substantive changes to the language.*

**\*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.**



COMMISSIONERS

Newell Americh,  
Chair

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Ken Carlson

Paul Fadelli

Federal Glover

Loella Haskew

Chris Kelley

Aaron Meadows

Sue Noack

Scott Perkins


Renata Sos

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# MEMORANDUM

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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: August 2, 2024

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

---

Timothy Haile,  
Executive Director

At its July 17, 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 received an informational quarterly project status report of the current Measure projects for April – June 2024.*
- B. *The Authority Board approved Resolution 24-48-P to adopt Amendment No. 5 to the 2022 Measure J Strategic Plan, adding scope to the Electronic Bicycle Facilities at Central Contra Costa Bay Area Rapid Transit Stations (Project 10001-04).*
- C. *The Authority Board approved Resolution 24-30-G to allocate Measure J Commute Alternatives Program 17 funds for Fiscal Year 2024-25 in the amount of \$1,112,000, authorized the Chair to execute Master Cooperative Agreements with the City of San Ramon and West Contra Costa Transportation Advisory Committee for Measure J funding, and allowed the*

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*Executive Director or designee to make any non-substantive changes to the language.*

- D.** *The Authority Board approved Resolution 24-31-G to allocate Measure J Sub-Regional Central County Additional Bus Service Enhancements Program 19a funds for Fiscal Year 2024-25 in the amount of \$1,432,800.*
- E.** *The Authority Board approved Resolution 24-32-G to allocate Measure J Sub-Regional West County Additional Bus Services Program 19b funds for Fiscal Year 2024-25 in the amount of \$2,579,040.*
- F.** *The Authority Board approved Resolution 24-35-G to allocate Measure J Sub-Regional Southwest County Safe Transportation for Children – School Bus Program 21c funds for Fiscal Year 2024-25 in the amount of \$3,964,080 and authorized the Chair to execute a Memorandum of Understanding between the Authority, Lafayette School District, Moraga School District, Orinda Union School District, and Lamorinda School Bus Transportation Agency.*
- G.** *The Authority Board approved Resolution 24-36-G to allocate Measure J Sub-Regional West County Ferry Service Program 22b funds for Fiscal Year 2024-25 in the amount of \$4,007,450, including \$3,807,450 for the operating cost and \$200,000 for the ridership initiatives.*
- H.** *The Authority Board authorized the Executive Director to execute Funding Agreement No. 25-CC with the Bay Area Quality Management District in the amount of \$1,841,290 for the Transportation Fund for Clean Air (TFCA) 40% Fund for Fiscal Year 2024-25, for eligible projects under the TFCA 40% Fund Expenditure Plan Guidance and allowed the Executive Director or designee to make any non-substantive changes to the language.*
- I.** *The Authority Board authorized the Chair to enter into Amendment No. 1 to Agreement No. 569 with Streetlight Data, Inc. for a period of one-year in the amount of \$452,428 for a Multi-Domain License with the option to renew for up to two additional one-year terms and allowed the Executive Director or designee to make any non-substantive changes to the language.*



- J. *The Authority Board approved Resolution 24-23-G for the implementation of a Countywide Travel Training Program in accordance with the strategies outlined in the Accessible Transportation Strategic Plan in an amount not-to-exceed \$145,000 in Measure X funds.*
  
- K. *The Authority Board authorized the Chair to execute and transmit a letter to the Capitol Corridor Joint Powers Authority Board of Directors for their consideration based on Authority Board and Citizen Advisory Committee comments about future service plans in Contra Costa County.*

**\*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.**

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**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

June 13, 2024

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

**RE: Status Letter for TRANSPAC Meeting – June 13, 2024**

Dear Mr. Haile:

The TRANSPAC Committee met on June 13, 2024. The following is a summary of the meeting and action items:

1. Approved with the amendments of the FY 2024/2025 Work Plan and Budget and the GBS Managing Director and Clerk of the Board contract amendment for FY 2024/2025.
2. Approved the Final Draft Measure J Line 20a Funds Program for FY 2024/2025 and FY 2025/2026.
3. Approved the new Line 20a delivery policies to support the timely use of funding.
4. Approved the expenditure deadline extension request from County Connection through June 30, 2025, for the Travel Training Program.
5. Approved 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.
6. Received the information for prioritizing 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 to support the application review process.
7. Received the information to prioritize Countywide TDM components to support the application review process.

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)

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# TRANSPLAN COMMITTEE

## EAST COUNTY TRANSPORTATION PLANNING

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

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June 21, 2024

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

Dear Mr. Haile:

The TRANSPLAN Committee undertook the following activities during its meeting on June 13, 2024:

1. Approved the allocation of \$800,000 in Measure J Program 28d – Subregional Transportation Needs funds to Tri Delta Transit to fill a funding shortfall in its Fiscal Year 2024/2025 budget.
2. Adopted the TRANSPLAN Fiscal Year 2024/2025 Budget and Work Program.

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

Sincerely,



Robert Sarmiento  
TRANSPLAN Staff

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

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

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# SWAT

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

July 9, 2024

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

**RE: SWAT Meeting Summary Report for July 8th, 2024**

Dear Mr. Haile:

The Southwest Area Transportation Committee (“SWAT”) met Monday, July 8, 2024. The following is a summary of the meeting and action items:

- SWAT promoted the SWAT TAC Transportation Alternate to Primary representative to the Contra Costa Transportation Authority Technical Coordinating Committee (TCC) and renewed all three Primary representatives for a new three year term running from March 4, 2024, through March 31, 2026.

	Primary Representative	Alternate Representative
Planning:	Chris Weeks, San Ramon	Vacant
Engineering:	Shawn Knapp, Moraga*	Vacant
Transportation:	Patrick Golier, Lafayette	Vacant
* At the LPMC/LFFA meeting earlier in the day on July 8, Moraga stated their intention to appoint Nate Levine as Primary for SWAT as well as for LPMC/LFFA and move Shawn Knapp to Alternate. SWAT will consider this change at the next SWAT BOD on August 5, 2024.		

- SWAT **approved** the renewal of the SWAT Memorandum of Understanding (MOU) Contract C2023-047 with San Ramon to administer the SWAT TDM program that expired July 30, 2024. The new agreement runs from July 10, 2024 through June 30, 2025.
- SWAT **reviewed and acknowledged** the CCTA approval of the regional TFCA 40% funding awarded to the designated SWAT Administrator, City of San Ramon, to fund six months of the Regional Vanpool Program after the existing TFCA COOP 24CC03 runs out at the end of 2024 as part of item 6A.
- SWAT **reviewed and approved** the proposed SWAT TDM 24/25 budget as part of agenda item 6A.
- SWAT **reviewed and approved** the two SWAT Sub-regional TFCA 40% fund grantees for the SWAT Region, Lamorinda School Bus Program and TRAFFIX.

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

Regards,

Chris Weeks  
San Ramon Transportation Division Manager/SWAT Administrator

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



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June 28, 2024

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

RE: June 2024 WCCTC Board Meeting Summary

Dear Tim:

The WCCTC Board, at its meeting on June 28, 2024, took the following actions, which may be of interest to the Authority:

1. *Approved* Resolution 24-05 authorizing the use of a purchase order to buy AC Transit bus passes for Pass2Class.
2. *Adopted* Resolution No. 24-06, authorizing the WCCTC Executive Director to execute contracts with four firms, establishing an on-call consultant bench for grant writing and preparation.
3. *Approved* the WCCTAC staff and TAC recommendation for programming Measure J 19b funds for FY 24-25.
4. *Adopted* Resolution 23-07, approving the WCCTC FY 2025 Work Program, Budget, and Dues.
5. *Adopted* Resolution 23-08, WCCTC'S Updated Salary Schedule for Fiscal Year 2025.

Sincerely,

A handwritten signature in black ink that reads "John Nemeth". The signature is written in a cursive, flowing style.

John Nemeth  
Executive Director

cc: Tarien Grover, CCTA

YOU'RE INVITED!

# PRESTO Martinez Preview Celebration

September 12, 2024



## PRESTO

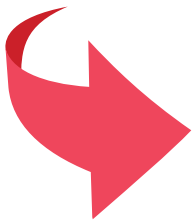
Celebrate the launch of autonomous shuttles in Martinez.

### RIDE INTO THE FUTURE

An innovate accessible transportation option has arrived in Martinez. The Contra Costa Transportation Authority (CCTA) is launching our newest autonomous vehicle pilot, connecting riders to stops throughout the city, including County Hospital and other medical facilities.

### ENGAGE & EXPLORE

Join us for the launch celebration featuring guest speakers, refreshments, and a chance to ride the new shuttle! Come give the future of transportation a spin.



## Join Us!

### PRESTO Martinez Preview Celebration

Thursday, September 12, 2024

Plaza Ygnacio, Henrietta Street & Alhambra Avenue, Martinez

10-11 am: *Remarks by speakers*

11-12 am: *Refreshments and demonstration rides*



**TRANSPAC**  
**Transportation Partnership and Cooperation**  
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County  
1620 Mount Diablo Boulevard, Suite 206  
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(925) 937-0980

August 26, 2024

**The Honorable Pete Buttigieg**  
**Secretary of the United States Department of Transportation**  
**1200 New Jersey Avenue SE**  
**Washington, D.C. 20590**

Subject: Support for California: Contra Costa Transportation Authority's Multi-Jurisdiction Countywide Corridor Planning, Speed Reduction, and Safe System Demonstration Project Application to the United States Department of Transportation (USDOT) Safe Streets and Roads for All Program (SS4A)

Dear Secretary Buttigieg:

On behalf of TRANSPAC, I write in strong support of the California Contra Costa Transportation Authority's (CCTA) application to the USDOT Safe Streets and Roads for All (SS4A) competitive federal funding grant program for its **Multi-Jurisdiction Countywide Corridor Planning, Speed Reduction, and Safe System Demonstration Project** (CC&SSD Project). This grant would fund the planning and demonstration phases of this project and would evaluate the most impactful, life-saving safety improvements for bicyclists and pedestrians, including in the cities of Richmond, Martinez, San Pablo, Pinole, San Ramon, and Orinda. The majority of funds would improve connectivity in underserved and equity priority communities by increasing connections to schools, parks, and shopping areas. The proposal has regional transportation benefits, helping to complete planned low-stress network improvements and helping alleviate the conditions that contribute to communities' state designation as disadvantaged communities.

TRANSPAC is eager to see the project's outcomes: a more inclusive, transit-oriented, safe, comfortable, and vibrant environment that reduces vehicle dependency, addresses vulnerable road users, and enhances mobility, health, and overall quality-of-life across jurisdictional boundaries.

The Safe System Approach will be used in planning and demonstration projects to advance the Countywide Vision Zero policy focusing on three core initiatives to address corridors and locations identified within high-injury networks and safety plans from the Metropolitan Transportation Commission (MTC), CCTA, and local jurisdictions:

1. **Speed Reduction and Traffic-Calming Study:** Conduct a comprehensive study and demonstration activities across multiple jurisdictions (including Richmond, San Pablo, Martinez, Pinole, San Ramon, and Orinda) to explore and implement traffic-calming and speed reduction techniques. This effort will leverage California law

(created by Assembly Bill 43) to support agencies in implementing treatments such as curb extensions, protected intersections (designed to reduce right-turn speeds), school streets, and roundabouts.

2. **Corridor Safety Study:** Develop safety studies and plans for key corridors, including 23<sup>rd</sup> Street in the cities of Richmond and San Pablo, and Barrett Avenue and Cutting Boulevard in the City of Richmond. These corridors were identified as high-injury locations in local road safety plans and are consistent with the high-injury networks identified by MTC and CCTA Vision Zero initiatives.
3. **Mid-Block Crossing Safety Study:** Conduct a study focused on mid-block crossing safety to identify, conceptually design, and support the future implementation of projects toward eliminating preventable fatalities and serious/life-altering injuries. This study will include pedestrian and bicyclist trail- and street-crossings in San Ramon and Orinda.

TRANSPAC recognizes the role that the bike and pedestrian network's comfort serves in reducing Vehicle Miles Traveled (VMT) and addressing impacts of greenhouse gas (GHG) emissions. This project would help facilitate a mode shift away from increasingly congested highways and major corridors, thereby improving air quality and residents' quality of life. The speed reduction initiatives will promote safer travel on streets with reduced risk, advancing the countywide Vision Zero policy to eliminate preventable transportation-related fatalities and serious/life-altering injuries, which remain at critical levels. Additionally, the project will support the implementation of recommendations outlined in various transportation and safety efforts, including the CCTA Countywide Bicycle and Pedestrian Plan (CBPP), the CCTA Countywide Vision Zero Toolbox as part of the Transportation Safety Policy and Implementation Guide for Local Agencies, the CCTA Countywide Transportation Plan, MTC's Plan Bay Area 2050, and the California State Bicycle and Pedestrian Plan.

TRANSPAC appreciates and recognizes CCTA's ability to lead this project. The local agency has provided a commitment to provide the funds for the local match requirement.

Thank you for considering Contra Costa Transportation Authority's collaborative multi-jurisdiction proposal. If you have questions or wish to discuss, please contact Colin B. Clarke, AICP at 925-256-4726 or [cclarke@ccta.net](mailto:cclarke@ccta.net)

Sincerely,



Matthew Todd  
Managing Director

cc: Sue Noack, TRANSPAC Chair, City of Pleasant Hill

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**TRANSPAC Board Meeting *STAFF REPORT***

**Meeting Date:** September 12, 2024

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

TRANSPAC Quarterly Financial Reports

The TRANSPAC JPA calls for the reporting of certain financial information on a quarterly basis. The attached reports contain a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2023-2024 for the period ended June 30, 2024. The attached material also includes additional information regarding expenses related to the budget.

City of Pleasant Hill

FY2023/24 Income Statement Summary by Quarter

Accounting Structure:			
Fund	Department or Revenue Code	Cost Center	Expense Code
XXX	XXXX	0000	XXXX

FUND:85 Name :TRANSPAC

OLD Revenue	OLD Description	NEW ACCT CODE (ERP10)	Revenue Description	Activity in 1st Quarter	Activity in 2nd Quarter	Activity in 3rd Quarter	Activity in 4th Quarter	YTD thru 6/30/2024
DEPT Id	OBJ Id							
3510		801-0000-0000-450010	INTEREST REV	(79.97)	2,816.70	3162.12	4,429.84	\$ 10,328.69
4570		801-0000-0000-460020	CONTRIB FROM OTHER AGENCIES	298,001.00				\$ 298,001.00
<b>Total Revenue -----&gt;</b>								<b>\$ 308,329.69</b>

OLD Expense	OLD Description	NEW ACCT CODE (ERP10)	Expense Description	Activity in 1st Quarter	Activity in 2nd Quarter	Activity in 3rd Quarter	Activity in 4th Quarter	YTD thru 6/30/2024
DEPT Id	OBJ Id							
7085	0100	801-6002-0000-611010	SALS-PERMANENT	17,094.75	88,691.28	24,806.57	95,494.99	\$ 226,087.59
7085	1110	801-6002-0000-	OUTSIDE CONSL/LITG	-				\$ -
7085	1140	801-6002-0000-630015	AUDITING SVCS	-		4,250.00		\$ 4,250.00
7085	1198	801-6002-0000-630038	CONSULTANT/OTHR	-				\$ -
7085	1300	801-6002-0000-630040	CONTRACTUAL SVC	562.50	587.50	300.00	770.00	\$ 2,220.00
7085	1486	801-6002-0000-650014	MAINT	-			10,000.00	\$ 10,000.00
7085	2400	801-6002-0000-620113	POSTAGE	-				\$ -
7085	4200	801-6002-0000-660014	SUPLS/OPERATING	-				\$ -
7085	6800	801-6002-0000-620141	ADMIN OVERHEAD	3,000.00				\$ 3,000.00
7085	6905	801-6002-0000-800110	CONTINGENCIES	-				\$ -
7085	6985	801-6002-0000-800115	TRANSPAC-PROJECT RESERVE	-				\$ -
<b>Total Expense -----&gt;</b>								<b>\$ 245,557.59</b>
Net Rev/(Exp)								<b>\$ 62,772.10</b>





Pleasant Hill, CA

# Balance Sheet

## Account Summary

As Of 06/30/2024

Account	Name	Balance
<b>Fund: 801 - TRANSPAC FUND</b>		
<b>Assets</b>		
<a href="#">801-101010</a>	CASH	0.00
<a href="#">801-101060</a>	INVESTMENT IN LAIF	165,995.10
<a href="#">801-101065</a>	INVESTMENTS-CHANDLER/BNY COLOMBI	0.00
<a href="#">801-101100</a>	Claim On Cash	573.17
<a href="#">801-101999</a>	CASH BAL.ADJ.	0.00
<a href="#">801-111020</a>	ACCOUNTS RECEIVABLE	0.00
<a href="#">801-111090</a>	MISCELLANEOUS RECEIVABLE (ACCRUALS)	0.00
<a href="#">801-113090</a>	INTEREST RECEIVABLE AT YEAR END (LAIF)	1,806.11
<a href="#">801-115010</a>	DUE FROM OTHER AGENCIES	0.00
	<b>Total Assets:</b>	<b>168,374.38</b>
		<b><u>168,374.38</u></b>
<b>Liability</b>		
<a href="#">801-200000</a>	WORKING PAYABLES	0.00
<a href="#">801-200002</a>	ACCOUNTS PAYABLE PENDING	10,225.00
<a href="#">801-200090</a>	MISC PAYABLES	0.00
<a href="#">801-230010</a>	DEFERRED REVENUE	0.00
<a href="#">801-240077</a>	DUE TO TRANSPAC	0.00
<a href="#">801-240080</a>	DUE TO OTHER FUNDS (SHORT-TERM LOA	0.00
	<b>Total Liability:</b>	<b>10,225.00</b>
<b>Equity</b>		
<a href="#">801-300000</a>	FUND BALANCE	0.00
<a href="#">801-300300</a>	RESTRICTED FUND BALANCE	95,377.28
	<b>Total Beginning Equity:</b>	<b>95,377.28</b>
Total Revenue		308,329.69
Total Expense		245,557.59
<b>Revenues Over/Under Expenses</b>		<b>62,772.10</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>158,149.38</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>168,374.38</u></b>

TRANSPAC 2023-2024 - Expenditure Status								
Through 6/30/24 (including expenses incurred with payment pending)								
				EXPENDITURES				
				2023-2024	2023-2024			
				BUDGET	EXPENDITURES			Notes
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)				\$ 286,000	\$ 314,244	109.9%		Invoices through 6/30/24
Legal Services - expenses would be incurred on a time and material basis				\$ -	\$ -	0.0%		
Web Site - Maintain / Enhance (time and material based expenses)				\$ 5,000	\$ 2,220	44.4%		Invoices through 6/30/24
Audit Services				\$ 4,500	\$ 4,250.00	94.4%		Invoices through 6/30/24
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance				\$ 10,000	\$ 10,000.00	100.0%		Invoices through 6/30/24
Pleasant Hill City/Fiscal Administration				\$ 3,000	\$ 3,000	100.0%		Invoices through 6/30/24
<b>Subtotal</b>				<b>\$ 308,500</b>	<b>\$ 333,714</b>	108.2%		
Contingency				\$ 25,000	\$ -	0.0%		
Project Reserve - This line represents the budget to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study. The increase in the balance reflects unexpended funds from the completed contracts				\$ 41,500	\$ -	0.0%		
<b>Total</b>				<b>\$ 375,000</b>	<b>\$ 333,714</b>			
				REVENUES				
				2023-2024	2023-2024			
				BUDGET	ACTUALS			
Member Agency Contributions				\$ 298,000	\$ 298,001	100.0%		
Carryover Balance				\$ 35,500	\$ 53,877	151.8%		
Interest Earned					\$ 10,329			
Project Reserve Carryover Balance				\$ 41,500	\$ 41,500	100.0%		
<b>Total</b>				<b>\$ 375,000</b>	<b>\$ 403,707</b>	107.7%		

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<b>TRANSPAC 2022-2023 and 2023-2024 - Expenditure Status</b>						
<b>(includes 2023-2024 expenses incurred with payment pending)</b>						
<b>EXPENDITURES</b>						
				<b>2022-2023</b>	<b>2023-2024</b>	
				<b>EXPENDITURES</b>	<b>EXPENDITURES</b>	<b>Notes</b>
				<b>THRU 6/30/23</b>	<b>THRU 6/30/24</b>	
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)				\$ 249,509	\$ 314,244	Invoices through 6/30/24
Legal Services - expenses would be incurred on a time and material basis				\$ -	\$ -	
Web Site - Maintain / Enhance (time and material based expenses)				\$ 945	\$ 2,220	Invoices through 6/30/24
Audit Services				\$ 4,250	\$ 4,250	Invoices through 6/30/24
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance				\$ 10,000.00	\$ 10,000	Invoices through 6/30/24
Pleasant Hill City/Fiscal Administration				\$ 2,856	\$ 3,000	Invoices through 6/30/24
<b>Subtotal</b>				<b>\$ 267,560</b>	<b>\$ 333,714</b>	
Contingency				\$ -	\$ -	
Project Reserve - This line represents the budget to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study. The increase in the balance reflects unexpended funds from the completed contracts				\$ 510	\$ -	
<b>Total</b>				<b>\$ 268,070</b>	<b>\$ 333,714</b>	
<b>REVENUES</b>						
				<b>2022-2023</b>	<b>2023-2024</b>	
Member Agency Contributions				\$ 277,001	\$ 298,001	
Carryover Balance				\$ 38,957	\$ 53,877	
Interest Earned				\$ 5,863	\$ 10,329	Through 6/30/24
Project Reserve Carryover Balance				\$ 41,625	\$ 41,500	
<b>Total</b>				<b>\$ 363,446</b>	<b>\$ 403,707</b>	

9/4/2024

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**TRANSPAC BOARD Meeting STAFF REPORT**

**Meeting Date:** September 12, 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 through 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 final applications due on July 11<sup>th</sup>. CCTA reviewed the Countywide submittals and recommended subregional project submittals in August and will present the draft program for CCTA Board approval in September.</p> <p>At the June TRANSPAC Board meeting staff presented the TRANSPAC subregional programs/projects seeking TFCA funding for FY 2024-2025 including the Walnut Creek Bikeway and the 511 Contra Costa ‘Active 4 Me’ Program and community engagement initiatives. The Board supported the programs as presented. At the June TAC meeting, staff presented a funding strategy for both programs since the total ask exceeded the TRANSPAC subregional allocation of \$294,000 by \$37,616 and recommended the balance be funded through existing Measure J Line 21a funding. The TAC approved this strategy to be forwarded to the Board for approval.</p>
<b>Recommendation(s)</b>	Approve the TFCA project submittals and funding strategy which will allocate \$294,000 in available subregional TFCA funding and \$37,616 in available Measure J Line 21a funding for the Walnut Creek Bikeway Project and the 511 Contra Costa “Active 4 Me” program and community engagement initiatives proposed for the FY 2024-2025 TFCA cycle.
<b>Option(s)</b>	Propose an alternative funding strategy.
<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>	A. TFCA Proposed Funding Strategy and Project Submittal Worksheet
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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. 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 which was approved by the CCTA Board in May 2024 and authorized the release of a call for projects which posted on May 16, 2024. 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 (see Attachment A).

Subregional TDM Program for TRANSPAC

At the June TAC and Board meetings, staff presented the draft submitted projects for the TRANSPAC subregion including the Walnut Creek Bikeway Project and the CCTA/511 Contra Costa “Active 4 Me” Program and community engagement initiatives. In anticipation of CCTA requests for input regarding Countywide and Subregional TDM programming, staff requested TAC and Board input on the prioritization of the projects. Both the TAC and Board supported the projects as submitted.

At the June TAC meeting staff presented a funding strategy which would fully fund both TDM projects. Due to the project requests exceeding the subregional allocation of \$294,000 by \$37,616, the recommended funding strategy will supplement TFCA funds with Measure J Line 21a funding in the amount of \$37,616 to cover the difference (see Attachment A). The TAC approved this strategy to be forwarded for Board final approval. At this meeting, it is requested that the Board approve the project submissions and funding strategy as outlined.

Timeline of TRANSPAC TFCA Activities to Date:

May 16	Release of TFCA Call for Projects
June 5	Draft Applications Due to CCTA (Information form and Cost Effectiveness Worksheet)
June 13	TRANSPAC Board – Review Countywide and subregional TFCA Projects
June 27	TRANSPAC TAC – Review TRANSPAC Subregional TFCA Projects and Approve Funding strategy
July 11	Final TFCA Applications Due to CCTA
July 11	TRANSPAC Board meeting canceled
August	CCTA TDM/TFCA Project Submittals Review & Selection of Countywide and recommended subregional projects
September 12	TRANSPAC Board Approval of Subregional TFCA projects and funding strategy
September 18	CCTA Board TFCA Program Approval (tentative)
September	CCTA and Project Sponsors execute funding agreements.
November 15	Deadline for Administering Agency (CCTA) to allocate funds identified in the Expenditure Report and submit new FYE 2025 projects to the Air District

## Attachment A

<b>TRANSPAC TFCF Proposed Funding Strategy</b>						
<b>Project</b>	<b>Sponsor</b>	<b>TFCF Funds</b>		<b>Existing Line 21a Program</b>	<b>Total</b>	
Walnut Creek Bikeway Active4Me School Trip	City of Walnut Creek	\$	104,000.00	\$	-	\$ 104,000.00
Reduction/Community Outreach	CCTA	\$	145,384.00	\$	37,616.00	\$ 183,000.00
<b>TRANSPAC Project Total</b>		<b>\$</b>	<b>249,384.00</b>	<b>\$</b>	<b>37,616.00</b>	<b>\$ 287,000.00</b>



**TFCA Project Submittal and Benefit Calculation Worksheet**

**TFCA County Total Funds FY2025** **\$ 1,747,938**

**Countywide Projects - Serving All Residents**

<i>Project Status</i>	<b>Project</b>	<b>Sponsor</b>	<b>Proposed Final</b>
Program Cost	Countywide Brand	CCTA	\$ 250,000
Draft	Vanpool	SWAT	\$ 102,376
Draft	Guaranteed Ride Home	WCCTC	\$ 60,000
Draft	Big Win on Transit + Seasonal	CCTA	\$ 235,040
Draft	Pass2Class Student Bus Pass Program	CCTA	\$ 288,197
<b>Countywide Project Total</b>			<b>\$ 935,613</b>

**Funds Remaining for Subregional Projects** **\$ 812,325**

**Available by Subregion**

Central County	30.70%	\$249,384
East County	26.60%	\$216,078
Southwest	20.50%	\$166,527
West County	22.20%	\$180,336

**Central County Available Funds** **\$ 249,384**

<i>Project Status</i>	<b>Project</b>	<b>Sponsor</b>	<b>Proposed Final</b>
Draft	Walnut Creek Bikeway	City of Walnut Creek	\$ 104,000.00
Draft	Active4Me School Trip Reduction/Community Outreach	CCTA	\$ 183,000.00
<b>Central County Project Total</b>			<b>\$ 287,000.00</b>
<i>Remaining:</i>			<b>\$ (37,616.23)</b>

**East County Available Funds** **\$ 216,078**

<i>Project Status</i>	<b>Project</b>	<b>Sponsor</b>	<b>Proposed Final</b>
Draft	Tri Delta Transit TMR Expansion	Tri Delta Transit	\$ 315,000.00
<b>East County Project Total</b>			<b>\$ 315,000.00</b>
<i>Remaining:</i>			<b>\$ (98,921.55)</b>

**Southwest County Available Funds** **\$ 166,527**

<i>Project Status</i>	<b>Project</b>	<b>Sponsor</b>	<b>Proposed Final</b>
Draft	Traffix School Bus	City of San Ramon	\$ 99,000.00
Draft	Lamorinda School Bus	Transp. Agency	\$ 104,000.00
<b>Southwest County Project Total</b>			<b>\$ 203,000.00</b>
<i>Remaining:</i>			<b>\$ (36,473.38)</b>

**West County Available Funds** **\$ 180,336**

<i>Project Status</i>	<b>Project</b>	<b>Sponsor</b>	<b>Proposed Final</b>
Draft	Transit Incentives	WCCTC	\$ 221,817.00
<b>West County Project Total</b>			<b>\$ 221,817.00</b>
<i>Remaining:</i>			<b>\$ (41,480.85)</b>

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**TRANSPAC Board Meeting STAFF REPORT**

**Meeting Date:** September 12, 2024

<b>Subject:</b>	<b>APPROVE AUDIT SERVICES CONTRACT FOR FY 2023/2024 TO FY 2025/2026</b>
<b>Summary of Issues</b>	The TRANSPAC JPA specifies that an independent audit is to be made by a certified public accountant to assure compliance with requirements of Government Code Section 6505 regarding the strict accountability of all funds. Based on the estimated value of work of under \$7,500 annually, staff worked with the City of Pleasant Hill Finance director to identify three accounting firms located in the TRANSPAC subregion and requested proposals for the TRANSPAC financial reviews and audit (services). Two of the firms declined to submit a proposal due to the relatively small scale of the TRANSPAC JPA audit work required. Cropper Rowe submitted a proposal. Cropper Rowe staff have been conducting the audits for TRANSPAC since FY 2016/2017.
<b>Recommendations</b>	Award the TRANSPAC JPA financial reviews and audit (services) contract for FY 2023/2024 TO FY 2025/2026, with options for two additional years, to Cropper Rowe.
<b>Financial Implications</b>	The proposed contract terms would require \$4,500 for the audit services for the FY 2023/2024, and would escalate by \$250 annually, with the audit services in FY 2025/2026 provided at \$5,000. Options to extend the services (with the same annual escalation) for up to an additional two years, for total contract not exceed \$25,000. The cost of the audit services that occurs in the current fiscal year is within the level of funds identified in the budget.
<b>Options</b>	The TRANSPAC Board could direct staff to consider other options for securing audit services.
<b>Attachment(s)</b>	A. TRANSPAC / Cropper Rowe Agreement

**Background**

The TRANSPAC JPA specifies that an independent audit is to be made by a certified public accountant to assure compliance with requirements of Government Code Section 6505 regarding the strict accountability of all funds. The TRANSPAC Bylaws call for the audit to be submitted to

the member agencies by January 1st after the close of the fiscal year. Cropper Accountancy Corporation has completed the TRANSPAC audits for the FYs 2016/2017 through FY 2022/2023.

Through our last contract with Cropper Accountancy Corporation, TRANSPAC has incurred a cost of \$4,250 annually for audit services over the last 5 year period. Staff anticipated that the cost of the audit services work for the upcoming contract period would have a similar price and recommended the continued use of an “informal” procurement process. Staff worked with the City of Pleasant Hill Finance Manager to identify appropriate accounting firms, and staff selected three firms that have offices located in the central county area: Cropper Rowe, Macias Gini and O’Connell (MGO), and Maze and Associates. Staff contacted the three firms and provided information about TRANSPAC, budget and past audit material and requested proposals for audit services. Two of the firms declined to submit a proposal due to the relatively small scale of the TRANSPAC JPA financial reviews and audit (services) contract scope. Cropper Rowe submitted a proposal.

The prior fee for the FYs 2018/2019 through 2022/2023 audit services was \$4, 250 annually, and \$21,250 over the five year term. The draft contract and scope of work are included in the attached material. The contract includes services for the next three-year period, with a TRANSPAC option to extend the period for up to two additional one-year periods. The cost for this work would be included in the audit services budget line item in future years budgets. The Cropper Rowe staff have provided good service and a quality audit document for TRANSPAC under the prior agreement. Cropper Rowe is proposing to provide the service for the next five years with the proposed fee schedule:

<b>Fiscal Year Audit</b>	<b>Required Audit Completion Date</b>	<b>Fee</b>
<b>FY 2023/2024</b>	<b>12/31/24</b>	<b>\$4,500</b>
<b>FY 2024/2025</b>	<b>12/31/25</b>	<b>\$4,750</b>
<b>FY 2025/2026</b>	<b>12/31/26</b>	<b>\$5,000</b>
<b>FY 2026/2027 *</b>	<b>12/31/27</b>	<b>\$5,250</b>
<b>FY 2027/2028 *</b>	<b>12/31/28</b>	<b>\$5,500</b>
<b>TOTAL</b>		<b>\$25,000</b>

\* The two (2) one-year extensions can be exercised at the discretion of TRANSPAC

It is recommended that TRANSPAC award the TRANSPAC JPA financial reviews and audit (services) contract for FY 2023/2024 TO FY 2025/2026, with options for two additional years, to Cropper Rowe.

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE CENTRAL CONTRA COSTA TRANSPORTATION / LAND USE  
PARTNERSHIP ("TRANSPAC")  
AND  
XXXXXXX  
FOR  
AUDITING SERVICES**

This is an agreement between the Central Contra Costa Transportation/Land Use Partnership, hereinafter referred to as "TRANSPAC," and XXXXXXX hereinafter referred to as "CONTRACTOR," for Auditing Services.

**WHEREAS,** TRANSPAC desires to secure professional Auditing Services and CONTRACTOR is qualified and willing to provide such professional assistance.

**NOW, THEREFORE,** TRANSPAC and CONTRACTOR agree as follows:

1. **Scope of Service.** An outline of the scope of services including mandatory timeframes for performance, deadlines for providing deliverables to TRANSPAC, and the maximum fee for each item under this Agreement is attached hereto as Exhibit A and Exhibit B and incorporated herein.

CONTRACTOR shall comply with specific standards or governmental requirements applicable to specific tasks hereunder or as may be necessary to enable CONTRACTOR to express the opinions required hereunder.

2. **Modification of Agreement.** The TRANSPAC may request changes to this Agreement including the Scope of Services to be performed by CONTRACTOR. Such requests shall be made in writing exclusively by TRANSPAC, and shall describe in detail the proposed additions, deletions, or modifications. Such requests will include tabulation of costs, expenses, and time required to complete the requested work. CONTRACTOR shall have the length of time specified in the request to reply in writing to the request. Neither TRANSPAC's request nor CONTRACTOR'S reply shall constitute a modification of this Agreement. Any modification shall be contained in a written amendment to the Agreement and will be effective only if signed by both parties.

3. **Time of Performance.** CONTRACTOR'S performance shall begin on XXXXX XX, 2024 and be completed by December 31, 2028. CONTRACTOR may commence work as of the date authorized by the TRANSPAC Managing Director.

4. **Compensation.** TRANSPAC agrees to pay CONTRACTOR at the rates set forth in Exhibit B, and incorporated herein, in a sum not to exceed XXXXXXXX DOLLARS (\$XXX,XXX).

Upon completion and acceptance of the deliverables CONTRACTOR shall submit an itemized invoice for the completed work showing applicable rates and charges as agreed to hereunder and the total amount due.

5. **Extension.** TRANSPAC has the option to request two (2) one-year extensions to this Agreement to provide for two subsequent financial audits. In the event that TRANSPAC requests such an extension or extensions and CONTRACTOR agrees to accept such extension, TRANSPAC shall pay

CONTRACTOR for any subsequent audits at the rates set forth in Exhibit B, attached hereto and incorporated herein,

6. **Cooperation of TRANSPAC.** TRANSPAC shall make available to CONTRACTOR all financial records and related information necessary for performance of CONTRACTOR'S work under this Agreement.

7. **Independent Contractor.** CONTRACTOR is an independent CONTRACTOR and shall not for any purpose be deemed to be an employee, agent, or other representative of TRANSPAC. Services called for herein shall be deemed to be unique. CONTRACTOR shall not assign, sublet, transfer, or otherwise substitute its interest in this Agreement, or any of its obligations hereunder, without the prior written consent of the TRANSPAC.

8. **Proprietary or Confidential Information.** CONTRACTOR understands and agrees that, in the performance of the work under this Agreement or in contemplation thereof, CONTRACTOR may have access to private or confidential information owned or controlled by TRANSPAC. Such information may contain proprietary or confidential details, the disclosure of which may be damaging to TRANSPAC or to third parties.

CONTRACTOR agrees that all information disclosed to CONTRACTOR by TRANSPAC shall be held in confidence and used only in performance of this Agreement. CONTRACTOR shall exercise the same standard of care to protect such information, as a reasonably prudent businessperson would use to protect its own proprietary or confidential information.

9. **Work Product.** Key workpapers produced by CONTRACTOR shall be provided to TRANSPAC as a hard copy as well as in the form of computer files and shall be delivered on a portable drive, in Microsoft Word and/or Excel format as well as portable document format (PDF). Contractor owns its work product.

10. **Financial Records of Contractor.** CONTRACTOR shall maintain accounting records of funds received under this Agreement and full documentation of performance hereunder. CONTRACTOR shall permit TRANSPAC to have access to those records for the purpose of making an audit, examination, or review of financial and performance information relating to this Agreement. CONTRACTOR shall maintain such records for a minimum of four (4) years following payment by TRANSPAC for the last invoice for such services to be provided.

11. **Nondiscrimination.** CONTRACTOR represents that it does not and agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, sexual preference, national origin, disability or other condition protected by law.

12. **Indemnification.** CONTRACTOR shall indemnify, defend, and hold harmless TRANSPAC, its officers and employees, agents and volunteers from and against any and all claims, demands, liability, costs, and expenses of whatever nature, including court costs and attorney fees, arising out of injury to or death of any person or persons or loss of or physical damage to any property resulting in any manner from the willful misconduct, negligent acts, errors or omissions, of CONTRACTOR, its subcontractors, agents, employee, licensees, or guests in the making or performance of this Agreement.

CONTRACTOR shall hold TRANSPAC harmless and defend any suit or other proceedings brought by CONTRACTOR'S employees, contractors and/or agents, either against CONTRACTOR and/or

TRANSPAC, for compensation and/or other benefits claimed as "common law" or "implied by law" employees of TRANSPAC.

**13. Insurance.** CONTRACTOR shall procure, prior to commencement of service, and keep in force for the term of this Agreement, the following policies of insurance, certificates, or binders as necessary to establish that the coverage described below is in place with companies licensed to do business in California. If requested, CONTRACTOR shall provide TRANSPAC with copies of all insurance policies. The insurance coverage shall include:

A. **Commercial General Liability Insurance.** Commercial General Liability insurance, including but not limited to, bodily injury, broad form property damage, contractual liability and, if necessary, products and completed operations or owners and CONTRACTOR protective liability. The policy shall contain a severability of interest clause or cross liability clause or the equivalent thereof.

Coverage afforded TRANSPAC shall be primary insurance. Any other insurance available to TRANSPAC under any other policies shall be excess insurance. Limits of liability shall include the following:

- (1) Bodily injury, one million dollars (\$1,000,000)
- (2) Property damage, one million dollars (\$1,000,000) or
- (3) Combined single limit (CSL) for bodily injury and property damage, one million dollars (\$1,000,000) per accident for bodily injury and property damage.

If the policy is a "claims made" policy, the following endorsements shall be included:

- (1) The retroactive shall be the effective date of this Agreement or a prior date.
- (2) The extended reporting or discovery period shall be not less than thirty-six (36) months.

B. **Automobile Liability Insurance.** Automobile liability insurance, including all owned, non-owned and hired automobiles used by the CONTRACTOR or its agents in the performance of this Agreement shall have a minimum combined single limit of one million dollars (\$1,000,000) for bodily injury and property damage.

C. **Worker's Compensation Insurance.** Worker's Compensation insurance as required by the laws of the State of California including statutory coverage for Employers Liability with limits not less than one million dollars (\$1,000,000).

CONTRACTOR is aware of provisions in the California Labor Code, which require every employer to provide Worker's Compensation coverage, or to self-insure in accordance with provisions of that Code. CONTRACTOR shall comply with those provisions before commencing work hereunder and throughout the term of this Agreement. Likewise, CONTRACTOR shall require all of its subcontractors to comply with those provisions.

D. **Professional Liability Insurance.** Professional liability (errors and omissions) insurance is required in the amount of one million dollars (\$1,000,000) per claim and in the aggregate for two (2) years beyond completion of this Agreement.

**14. Additional Insurance Provisions.** The following additional provisions apply to the insurance

coverage required as indicated in paragraph 13 above.

- A. Additional Insured. CONTRACTOR shall name TRANSPAC, its Boardmembers, officers, agents, and employees as additional insured in the aforementioned Comprehensive Commercial General Liability and Automobile Liability policies. If CONTRACTOR submits the ACORD Insurance Certificate, the additional insured endorsements must be set forth on CH20 10 11 85 (or more recent) form and/or CA 20 48 form.
  - B. Notice of Cancellation. The policies shall provide for thirty (30) days written notice to TRANSPAC prior to cancellation, termination or material change in coverage.
  - C. Certificate Holder. The certificate holder shall be the same person and have the address as indicated in Paragraph 17 (Notices) of this Agreement.
  - D. Insurance Rating. Insurers shall have current A.M. Best's rating of not less than A:VII, shall be licensed to do business in the State of California, and shall be acceptable to TRANSPAC.
  - E. Replacement Coverage. In the event CONTRACTOR breaches any of the insurance provisions of this Agreement, TRANSPAC shall have the option to obtain, at CONTRACTOR'S expense, the coverage required hereunder. The cost of obtaining and maintaining such coverage may be deducted from any sums otherwise payable to CONTRACTOR for services under this Agreement.
  - F. Interpretation. All endorsements, certificates, forms, coverage and limits of liability referred to herein shall have the meaning given such terms by the Insurance Services Officer of the State of California as of the effective date of this Agreement.
  - G. Proof of Insurance. CONTRACTOR will be required to provide proof of insurance coverage required hereunder prior to executing the Agreement. Additionally, if requested by TRANSPAC, CONTRACTOR shall provide certified copies of the insurance policies. Any endorsements must be signed by a person authorized by the insurer to bind coverage on its behalf.
15. Termination on Notice. TRANSPAC may terminate this Agreement immediately for cause or without cause upon giving thirty (30) calendar day written notice to CONTRACTOR. In the event of termination without cause TRANSPAC shall pay all charges outstanding and approved by TRANSPAC at the time of termination within thirty (30) days following termination.
16. Suspension of Performance. For the convenience of TRANSPAC or because of events beyond the control of TRANSPAC, TRANSPAC may give written notice to CONTRACTOR to suspend all work under this Agreement. If CONTRACTOR'S work is suspended for longer than a period of one hundred twenty (120) days, an adjustment to CONTRACTOR'S compensation may be made for increased costs, if any and this Agreement shall be modified accordingly.
17. **Notices.** If either party shall desire or is required to give notice to the other such notice shall be given in writing, via facsimile and concurrently by prepaid U.S. certified or registered postage, addressed to recipient as follows:

**To TRANSPAC:**  
Attn: Matt Todd, Managing Director  
TRANSPAC

**To CONTRACTOR**  
XXXX  
XXXX



1211 Newell Avenue Suite 200  
Walnut Creek, CA 94523

XXXX  
XXXX

Changes to the above information shall be given to the other party in writing ten (10) business days before the change is effective.

**18. Commencement, Completion and Closeout.** Time is of the essence in the performance of this Agreement. Any time extension granted to CONTRACTOR must be in writing and shall not constitute a waiver of right the TRANSPAC may have under the Agreement.

It shall be the responsibility of CONTRACTOR to coordinate and schedule the work to be performed so that commencement and completions take place in accordance with the provisions of the Agreement. Within thirty (30) days of completion CONTRACTOR shall submit to TRANSPAC a final billing to include all costs, charges, and claims in connection with the completed work. TRANSPAC shall not be required to pay for any work or claims not included on the aforementioned final billing.

**19. Arbitration.** The parties will make a good faith effort to settle any controversy, claim or dispute arising out of or relating to this Agreement within thirty (30) days. If the issue is not resolved within that time, it shall be resolved by the American Arbitration Association. Judgment upon arbitration hereunder may be joined or consolidated with any other arbitration matter between the parties as the interest of justice and judicial economy may dictate. The prevailing party in any arbitration hereunder shall be entitled to recover all arbitration and legal expenses incurred, except attorney fees.

**20. Governing Law.** This Agreement shall be governed by the laws of the State of California.

**21. Entire Agreement of Parties.** This Agreement supersedes any and all agreements, oral or written, between the parties with respect to the rendering of services by CONTRACTOR to TRANSPAC and contains all of the representations, covenants and agreements between the parties as to the rendering of those services.

\*\*\*SIGNATURES ON NEXT PAGE\*\*\*

**IN WITNESS WHEREOF** the parties have executed this Agreement on the dates indicated below, the latest of which shall be deemed the effective date of this Agreement.

**TRANSPAC**

\_\_\_\_\_  
**Matt Todd, TRANSPAC Managing Director**

\_\_\_\_\_  
**Dated**

**XXXXX**  
**CONTRACTOR**

\_\_\_\_\_  
**XXXXX**

\_\_\_\_\_  
**Dated**

DRAFT

**EXHIBIT A**  
**SCOPE OF WORK**

CONTRACTOR shall express an opinion on the fair presentation of TRANSPAC's basic financial statements in conformity with the minimum requirements prescribed by the State Controller for special districts under Government Code Section 26909 and generally accepted accounting principles, including GASB 34.

CONTRACTOR shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards. At the completion of this contract, the auditor will make available all work papers to the TRANSPAC Treasurer ("Treasurer") in a timely manner.

During the course of the engagement, CONTRACTOR will meet with and provide status reports to the Treasurer or designee on a regular basis. Upon completion of field work, and before issuing any report or management letter, CONTRACTOR shall schedule an exit conference with the Treasurer or designee. CONTRACTOR shall provide informal advice and consultation throughout the contract term on matters relating to accounting and financial reporting. This would not include any task that entailed significant research on formal reporting.

CONTRACTOR shall prepare an audit report for the periods ending June 30, 2024, June 30, 2025, and June 30, 2026 with an opportunity for two (2) one-year extensions at the discretion of TRANSPAC. CONTRACTOR shall attend a meeting with the TRANSPAC TAC and/or TRANSPAC to present the audit report.

**EXHIBIT B**  
**RATE and SCHEDULE**

TRANSPAC shall pay CONTRACTOR no more than \$XX,XXX for the audit and audit reports for the fiscal periods ending June 30, 2024, June 30, 2025, and June 30, 2026, with an opportunity for two (2) one-year extensions at the discretion of TRANSPAC, as detailed in the table below.

<b>Fiscal Year Audit</b>	<b>Required Audit Completion Date</b>	<b>Fee</b>
<b>FY 2023/2024</b>	<b>12/31/24</b>	<b>\$X,XXX</b>
<b>FY 2024/2025</b>	<b>12/31/25</b>	<b>\$X,XXX</b>
<b>FY 2025/2026</b>	<b>12/31/26</b>	<b>\$X,XXX</b>
<b>FY 2026/2027 *</b>	<b>12/31/27</b>	<b>\$X,XXX</b>
<b>FY 2027/2028 *</b>	<b>12/31/28</b>	<b>\$X,XXX</b>
<b>TOTAL</b>		<b>\$X,XXX</b>

\* The two (2) one-year extensions can be exercised at the discretion of TRANSPAC

DRAFT

**RANSPAC Board Meeting STAFF REPORT**

**Meeting Date:** September 12, 2024

<b>Subject:</b>	<b>GBS/MANAGING DIRECTOR CONTRACT AMENDMENT FOR FY 2023/2024 EXPENSES</b>
<b>Summary of Issues</b>	TRANSPAC has a contract with Gray Bowen Scott (GBS) to provide Managing Director and Secretary/Clerk services. The FY 2023/2024 budget for the GBS Contract was \$286,000. GBS expended more time than anticipated on TRANSPAC tasks including transitioning back to in person meetings, increases in the Measure J Line 20A programming efforts, and the new Transportation Fund for Clean Air Policy implementation and incurred costs of \$314,243 in FY 2023/2024, an overage of about 10% or \$28,243.
<b>Recommendations</b>	The TRANSPAC Board is requested to approve a contract amendment to augment the budget of the GBS Managing Director and Clerk of the Board Contract by \$28,243, bringing the contract total from \$286,000 to \$314,243 for the FY 2023/2024 period. The Board is also requested to authorize the use FY 2024/2025 contingency budget to fund the contract amendment cost.
<b>Financial Implications</b>	This request is proposed to utilize funds from the FY 2024/2025 TRANSPAC Budget for contingency.
<b>Options</b>	The TRANSPAC Board could direct staff to consider other options, including revisions to the costs assumed or how to fund.
<b>Attachment(s)</b>	A. TRANSPAC FY 2024/2025 Budget

**Background**

TRANSPAC has a contract with Gray Bowen Scott (GBS) to provide Managing Director and Secretary/Clerk services (GBS Contract) with the term through June 30, 2024 providing services on a time and materials basis. 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. The budget and contract for FY 2024/2025 is \$312,000. GBS primary staff includes Matt Todd performing the Managing Director duties, with Tiffany Gephart and Irina Nalitkina performing support duties and Secretary / Clerk services.

The FY 2023/2024 budget for the GBS Contract was \$286,000. GBS expended more time than anticipated on TRANSPAC tasks and incurred costs of \$314,243 in FY 2023/2024, an overage of about 10% or \$28,243.

There are multiple factors that resulted in the additional time expended including:

- In Person Meetings
  - In person meetings for the TRANSPAC Board started in June 2023 and then for the TRANSPAC TAC in January 2024. In person meetings require additional time for travel and preparation.
- Measure J Line 20A program
  - The 2-year programming cycle was completed over the FY 2023/2024 period with additional time (relative to prior cycles) devoted to the effort. In this cycle, we utilized a scoring committee (not TRANSPAC staff) that met multiple times. This cycle also included a detailed analysis of the program history, consultation with project sponsors and CCTA staff, and ultimately the return of unutilized encumbrances that allowed for funding additional projects and programs in the recently approved 20A Program. Staff also worked with Sponsors and CCTA staff to ensure that all sponsors of the prior cycle of programming had completed agreements and were positioned to submit timely reimbursement requests to CCTA. Additional information about equity policies was researched and added to the program. Timely use of funds (for agreements, invoicing, and reporting) were also added to the program and required additional coordination with CCTA to include in the structure of the CCTA materials. This year also included new CCTA staff administering the program that required additional coordination meetings as this was their first Line 20a program cycle.
- New Transportation Fund for Clean Air (TFCA) Policy and Program
  - CCTA proposed and implemented a new policy and programming process for the Air District TFCA funds, an annual program that utilizes funds collected from vehicle registration fees. The process included multiple meetings with CCTA staff and then facilitating a component of the programming process through the TRANSPAC Committee meetings.
- Other meetings
  - TRANSPAC staff is also attending meetings for the Accessible Transportation Strategic Plan initiative as well as 511 Program coordination meetings since the initiation of the new TFCA programming policy.

The annual cost of the GBS Contract services in the prior periods were about \$250,000 in FY 2021/2022 and FY 2022/2023, which included operations during times that were significantly impacted by COVID.

For GBS staffing of TRANSPAC, Irina Nalitkina was brought in to handle meeting administrative tasks and take over some of the clerk responsibilities previously managed by Tiffany Gephart. Ms. Nalitkina began her role in March and participated in TRANSPAC meetings from March through

June. The staffing strategy was designed to be budget-neutral by having Ms. Gephart reduce her clerk duties, which would be covered by Ms. Nalitkina, while Ms. Gephart focused on more strategic work that supports overall Board goals. Based on feedback from the Board, GBS will revert back to having two representatives attending TRANSPAC meetings. Bringing Ms. Nalitkina on board to TRANSPAC also included time for TRANSPAC specific training that was not included in the FY 2023/2024 costs (GBS covered training costs).

Staff is requesting the TRANSPAC Board consider an amendment to the GBS Contract to allow for payment of the additional costs of \$28,243 incurred in FY 2023/2024. The approved budget and contract for FY 2024/2025 have already been approved with increases in line with the costs seen in FY 2023/2024. For history, GBS has not exceeded the budget for this contract in the past (with work starting in FY 2016/2017). There was one contract augmentation for 2016/2017 for the Secretary/Clerk contract, provided separately from GBS at that time, for about \$3,000 that was funded from contingency and that was the last time contingency was utilized to cover an expense. Staff is proposing to utilize the contingency budget (\$30,000) for the additional cost. This will substantially deplete the contingency budget, but TRANSPAC also has a "Project Reserve" fund (\$41,500), that's specific use has not been defined and that could be used for contingency purposes if required. The "Project Reserve" funds were accumulated through TRANSPAC membership dues prior to 2016, with a majority of those funds being used to fund a Monument Boulevard/I-680 Bicycle and Pedestrian Improvement Feasibility Study and Active Transportation Program funding application in 2022.

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</b>		<b>ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET</b>					
		<b>50% SHARE OF ANNUAL</b>					
		<b>MEMBER AGENCY</b>					
<b>JURISDICTION</b>	<b>CONTRIBUTION BUDGET</b>					<b>PER JURISDICTION</b>	
	<b>PER JURISDICTION</b>					<b>EQUALS</b>	
						<b>(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						