

TRANSPAC
Transportation Partnership and Cooperation
Meeting Notice and Agenda

THURSDAY, DECEMBER 11, 2025

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 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/86939403146?pwd=e8RAAqVuvL7Y8SguCGTKjm0J76rwxo.1>

Meeting ID: 869 3940 3146 Password: 306258

Phone Access: To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID: 869 3940 3146 Password: 306258

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 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 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.

ACTION ITEMS

3. CONSENT AGENDA.

a. APPROVAL OF MINUTES 🌀 Page 7

- Minutes of the November 13, 2025, TRANSPAC Board meeting.

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

- CCTA Executive Director Timothy Haile’s Report November 19, 2025

c. ITEMS APPROVED BY THE CCTA FOR CIRCULATION TO THE REGIONAL TRANSPORTATION PLANNING COMMITTEES AND RELATED ITEMS OF INTEREST 🌀 Page 25

- CCTA Executive Director Timothy Haile’s RTPC Memo dated December 2, 2025.

d. RTPC MEETING SUMMARY LETTERS: 🌀 Page 27

1. TRANSPAC – Meeting summary letter dated November 13, 2025.
2. TRANSPLAN – Meeting summary letter dated October 24, 2025.
3. SWAT – No meeting summary letter available.
4. WCCTAC – No meeting summary letter available.

e. CCTA MEETING UPDATES AND COUNTYWIDE INFORMATION LINKS.

1. Street Smarts Programs in the TRANSPAC Region can be found at: <https://streetsmartsdiablo.org/events/>

2. County Connection Fixed Route Monthly Report:
<https://countyconnection.com/wp-content/uploads/2025/11/7.a.-Fixed-Route-Report-October-2025.pdf>
3. County Connection Link Paratransit Monthly Report:
<https://countyconnection.com/wp-content/uploads/2025/11/7.b.-Paratransit-Performance-Report-October-2025.pdf>
4. The CCTA Quarterly Project Status Report may be downloaded at:
<https://ccta.net/wp-content/uploads/2025/09/QPSR-Jul-Sept-2025-FINAL-Combined-Package-1.pdf>
5. The CCTA Board Meeting was held on November 19, 2025. The next meeting is scheduled for December 17, 2025.
6. The CCTA Administration & Projects Committee (APC) meeting was held on Thursday, November 6, 2025. The next APC Meeting is scheduled for Thursday, December 4, 2025.
7. The CCTA Planning Committee (PC) Meeting scheduled for Thursday, November 6, 2025, has been canceled. The next PC Meeting is scheduled for Thursday, December 4, 2025.
8. The CCTA Calendar for December 2025 and February 2026 may be downloaded at:
<https://ccta.primegov.com/viewer/preview?id=0&type=8&uid=9dac5226-2ce5-4e88-a4cb-33c6f38ce16e>

- f. TRANSPORTATION MEETINGS ATTENDED BY STAFF.** Staff members regularly attend transportation-related meetings outside of the TRANSPAC Board and Technical Advisory Committee meetings. This report provides a summary of the outside meetings attended. 🌀 **Page 29**

Attachment: Staff Report

- g. SUBREGIONAL TRANSPORTATION MITIGATION PROGRAM – DEVELOPMENT PROJECT TRACKING.** As part of the TRANSPAC Subregional Transportation Mitigation Program (STMP), the Committee tracks local development projects as a standing item in order to monitor potential impacts to Routes of Regional Significance within local jurisdictions. 🌀 **Page 31**

Attachment: Staff Report

- h. 2026 TRANSPAC MEETING SCHEDULE.** The TRANSPAC Board is requested to review the proposed schedule of meetings for the TRANSPAC Board and TAC. 🌀 **Page 33**

ACTION RECOMMENDATION: Approve the TRANSPAC Meeting Schedule for 2026.

Attachment: Staff Report

END CONSENT AGENDA

- 4. ELECTION OF CHAIR AND VICE CHAIR.** The TRANSPAC JPA calls for the selection of a Chair and Vice Chair, who shall be elected officials and hold the office for a period of one year, commencing in February. 🌀 **PAGE 35**

ACTION RECOMMENDATION: Elect the TRANSPAC Chair and Vice Chair for the term February 1, 2026, through January 31, 2027.

Attachment: Staff Report

- 5. APPOINTMENT OF TRANSPAC REPRESENTATIVES. TO THE CCTA.** TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Board by two members and two alternate members (all elected officials). Commissioner Sue Noack is the TRANSPAC representative to the CCTA and Commissioner Richard Enea is the alternate for the two-year term through January 31, 2026. 🌀 **PAGE 37**

ACTION RECOMMENDATION: Appoint the TRANSPAC CCTA representatives for the term February 1, 2026, through January 31, 2028.

Attachment: Staff Report

- 6. TRANSPAC COMMITTEE APPOINTMENTS.** TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) by one primary, one alternate and one citizen representative. The current terms are set to expire December 31, 2025. The TAC provided recommendations for the Primary and Alternative seats. 🌀 **PAGE 39**

ACTION RECOMMENDATION: Approve the appointment of Briana Byrne (Walnut Creek) as the Primary representative and Aaron Elias (Concord) as the alternate representative to the CCTA CBPAC for the term January 1, 2026 - December 31, 2027.

Attachment: Staff Report

7. **MEASURE J LINE 20A FUNDS PROGRAM POLICIES – FY 2026/2027 - FY 2027/2028.** The Contra Costa Transportation Authority (CCTA) Measure J line 20a program provides funds for Transportation Services for Seniors & People with Disabilities in the TRANSPAC area. TRANSPAC is responsible for recommendations on how the Measure J Line 20a funds are to be used in Central County. At this meeting staff will present the FY 2026/2027 and FY 2027/2028 Draft funds program policy for final review and approval. 🌀 **Page 41**

ACTION RECOMMENDATION: Approve the final call for projects and application material for the FY 2026/2027 and FY 2027/2028 Measure J Line 20a Program and release the call for projects.

Attachment: Staff Report

INFORMATION ITEMS

8. **511 CONTRA COSTA/STREET SMARTS DIABLO PROGRAM UPDATE.** 511 Contra Costa administers Transportation Demand Management (TDM) programs that support walking, biking, transit use, and trip reduction efforts in TRANSPAC communities and throughout Contra Costa County. At this meeting, 511 Contra Costa staff will provide an update on current countywide programs, including the Walk ‘n Roll school-based active transportation program being implemented in the TRANSPAC area. (INFORMATION)
9. **TRANSPAC CCTA REPRESENTATIVE REPORTS.**
10. **METROPOLITAN TRANSPORTATION COMMISSION REPORT.**
11. **TAC ORAL REPORTS BY JURISDICTION.**
12. **BOARD MEMBER COMMENTS.**
13. **MANAGING DIRECTOR’S REPORT.**
14. **ADJOURN / NEXT MEETING.**

The next regular meeting is proposed for February 12, 2026, at 9:00 A.M at the Pleasant Hill City Hall Large Community Room at 100 Gregory Lane, Pleasant Hill. There will be a remote teleconference option for members of the public. Remote teleconference information for members of the public will be included in the posted meeting materials.

THIS PAGE INTENTIONALLY BLANK

TRANSPAC Board Meeting Summary Minutes

Meeting Date:	November 13, 2025
Commissioners Present:	Carlyn Obringer (Commissioner), Concord; Ken Carlson (Commissioner), Contra Costa County; Sue Noack, Pleasant Hill; Greg Young, Martinez; Richard Enea, Clayton
Planning Commissioners Present:	Alex Khalfin, Concord; Molly P Clopp, Walnut Creek
Staff Present:	Matt Todd, TRANSPAC; Tiffany Gephart, TRANSPAC
Guests/Presenters:	Pranjal Dixit, County Connection; Danielle Elkins, CCTA; Samantha Harris, Contra Costa County; Adam Dankberg, Kimley-Horn; Monica Tanner, Kimley-Horn; Kirsten Riker, 511 Contra Costa, Laurie Talbert, 511 Contra Costa; Cara De Jong, 511 Contra Costa
Minutes Prepared By:	Tiffany Gephart

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

Commissioner Obringer convened the regular meeting at 9:01 a.m.

2. Public Comment

Commissioner Obringer opened public comment for items not on the agenda. There were no public comments.

3. Consent Calendar

3a. Approval of Minutes of the September 11, 2025, TRANSPAC Board Meeting.

Action: Approve minutes.

3b. CCTA Executive Director's Report Regarding CCTA Actions-Discussion Items.

3c. Items Approved by the CCTA for Circulation to the Regional Transportation Planning Committees and Related Items of Interest.

3d. RTPC Meetings Summary Letters.

3e. CCTA Meetings Updates and Countywide Information Links.

3f. Transportation Meetings Attended by Staff.

3g. Subregional Transportation Mitigation Program – Development Project Tracking.

3h. TRANSPAC Quarterly Financial Report for the period ended September 30, 2025.

Action: Accept the Quarterly Financial Report for the period ended September 30, 2025.

On motion by Commissioner Noack, seconded by Commissioner Carlson, to approve the consent calendar by unanimous vote of the members present (Obringer, Carlson, Noack, Young, Enea).

4. Youth Transit Programs

4a. Summer Youth Ride Free Program Update

Pranjal Dixit, County Connection, presented results from the Youth Ride Free pilot (June 1-July 31, 2025). The countywide initiative with Tri Delta Transit and WestCAT provided free transit for youth ages 6-18.

The program tested a barrier-free approach with no sign-ups, passes, or IDs required to participate. Ridership showed substantial year-over-year increases with system-wide growth of 6 percent. Survey results (94 responses) revealed significant behavior change: family/friend rides dropped from 44 percent to 18 percent while transit use increased from 42 percent to 59 percent. Youth valued the free cost and independence. Parents reported saving over five car trips per week, with approximately two-thirds saving 11 miles of weekly driving. Post-program analysis showed sustained impacts, with school route ridership reaching the highest level since pre-pandemic in August and September 2025. Lessons learned emphasized that eliminating barriers increased ridership, strong branding proved critical, and early marketing was essential. The full presentation is available in meeting materials at transpac.us.

Commissioner Noack asked about implementation challenges. Mr. Dixit explained the primary challenge was the abbreviated timeline for operator education about the new program and coordinating marketing outreach to schools during May when students were focused on finals. Commissioner Obringer inquired about the correlation between summer ridership and increased fall school route usage. Mr. Dixit confirmed that summer program participation appeared to build student comfort with transit, leading to sustained usage when school resumed. The increase occurred specifically on school routes while other routes saw ridership declines, suggesting the summer program directly influenced student travel habits.

Planning Commissioner Khalfin asked about the reliability category in survey results and marketing strategies. Mr. Dixit explained reliability encompasses both on-time performance and service availability, noting many youth rely on printed schedules rather than real-time arrival applications. He discussed expanding outreach platforms to reach youth where they consume information, including TikTok, and gamifying the program with trip tracking and badge rewards to maintain ongoing engagement.

4b. 2026 Draft TRANSPAC Youth Transit Program

Tiffany Gephart presented the draft 2026 Youth Transit Program pilot combining summer youth transit (June-July 2026) with Pass2Class (fall 2026). Building on the County Connection program, the summer component of the pilot would continue pass-free service for youth ages 6-18 in June-July 2026. TRANSPAC Measure J Line 21A funds (approximately \$4 million in balance) would fund the TRANSPAC portion of the summer component. County Connection estimates \$41,000 for approximately 25,000 trips in the TRANSPAC area (central county) and \$10,000 for 6,000 trips for SWAT (southwest area). CCTA would oversee the implementation and coordination of the program and County Connection would deliver the service. Pass2Class continues to be funded through Transportation Fund for Clean Air (TFCA).

Commissioner Noack sought clarification on funding shifts. Ms. Elkins explained Pass2Class remains under TFCA while June-July would use Measure J Line 21A funds (previously supporting Street Smarts Diablo and 511 programs). Commissioner Noack expressed concern about the two-year timeline and emphasized expeditious use of the \$4 million Line 21A balance. Mr. Todd noted staff will provide comprehensive fund accounting.

Commissioner Carlson discussed TFCA statutory requirements and administrative burden while expressing support for youth transit access. He requested year-round cost projections to inform planning decisions. Ms. Elkins noted Pass2Class under TFCA generates 1,200 survey responses, while the summer program yielded only 48 adult responses, falling short of TFCA evaluation requirements. Planning Commissioner Khalfin asked about SWAT funding commitment; staff indicated meetings scheduled for November 19 and December 1, 2025. Mr. Todd expressed confidence in funding identification and explained alternatives would be developed if needed to maintain the June 1, 2026 start date. Planning Commissioner Clopp asked about branding consistency; Ms. Elkins confirmed CCTA is coordinating for continuity. Commissioner Carlson noted TRANSPAC can adjust programming without losing funds if SWAT cannot participate.

On motion by Commissioner Noack, seconded by Commissioner Carlson, to approve the programming of Measure J Line 21a funds in the amount of \$41,000 to fund the TRANSPAC portion of the countywide summer youth transit program for June-July 2026 by unanimous vote of the members present (Obringer, Carlson, Noack, Young, Enea).

5. TRANSPAC Annual Financial Report as of June 30, 2025 and 2024

Matt Todd presented the annual audit as required by policy and Government Code Section 6505. The audit was completed with no specific items to report.

On motion by Commissioner Carlson, seconded by Commissioner Young, to accept the Annual Financial Report as of June 30, 2025, and 2024 with Independent Auditors' Reports thereon, by unanimous vote of the members present (Obringer, Carlson, Noack, Young, Enea).

6. Measure J Line 20A Funds Program - FY 2024-2025 Progress Report

Ms. Gephart presented the Measure J Line 20A Grant Program progress report. The program provides \$600,000 annually for Transportation Services for Seniors and People with Disabilities. The report covers activities for FY 2024-2025, the first year of the two-year cycle. TRANSPAC awarded \$1.4 million to nine programs, with 59% expended as of June 30, 2025. A copy of the full progress report is included in the agenda packet materials available at transpac.us.

Key Metrics

- Total Individuals Served (TRANSPAC area): 3,751
- Total Trips (origin/destination in TRANSPAC): 87,168
- Total Trips (entirely within TRANSPAC): 52,822
- Shared Trips (origin/destination in TRANSPAC): 74,999
- Total Programs: 10 programs (9 active, 1 delayed launch)
- Ser Types: Door-to-door, Door-thru-Door, curb-to-curb, fixed-route, TNC, volunteer driver, travel training
- Cost Effectiveness: Programs range from \$1.10-\$60.00 cost-per-trip (below County Connection LINK ADA paratransit at \$85.00 per trip)

Planning Commissioner Khalfin asked about travel training status. Ms. Gephart explained the program was awarded in the previous cycle and received an expenditure deadline extension which ended June 30, 2025. CCTA is evaluating the future structure of the program.

Commissioner Obringer noted a significant cost-per-trip difference for Concord shuttle service between 2022 and 2024-2025. Ms. Gephart explained that programs have separated TNC rides from van service in their reporting. TNC rides have flat reimbursement rates yielding lower per-trip costs, while van service requires drivers and has higher costs. Van service data is not yet available since the Concord shuttle launched in August 2025, but future reports will show costs broken out in a similar way to Walnut Creek's services. Mr. Todd added that TRANSPAC improved data tracking by separating van and TNC rides given their different cost structures.

Commissioner Carlson asked about service continuation for programs that expended full allocations before the two-year cycle ends. Ms. Gephart confirmed the requirement is to provide two years of service. Programs like Center for Elder Independence will continue serving members at their Concord PACE center even after expending TRANSPAC funds, though demand exceeded initial projections due to new centers opening. Staff will provide fiscal year 2025-2026 data to the Board. Mr. Todd noted enhanced policies will prevent programs from invoicing the entire two-year allocation in year one while still requiring two years of service delivery. Commissioner Carlson expressed concern about potential service gaps if funding is exhausted before the next cycle begins. He noted the importance of understanding service levels and funding patterns as the Board enters the next programming cycle to determine whether adjustments are needed. Commissioner Noack noted that TRANSPAC is not always the sole funding source for these programs.

7. Measure J Line 20A Funds Program Policies - FY 2026/2027-FY 2027/2028

Ms. Gephart presented draft policies for FY 2026/2027-2027/2028 to guide the December 2025 call for projects. Ms. Gephart noted timely use of funds policies were added in the previous year based on lessons learned, closing old resolutions and returning unspent funds.

Key Policy/Program Updates

- New applicant criterion: Evaluation of prior fund use and compliance
- Expenditure pacing requirements: Adherence to application expenditure timelines; deviations require reports
- Scoring committee; members will be selected in January 2026

Schedule

December 2025: Request Board approval of call for projects release; Late January 2026: Applications due; Spring 2026: Application Review; June 2026: Program approval.

Commissioner Obringer asked whether the policies addressed Commissioner Carlson's service continuation concerns. Mr. Todd explained the pacing requirement formalizes year-one and year-two funding allocations in agreements with CCTA to prevent programs from exhausting resources while providing only one year of service.

Commissioner Young asked whether any funding sources are tied to federal dollars given current uncertainties. Mr. Todd noted program sponsors range from large organizations to small nonprofits, with various programs having received Federal Transit Administration grants

including Section 5307 paratransit vehicle grants. The call for projects will collect information about federal funding included in the delivery plan to inform evaluation metrics. Ms. Gephart added that applications assess service dependency levels and contingency planning, with programs like Mobility Matters serving riders for whom the program may be the only transportation option. Mr. Todd suggested adding questions about federal funding sources to the call for projects.

8. Contra Costa Transportation Authority Integrated Transit Plan

Ms. Elkins introduced the Integrated Transit Plan (ITP) update. The ITP is a comprehensive planning document providing a transit-first vision for a coordinated network connecting major activity centers and regional hubs throughout Contra Costa County. Adam Dankberg presented the update, which included proposed transit priority corridors, mobility hubs, and access improvements with evaluation results and cost estimates for capital and operations.

The presentation addressed two issues from the previous TRANSPAC meeting: bus-on-shoulder operations (Caltrans District 4 is evaluating based on San Diego experience with tentative recommendation to include pending evaluation) and volume-to-capacity ratio analysis for transit priority corridors to assess congestion impacts. The evaluation process used ten criteria including network benefits, regional priority alignment, equity, ridership potential, travel time benefits, volume-to-capacity analysis, and economic development.

For central county, implementing transit priority corridors would significantly increase job accessibility for residents, with analysis showing substantial employment access gains within 45 minutes by transit. Central county corridors including Ygnacio Valley Road, Treat Boulevard/Geary Road, Monument Boulevard, Willow Pass Road, and Concord Avenue/Clayton Road scored relatively high across evaluation categories. Among 36 proposed mobility hub locations, Concord BART station scored highest. Cost estimates include transit corridor improvements (stop upgrades, signal priority, intersection improvements, dedicated lanes), mobility hubs (bus stops, intersection improvements, amenities), and access improvement zones (crossings, curb ramps, bicycle facilities, bike share stations), with total capital costs approaching \$6 billion and operating costs requiring an 80 percent increase over current annual costs. Implementation would be phased over time with various funding opportunities.

Commissioner Enea asked whether Ygnacio Valley Road to Geary Road would have a lane repurposed for transit. Mr. Dankberg explained that is one potential option among many that could be considered. Commissioner Enea expressed concern that Walnut Creek representatives would likely oppose removing a lane given the road serves multi-passenger vehicles and individuals traveling to medical facilities. Mr. Dankberg emphasized the plan is conceptual and aspirational at a high level. Any individual project would require detailed analysis before

implementation. Commissioner Carlson noted projects would return through multiple approval processes including CCTA, regional transportation planning committees, and specific jurisdictions for local planning integration. This is a visioning plan, and individual projects would undergo separate detailed review.

Mr. Todd recalled a Technical Advisory Committee discussion about the volume-to-capacity ratio analysis, noting some Ygnacio Valley Road segments are highly impacted with limited options due to existing high congestion levels. Commissioner Carlson compared the planning process to bus-on-shoulder implementation, noting some projects are already in progress while others remain in scoping or visionary stages. He requested projections for year-round youth free transit to inform planning decisions before any expenditure plan. Staff indicated they would develop cost estimates for expanded youth transit programs. Next steps include CCTA Board adoption which is scheduled for early 2026, followed by preparation of a final report.

9. 511 Contra Costa/Street Smarts Diablo Program Update

Due to time constraints, this item was continued to December 11, 2025.

10. TRANSPAC CCTA Representative Reports

No report was given.

11. Metropolitan Transportation Commission Report

No report was given.

12. TAC Oral Reports by Jurisdiction

No reports were given.

13. Board Member Comments

No comments were made.

14. Managing Director's Report

No report was given.

15. Adjournment

The meeting was adjourned at 10:46 a.m. The next meeting is December 11, 2025, at 9:00 a.m. at Pleasant Hill City Hall, 100 Gregory Lane, Pleasant Hill.

THIS PAGE INTENTIONALLY BLANK

EXECUTIVE DIRECTOR'S REPORT
November 19, 2025

California Professional Municipal Clerk (CPMC) Conference: September 29-October 3, 2025
Jaclyn Reyes, Emily Owen, Erika Kiernan, and DeAnna Blakeslee attended the CPMC conference in Riverside, CA. The program delivers intensive clerk-focused professional development covering municipal and special district clerk roles. Our team engaged in sessions designed to deepen their understanding of governance best practices, certification pathways, including credits towards becoming a Certified Municipal Clerk, and peer networking opportunities. Their participation helps strengthen our clerks' capabilities and broadens our organizational connections within the California municipal clerk community.

GoMentum Transit Bus on Shoulder (TBOS) Demonstration: October 10, 2025
As part of Innovate 680, the Authority has been advancing TBOS on Northbound Interstate 680 (I-680) from Bollinger Canyon to Olympic Blvd. Based on funding received from the state, Hisham Noeimi and Andy Dillard have been implementing a TBOS demonstration project at GoMentum Station in partnership with the Metropolitan Transportation Commission (MTC), California Department of Transportation (Caltrans), California Highway Patrol (CHP), Federal Highway Administration (FHWA), and Central Contra Costa Transit Authority dba County Connection. County Connection has been an outstanding partner and key contributor in making the project successful. The project hosted executives from MTC, Caltrans, FHWA, CHP, and County Connection to demonstrate TBOS in different scenarios, informing state policy and guidance.

Senate Bill (SB) 63: October 13, 2025
Senator Scott Wiener and Jesse Arreguin co-authored SB 63, which was signed by Governor Gavin Newsom. SB 63 authorizes a new regional sales tax measure for the Bay Area to raise dedicated revenue for transit agencies. The legislation creates a "Transportation Revenue Measure District" covering Alameda, Contra Costa, San Francisco, Santa Clara, and San Mateo counties and allows voters in the November 2026 election to approve a 14-year sales tax (0.5 % in Alameda, Contra Costa, Santa Clara, and San Mateo, and up to 1 % in San Francisco). The funds must be used primarily for operations of major transit systems (such as the Bay Area Rapid Transit, Caltrain, Muni, and Alameda-Contra Costa Transit), follow expenditure plans defined by a Transit Operations Financial Responsibility & Implementation Plan (T-FRIP), and impose financial-efficiency and coordination requirements as conditions of receiving funds. The funds will also support small transit operators in Contra Costa County, such as County Connection, Eastern Contra Costa Transit Authority dba Tri-Delta Transit, and West Contra Costa Transit Authority dba WestCAT.

Authority Measure J Webinar: October 16, 2025

The Authority hosted a webinar titled “Where Your Sales Tax Dollars Go” with Commissioners and Contra Costa County Board of Supervisors Diane Burgis and Ken Carlson. The webinar provided an overview of how the county’s half-cent transportation sales tax through Measure J is collected, allocated, and spent across key priority areas. Attendees learned that the funds support major highway and interchange improvements, local streets and road maintenance, expanded bus/rail transit services, and accessible transportation services for seniors and people with disabilities, and regional mobility initiatives such as Shared Mobility Hubs (SMHs) and autonomous vehicles (AVs). The event received front-page coverage in The Brentwood Press, was attended by over 60 people at the live event, and will be featured as my first podcast with a video component.

American Council of Engineering Companies (ACEC) East Bay Chapter Meeting: October 22, 2025

Danielle Elkins and Ryan McClain were invited to have a panel discussion about Authority priorities and initiatives at the ACEC East Bay Chapter meeting. They highlighted the Countywide Transportation Plan, Integrated Transportation Plan, and SMHs, including key priority projects such as the I-680/State Route (SR-4), Phase 2 and 4a interchange improvements, I-680 Northbound Express Lanes, Coordinated Adaptive Ramp Metering (CARM), and Safe Streets for All projects.

Accessible Transportation Meeting with County Hospitals: October 21, 2025

Jack Hall and I had a meeting with Kaiser Permanente (Kaiser) and Veterans Hospital (VA) to discuss challenges and needs to provide transportation to their patients. The discussion focused on transportation services and community engagement efforts for both VA and Kaiser patients. For the VA, transportation options include Uber/Lyft, taxi services, and Presto. For Kaiser, options include County Connection, Uber/Lyft, and Presto. We discussed the gaps and potential solutions with future accessible transportation programs, such as One-call/One-click (OC/OC).

Drive Artificial Intelligence (AI) Workshop 2025: October 23, 2025

At the Drive AI Workshop hosted by the University of California (UC), Berkeley, I was invited to speak on two panels highlighting the Authority’s leadership in innovation and emerging mobility. The first panel focused on GoMentum Station, where I discussed our new partnership with UC Berkeley and plans to expand testing and research capabilities to the Richmond Field Station, creating a collaborative hub for connected, automated, and AI-enabled vehicle technologies. The second panel addressed the infrastructure needs assessment for advanced air mobility (AAM), where I emphasized the importance of regional coordination, planning, and data integration to support future electric vertical take-off and landing (eVTOL) and AAM operations safely and efficiently within existing transportation systems.

California Special Districts Association (CSDA) 2025 Board Secretary/Clerk Conference:

October 27-29, 2025

Tarienne Grover, Jaclyn Reyes, Emily Owen, Erika Kiernan, and DeAnna Blakeslee attended the CSDA 2025 Board Secretary/Clerk Conference in Santa Rosa, CA, with a focus on enhancing their skills and knowledge in administrative support and office management. The conference offered practical sessions on topics such as effective communication and customer service, meeting preparation and minute-taking, records management, Brown Act compliance, legal updates, leadership, and strategies for improving workflow efficiency in public agencies.

John Muir Hospital: October 29, 2025

Danielle Elkins, Jack Hall, and I had a meeting with John Muir Health to discuss challenges and needs to provide transportation to their patients. The discussion focused on transportation services and community engagement efforts for John Muir Hospital patients. Similar to Kaiser and the VA, John Muir Health has limited transportation options, such as Uber/Lyft. We discussed the gaps and potential solutions with future accessible transportation programs, such as OC/OC.

Japan Highway Industry Development Organization: October 30, 2025

The Authority hosted a delegation from Japan representing the Japan Highway Industry Development Organization (HIDO). They were interested in our Redefining Mobility program, Automated Driving Systems grant, and Presto demonstrations. We discussed the current and future challenges to scale, including workforce development, commercially available technology, and new business models.

American Public Works Association (APWA) NorCal Public Works Conference: November 4-5, 2025

Brandon Hays and Hisham Noeimi attended the APWA Northern California Public Works Conference in Oakland. The conference brings together public works professionals, agency leaders, and industry partners from across the region to discuss best practices and innovations in infrastructure delivery. The Authority was featured prominently in multiple sessions. Brandon Hays delivered a presentation highlighting how the Authority's portfolio of projects and programs advances regional infrastructure resilience and supports a more connected, adaptive transportation network. His presentation showcased several key projects, including the I-680/SR-4 Interchange Improvements, Phases 2A and 4, SMHs, GoMentum Station, Presto autonomous shuttles, CARM, Smart Signals, the Northbound I-680 Express Lanes project, and the Automated Transit Network. These efforts illustrated how the Authority is planning, piloting, and delivering projects that integrate multimodal mobility, automation, and system management strategies to improve safety, reliability, and resilience.

Hisham Noeimi also participated in a conference session in coordination with Advanced Mobility Group. Hisham delivered a presentation on the Cloud-Based Transit Signal Priority (TSP) project completed in the cities of Concord and Walnut Creek, providing the background on the project, lessons learned, and collaboration required by all partners and vendors. The presentation also highlighted differences between the Miovision system and other systems like Connected Signals, and shared performance metrics for the project. Ivan Ramirez, the Authority's previous Director, Construction, provided a presentation with the City of San Ramon to highlight the success of the Bollinger Canyon Pedestrian Overcrossing Project and the benefits of Construction Manager/General Contractor (CMGC) as an alternative delivery method.

The event provided valuable opportunities to share the Authority's leadership in innovation, strengthen partnerships with regional agencies, and gather best practices relevant to project delivery, workforce development, and long-term infrastructure resilience.

Automated Transportation Symposium: November 5, 2025

Jack Hall and I were invited to speak at the SAE Automated Transportation Symposium in Tempe, Arizona. I participated in a panel discussion titled "AVs in the Suburbs." The panel explored the deployment, challenges, opportunities, and workforce development associated with advancing AV technology in suburban environments. I shared insights from the Authority's Presto initiatives and our regional approach to integrating AVs into suburban mobility systems. The panel also featured VIA, which highlighted its national successes in microtransit deployments using AVs, and the City of Arlington, Texas, which presented its innovative model of providing citywide microtransit as the sole form of public transportation, replacing the need for fixed-route bus service. The discussion emphasized how flexible, on-demand microtransit and AV models can expand mobility options and reshape the future of suburban transit.

Jack participated in a national roundtable session focused on the real-world data needs of operators when navigating roadway disruptions, including work zones, weather impacts, and temporary closures. The session brought together industry leaders, public agencies, and technology partners to discuss current data gaps and opportunities to improve standardized, real-time data exchange between AVs and infrastructure owner-operators. The Authority contributed to a panel exploring existing data specifications, tools, and best practices, highlighting our work in Contra Costa County and ongoing efforts to strengthen interoperability and data reliability. The collaborative discussions helped shape next steps for advancing trusted, actionable data sharing frameworks that support the safe and efficient deployment of autonomous transportation.

Intelligent Transportation Society of California (ITS CA) Annual Meeting: November 3-5, 2025
Ryan McClain and Andy Dillard attended the ITS CA Annual Conference in Palm Springs, CA, where industry leaders gathered to discuss innovations in connected, automated, and smart transportation technologies. After the conference, they met with Coachella Valley Association of Governments (CVAG) staff at their new Traffic Management Center (TMC) in Thousand Palms for a tour and to discuss challenges and successes with implementing their Smart Signals Project at a regional scale. The CVAG TMC is a showcase for how adaptive signal coordination and advanced communication systems are improving traffic flow, safety, and regional mobility.

Focus on the Future: November 9-11, 2025

Commissioners Newell Arnerich and Chris Kelly, along with Danielle Elkins, Ryan McClain, Lindy Johnson, Brandon Hays, Stephanie Hu, and Matt Kelly, attended the Self-Help Counties Coalition Focus on the Future Conference in San Francisco, where transportation leaders from across California gathered to share innovations shaping the future of infrastructure, mobility, and transportation funding.

Lindy Johnson moderated a panel on workforce resilience and innovation, highlighting creative strategies to address labor shortages and funding challenges across the transportation sector. The session featured programs such as Alameda-Contra Costa Transit District's ZEB University, a new Civil Engineering Apprenticeship, and the California Transportation Foundation's Higher Education and Workforce Development Program, as well as the Authority's own summer engineering camp, which is helping inspire the next generation of transportation professionals.

Danielle Elkins participated in a second panel titled "AI in Action: Trends & Tools, Real-World Use, and How AI is Shaping the Future," which explored how AI is transforming public agencies and the transportation industry. Her discussion emphasized the importance of balancing innovation with cybersecurity, policy development, and responsible implementation to ensure technology enhances safety, efficiency, and equity across transportation systems.

Matt Kelly and Stephanie Hu presented at the Poster Session with a poster on the Northbound I-680 Express Lane Completion Project, which highlighted the Authority's work on SB 743 implementation related to vehicle miles traveled. The Authority also presented a poster on the Presto shuttle communications strategy in partnership with our communications consultant, Convey, Inc.

Innovate 680 Policy Advisory Committee (PAC): November 12, 2025

The Authority hosted the twentieth meeting of the Innovate 680 PAC where the committee received updates and discussed key elements of the Innovate 680 Program, including a program and project overview, upcoming operations & maintenance agreements for effective

implementation of the program, coordination of the CARM project on the I-680 corridor, and progress on the transit-bus-on-shoulder/part-time transit lanes testing at GoMentum Station.

Electric Vehicle Takeoff Landing (eVTOL) Integrated Partnership Program

The eVTOL and AAM Integration Pilot Program (eIPP) is a federal initiative established under Executive Order 14307, “Unleashing American Drone Dominance,” signed by President Donald J. Trump on June 6, 2025. Led by the Federal Aviation Administration (FAA), the eIPP aims to accelerate the safe integration of eVTOL and other AAM aircraft into the national airspace through public-private partnerships. The program invites state, local, tribal, and territorial governments to collaborate with U.S. aerospace companies to pilot operational concepts such as air taxis, regional electric aircraft, cargo and logistics services, and emergency response applications. The FAA will select at least five projects, generating data and lessons to inform future regulatory frameworks and advance U.S. leadership in next-generation air mobility systems. The Authority is partnering with Caltrans, UC, Berkeley, the Transportation Agency of Monterey County, and the Drone Automation Research Testing (DART) lab on a demonstration project with AAM Original Equipment Manufacturers such as Joby, Archer, and Wisk.

Ryan McClain and Michael Blasky traveled to Monterey County on October 28, 2025, to participate in a technical tour and roundtable discussion about the eIPP with partners sponsored by DART. The visit included Marina Airport (Joby Aviation’s testing and manufacturing facility) and Watsonville (Airspace Integration’s testing facility).

Community Event Series

Throughout October 2025, Authority staff and consultants participated in several high-visibility community events across Contra Costa County, connecting directly with residents to promote Authority awareness, share information about Measure J-funded programs, and gather feedback on local and regional mobility priorities.

Clayton Oktoberfest: October 4-5, 2025

Over the weekend, Civic Edge staff and Authority representatives engaged with more than 230 attendees in downtown Clayton. Community members asked about a future Byron/Route 239 connection linking SR-4 to I-580/I-205. Other conversations centered on the future of the Presto AV and the need for improved local bus service. Residents responded enthusiastically to learning more about the Authority’s mission and programs, and the interactive prize wheel and high-quality giveaways drew steady participation from families. Executive Director Timothy Haile also visited the booth, underscoring the Authority’s strong local presence.

Health Expo, Concord Senior Center: October 9, 2025

Authority staff Paula Troy and Sherri Sylva represented the Authority at this senior-focused outreach event, engaging roughly 50 residents over a three-hour period in a key area for our

CBTP outreach. Discussions highlighted the importance of reliable transportation options for older adults in the Concord area, including access to paratransit and first/last-mile connections.

Brentwood Hometown Halloween: October 25, 2025

This family-focused event in downtown Brentwood attracted more than 1,500 participants, making it one of the highest-traffic outreach efforts of the season. Families overwhelmingly appreciated the Authority’s presence and interactive activities for children, with a spinning prize wheel and coloring books (plus 4+ bags of Costco candy). The most common community question concerned when BART would extend to Brentwood. Staff plan to enhance next year’s booth with themed decorations and a dedicated set of children’s trivia questions to build on this year’s success.

San Ramon Street Smarts Bike Festival on October 25, 2025, and Antioch Dia de Los Muertos Festival on November 1, 2025

Authority staff member Matt Kelly joined consultants at these events to engage with local residents and promote the Community-Based Transportation Plan (CBTP) survey. Outreach focused on local mobility needs within Contra Costa County's Equity Priority Community and encouraged residents to share feedback on future investments to improve safe biking and access for all ages.

Shared Autonomous Vehicle Ridership for Martinez – October 2025

Martinez Ridership

May Mobility’s ridership increased 19% in October 2025 from the previous month, with 127 riders compared to 107 riders in September 2025. The operating hours are weekdays from 8:30 a.m. to 6:00 p.m. for County Hospital patients and 6:00 p.m. to 9:30 p.m. for the general public. The service does not operate during the weekend.

There have been 776 riders with about 85,000 miles driven since the start of service last year (September 16, 2024) who booked their trips through the App and Agent requests. Of those, 86% are repeat riders, with an average party size of 1.16 people, an average wait time of 5.4 minutes, and 99% early or on-time pickups. 197 riders rated the ride 5.0 stars, with zero ratings below five stars.

Demonstration service is scheduled to end in December 2025.

Rossmoor

Following Rossmoor’s pilot, the community is looking for transit service. Rossmoor is working with the Authority on a new service that best fits their needs.

Website Update – October 2025

The Authority.net website saw 6,000 visitors in October 2025, a slight decrease from September 2025, which may be related to the end of our Countywide Transportation Plan outreach. The meeting and our team pages were the most popular pages. Our visitors continue to come primarily from organic search and direct (typing in the website address).

Social Media Metrics – October 2025

The Authority's social media activity in October 2025 centered on outreach for Measure J and major planning initiatives, with posts strategically tailored to reach both countywide and neighborhood audiences.

On LinkedIn, engagement was driven primarily by Timothy Haile's Measure J Lunch & Learn webinar with Commissioners Carlson and Burgis, which earned the month's highest interaction rate and helped maintain strong professional visibility despite a smaller number of posts overall.

On Facebook, impressions were led by targeted ad campaigns promoting the CBTP and the Walnut Creek SMH surveys, which together generated the majority of traffic for the month. These ads helped sustain awareness around our planning and mobility-access projects.

Meanwhile, Nextdoor proved effective for geographically focused outreach, with two posts generating roughly 8,000 impressions across neighborhoods in Walnut Creek and Contra Costa County's Equity Priority Communities. This hyper-local approach allowed the Authority to connect directly with residents in the areas most impacted by CBTP and SMH planning efforts.

Platform	Posts	New Followers	Total Followers	Impressions	Engagements	Impressions Change
LinkedIn	3	+23	2,389	3,764	1,167	68% ↓ from Sept
Facebook	5	+4	2,461	60,768	108	32.5% ↓ from Sept
Twitter/X	1	-1	1,134	233	1	~Same from Sept
<u>Nextdoor</u>	2	Automatically subscribed to all <u>Nextdoor</u> accounts in Contra Costa County (~620K)	N/A	7,718	11	N/A
Bluesky	2	+1	43	BlueSky does not currently provide	BlueSky does not currently provide	N/A

Staff Out-of-State Travel: Timothy Haile attended the Federal Advocacy Trip in Washington, D.C. from September 12-17, 2025, for a total amount of \$2,328.08. Chair Aaron Meadows attended the Federal Advocacy Trip in Washington, D.C. from September 12-17, 2025, for a total amount of \$2,303.88. Lindy Johnson attended the Federal Advocacy Trip in Washington, D.C. from September 12-17, 2025, for a total amount of \$2,258.88. Ryan McClain attended the Federal Advocacy Trip in Washington, D.C. from September 12-17, 2025, for a total amount of \$2,392.65. Danielle Elkins attended the Women’s Transportation Seminar International Conference in Toronto, Canada from May 5-10, 2025, for a total amount of \$3,382.06. Danielle Elkins attended the United States Department of Transportation Strengthening Mobility and Revolutionizing Transportation Summit from July 29 to August 4, 2025, in Washington, D.C. for a total amount of \$1,427.78.

THIS PAGE INTENTIONALLY BLANK

COMMISSIONERS

Aaron Meadows, Chair

Darlene Gee, Vice
Chair

Mark Armstrong

Newell Americh

Ron Bernal

Diane Burgis

Ken Carlson

Chris Kelley

Sue Noack

Carlyn Obringer

Rita Xavier

Timothy Haile,
Executive Director

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

MEMORANDUM

To: Matt Todd, TRANSPAC
Chris Weeks, SWAT
Robert Sarmiento, TRANSPLAN
Diane Friedmann, TVTC
John Nemeth, WCCTAC
Nate Levine, LPMC

From: Timothy Haile, Executive Director

Date: December 2, 2025

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

At its November 17, 2025 meeting, the Authority Board discussed and approved the following agenda item recommendations, which may be of interest to the Regional Transportation Planning Committees:

- A. *Staff from the Metropolitan Transportation Commission and the Association of Bay Area Governments provided an update on the Draft Plan Bay Area 2050+.*
- B. *The Authority Board provided comments on the Draft 2025 Measure J Strategic Plan, with formal approval to be sought in December 2025.*
- C. *The Authority Board approved the selection of Fehr & Peers, supported by Civic Edge Consulting, EMC Research, and CliffordMoss as subconsultants, and authorized staff to begin agreement negotiations with the selected team to support the development of the new Transportation Expenditure Plan.*
- D. *The Authority Board approved Resolution 25-31-G (Rev 1), which approves the Fiscal Year 2025-26 Contra Costa County Transportation Fund for Clean Air 40% Fund projects that comply with the Bay Area Air Quality*

Management District Board-approved policies and authorized the Executive Director or designee to execute cooperative agreements with the fund recipients.

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

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

November 18, 2025

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

RE: Status Letter for TRANSPAC Meeting – November 13, 2025

Dear Mr. Haile:

The TRANSPAC Committee met on November 13, 2025. The following is a summary of the meeting and action items:

1. The Board accepted the Quarterly Financial Report for the period ended September 30, 2025.
2. The Board approved the programming of Measure J Line 21A funds in the amount of \$41,000 to fund the TRANSPAC portion of the countywide summer youth transit program for June-July 2026.
3. The Board accepted the Annual Financial Report as of June 30, 2025, and 2024 with Independent Auditors' Reports thereon.
4. The Board received information on Measure J Line 20A Funds Program - FY 2024-2025 Progress Report.
5. The Board reviewed Measure J Line 20a Funds Program Policies – FY 2026/2027-FY 2027/2028.
6. The Board received information on Contra Costa Transportation Authority Integrated Transit Plan.

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

Sincerely,

Matt Todd

Matt Todd
Managing Director

cc: TRANSPAC Representatives; TRANSPAC TAC and staff
Danielle Elkins and Matt Kelly, CCTA Staff
Robert Sarmiento, TRANSPLAN; Susannah Meyer, Chair, TRANSPLAN
Chris Weeks, SWAT; Mark Armstrong, Chair, SWAT
John Nemeth, WCCTAC; Cameron Sasai, Chair, WCCTAC
Tarienne Grover, CCTA Staff
Sue Noack, Andrei Obolenskiy

TRANSPLAN COMMITTEE

EAST COUNTY TRANSPORTATION PLANNING

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

October 24, 2025

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 special meeting on October 16, 2025:

1. Received an update on the Draft Integrated Transit Plan (ITP) from CCTA staff. The TRANSPLAN Committee commented on the importance of transit enhancements, including a potential dedicated transit lane, along the segment of Kirker Pass Road between Concord and Pittsburg, especially in consideration of future transportation impacts from the Concord Naval Weapons Station redevelopment and when an accident occurs on State Route 4 and subsequently creates congestion on that highway. In addition, the TRANSPLAN Committee commented that the installation of new dedicated transit lanes along Railroad Avenue, as highlighted in the ITP, should not involve the conversion of existing travel lanes. Finally, the TRANSPLAN Committee stated that the ITP should consider the movement of people traveling to East County, not just travelers leaving East County.
2. Approved the FY 2025/26 Transportation for Clean Air (TFCA) East County Subregional Program Allocations. The TRANSPLAN Committee approved the full allocation of the FY 2025/26 East County subregional program funds to the Tri Delta Transit Tri MyRide service expansion. (The staff recommendation was to approve the allocation of a portion of the TFCA East County subregional funds to 511 Contra Costa's new Walk & Roll program for East County and the rest to the Tri MyRide service expansion, consistent with the FY 2025/26 TFCA funding allocations for TFCA proposals countywide that had recently been approved by the CCTA Board.)
3. Approved a 511 Contra Costa request to allocate Measure J Program 17 (Commute Alternatives) funds towards the installation of e-lockers in the City of Antioch, along with maintenance of the e-lockers for five years.

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

Sincerely,



Robert Sarmiento
TRANSPLAN Staff

c: TRANSPLAN Committee M. Todd, TRANSPAC M. Kelly, CCTA
A. Shields, TVTC J. Nemeth, WCCTAC T. Grover, CCTA
C. Weeks, SWAT D. Elkins, CCTA TRANSPLAN TAC

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

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: December 11, 2025

Subject:	TRANSPORTATION MEETINGS ATTENDED BY STAFF
Summary of Issues	Staff members regularly attend transportation-related meetings outside of the TRANSPAC Board and Technical Advisory Committee meetings. This report provides a summary of the outside meetings attended.
Recommendations	For information only.
Attachment(s)	None.

Background

To support TRANSPAC's mission and stay informed on regional transportation initiatives, staff participate in external meetings that address key topics and foster collaboration with partner agencies.

Staff have attended the following meetings:

Meeting	Date
Check-in Meeting with CCTA staff	11/18/25
CCTA/RTPCs Quarterly Check In	12/2/25

THIS PAGE INTENTIONALLY BLANK

TRANSPAC Board Meeting **STAFF REPORT**

Meeting Date: December 11, 2025

Subject:	SUBREGIONAL TRANSPORTATION MITIGATION PROGRAM – DEVELOPMENT PROJECT TRACKING
Summary of Issues	As part of the TRANSPAC Subregional Transportation Mitigation Program (STMP), the Committee tracks local development projects as a standing item in order to monitor potential impacts to Routes of Regional Significance within local jurisdictions.
Recommendation(s)	For information only.
Option(s)	None.
Financial Implications	No TRANSPAC financial implications.
Attachment(s)	1. TRANSPAC Development Project Tracker

TRANSPAC DEVELOPMENT PROJECT TRACKER

LEAD AGENCY	GEOGRAPHIC LOCATION (City, Region, etc.)	NOTICE / DOCUMENT	PROJECT NAME	DESCRIPTION	COMMENT DEADLINE	NOTES
City of Walnut Creek	Walnut Creek	Environmental Impact Report (EIR) Link	Mitchell Townhomes	400+ townhomes at Shadelands/Mitchell [October 2025]	10/6/2025	Notice
Contra Costa County	Discovery Bay	General Plan Amendment, Traffic Impact Analysis (TBA)	Cecchini Ranch	545 acres of agricultural lands to be developed into 2,000 units of Adult Residential Living, light industrial space, sports parks, community park with community center, boat and RV storage, open space, preserved wetlands, and a fire station. (February 2025)		
City of Walnut Creek	Walnut Creek	Traffic Study (TBA)	Mitchell Townhomes	400+ townhomes at Shadelands/Mitchell [March 2025]		
Contra Costa County	Concord	Environmental Impact Report (EIR) link	FSRE Industrial Concord Project link	The project involves constructing a 223,145-square-foot single-story concrete tilt-up logistics warehouse (213,962 sq ft warehouse, 9,183 sq ft office) with 3.11 acres of stormwater treatment. Site improvements include 223 auto parking stalls, 38 trailer stalls, 24 bicycle spaces, and 36 truck docks. Off-site work includes roadway improvements, a new intersection at Marsh Drive/Sally Ride Drive with crosswalk and Pedestrian Hybrid Beacon, plus landscaping, security lighting and fencing [October 2025]	10/21/2025	Cities of Pleasant Hill and Concord provided comment

NEW PROJECTS/NOTICES

LEAD AGENCY	GEOGRAPHIC LOCATION (City, Region, etc.)	NOTICE / DOCUMENT	PROJECT NAME	DESCRIPTION	COMMENT DEADLINE	NOTES

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: December 11, 2025

Subject:	2026 TRANSPAC MEETING CALENDAR
Summary of Issues	The TRANSPAC Board is requested to review the proposed 2026 schedule of meetings for the TRANSPAC Board and TAC.
Recommendations	Approve the TRANSPAC Meeting Schedule for 2026
Financial Implications	None
Options	Defer the action.
Attachment(s)	A. Draft 2026 Meeting Schedule

TRANSPAC Transportation Partnership and Cooperation

2026 MEETING SCHEDULE

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

TRANSPAC Meetings

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

January (No meeting)
February 12
March 12
April 9
May 14
June 11

July 9
August (No meeting)
September 10
October 8
November 12
December 10

TAC Meetings

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

January 29*
February 26
March 26
April 30*
May 28
June 25

July (No Meeting)
August 27
September 24
October 29*
November 19**
December (No meeting)

* 5th Thursday of the Month

** 3rd Thursday of the Month

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: December 11, 2025

Subject:	ELECTION OF TRANSPAC CHAIR AND VICE CHAIR
Summary of Issues	The TRANSPAC JPA calls for the selection of a Chair and Vice Chair, who shall be elected officials and hold the office for a period of one year, commencing in February.
Recommendations	Elect the TRANSPAC Chair and Vice Chair for the term February 1, 2026, through January 31, 2027.
Options	The TRANSPAC Board could defer this action to February.
Attachment(s)	A. TRANSPAC Member List and CCTA Appointments (2015 Present)

TRANSPAC ELECTED MEMBERS

Jurisdiction	Clayton	Concord	Contra Costa County	Martinez	Pleasant Hill	Walnut Creek	CCTA Even Yr Appt	CCTA Odd Yr Appt	CCTA Alt. At-Large
2025	Richard Enea	Carlyn Obringer (Chair)	Ken Carlson (V Chair)	Greg Young	Sue Noack	Kevin Wilk		Carlyn Obringer 2025-27 Appt: 01/23/2025	Kevin Wilk 2025-27 Appt: 01/23/2025
2024	Peter Cloven	Carlyn Obringer (V Chair)	Ken Carlson	Mark Ross	Sue Noack (Chair)	Loella Haskew	Sue Noack 2024-26 Appt: 12/14/23		Richard Enea 2024-26 Peter Cloven 2024-26 Appt: 1/23/25 Appt: 12/14/23
2023	Peter Cloven (Chair)	Carlyn Obringer	Ken Carlson Appt 1/10/23	Mark Ross	Sue Noack (V Chair) Appt: 1/9/23	Loella Haskew Appt: 12/2/22		Loella Haskew 2023-25 Appt: 12/8/22	Carlin Obringer 2023-25 Appt: 12/8/22
2022	Peter Cloven (V Chair) Appt. 01/04/22	Tim McGallian Appt 12/14/21	Karen Mitchoff	Mark Ross	Sue Noack Appt. 01/10/22	Loella Haskew (Chair)	Sue Noack 2022-24 Appt. 12/9/2021		Peter Cloven 2022-24 Appt. 12/9/2021
2021	Peter Cloven	Carlyn Obringer	Karen Mitchoff	Mark Ross (Chair)	Sue Noack	Loella Haskew (V Chair)		Loella Haskew 2021-23	Tim McGallian 2021-23 Carlyn Obringer 2021-23
2020	Julie Pierce Appt 12/17/19	Carlyn Obringer (Chair) Appt. 12/10/19	Karen Mitchoff Appt. 01/07/20	Mark Ross (Vice Chair)	Sue Noack Appt. 1/13/20	Loella Haskew Appt. 12/17/19	Sue Noack 2020-22 Julie Pierce 2020-22 Appt. 12/10/20 Appt. 12/12/19		Peter Cloven 2020-22 Carlyn Obringer 2020-22 Appt. 2/11/21 Appt. 12/12/19
2019	Julie Pierce Appt. 12-18-18	Carlyn Obringer (V Chair) Appt. 12-12-18	Karen Mitchoff Appt. 01-15-19	Mark Ross Appt. 12-18-18	Sue Noack (Chair) Appt. 01-28-19	Loella Haskew Appt. 12-18-18		Loella Haskew 2019-21 Appt: 12/13/18	Sue Noack 2019-21 Appt: 12/13/18
2018	Julie Pierce (Chair) Appt: 01/16/18	Carlyn Obringer Appt: 12/12/17	Karen Mitchoff Appt: 01/09/18	Mark Ross	Sue Noack (V Chair) Appt: 01/08/18	Loella Haskew Appt: 12/19/17	Julie Pierce 2018-20 Appt: 2/8/18		Carlyn Obringer 2018-20 Appt: 2/8/18
2017	Julie Pierce (V Chair) Appt: 12/20/16	Ron Leone Appt: 12/13/16	Karen Mitchoff (Chair) Appt: 01/10/17	Mark Ross Appt: 02/15/17	Sue Noack Appt: 01/09/17	Loella Haskew Appt: 12/20/16		Loella Haskew 2017-19 Appt: 12/8/16	Sue Noack 2017-19 Appt: 2/9/17
2016	Julie Pierce Appt: 12/15/15	Ron Leone (Chair) Appt: 12/15/15	Karen Mitchoff (V Chair) Appt: 01/05/16	Mark Ross	David Durant Not Available	Loella Haskew Appt: 12/15/15	Julie Pierce 2016-18 Appt: 11/12/15		Carlyn Obringer 2016-18 7/13/2017
2015	Julie Pierce Appt: 12/16/14	Ron Leone (Vice Chair) Appt: 12/16/14	Karen Mitchoff Appt: 01/06/15	Mark Ross	David Durant Appt: 01/12/15	Loella Haskew (Chair) Appt: 01/20/15		David Durant 2015-17 Appt: 12/11/14	Loella Haskew 2015-17 12/11/2014

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: December 11, 2025

Subject:	APPOINTMENT OF TRANSPAC REPRESENTATIVES TO THE CCTA
Summary of Issues	TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Board by two members and two alternate members (all elected officials). Commissioner Sue Noack is the TRANSPAC representative to the CCTA and Commissioner Richard Enea the alternate for the two-year term of February 1, 2026, to January 31, 2028.
Recommendations	Appoint the TRANSPAC CCTA Representatives for the term February 1, 2026, through January 31, 2028.
Options	The TRANSPAC Board could defer this action to the next TRANSPAC meeting in February. This would cause TRANSPAC to not have an appointee approved to serve at the February and possibly March CCTA meetings.
Attachment(s)	None.

Background

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

Commissioner Sue Noack is the TRANSPAC representative to the CCTA and Commissioner Richard Enea is the alternate for the two-year term February 1, 2024, to January 31, 2026. TRANSPAC is requested to appoint a primary and alternate member to the CCTA Board to represent TRANSPAC for the two-year period from February 1, 2026, to January 31, 2028. CCTA typically seats new members formally at the February CCTA Board Meeting, and the CCTA Planning Committee or Administration and Projects Committee in March.

Commissioner Carlyn Obringer is the TRANSPAC representative to the CCTA and Commissioner Kevin Wilk is the alternate for the two-year term February 1, 2025, to January 31, 2027.

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

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

At this meeting, it is requested that the Board appoint a primary and alternate member to the CCTA Board to represent TRANSPAC for the two-year period from February 1, 2026, through January 31, 2028.

TRANSPAC Board Meeting *STAFF REPORT*

Meeting Date: December 11, 2025

Subject:	TRANSPAC COMMITTEE APPOINTMENTS
Summary of Issues	TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) by one primary, one alternate and one citizen representative. The current terms are set to expire December 31, 2025. The TAC has forwarded recommendations for the Primary and Alternate seats for the term January 1, 2026 – December 31, 2027, for Board consideration. The Board is also requested to submit candidates for the Citizen representative position to fill the remaining vacancy.
Recommendation	Approve the appointment of Briana Byrne (Walnut Creek) as the Primary representative and Aaron Elias (Concord) as the alternate representative to the CCTA CBPAC for the term January 1, 2026 - December 31, 2027.
Financial Implications	No TRANSPAC financial implications.
Option(s)	Defer the recommendation.

Background

Countywide Bicycle and Pedestrian Advisory Committee (CBPAC)

TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) by one TRANSPAC staff representative (and alternate) and one citizen representative. The purpose of the CBPAC is to advise the CCTA on bicycle and pedestrian issues and to help the CCTA carry out its responsibilities as a sales tax and congestion management agency. The CBPAC responsibilities include overseeing updates to the countywide bicycle and pedestrian Plan and other CCTA policy documents as well as helping to implement policies, to review and provide recommendations on applications for funding for bicycle and pedestrian projects and programs, and to address other bicycle or pedestrian issues facing the CCTA, Contra Costa and the region. The committee is expected to meet 5-6 times a year.

Currently, Briana Byrne, (Walnut Creek), is the primary representative, Aaron Elias (Concord) is the alternate representative, and Scott Simmons is the citizen representative on the CBPAC for the term ending December 31, 2025. Briana Byrne and Aaron Elias expressed interest in continuing to serve in their current capacity and the TAC recommended their appointment for the next term. Scott Simmons notified staff that he will be resigning as the citizen representative

following the end of the current term. The Board is requested to approve the appointment of Briana Byrne and Aarond Elias as the primary and alternate representatives on the CBPAC for the term January 1, 2026 – December 31, 2027. The Board is also requested to assist in identifying a citizen representative to replace Mr. Simmons.

Background

The Measure J Expenditure Plan includes a program, line 15: Transportation for Seniors & People with Disabilities. The name generally self-describes the activities that the program funds. There is an additional program in Measure J, line 20a: Additional Transportation Services for Seniors & People with Disabilities, which provides the TRANSPAC area an additional 0.5% for these types of services. TRANSPAC is responsible for recommendations on how the Line 20a funds are to be used.

TRANSPAC typically issues a call for projects for a two-year cycle and approves two years of programming in June of the even-numbered year. TRANSPAC last issued a call for projects at the end of 2023 and approved a program of projects for FY 2024/2025 and FY 2025/2026 in June 2024. The previous Line 20A program awarded approximately \$1.4 million to nine programs. Staff anticipates presenting a new draft program for approval in June 2026.

Evaluation Criteria and Fund Program Policies

The following is a summary of TRANSPAC Line 20A Program guidance used for the prior cycle:

- Proposed service fills an identified gap in transportation/transit network.
- Proposed service complements the transportation services provided by the County Connection LINK Americans with Disabilities Act paratransit service.
- Does the proposal include any service coordination efforts with other accessible or fixed route transit operations, use of mobility management services, etc.
- The costs of operations relative to the cost of the LINK Paratransit service
 - Per Revenue Hour
 - \$139.26. (FY 2025)
 - Per Passenger
 - \$85 (FY 2025)
- Is the service currently being funded by the 20a program.
- Demonstration of the capacity, commitment, and funding strategy to continue service beyond the grant period.
- Though matching funds are not required, providing matching funding and leveraging other fund sources will be viewed favorably.
- Consider multiple equity factors of the proposed service to be provided in the TRANSPAC Subregion (see equity priority area maps on pages X).
- Specific services may be evaluated based on prior pilot program information (such as transportation network company (TNC) service).

New Criteria

- Use of funds in prior programming cycles including:
 - Whether applicant used all allocated money in previous grants
 - Accuracy of reporting in prior grant cycles

- Compliance with previous grant requirements (including reporting requirements)

Additional Policies

In June 2024, the TRANSPAC Board approved Measure J 20a timely use of funding policies which are now outlined in the application material as follows:

Section 8: Post-Award Requirements and Timeline

All successful applicants must comply with the following TRANSPAC requirements and deadlines:

A. Funding Agreement and Reimbursement Schedule

- Execute funding agreement within 120 days of CCTA program approval
- Submit reimbursement requests to CCTA at minimum every 6 months
 - For example, all project sponsors must submit a reimbursement request to CCTA by December 31st and June 30th of each fiscal year
- Submit an electronic copy of your CCTA funding agreement, purchase orders, and copies of all reimbursement requests to TRANSPAC staff

B. Project End Dates and Expenditure Deadlines

- Project sponsors will not be eligible to incur reimbursable expenses after the project end date
- TRANSPAC will establish a project end date/expenditure deadline for each project
- For the 2024-2025 and 2025-2026 Measure J Program 20a cycle:
 - Project End Date / Expenditure deadline: June 30, 2026

C. Final Invoice Requirements

- Submit final invoices within 120 days of the expenditure deadline
- For example, reimbursement requests should be submitted by October 31, 2026, for projects ending June 30, 2026

D. Additional Evaluation Criteria

- Use of funds in prior programming cycles, including:
 - Whether applicant used all allocated money in previous grants
 - Accuracy of reporting in prior grant cycles
 - Compliance with previous grant requirements

E. Reports to TRANSPAC: All grantees will be required to submit:

- Progress Report: Will require information about program implementation status, challenges, outcomes, ridership data, cost data, operational metrics, and program effectiveness. Progress reporting will be collected on an annual basis. TRANSPAC reserves the right to request more frequent reporting on a case-by-case basis.
- Additionally, all grantees must participate in semi-annual status check-ins with TRANSPAC staff to review program progress and address any implementation issues. The format of these check-ins will be determined by TRANSPAC staff and may include written updates, presentations, or informal meetings as appropriate.

Expenditure pacing requirements were added to the policies in order to enhance timely use of funds practices as follows:

F. Expenditure Pacing Requirements

- Project sponsors should adhere to the expenditure timeline proposed in their funding application. Significant deviations from the proposed Year 1/Year 2 spending plan must be reported to TRANSPAC staff and include written justification and updated budget showing Year 2 planned expenditures
- Expenditure pacing will be considered in future funding decisions and monitored during semi-annual check-ins

Other Policy/Process Updates

Funding Source Reporting – At the November meeting, the Board commented on the importance of understanding applicants’ overall funding picture, including any reliance on federal funding. In response, staff made a minor enhancement to the application to more clearly prompt applicants to itemize their funding sources, including federal funds.

Expenditure Deadlines – Staff added tentative expenditure deadlines to the call for projects package. Deadlines will be formalized in the CCTA resolution to the master agreements (updated each cycle) following the TRANSPAC programming action in June.

Formulation of a Scoring Committee –TRANSPAC staff will coordinate with jurisdictions to create a scoring committee in January.

The TRANSPAC Board is requested to review and approve the final draft policies and application package for the FY 2026/2027 - FY 2027/2028 cycle of the Measure J 20a Grant Program and release the call for projects.

Anticipated Programming Schedule for FY 2026-2027 – FY 2027-2028

December 2025	Release Call for Projects (for 2026/2027 and 2027/2028)
January 2026	Application Workshop (January 6) Applications Due (January 23)
February – April 2026	Review Project Applications / <i>Potential Scoring Committee Meeting(s)</i>
March-April 2026	Program Presentations - TRANSPAC Board
May 2026	Review Draft Program
June 2026	Approve Final Program
July 2026	CCTA Programming Action
July - November 2026	Execute Funding Agreements (120 days following CCTA action)

TRANSPAC Line 20A Program

FUND ESTIMATE

(updated November 17, 2025)

<i>INITIAL FUND BALANCE</i>	
Carryover Balance	\$ 974,336
Adjustment for Actual Funding Received through FY 23/24*	\$ (9,179)
<small>* Prior projected revenue assumption was \$617,500, actual received was \$608,321</small>	
Adjustment for Actual Funding Received through FY 24/25*	\$ 466
<small>* Prior projected revenue assumption was \$600,000, actual received was \$600,466</small>	
Adjustment for Projected Funding to be Received through FY 25/26*	\$ -
<small>* No adjustment to the prior projected revenue assumption of \$600,000 per year</small>	
TOTAL	\$ 965,623
<i>Program Balance</i>	\$ 965,623

<i>NEW REVENUE PROJECTION</i>	
2026/2027 - Projected Revenue	\$ 600,000
2027/2028 - Projected Revenue	\$ 600,000
TOTAL	\$ 1,200,000
<i>Projected Program Balance</i>	\$ 2,165,623

<i>NEW PROGRAMMING</i>	
2026/2027 - PROPOSED New programming	\$ 600,000
2027/2028 - PROPOSED New programming	\$ 600,000
TOTAL	\$ 1,200,000

<i>PROPOSED FUND BALANCE - AFTER PROGRAMMING</i>	
Cash Flow Reserve	\$ 600,000
Operations/Capital Reserve *	\$ 365,623
<small>* Prior analysis indicated \$270,000 reduction of funds collected as a result of the 2008 economic downturn</small>	
TOTAL	\$ 965,623

2026-2027 and 2027-2028

Call for Projects

TRANSPAC Measure J Line 20a Funds

Additional Transportation Services for Seniors and People with Disabilities

- **TRANSPAC, the Regional Transportation Planning Committee for Central Contra Costa** is issuing a Call for Projects for Measure J Line 20a funds "*Additional Transportation Services for Seniors & People with Disabilities*" funded through the Measure J Transportation Sales Tax Expenditure Plan approved by Contra Costa voters (in 2004) for the two-year period of FY 2026-2027 and 2027-2028.
- **Funds will generally be used** in support of transportation services and related capital expenditures for seniors and people with disabilities provided by TRANSPAC jurisdictions and public and private non-profit agencies operating in the TRANSPAC area (map attached). Funds must be spent in a manner consistent with the Contra Costa Transportation Authority's Measure J Program 15 Transportation for Seniors & People With Disabilities¹. Examples of eligible expenditures include but are not necessarily limited to: vehicle purchase/lease/maintenance, mobility management activities, travel training, facilitation of countywide travel and integration with other public transit.
- **According to Measure J**, in years when revenues have declined from the previous year, funds may be used for supplemental, existing, additional or modified service for seniors and people with disabilities; in years where funding allows for growth in service levels, these funds would be used for service enhancements for seniors and people with disabilities. TRANSPAC will determine if the use of funds proposed by operators meets these guidelines for the allocation of these funds.
- **Eligible Applicants**: TRANSPAC jurisdictions, public non-profit and private non-profit transportation service agencies, duly designated by the State of California and operating in TRANSPAC area in Central Contra Costa may submit application(s) for operating funds for transportation services and/or capital funding projects necessary to continue and/or support existing services for the proposed twenty-four (24) month period. Transportation services and projects must directly benefit seniors and disabled residents of Central Contra Costa (Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and Unincorporated Central Contra Costa County). Please see attached map.

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

- **Funding Available:** The total funding available for this two-year grant/project period is estimated to be \$1,200,000 (\$600,000 annually).
- **Evaluation Criteria:** Applications will be evaluated on the following criteria which should be addressed in the grant application:
 - Proposed service fills an identified gap in transportation/transit network.
 - Proposed service complements the transportation services provided by the County Connection LINK Americans with Disabilities Act paratransit service.
 - Does the proposal include any service coordination efforts with other accessible or fixed route transit operations, use of mobility management services, etc.
 - The costs of operations relative to the cost of the LINK Paratransit service
 - Per Revenue Hour
 - \$139.26. (FY 2025)
 - Per Passenger
 - \$85 (FY 2025)
 - Is the service currently being funded by the 20a program.
 - Demonstration of the capacity, commitment, and funding strategy to continue service beyond the grant period.
 - Though matching funds are not required, providing matching funding and leveraging other fund sources will be viewed favorably.
 - Consider multiple equity factors of the proposed service to be provided in the TRANSPAC Subregion (see equity priority area maps on pages 21-23).
 - Specific services may be evaluated based on prior pilot program information (such as transportation network company (TNC) service).
 - Use of funds in prior programming cycles including:
 - Whether applicant used all allocated money in previous grants
 - Accuracy of reporting in prior grant cycles
 - Compliance with previous grant requirements (including reporting requirements)
- **Applications:** Applicants are required to complete the attached application form and may attach additional information in support of the application. The TRANSPAC Board will request application review and a program recommendation from TRANSPAC TAC. The TRANSPAC Board will make funding recommendations to Contra Costa Transportation Authority (CCTA) and request allocation action(s).
 - a. Applications should be emailed to:
Tiffany Gephart, TRANSPAC Clerk
tiffany@graybowenscott.com
 - b. **Applications must be received by 3:00 pm on Friday, January 23, 2026.**

- c. Electronic copies of the application will be available by download or email. Please contact Tiffany Gephart at tiffany@graybowenscott.com for the electronic version.
- d. Late applications will not be accepted.

- **Post-Award Requirements and Timeline**

All successful applicants must comply with the following TRANSPAC requirements and deadlines:

- a. **Funding Agreement and Reimbursement Schedule**

- **Execute funding agreement within 120 days** of CCTA program approval
- **Submit reimbursement requests to CCTA at minimum every 6 months**
 - For example, all project sponsors must submit a reimbursement request to CCTA by December 31st and June 30th of each fiscal year
- **Submit an electronic copy** of your CCTA funding agreement, purchase orders, and copies of all reimbursement requests to TRANSPAC staff

- b. **Project End Dates and Expenditure Deadlines**

- **Project sponsors will not be eligible** to incur reimbursable expenses after the project end date
- TRANSPAC will establish a project end date for each project
- For the 2026-2027 and 2027-2028 Measure J Program 20a cycle:
 - Expenditure deadline: June 30, 2028

- c. **Final Invoice Requirements**

- **Submit final invoices within 120 days** of the expenditure deadline
- For example, reimbursement requests should be submitted by October 31, 2028, for projects ending June 30, 2028

- d. **Reports to TRANSPAC:** All grantees will be required to submit:

- **Progress Report:** Will require information about program implementation status, challenges, outcomes, ridership data, cost data, operational metrics, and program effectiveness. Progress reporting will be collected on an annual basis. TRANSPAC reserves the right to request more frequent reporting on a case-by-case basis.
- Additionally, all grantees must participate in **semi-annual status check-ins** with TRANSPAC staff to review program progress and address any implementation issues. The format of these check-ins will be determined by TRANSPAC staff and may include written updates, presentations, or informal meetings as appropriate.

e. **Expenditure Pacing Requirements**

- Project sponsors should adhere to the expenditure timeline proposed in their funding application. Significant deviations from the proposed Year 1/Year 2 spending plan must be reported to TRANSPAC staff and include written justification and updated budget showing Year 2 planned expenditures
 - Expenditure pacing will be considered in future funding decisions and monitored during semi-annual check-ins
-
- **Contra Costa Transportation Authority Allocation Process:** Successful applicants will be required to execute a Funding Agreement with the CCTA within 120 days of the fund program approval and must comply with all of its requirements (see sample Master Agreement attached), including, but not limited to, audits, compliance with the Measure J Expenditure Plan as it pertains to the project, insurance (see attachment section 1.9 of sample master agreement insurance requirements), indemnification, and reporting. Pursuant to CCTA policies and procedures established in the Funding Agreement referenced above, project sponsors will be reimbursed for eligible, documented expenses pursuant to the approved program/project budget and scope, schedule and/or project description.

TRANSPAC

Transportation Partnership and Cooperation

Applications must be received by

3:00 pm on Friday, January 23, 2026.

Applications may be emailed to

Tiffany Gephart, TRANSPAC Clerk at:

tiffany@graybowenscott.com

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

-Additional information may be included as attachments

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

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

APPLICATION INFORMATION

Contact Information

Project Title

Name of Agency

Primary Contact Name

Street Address

City, State, Zip

Phone

Email Address

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

Signature of Responsible Party ² _____ Date _____

² First and second year nongovernmental grantees must have their Board of Directors authorize or approve the grant application by February 16, 2026. Authority for subsequent grant applications and reporting may be delegated to the agency executive officer.

Project Title _____

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

1. Overall Program

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

2. Transportation Program/Project/Service

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

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

If the answer is “yes”, please provide:

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

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

OPERATIONAL INFORMATION

(information regarding service requesting funding for)

5. Type of service.

6. Purpose and need of service.

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

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

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

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

g. Please indicate which cities your transportation program serves.

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

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

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

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

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

13. Equity

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

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

- b. If the transportation program or service was not available, how would the users be impacted by the loss of service. Or if this service does not currently exist how are people making these trips now.
 - c. If the proposed transportation program or service is new, how are target users completing trips currently?
 - d. What percentage of users cannot afford to pay for the service?
 - e. Provide information about trips provided that serve areas identified as Equity Priority Communities by MTC (see Equity Priority Maps on pages 21-23).
14. Provide information about the capacity of the service and if there are any constraints to providing service (i.e., such as waitlists).
15. Describe impacts COVID-19 and the resulting guidance and limitations on group gatherings and public distancing has had on the existing service as well as how it is expected to impact you program in the future, and how it will be accounted for in the proposed funding period.
16. Describe the agency approach and strategy to continue the operation of the service beyond the Line 20a funding grant period.

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

	Last 12 Month Period		Projected for	
	(Assume Calendar Year 2025; or specify other time period below)		FY 2026/2027 (7/1 to 6/30)	
	Monthly Avg	Annual	Monthly Avg	Annual
Number of individuals served by the transportation program				
Number of unique individuals served over the period	N/A		N/A	
Number of unique individuals in TRANSPAC area of Contra Costa County	N/A		N/A	

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

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

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

	Last 12 Month Period		Projected for	
	(Assume Calendar Year 2025; or		FY 2026/2027	
	specify other time period below)		(7/1 to 6/30)	
	Monthly Avg	Annual	Monthly Avg	Annual
Trips provided (one-way trips)				
Number of total one-way passenger trips provided by the program				
Number of one-way passenger trips provided by the program entirely in Central County (i.e. origin and destination within Central County)				
Number of one-way passenger trips provided by the program with either the origin or destination in Central County				
Number of one-way passenger trips provided by the program with neither the origin or destination in Central County				
Number of vehicle trips provided by the program that included more than one passenger being transported				

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

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

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

	Last 12 Month Period (Assume Calendar Year 2025; or specify other time period below)		Projected for FY 2026/2027 (7/1 to 6/30)	
	Monthly Avg	Annual	Monthly Avg	Annual
Vehicle Hours of service provided				
Number of total vehicle hours of service provided				
Number of vehicle hours of service provided in TRANSPAC area of Contra Costa County				

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

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

Expenses

- Cost of Line 20a Grant funded transportation program in (include direct costs of the service including (but not limited to) maintenance, administrative, and dispatching):
 - a. Last 12 Month Period: Calendar Year 2025
 - b. Projection for FY 2026/27

	Last 12 Month Period (Assume Calendar Year 2025; or specify other time period below)		Projected for FY 2026/2027 (7/1 to 6/30)	
	Annual Avg		Annual Avg	
Cost				
Per hour of service	N/A		N/A	
Per passenger trip	N/A		N/A	

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

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

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

Program Schedule

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

TABLE 2

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

Funding Sources for the Proposed Program

- If your organization provides more than one transportation program, provide the information segregated for each program component.
- Please itemize funding sources below as indicated.
- Add lines as needed.

TABLE 3

Funding Source	(\$)			Percent of Funding
	FY 26/27	FY 27/28	TOTAL	
Line 20a funds				
Fare revenue (if applicable)				
Federal funds (if applicable)				
Others				

TOTAL				
--------------	--	--	--	--

Expenditure budget for the Proposed Program

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

TABLE 4

Program:[] Budget Line Item Description	(\$)			Amount of Line 20a Funds
	FY 26/27	FY 27/28	TOTAL	
TOTAL				

TNC Programs

Program:[] Budget Line Item Description	(\$)			Amount of Line 20a Funds
	FY 26/27	FY 27/28	TOTAL	

TOTAL				
--------------	--	--	--	--

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

Total Transportation Program Budget _____

Percentage of Budget Agency Transportation
Program Represents _____

Percentage of Budget this Specific Grant Funded
Program Represents _____

Provide additional information if the projected expenditure of the line 20a funds over FY 2026/27 and FY 2027/28 are not proposed to be balanced over the two-year period.

DRAFT

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

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

17. Purpose /Goal of Capital Project

18. Project Description: type, location, service life

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

Schedule of Capital Procurement milestones

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

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

Funding Sources for the Capital Project

- Please itemize funding sources below as indicated.
- Add lines as needed

TABLE 5

Funding Source	(\$)			Percent of Funding
	FY 26/27	FY 27/28	TOTAL	
Line 20a funds				
Federal funds (if applicable)				
Others				
TOTAL				

Expenditure budget for Capital Project

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

TABLE 6

Budget Line Item Description	(\$)			Amount of Line 20a Funds
	FY 26/27	FY 27/28	TOTAL	
TOTAL				

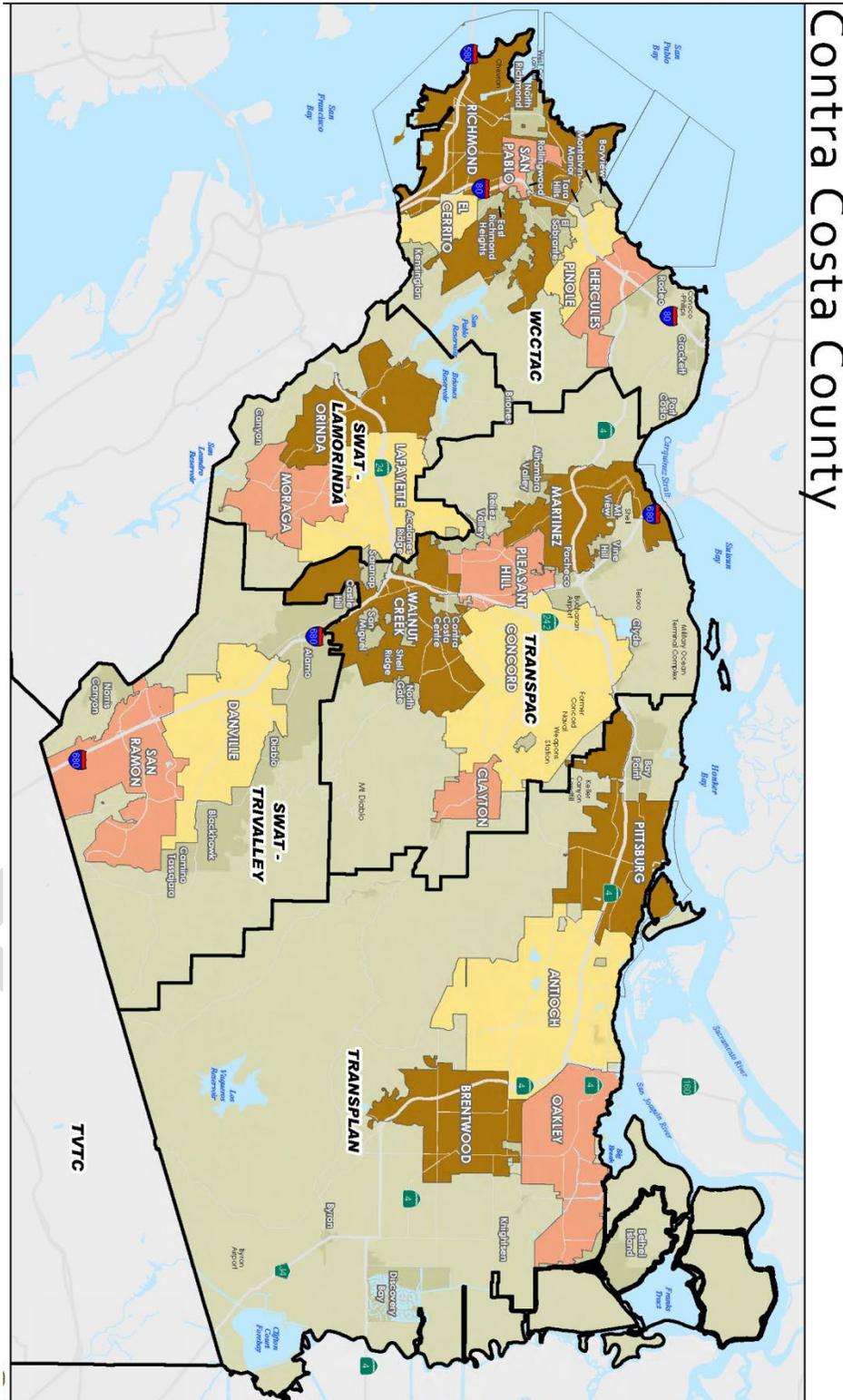
DRAFT

MAP OF SERVICE AREA

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

DRAFT

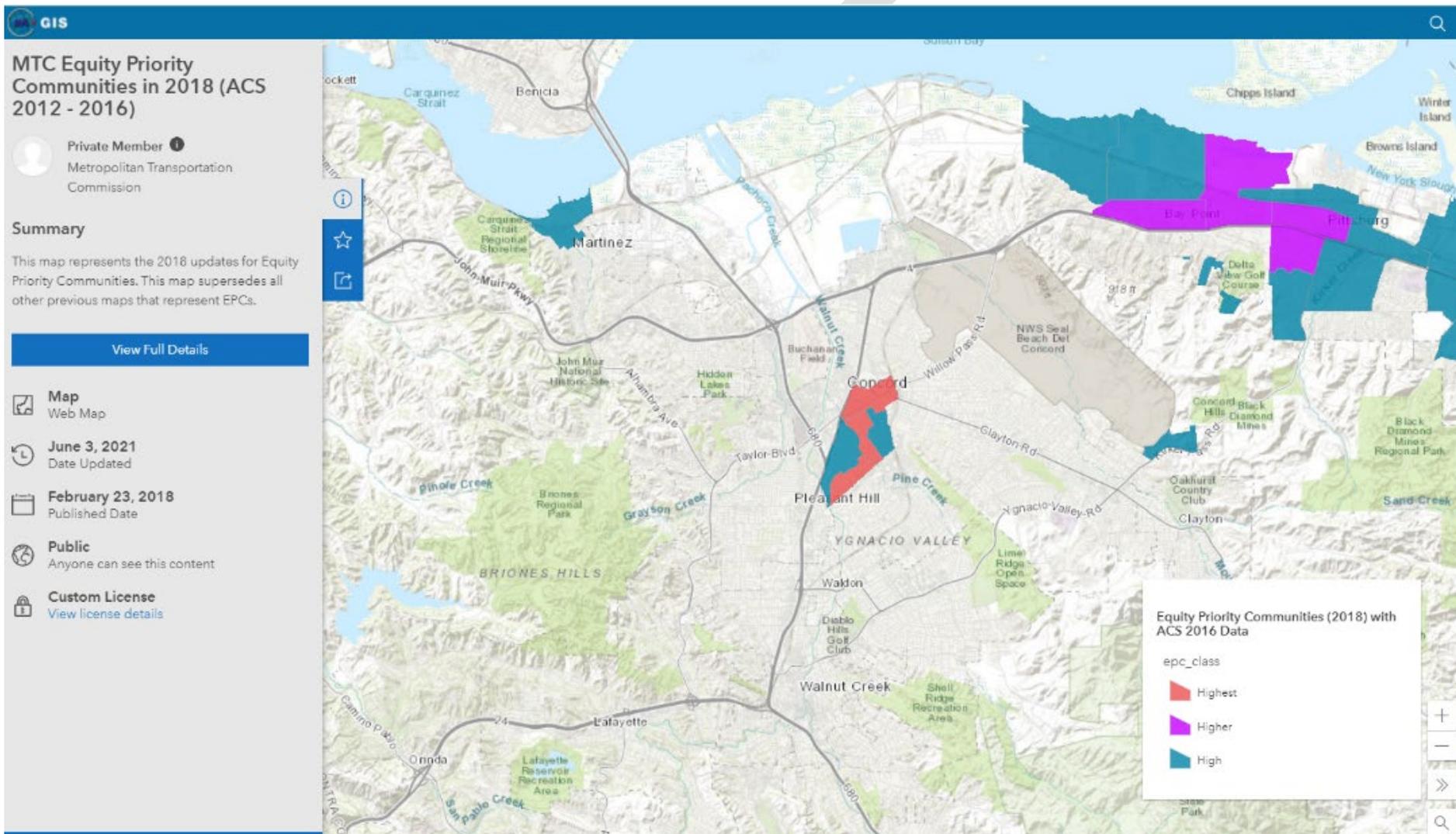
TRANSPAC Area Map

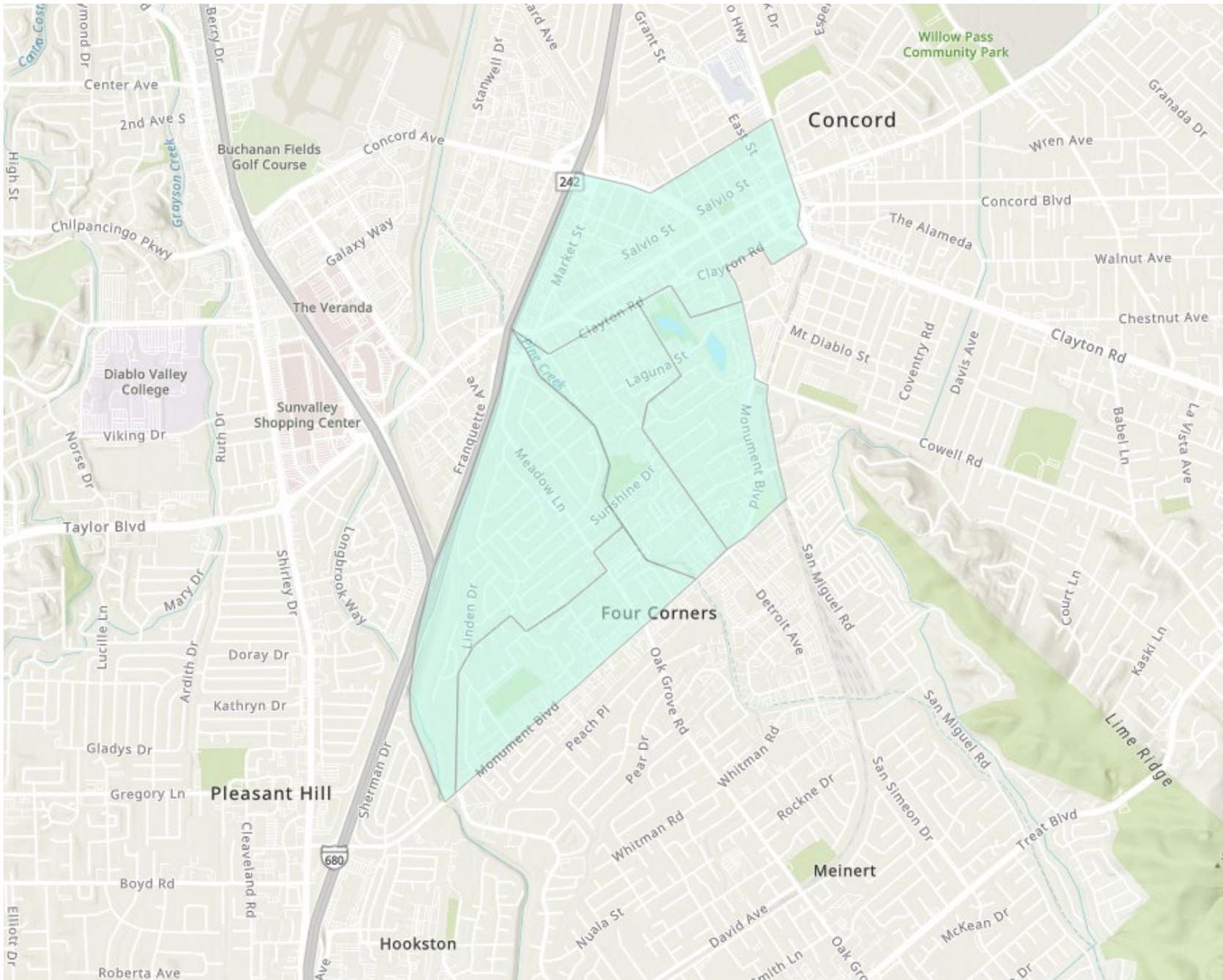


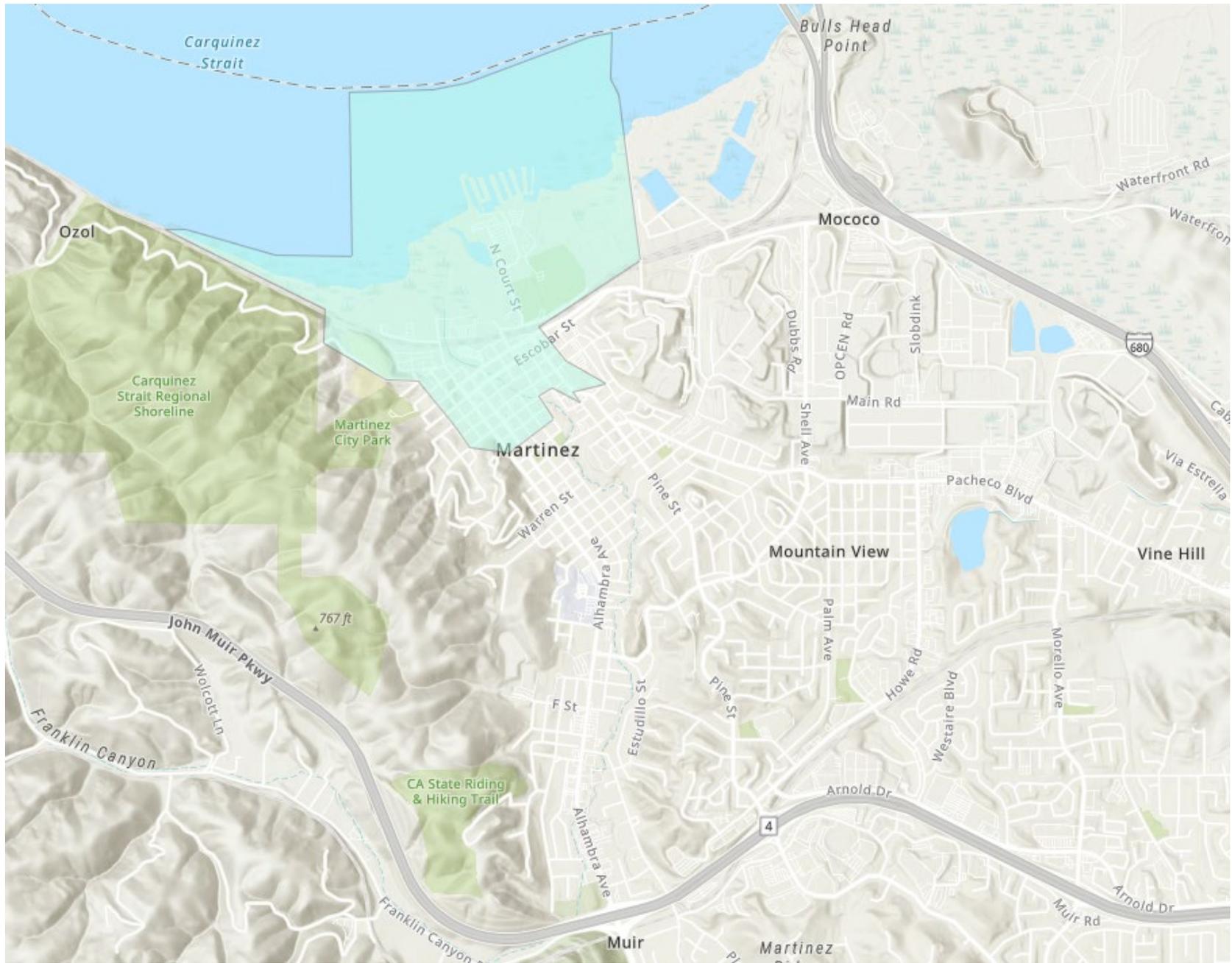
Contra Costa County

Equity Priority Community Maps

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







**TRANSPAC Measure J Line 20a Funds
Progress Report for July 1, 2026, to June 30, 2027 Period**

SUBMISSION INSTRUCTIONS:

This progress report consists of two parts that must both be submitted:

1. **Service data** entered in the attached Excel spreadsheet
2. **Narrative responses** completed in this document

Submit to: Tiffany Gephart, TRANSPAC Clerk

Email: tiffany@graybowenscott.com

DEADLINE: [Date]

Questions? Contact Tiffany Gephart by email (above) or phone at (925) 450-7521 before the submission deadline.

Funded Projects Overview

Project Name	Sponsor	Funds Approved
XXXX	XXXX	\$XXX,XXX

Agency Information

Name of Agency:

Line 20a Grant Funded Project Name:

Amount of Grant:

Progress Report Period: July 1, 2026 – June 30, 2027

Primary Project Contact

Name:

Phone:

Email:

Contact for Report Completion (if different)

Name:

Phone:

Email:

DRAFT

Reporting Requirements

All data should reflect services provided between July 1, 2026, and June 30, 2027

1. Summary of Activities and Impact

Provide a comprehensive summary of activities, services, and impact made possible by grant funds. Include any significant program modifications or challenges encountered during the reporting period. *(Limit: 300 words)*

2. Individuals Served

Enter the total number of unique individuals who received services during the reporting period in the attached spreadsheet.

Narrative: Explain any significant changes from your original grant application projections and the reasons for these changes. *(Limit: 200 words)*

3. Trips Provided

Enter total trip information in the attached spreadsheet.

Narrative: Explain any significant changes from your original grant application projections and the reasons for these changes. *(Limit: 200 words)*

4. Vehicle Hours of Service

Enter vehicle service hours in the attached spreadsheet.

- a. **Vehicle Service Hour Definition:** Define how your organization calculates "vehicle service hours" (e.g., from first pickup to last drop-off, total time vehicle is in service, scheduled hours, etc.)
- b. **Program Changes:** Explain any significant changes from your original grant application projections and the reasons for these changes. *(Limit: 200 words)*

5. Program Expenses

Enter all program expenses **incurred** during the reporting period (July 1, 2026 – June 30, 2027) in the attached spreadsheet. Include expenses that have been incurred but not yet invoiced or paid.

Narrative: Explain any significant changes from your original grant application budget and the reasons for these changes. *(Limit: 200 words)*

6. Service Costs

Enter service cost data in the attached spreadsheet. Cost per hour and cost per trip will be calculated automatically using your entries.

Narrative: If there is a discrepancy between the Excel calculations and your actual costs, please explain below. Also explain any significant changes from your original grant application projections and the reasons for these changes. *(Limit: 200 words)*

Program Changes: Explain any significant changes from your original grant application projections and the reasons for these changes. *(Limit: 200 words)*

7. Trip Characteristics

Enter trip characteristic data in the attached spreadsheet.

Narrative: Complete questions below.

- a. **Central County Destinations:** List the top 5 most common trip destinations within Central County.
- b. **Outside TRANSPAC Area:** List the top 3 most common destinations outside the TRANSPAC service area. *(See map at <https://transpac.us/> for TRANSPAC service boundaries)*
- c. **Cross Transit Service Areas:** List common trip destinations that cross transit service areas (i.e., those that serve areas outside the County Connection service area).
- d. **Program Changes:** Explain any significant changes from your original grant application projections and the reasons for these changes. *(Limit: 200 words)*

8. Current Program Status

- a. **Program Capacity:** Describe your program's current operational capacity (maximum trips per day/week, number of vehicles available, staffing levels, etc.)
- b. **Waitlist and Barriers:** How many people are currently on your waitlist? What are the main barriers preventing you from serving more people? What additional resources would help expand services?

9. Trip Documentation

- a. **First and Second Year Grantees:** Attach driver logs or other documentation of trips/routes.
- b. **All Grantees:** Maintain trip records for 3 years per grant requirements.

10. Coordination Activities

Describe any coordination activities with other transportation providers or mobility management functions, including sharing resources such as vehicles, facility space, or passenger referrals.

(Limit: 200 words)

DRAFT

MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

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

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

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

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

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

MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

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

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

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

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

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

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

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

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

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

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

Subregional Projects and Programs

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

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

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

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

CENTRAL COUNTY (TRANSPAC)

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

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

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

MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

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

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

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

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

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

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

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

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

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

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

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

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

RECITALS

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

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

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

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

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

SECTION I

SPONSOR AGREES:

1. Application of Funding.

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

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

2. Invoices.

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

3. Record Keeping and Audits.

a. To maintain complete, accurate and clearly identifiable records with respect to all costs and expenses incurred under this AGREEMENT. To allow AUTHORITY or any independent auditor selected by any of these parties, to audit all expenditures relating to each PROGRAM funded through this AGREEMENT. For the duration of each PROGRAM, and for five (5) years following completion of the PROGRAM, or earlier discharge of the AGREEMENT, SPONSOR shall make available all records relating to expenses incurred in performance of this AGREEMENT upon request by AUTHORITY.

b. To maintain sufficient records demonstrating SPONSOR's compliance with the terms of the Measure J Expenditure Plan, including amendments, and the Measure J Strategic Plan, as periodically updated, and this AGREEMENT for a period of five (5) years from the date of this AGREEMENT and to allow the AUTHORITY and its duly authorized representatives, agents and consultants access to such records and be audited. SPONSOR shall ensure that audit working papers are made available to the AUTHORITY or its designee upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the AUTHORITY.

4. Reporting.

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

5. Management.

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

6. Signage.

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

7. Surplus Personal Property.

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

8. Compliance with Local, State and Federal Requirements

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

9. Insurance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION II

AUTHORITY AGREES:

1. Reimbursement

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

2. Notice of Audit

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

SECTION III

IT IS MUTUALLY AGREED:

1. Term and Discharge of AGREEMENT.

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

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

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

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

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

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

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

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

3. Indemnity

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

5. Notices

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

Notices to SPONSOR:

Name
Title
Agency
Address
email

Notices to AUTHORITY:

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

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

6. Additional Acts and Documents

Master Agreement 20C.XX

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

7. Counterparts

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

8. Amendment

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

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

9. Independent Agency

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

10. Assignment

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

11. Binding on Successors

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

12. Severability

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

13. Limitation

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

14. Scope of Work

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

15. Attorney's Fees

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

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

16. Waiver

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

17. Integration

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

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

**CONTRA COSTA TRANSPORTATION SPONSOR
AUTHORITY**

By: _____
Chair

Date:

By: _____
Name
Title
Date:

ATTEST:

By: _____
Tarienne Grover Date
Clerk of the Board

APPROVED as to legal form:

By: _____
Fennemore Wendel Date
General Counsel