



SWAT

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

SOUTHWEST AREA TRANSPORTATION COMMITTEE

MEETING AGENDA

Monday, December 2, 2024
3:00 p.m.

Contra Costa County Board of Supervisors' Office - District 2 (Candace Andersen) Lafayette
Office at 3338 Mt. Diablo Boulevard, Lafayette, CA 94549.

This is an in-person meeting of the SWAT Committee, with the option for members of the public to appear in person or to participate via Zoom teleconference. Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in or log in to the meeting via Zoom.

Zoom Link: <https://cccounty-us.zoom.us/j/87131959511> Password: 679169

Or Telephone: USA 214 765 0478; USA 8882780254 (US Toll Free) Conference code: 689647

Any document provided to a majority of the members of the Southwest Area Transportation Committee (SWAT) regarding any item on this agenda will be made available for public inspection at the meeting and at the San Ramon City Hall, 7000 Bollinger Canyon Road, San Ramon, CA during normal business hours.

1. CONVENE MEETING/SELF INTRODUCTION

2. PUBLIC COMMENT

Members of the public are invited to address the Committee regarding any item that is not listed on the agenda. *(Please complete a speaker card in advance of the meeting and hand to a staff member)*

3. BOARD MEMBER COMMENTS

4. ADMINISTRATIVE ITEMS

4.A Update: The Regional Transportation Planning Committees (RTPCs) City of Orinda and Advanced Mobility Group (AMG) have been selected as the auditees for the Measure J Compliance audit for the fiscal year ending June 30, 2024 by CCTA. *By: Chris Weeks, SWAT Administrator*

5. CONSENT CALENDAR

5.A Approval of Minutes: SWAT Meeting Minutes of November 4, 2024. *By: Chris Weeks, SWAT Administrator (Attachment 5A)*

5.B Approval of SWAT TAC recommendation to appoint Patrick Golier as the new SWAT (TCC Member) primary representative to the Contra Costa County Wide Vision Zero Working Group (VZWG) replacing Andy Dillard from Danville as well as appoint Nate Levine as his alternate *By: Chris Weeks, SWAT Administrator (Attachment 5B)*

<i>Vision Zero Working Group</i>	<i>Existing</i>	<i>Proposed Primary</i>	<i>New Alternate</i>
<i>SWAT (TCC)</i>	<i>Andy Dillard, Danville</i>	<i>Patrick Golier, Lafayette</i>	<i>Nate Levine, Moraga</i>
<i>SWAT (CBPAC)</i>	<i>Chris Weeks, San Ramon</i>	<i>Chris Weeks, San Ramon</i>	<i>Vacant</i>

6. REGULAR AGENDA ITEMS

6.A Presentation: CCTA staff will provide an update on the Countywide Emergency Evacuation Plan development process. The Plan will conduct local-level evacuation compliance assessments and a high-level evacuation route capacity, safety, and viability for the count that includes the 19 cities/towns and unincorporated County. (Attachment)
By: John Hoang, Director, Planning, CCTA

6.B Update: SWAT comments on **Draft Countywide Comprehensive Transportation Safety Action Plan Draft (CCTSAP), presented at November 2nd SWAT meeting by CCTA**, not integrated into CCTA Planning Committee Staff Report Dated December 5th, 2024. **By: John Hoang, Director, Planning, CCTA** (*Attachments:* SWAT Summary Report sent to CCTA after the November 4th meeting and the subsequent CCTA staff report for Thursday December 5th CCTA Planning Committee.)

7. WRITTEN COMMUNICATIONS (*Attachments – Action as determined necessary*)

- TRANSPAC Meeting Summary – November 18th, 2024
- TRANSPAN Meeting Summary – November 18th, 2024
- CCTA Board Meeting Summary – November 19th, 2024

8. DISCUSSION Next Agenda & Meeting Date: Cancel January 6 - Meet February 3

8.A Next Meeting Appointments Confirmation

- Election of 2024 SWAT Chair (San Ramon) and SWAT Vice Chair (for one-year term effective January 31, 2025, through January 31, 2026, meeting turned over to San Ramon from Moraga.
- Appointment of San Ramon Valley (SRV) SWAT primary representative to Contra Costa Transportation Authority for a two-term effective January 31, 2025, through January 31, 2026
- Appointment of Lamorinda SWAT primary representative and alternate to Contra Costa Transportation Authority for a two-term effective January 31, 2025, through January 31, 2027

9. ADJOURNMENT Confirm decision on the next SWAT meeting date.

The SWAT Committee will provide reasonable accommodation for persons with disabilities planning to participate in SWAT monthly meetings. Please contact Chris Weeks at least 48 hours before the meeting at (925) 973-2547 or cweeks@sanramon.ca.gov
 Agendas, minutes, and other information regarding this committee can be found at: <https://swatcommittee.org/>

AGENDA ITEM 4.A

Authority Board **STAFF REPORT**

Meeting Date: October 30, 2024

<p>Subject</p>	<p>NEW ITEM: Select Firms and Jurisdictions for Measure J Compliance Audits for Fiscal Year (FY) 2023-24</p>
<p>Summary of Issues</p>	<p>The Authority’s policy calls for a selection of Measure J recipients for Compliance Audits to verify that the funds are used consistent with adopted rules for the use of such funds. There are three (3) categories of recipients based on the amount and use of funds. The recipients recommended for selection within each category are as follows:</p> <ol style="list-style-type: none"> 1. Recipient of more than \$500,000 in Measure J funds: The Regional Transportation Planning Committees: Central County Transportation Partnership and Cooperation (TRANSPAC), East County Transportation Planning Committee (TRANSPLAN), West Contra Costa Transportation Advisory Committee (WCCTAC), and Southwest Area Transportation Committee (SWAT), for expenditures of programmatic Measure J funds. 2. Recipient of Measure J Program 11, Local Street Maintenance and Improvement (LSM) funds: City of Orinda (City) for receipt of \$508,225 in LSM 18% funds and \$67,213 in subregional 2.09% funds. 3. Consultant recipient of Measure J funds of more than \$25,000: Advanced Mobility Group (AMG) for receipt of \$792,293 for on-call transportation planning support services under Agreement No. 526. <p>Compliance Audits are due within 180 days of June 30, 2024, and are performed by an independent certified public accountant.</p>

Recommendations	Staff seeks approval of the three recipients of Measure J funds selected for a Compliance Audit for FY 2023-24, and to proceed with reviewing the Compliance Audit requirements with the firms and agencies selected.
Staff Contact	Yuliana Tjeng
Financial Implications	With advance approval, the firms and agencies may request reimbursement of Measure J funds for the costs of the Compliance Audits. The costs are not-to-exceed \$5,066 per Compliance Audit.
Options	The Authority Board may suggest that other firms or agencies be selected for a Compliance Audit.
Attachments	A. Authority Policy for Measure J Compliance Audits (Resolution 08-05-A, Rev. 1)
Changes from Committee	N/A

Background

A Compliance Audit is used to verify that selected recipients of Measure J funds have followed the adopted rules applicable to the use of Measure funds. The Authority's Resolution 08-05-A, Rev. 1 specifies the Authority's Compliance Audit policy for Measure J. In cooperative agreements, funding resolutions, and/or agreements, Measure J fund recipients agree to follow certain rules related to funding, accounting, charging, billing, reimbursement, and record keeping. Recipients must follow certain subcontracting requirements. Recipients must be able to assure the Authority that the funds were used solely for the purpose designated by the Authority. Each year, several recipients of Measure J funds are selected for Compliance Audits. With prior approval by the Authority, the costs of Compliance Audits can be reimbursed by Measure J funds.

Selection of Recipients of Measure J Funds to Perform a Compliance Audit for Fiscal Year (FY) 2023-24

Resolution 08-05-A, Rev. 1 requires that at least three Compliance Audits be completed each year, including:

1. A jurisdiction, agency, or firm receiving more than \$500,000 in Measure J funds.
2. A local jurisdiction receiving Measure J LSM (18%) funds.
3. A consultant receiving more than \$25,000 in Measure J funds.

In addition, any other recipient of Measure J funds can also be directed to have a Compliance Audit. For FY 2023-24, staff proposes that the following Measure J recipients complete Compliance Audits.

Category	Recipient	Purpose
> \$500,000	MSJV	Regional Transportation Planning Committees (TRANSPAC, TRANSPLAN, SWAT, and WCCTAC) for expenditures of programmatic Measure J funds.
LSM Measure J	City	LSM 18% funds in the amount of \$508,225 and subregional 2.09% funds in the amount of \$67,213.
> \$25,000 Consultant	AMG	On-call transportation planning support services in the amount of \$792,293 under Agreement No. 526.

The Compliance Audit requirements will be reviewed with the designated recipients and, if desired, with its independent auditor. Designated recipients may engage their own independent auditor, or they may request that the Compliance Audit be completed by the Authority’s independent auditor. If the recipient engages its own independent auditor, prior to incurring any costs, a written estimate from the independent auditing firm must be reviewed and approved by Authority staff. Fees per audit are not-to-exceed \$5,067 each, which are included in the Authority’s budget for audit services. Compliance Audits must be received in the Authority office by December 31, 2024.

Staff seeks approval of the three recipients of Measure J funds selected for a Compliance Audit for FY 2023-24, and to proceed with reviewing the Compliance Audit requirements with the firms and agencies selected.



ORIGINAL

RESOLUTION 08-05-A, Rev. 1

RE: REVISION NO. 1 TO THE POLICY AND PROCEDURES WITH RESPECT TO COMPLIANCE AUDIT OF RECIPIENTS OF MEASURE J FUNDS

WHEREAS, the Authority has a fiduciary responsibility to the voters of Contra Costa County to ensure that sales tax funds received by the Authority are appropriately spent; and

WHEREAS, an independent compliance audit of recipients of Measure J funds is allowed for according to Measure J; and

WHEREAS, an independent compliance audit is explicitly permitted under the terms and conditions of the Authority's standard cooperative agreement with recipients of transportation Measure J project funds, is explicitly permitted in agreements with local jurisdictions for local street maintenance and other programmatic Measure J fund distributions, and is explicitly permitted under the terms of standard contracts for services on projects funded with Measure J funds; and

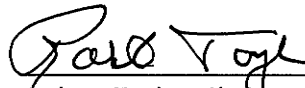
WHEREAS, the Authority desires to amend Resolution 08-05-A, Exhibit A as attached;

NOW, THEREFORE, BE IT RESOLVED:

1. Any recipient (Project Proponent, or Consultant, or Jurisdiction) who incurs expenditures to be reimbursed by Measure J funds and who is selected by the Authority for a compliance audit, shall engage an independent auditor to conduct an independent compliance audit of these expenditures; and
2. The compliance audit shall be done according to the attestation standards established by the American Institute of Certified Public Accountants and in accordance with generally accepted Government Auditing Standards; and
3. The objectives of the compliance audit are listed in Exhibit A, a sample Independent Auditor's Compliance Report is contained in Exhibit B, and the established requirements for recipients of Measure J local street maintenance funds are listed in Exhibit C, all attached to this resolution; and
4. The compliance audits are due 180 days after the end of the fiscal year, or 180 days after notice to the Project Proponent, Consultant, or Jurisdiction (whichever is later) that they have been selected to perform a compliance audit; and
5. The Project Proponent, Consultant, or Jurisdiction selected to perform a compliance audit shall submit to the Authority a written estimate from the independent auditing firm of the cost of the compliance audit, for review and approval prior to the incurrence of any such costs. All reasonable compliance audit-related costs borne by the Project Proponent, Consultant, or Jurisdiction, are eligible for reimbursement by Measure J funds; and

Resolution 08-05-A (rev. 1)


6. In lieu of utilizing its own independent auditor, with sufficient notice, the Project Proponent, Consultant, or Jurisdiction may request that the Authority contract with its independent auditor to conduct the requested compliance audit; and
7. Selection of Project Proponents, Consultants, and Jurisdictions to perform compliance audits shall occur in May, selected proponents will be notified in writing, and a meeting with these Project Proponents, Consultants, and Jurisdictions will be held to review compliance audit requirements; and
8. At least three Measure J compliance audits are to be done each year:
 - A. For Project Proponents receiving more than \$500,000 in Measure J funds (defined as incurring greater than \$500,000 in reimbursable expenses during the fiscal year), one proponent will be selected by Authority staff to do a compliance audit.
 - B. For local jurisdiction recipients of Measure J Local Street Maintenance (18% funds), one proponent will be selected by Authority staff to complete a compliance audit. No recipient of Local Street Maintenance (18% funds) will be required to do a compliance audit for two years in a row unless adverse findings are contained in a prior year compliance audit.
 - C. For Authority's consultants receiving more than \$25,000 in Measure J funds, one consultant will be selected by Authority staff to complete a compliance audit.
 - D. At the discretion of Authority staff, any recipient of Measure J funds can also be directed to do a compliance audit.
 - E. A compliance audit will not normally be done for ongoing construction contracts.
9. Project Proponents, Consultants, and Jurisdictions that do not submit a compliance audit within 180 days after the end of the fiscal year or after receiving a formal notice of selection to perform a compliance audit (whichever is later), shall have payments of Measure J funds suspended until such time as the compliance audit has been submitted and accepted by the Authority, unless the Authority has taken a formal action to extend the due date in accommodation of extraordinary circumstances.



Robert Taylor, Chair

This RESOLUTION was entered into at a meeting of the Contra Costa Transportation Authority held July 21, 2010 in Pleasant Hill, California

Attest:



Danice J. Rosenbohm, Executive Secretary

Contra Costa Transportation Authority
 Objectives of Proponent Compliance Audit
 Exhibit A (rev. 1)

Audit Objectives	References
<p>1. Project Proponent Measure J reimbursement requests are for payments made by the proponent to vendors for work defined in the cooperative agreement and related funding resolutions. Consultant's Measure J payment requests are for payments made to the vendors or as invoiced to the consultant for work defined in the contract, or agreement, or any related funding resolutions.</p>	<p>Cooperative Agreement Funding Resolutions Contracts</p>
<p>2. Staff hours charged to a project are for hours actually worked on the project. Hourly wages and fringe benefits are charged based on agreed standard mark-up rate, not to exceed a maximum mark-up rate of 50% of the hourly wage (1.5 times hourly salary). If this rate did not allow the Project Proponent or Consultant to recoup direct costs dedicated to Measure J projects, due to extenuating circumstances, the Project Proponent or Consultant must submit documentation for Authority consideration and approval.</p>	<p>Cooperative Agreement Funding Resolutions Implementation of Measure J Projects Policy Eligible Cost Guidelines for Measure J Funded Projects (attachment E to Resolution 08-13-P)</p>
<p>3. Other direct costs charged to a project have been authorized under an approved funding resolution.</p>	<p>Funding Resolutions</p>
<p>4. Requests for reimbursement are mathematically correct.</p>	
<p>5. Requests for reimbursement are charged to the proper funding resolution.</p>	<p>Funding Resolutions</p>
<p>6. Requests for reimbursement include documentation as specified in the funding resolutions and the Procedures Guide for Measure J Projects.</p>	<p>Funding Resolutions Procedures Guide for Measure J Projects</p>

Contra Costa Transportation Authority
 Objectives of Proponent Compliance Audit
 Exhibit A (rev. 1)

Audit Objectives	References
7. The Proponent requests reimbursement from the Authority only after the Proponent has paid the vendor. Consultants request payment only after receipt of the invoice from the contractor, and the subcontractors are paid according to the timeline established in the contracts	Implementation of Measure J Projects Policy Contracts
8. Requests for reimbursement are signed by authorized Proponent personnel in accordance with the signature authorization form filed with the Authority.	Implementation of Measure J Projects Policy Signature Authorization Form.
8. State-local partnership funds received by the Proponent on a Measure J funded project are reimbursed to the Authority in accordance with the cooperative agreement.	Cooperative Agreement
9. Net proceeds from the sale of excess lands purchased with Measure J funds are returned to the Authority in accordance with the cooperative agreement.	Cooperative Agreement Implementation of Measure J Projects Policy
10. The Proponent calculates the accruals for project expenditures in accordance with generally accepted accounting principles and provides this accrual information to the Authority upon request.	
11. All records related to project expenses and payments/reimbursements are maintained during the duration of the project and for 4 years following completion of the project.	Cooperative Agreement Contracts Implementation of Measure J Projects Policy

Note: Some objectives do not apply in some instances, for example in the case of a local jurisdiction being asked for a compliance audit of local street maintenance funds, some of the above objectives do not apply.

DRAFT

EXHIBIT B

SAMPLE INDEPENDENT AUDITORS' COMPLIANCE REPORT

The Honorable Mayor and Members of the City Council of the City, State.

We have audited the general purpose financial statements of City of _____, California as of _____. For the year ended June 30, 20__, and have issued our report thereon dated November __, 20__

We have also audited the City of _____'s compliance with the requirements governing the use of Measure J funds as specified in Appendix A of the Contra Costa Transportation Authority's Resolution No. 08-05-A, for the year ended June 30, 20XX. The Management of the City of _____ is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on compliance with those requirements based on our audit.

We conducted our audit of compliance with these requirements in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether material noncompliance with the requirements referred to above occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements. We believe that our audit provides a reasonable basis for our opinion.

The results of our audit procedures disclosed immaterial instances of noncompliance with the requirements referred to above, which are described on the accompanying Schedule of Findings. We considered these instances of noncompliance in forming our opinion on compliance which is expressed in the following paragraph.

In our opinion, the City complied, in all material respects, with the requirements listed in the second paragraph of this report for the year ended June 30, 20XX.

This report is intended for the information of the mayor, members of the City Council, management and others within the City, and officials of the Contra Costa Transportation Authority. However, this report is a matter of public record and its distribution is not limited.

November XX, 20XX

- (1) All matters regardless of materiality which are not in compliance with the requirements of Resolution No 08-05-A, Exhibit A or C should be explained on a separate schedule. Proponent management will be asked to submit a corrective action plan to the Authority.

Exhibit C

Local Street Maintenance (18%) Funds

Any jurisdiction which receives these funds must:

- a) Meet the maintenance of effort requirements as set down by Measure J (or as revised by the Authority), and included in the annual Measure J compliance checklist;
- b) Meet any other conditions as described in the annual compliance checklist in order to receive these funds;
- c) Apply these funds for legitimate purposes as specified by Authority resolution No. 08-05-A (attached)
- d) Account for these funds in a separate line account and/or fund, and
- e) Have applied all interest accrued on any unspent balance to this separate line account, and/or fund ,

All jurisdictions, in lieu of an annual audit, will submit an annual report on the use of these funds to the Authority, attested by the Finance Director and/or City Manager. The report format will be prepared by the Authority and sent to all jurisdictions.

AGENDA ITEM 5.A



SWAT

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SUMMARY MINUTES

Monday, November 4, 2024

Contra Costa County Board of Supervisors' Office - District 2 (Candace Andersen) Lafayette
Office at 3338 Mt. Diablo Boulevard,
Lafayette, CA 94549.

Committee members present: Renata Sos, Town of Moraga (Chair), Scott Perkins, City of San Ramon (Vice Chair); Susan Candell, City of Lafayette; Candace Andersen, Contra Costa County; Karen Stepper, Town of Danville, Darlene Gee, City of Orinda;

Committee members absent:

Staff members present: Nate Levine, Town of Moraga; Sivakumar Natarajan, City of Orinda; Chris Weeks, City of San Ramon/SWAT TDM; Patrick Golier, City of Lafayette; Robert Sarmiento, Contra Costa County

Others Present:

1. CONVENE MEETING/SELF INTRODUCTION: Meeting called to order by Chair Sos at 3:00 p.m.

2. PUBLIC COMMENT: N/A

3. BOARD MEMBER COMMENT: N/A

4. ADMINISTRATIVE ITEMS: N/A

5. CONSENT CALENDAR

5.A Approval of Minutes: SWAT Meeting Minutes of July 8, 2024. (*Attachment*)

5.B Approval of SWAT TAC recommendation to appoint new Engineering Primary representative to the Contra Costa Transportation Authority Technical Coordinating Committee (TCC) for the remaining portion of the term - March 31, 2024, through March 31, 2026. (*Attachment*) By: *Chris Weeks, SWAT Administrator*

ACTION: APPROVED – *Anderson / Perkins (6-0 unanimous)*

End of Consent Calendar

6. REGULAR AGENDA ITEMS

6.A Presentation + Request for Review + Recommendation for Adoption of CCTSAP:

Reviewed draft Countywide Comprehensive Transportation Safety Action Plan Draft (CCTSAP). Colin Clarke provided background of the draft document.

Community engagement for the document, which included in-person outreach events in Danville, Lafayette, Moraga, Orinda and San Ramon in 2023, and also included a virtual outreach campaign, including private and public local and countywide organizations.

Local emphasis areas, Priorities within CCTSAP are representative of what each jurisdiction has stated is a priority for their specific area. Question of funding was brought up if a jurisdiction did not check a box for priorities (e.g. Lafayette not checking “Impaired Drivers”). Data is based on a 5-year period and is a snapshot in time.

Safe System Approach, used to eliminate fatal and severe injuries., which prioritizes safety over speed, which is the most effective way to get to vision zero most efficiently, eliminating fatal and severe injuries and embracing a culture of safety, integrated with an education component for the public.

Graphs and charts discussed in depth, showing examples of adapting speed limits and road design for safer roads for pedestrian and bicycle safety. The graphic emphasized the safety over speed aspect, and the illustration was noted as a reason the public would support an extension to Measure J.

Requests to update the pie chart for “Economic Impact of Collisions” based on the efficacy of the slide and possible public perception of the data provided.

Suggested the “Recommended Next Steps” slide provides how this is implemented, once adopted how does this go to local jurisdictions and issues of establishing local traffic safety groups.

John Hoang, Planning Director from CCTA to discuss concerns of impacts to evacuation routes at the next meeting per Chris Weeks. The committee agreed to put that in the next agenda to understand the timeline and impacts to communities.

Recommended to move forward the CCTSAP to the planning committee at CCTA with an articulation of questions and comments made and have SWAT CCTA representatives articulate concerns expressed and items to take into consideration. Motion unanimous.

Specific comments, clarifications & concerns needed from CCTA as follows:

- Clarification of the source of all data sets added in footnotes of charts.
- Clarification of representation of LRSP data and date ranges for each jurisdiction.
- Titles on all graphics for ease of review and consideration.
- Deemphasize the representation of crash data on highways. It’s out of the

- purview of local cities and towns.
- Clarification that a Bicycle Pedestrian Advisory Committee is just one way to get public input. Other committees, such as a Transportation Advisory Committee (TAC) that is empowered and staffed to address cyclists' concerns or implement complete streets can provide equal if not better input.
 - Economic Impact of Collisions slide is misleading percentage for jurisdictions without a freeway or freeway adjacent. Consider change to financial impact of "Type of Incident" rather than "Jurisdiction."
 - Recognition and discussion of evacuation routes and how they must utilize strategies that are flexible enough to allow evacuation routes to not be impeded when needed. Request for SWAT BOD presentation of the Countywide Evacuation Plan and how that integrates with Countywide Comprehensive Transportation Safety Action Plan. Proposed for December SWAT BOD.
 - Recommended Next Steps slide should be focused on how the local jurisdiction moves forward.

ACTION: APPROVED – Stepper / Perkins (6-0 unanimous)

7. WRITTEN COMMUNICATIONS

8. DISCUSSION Next Agenda

- Presentation on county-wide evacuation study with John Hoang , Planning Director, CCTA to take place at next SWAT meeting on Dec. 2.

9. ADJOURNMENT

ACTION: Meeting adjourned by Chair Sos at 5:32 PM

Staff Contact:

Chris Weeks, SWAT Administrator
City of San Ramon
P (925) 973-2547
Email address: cweeks@sanramon.ca.gov

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AGENDA ITEM 5.B



SWAT

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DATE: 12/02/24

TO: Southwest Area Transportation Committee (SWAT)

FROM: SWAT Technical Advisory Committee (TAC)

SUBJECT: Recommendation of new Primary and Alternate SWAT (TCC) Representative to the Contra Costa Transportation Authority Vision Zero Working Group.

BACKGROUND

At the April 17 2024 SWAT TAC meeting Andy Dillard recommended Patrick Golier as his replacement as the TCC member representative on the Vision Zero Working Group. SWAT TAC approved the appointment. At the July 6th SWAT BOD Meeting the board approved the promotion from Alternate to Primary Transportation Appointment of Patrick Golier, of Lafayette, to the Authority's Technical Coordinating Committee (TCC) for the current three-year term that will run through March 31, 2026 along with the renewal of the TCC Planning appointee, Chris Weeks, from San Ramon and the Engineering appointment, Shawn Knapp from Moraga. At the SWAT TAC meeting October 16th 2024 the TCC Engineering Representative Shawn Knapp proposed that the new Moraga Primary Representative for Engineering should change to Nate Levine from Moraga. SWAT TAC agreed unanimously in the appointment of Nate Levine as the Primary Engineering representative from SWAT on the TCC completing the existing term to expire 03/31/2026. The proposed new list of Primary and Alternate SWAT representatives to the regional Vision Zero Working Group is as follows.

<i>Vision Zero Working Group</i>	<i>Existing</i>	<i>Proposed Primary</i>	<i>New Alternate</i>
<i>SWAT (TCC)</i>	<i>Andy Dillard, Danville</i>	<i>Patrick Golier, Lafayette</i>	<i>Nate Levine, Moraga</i>
<i>SWAT (CBPAC)</i>	<i>Chris Weeks, San Ramon</i>	<i>Chris Weeks, San Ramon</i>	<i>Vacant</i>

RECOMMENDATION

The SWAT TAC recommends SWAT approve the TAC recommendation for the appointment of Patrick Golier as Primary TCC representative to the CCTA Regional Vision Zero Working Group and Alternate Representative for SWAT (TCC) will be Nate Levine.

Staff Contact:

Chris Weeks, SWAT Administrator
Phone: (925) 943-2547
Email: cweeks@sanramon.ca.gov

AGENDA ITEM 6.A



CONTRA COSTA
transportation
authority

SOUTHWEST AREA TRANSPORTATION COMMITTEE

Countywide Emergency Evacuation Plan

John Hoang, Director, Planning



Countywide Emergency Evacuation Plan

- Caltrans Sustainable Transportation Planning Grant Program FY24-25
 - Climate Adaptation
 - Grant Specific Objectives and Benefits
 - Benefits to public health, natural ecosystems, air quality, social equity, the economy, or reduction in GHG emissions
 - Grant Specific Objectives, Partnership and stakeholders
 - Alignments with other plans and State goals
 - Cost
 - Grant Amount \$1,490,000
 - Match \$207,900
 - Total \$1,697,900
-

Countywide Emergency Evacuation Plan

- Includes 19 Cities/Towns and Unincorporated County
 - With focus on vulnerable communities
 - Neighborhoods that lack network redundancy during evacuation scenarios
 - Help agencies determine how to improve the evacuation network during those events
 - Builds on the multi-jurisdictional Local Hazard Mitigation Plan (multi-jurisdictional evacuation using routes that may span several jurisdictions)
 - Tie-in to regional and subregional transportation planning
 - Plan addresses two deficiencies
 - Unfunded mandates requiring local governments to plan for emergency evacuation
 - SB 99: Conduct Local-Level Evacuation Compliance Assessment
 - AB 747: Evaluate High-Level Evacuation Route Capacity, Safety, and Viability
 - Unique regional economic and climate-related issues that affect the most vulnerable communities and their transportation system
-

Countywide Emergency Evacuation Plan

- Hazards/Climate-induced Effects
 - Sea Level Rise, Wildfire Risks, Levee failure, Landslides
 - Other Natural Hazards: Earthquakes
 - Manmade: Refinery Accidents
 - Expected to Strain the Transportation network and communities throughout the County
 - Efforts already undertaken by agencies to look at planning for resiliency.
 - Lafayette and Orinda completed locally-focused planning efforts
 - Underserved communities
 - Richmond, El Cerrito San Pablo, Concord, Pittsburg, Antioch, Unincorporated (North Richmond Rodeo, Bay Point)
 - Equity Priority Communities (EPCs) [based on race, low-income, English proficiency, seniors,...]
 - MTC identifies 48 Census tracts in CC as EPCs (noted above)
 - Engagement
-

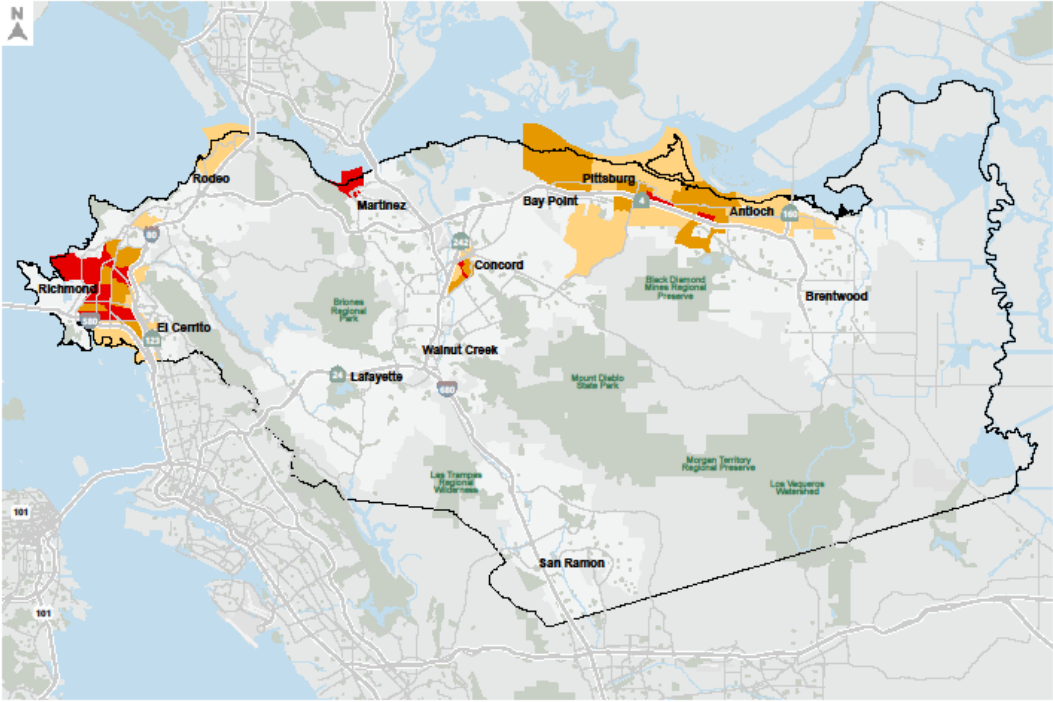
Countywide Emergency Evacuation Plan

- Assessment of five sub-regions and evaluation of up to six emergency events per region using and interfacing with land use and roadway network data in the CCTA model. Based on the results of the assessment the Plan will include:
 - Project Prioritization: Prioritized projects in the identified vulnerable areas using a ranking criterion agreed by the Project's TAC
 - Cost Estimates/Project constraints: Cost estimates and key constraints of 20 top-ranked of projects with conceptual project designs.
 - Funding strategies and documentation: Potential funding strategies for the projects.
-

Countywide Emergency Evacuation Plan

- Scope of Work
 - Task 1: Technical Advisory Committee
 - Task 2: Stakeholder and Public Outreach
 - Task 3: Network Resilience Assessment
 - Outreach Emergency Responders
 - Congestion Identification
 - Network Analysis
 - Emergency Response Time Assessment
 - AB 747/AB 1409 Assessment
 - Firesafe Accessibility Assessment
 - Task 4: Additional Infrastructure Resilience Assessment
 - Network Electrification Resiliency
 - Transit Shelter Evaluation
 - Vehicle Redundancy Assessment
-

Equity Priority Communities



MTC Equity Priority Community Classification
High Higher Highest

Exhibit A
MTC Equity Priority Communities

AGENDA ITEM 6.B



SWAT

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November 5, 2024

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

RE: SWAT Meeting Summary Report for November 4th, 2024

Dear Mr. Haile:

The Southwest Area Transportation Committee (“SWAT”) met Monday, November 4th, 2024. The following is a summary of the meeting and action items:

1. SWAT recommended the appointment of Nate Levine, staff of the City of Moraga to Primary Engineering representative to the Authority’s Technical Coordinating Committee (TCC) for the current three-year term through March 31, 2026. Shawn Knapp will serve as the Alternate Representative for the same time period. SWAT appointed staff as recommended by TAC at the October 16th SWAT TAC Meeting.

	Primary Representative	Expires	Alternate Representative
Transportation:	Patrick Golier, Lafayette	03/31/2026	Vacant
Engineering:	<i>Nate Levine, Moraga *</i>	03/31/2026	<i>Shawn Knapp, Moraga**</i>
Planning:	Chris Weeks, San Ramon	03/31/2026	Vacant
<i>* New Appointment</i>		<i>** Moved from primary to alternate</i>	

2. SWAT **received** a presentation of the Draft Countywide Comprehensive Transportation Safety Action Plan Draft (CCTSAP) and **approved** that the plan should move forward to the Planning Committee of CCTA with the following comments:
 - a. Clarification of the source of all data sets added in footnotes of charts.
 - b. Clarification of representation of LRSP data and date ranges for each jurisdiction.
 - c. Titles on all graphics for ease of review and consideration.
 - d. Deemphasize the representation of crash data on highways. It’s out of the purview of local cities and towns.

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



SWAT

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- e. Clarification that a Bicycle Pedestrian Advisory Committee is just one way to get public input. Other committees, such as a Transportation Advisory Committee (TAC) that is empowered and staffed to address cyclists' concerns or implement complete streets can provide equal if not better input.
- f. Economic Impact of Collisions slide is misleading percentage for jurisdictions without a freeway or freeway adjacent. Consider change to financial impact of "Type of Incident" rather than "Jurisdiction."
- g. Recognition and discussion of evacuation routes and how they must utilize strategies that are flexible enough to allow evacuation routes to not be impeded when needed. Request for SWAT BOD presentation of the Countywide Evacuation Plan and how that integrates with Countywide Comprehensive Transportation Safety Action Plan. Proposed for December SWAT BOD.
- h. Recommended Next Steps slide should be focused on how the local jurisdiction moves forward.

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

Regards,

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

Chris Weeks

San Ramon Transportation Division Manager/SWAT Administrator

Planning Committee **STAFF REPORT**

Meeting Date: December 05, 2024

Subject	Draft Final Contra Costa Countywide Comprehensive Transportation Safety Action Plan (CCTSAP) for Local Agencies
Summary of Issues	<p>In September 2021, the Authority Board adopted the Contra Costa Countywide Transportation Safety Policy and Implementation Guide for Local Agencies (Guide), which provides a consistent countywide framework, with a hybrid reactive and increasingly proactive Safe Systems Approach to address inevitable human error, safety, and risk management.</p> <p>In September 2022, the Authority Board approved Resolution 21-40-G (Rev 1), strengthening the multi-jurisdictional commitment to its Countywide Vision Zero policy and establishing a timeline to eliminate fatal and severe injuries by 2034, with a 50 percent reduction by 2029. Over the past few years, Local Road Safety Plans (LRSPs) have been adopted locally, however, many were limited in scope and did not yet adequately address the Safe Systems Approach or provide consistent local lead applicant agency eligibility and national competitiveness for the multi-cycle federal Safe Streets and Roads for All (SS4A) grant program.</p> <p>The CCTSAP is intended to help local agencies satisfy State and federal requirements, provide regional consistency in addressing a Safe Systems Approach, empower local agencies to become their own Lead Applicant for future SS4A implementation grants from the United States Department of Transportation (USDOT), estimate economic impacts from fatal and severe-injury collisions, develop for countywide impact a project list that incorporates local prioritized safety</p>

Recommendations	<p>projects consistent with the Safe Systems Approach and the Countywide Vision Zero Toolbox and policy, and support scoping and (multi-jurisdiction bundled) applications for grant funding opportunities to efficiently apply a Safe Systems Approach to achieve Countywide Vision Zero within the adopted timeline.</p> <p>Staff seeks approval of Resolution 21-40-G (Rev 2), and review and comment, in support of the Authority’s commitment to its Countywide Vision Zero policy, and recommendation to adopt the CCTSAP, which would be integrated into the Contra Costa Countywide Transportation Safety Policy and Implementation Guide for Local Agencies, adopted by the Authority Board in September 2021, to provide jurisdictions a consistent Safe Systems Approach to eliminate fatal and severe injuries.</p>
Staff Contact	Colin Clarke
Financial Implications	None
Options	<p>The Authority Board may direct staff to take alternative actions on the proposed CCTSAP.</p>
Attachments	<p>A. Draft Final CCTSAP and Guide – Draft viewed at Countywide Vision Zero webpage (via Planning webpage) located at https://ccta.net/planning/countywide-vision-zero/</p> <p>B. Resolution 21-40-G (Rev 2)</p>
Changes from Committee	N/A

Background

The Authority’s Countywide Bicycle and Pedestrian Plan (CBPP), adopted in July 2018, included as its first key recommendation for implementation the development of a consistent multi-agency Countywide Vision Zero framework and “Safe Systems Approach.” This

approach acknowledges that responsibility for safety outcomes includes (redundancy within) road design and is shared by road users, transportation and public health professionals, policymakers, decision-makers, emergency response (including fire, police, and medical) personnel, and traffic safety officials.

In September 2021, the Authority Board adopted Resolution 21-40-G, which included the Countywide Vision Zero framework and Safe Systems Approach. This approach assessed countywide collision patterns (labeled, “Countywide Safety Priority” locations within a High-Injury Network) and developed the countywide “How-To” Guide for local agencies throughout Contra Costa County. This Guide includes the Countywide Vision Zero Toolbox of strategies to improve safety by eliminating fatal and severe injuries. The Guide was developed and summarized the analysis of road collision data from 2008 through 2017 (while the CCTSAP summarizes the analysis of road collision data from 2013 through 2022). On average, eight people walking or bicycling were involved in a collision on a road within Contra Costa County every week. People walking and bicycling in Contra Costa County were 2.4 times more likely to experience a collision resulting in severe injury or fatality (compared to people in vehicles). People walking and bicycling accounted for 38% of collisions with a fatal or severe injury, however, represent only 20% of all collisions (including drivers). Of the collisions that resulted in fatal or severe injury, 86% of those that involved people walking, and 81% of those that involved people bicycling, each occurred on three percent of roadways countywide.

The Guide and CCTSAP provide a consistent countywide framework, with a hybrid reactive and increasingly proactive Safe Systems Approach to address inevitable human error, safety, and risk management most effectively through innovative design and application of technology through the adoption and implementation of a LRSP. The Guide and CCTSAP provide maps with “Countywide Safety Priority” Locations (sometimes referred to as a High-Injury Network (HIN)) within Countywide Pedestrian Priority Areas and a Toolbox with specific actions that can help local staff move toward Vision Zero, which acknowledges that fatal and severe (life-altering and traumatic) injuries are preventable. The CCTSAP adds and bundles multi-jurisdiction projects and scoping that uses a Safe Systems Approach for local agency implementation to more efficiently achieve Countywide Vision Zero sooner. Participating locations were identified in close coordination with local agency staff as part of the CCTSAP, e.g., based on their overlap with the Authority’s 2021 Vision Zero HIN (2008—2017), the CCTSAP/Metropolitan Transportation Commission’s (MTC) BayViz Regional HIN

(2013—2022), and locally identified priority safety enhancement locations (LRSP 2018—2022).

The Guide, and the CCTSAP, provide elected representatives and the public an opportunity to learn about patterns from analysis across multiple jurisdictional boundaries. The Guide and CCTSAP encourage an approach that is both reactive (analysis of past collision data and patterns), and (increasingly) proactively identifies potential safety issues based on travel behavior, roadway design, and other built-environment factors that contribute to collisions that result in a fatal or severe injury. As the Authority coordinates with MTC and other agencies, nonprofit and private sector organizations, local agencies can contribute to and help maintain higher quality data, available for planning analysis and public works' action sooner, and aggregate different datasets to better inform decision-making at a countywide level and locally.

For the CCTSAP, analyzed data from the MTC regional safety data dashboard online tool for local agencies (<https://bayviz.mysidewalk.com>) allow for common collision patterns, maps, and data that can be used to initiate project development and gain community support. For example, each local agency can view the costs estimated, per jurisdiction boundary, to its local economy as a result of fatal and severe injury collisions. The cost to the local economy countywide is estimated at more than \$1.33 billion each year, on average (2013 through 2022).

Next Steps, Funding, and Project Delivery

Using authentic engagement and other best practices described in the Guide and CCTSAP, local agencies can implement the Authority's recommended countywide priority projects as part of developing a project list within their multi-year Capital Improvement Program (CIP), repaving program, and LRSP, which the Highway Safety Improvement Program requires updating locally at least every five years. Authority staff support a core element known as comprehensive evaluation and adjustments. Local agency staff can support Authority staff in creating a list of prioritized projects to encourage and help move toward Countywide Vision Zero, such as CCTSAP- and Toolbox-informed projects near parks, senior and childcare facilities, and along safe routes to school, to help reduce or eliminate common countywide collision patterns, including the following elements:

- Unsafe speeding / aggressive driving

- Transit priority areas
- Channelized right turns (unsignalized or yield signed: slip lanes)
- Trail crossings (intersections with streets)
- Near highway on-ramps and off-ramps
- (Skewed) intersections
- Unprotected left turns at traffic signalized intersections
- Red light violations, e.g., right turns
- Vulnerable populations such as seniors and youth

The Authority does not have jurisdiction over local roadways and state highways, however, through its role as a funding agency can continue leading the framework for countywide consistency and influence the adoption of local Vision Zero policies and implementation of related projects and program criteria. The Authority can partner with local, regional, and State agencies for project delivery, and influence local policy and decision-making. The Authority can also encourage local agencies to leverage multiple existing funding sources to implement Countywide Vision Zero as part of routine maintenance (e.g., repaving and multi-year CIPs), design, (Complete Streets) construction, and operations as well as continue to provide technical assistance and support. For example, local projects can be implemented using countywide Measure J funding, e.g., from the Local Streets Maintenance and Improvement program, and can be considered for discretionary funding, which is competitive at a countywide level, e.g., from the Transportation for Livable Communities and Pedestrian, Bicycle, and Trail Facilities programs, for which an upcoming call for projects may be released during Fiscal Year (FY) 2024-25 for expenditures that could commence in FY 2025-26. Measure J funding is not anticipated to be limited to only the project scopes, corridors or street segments on regional (MTC) or Countywide Vision Zero maps.

Development Process

The Countywide Vision Zero Working Group (VZWG) convened in December 2019, February 2020, October 2020, and May 2021 to steer development of the Guide; and in November 2023 to steer development of the CCTSAP. The VZWG includes representatives from the Countywide Bicycle & Pedestrian Advisory Committee (CBPAC), one CBPAC volunteer from each of the four Regional Transportation Planning Committees (RTPC), and one volunteer from each of the four RTPC sub-regions from the Authority's Technical Coordinating Committee (TCC). The other members include a representative from Contra Costa County

(planning and public works), transportation safety research (University of California, Berkeley), and advocacy organizations (Bike East Bay).

Using authentic engagement and other best practices described in the Guide, local agencies can recommend local priority projects as part of developing an LRSP. Countywide Vision Zero and the MTC regional safety data dashboard online tool for local agencies (<https://bayviz.mysidewalk.com>) continues to allow for common collision patterns, maps, and data that can be used to initiate project development, create demonstration projects that use quick-build materials, and gain community support. The Authority continues to encourage local agencies to leverage multiple existing funding sources to implement the Countywide Vision Zero and local safety projects as part of routine pavement maintenance, design, construction, and operations, as well as continue to provide technical assistance and support.

Local agencies can request advisory support and technical assistance from the Authority when developing LRSPs and implementing projects that can help move toward Countywide Vision Zero and coordinated compliance with USDOT's requirements for a Comprehensive Safety Action Plan.

The CCTSAP encourages future funding opportunities under the federal Infrastructure Investment and Jobs Act. It also encourages local City/Town Councils or Boards of elected officials in each jurisdiction to adopt a Vision Zero or Safe Systems Policy (including a commitment to a timeline in which to achieve Vision Zero), e.g., City of Lafayette in November 2021, City of Walnut Creek in August 2023, Contra Costa County Board of Supervisors in November 2023 (without a timeline), and City of Clayton in April 2024. The goal is to prioritize safety before vehicle volumes and most critically speed in planning, scoping, design, engineering, construction, operations, and maintenance. The CCTSAP was developed, in part, to accomplish the following:

- Review policies and plans.
- Summarize public engagement and community outreach.
- Summarize updated collision data analysis and resources.
- Provide estimates of the economic costs of delaying Countywide Vision Zero to empower local agency staff, decision-makers, appointed representatives, and elected officials with more data to develop community support for local implementation.
- Estimated annual investment necessary to achieve Countywide Vision Zero targets

(current CIPs, estimated costs, estimated crash reductions, crash modification factors).

- Develop projects for implementation.
- Summarize next steps for SS4A compliance for local agency action.

A draft was presented for input from the CBPAC on July 22, 2024, from the TCC on October 17, 2024, and from the RTPCs (technical advisory committees' staff) and policy advisory committees' elected representatives.

The common countywide collision patterns known as emphasis areas (2010 through 2019), from the State Highway Safety Plan from the California Department of Transportation, are intersections, bicyclists, speed/aggressive driving, and pedestrians. From the population of vulnerable road users, people walking or bicycling make up for 16 percent of trips, yet account for 30 percent of all fatal and severe-injury collisions on average for all sub-regions (2013 through 2022). Collisions involving people walking or bicycling are twice as likely to result in a fatal or severe injury compared to collisions involving vehicles only.

Adoption of the CCTSAP, for Integration into the Policy and Implementation Guide

The Draft CCTSAP (which includes economic impact costs per sub-region and per jurisdiction) is available for review on the Authority's website (Countywide Vision Zero webpage) at <https://ccta.net/planning/countywide-vision-zero>.

Staff seeks approval of Resolution 21-40-G (Rev 2), and review and comment, in support of the Authority's commitment to its Countywide Vision Zero policy, and recommendation to adopt the CCTSAP, which would be integrated into the Contra Costa Countywide Transportation Safety Policy and Implementation Guide for Local Agencies, adopted by the Authority Board in September 2021, to provide jurisdictions a consistent Safe Systems Approach to eliminate fatal and severe injuries.

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AGENDA ITEM 7



COMMISSIONERS

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MEMORANDUM

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

From: Timothy Haile, Executive Director

Date: November 19, 2024

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

Timothy Haile,
Executive Director

At its October 30, 2024 meeting, the Authority discussed and approved the following agenda item recommendations, which may be of interests to the Regional Transportation Planning Committees:

- A. *The Authority Board received an informational quarterly project status report of the current Measure projects for July – September 2024.*

- B. *The Authority Board authorized the Chair to approve Resolution 23-06-A (Rev 1), which adopted a revised Americans with Disabilities Act of 1990 Reasonable Accommodations Policy to allow Authority Board and Committee Members to participate remotely as a reasonable accommodation for a member of the legislative body with a qualifying disability that precludes the member's in-person attendance at meetings, subject to requirements of the Brown Act.*

- C. *The Authority Board authorized the release of the Request for Proposals No. 24-4 to provide services as described in the Scope-of-Work for the Countywide Safe Routes to School Project.*
- D. *The Authority Board authorized the release of the Request for Proposals No. 24-3 to solicit proposals from firms qualified in developing a comprehensive software solution for the One-Call/One-Click Contact Center.*
- E. *The Authority Board approved Resolution 24-51-G for West Contra Costa Transit Authority dba WestCAT's (WCCTA) Regional Measure 3 (RM3) funding allocation request in the amount of \$6,666,666 for Zero Emission Bus and Infrastructure from the North Bay Transit Access Category and Resolution 24-52-G to approve WCCTA's RM3 funding allocation request in the amount of \$5,000,000 for Bus Acquisition from the Interstate 80 Transit Improvements category and authorized staff to forward the resolutions to the Metropolitan Transportation Commission.*
- F. *The Authority Board approved the Final Contra Costa Interstate 680 Comprehensive Multimodal Corridor Plan.*
- G. *The Authority Board received an informational update on GoMentum Station Operations.*

***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.**

TRANSPLAN COMMITTEE

EAST COUNTY TRANSPORTATION PLANNING

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

November 18, 2024

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

Dear Mr. Haile:

The TRANSPLAN Committee undertook the following activities during its meeting on November 14, 2024:

1. Received an update on Tri Delta Transit's Comprehensive Operational Analysis.
2. Received a presentation on the Draft Contra Costa Countywide Comprehensive Transportation Safety Action Plan (CCTSAP) and recommended that the Contra Costa Transportation Authority Board adopt the CCTSAP.

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	T. Grover, CCTA
D. Friedmann, TVTC	J. Nemeth, WCCTAC	TRANSPLAN TAC
C. Weeks, SWAT	J. Hoang, CCTA	

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

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, 2024

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

RE: Status Letter for TRANSPAC Meeting – September 12, 2024

Dear Mr. Haile:

The TRANSPAC Committee met on September 12, 2024. The following is a summary of the meeting and action items:

1. The quarterly financial report for the period ended June 30, 2024, was accepted.
2. The Board approved the TFCA project submittals and funding strategy which will allocate \$249,000 in available subregional TFCA funding and \$37,616 in available Measure J Line 21a funding for the Walnut Creek Bikeway Project and the 511 Contra Costa "Active 4 Me" Program and community engagement initiatives proposed for the FY 2024-2025 TFCA cycle.
3. The Board approved the consent agenda and awarded Cropper Rowe a 3-year contract with two 1-year options as TRANSPAC's auditor.
4. The Board approved a contract amendment to augment the budget of the GBS Managing Director and Clerk of the Board Contract by \$23,000, bringing the contract total from \$286,000 to \$309,000 for the FY 2023/2024 period. The Board also approved the use of FY 2024/2025 contingency budget to fund the contract amendment cost.

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

Sincerely,



Matthew Todd
Managing Director

cc: TRANSPAC Representatives; TRANSPAC TAC and staff
Matt Kelly and Hisham Noemi, CCTA Staff
Robert Sarmiento, TRANSPLAN; Lamar Hernandez-Thorpe, Chair, TRANSPLAN
Chris Weeks, SWAT; Renata Sos, Chair, SWAT
John Nemeth, WCCTAC; Rita Xavier, Chair, WCCTAC
Tarienne Grover, CCTA Staff
Ethan Bindernagel, Diane Bentley (City of Pleasant Hill)