

Robert Taylor, Chair
Brentwood
City Council

Kevin Romick, Vice-Chair
Oakley
City Council

Juan Banales
Pittsburg
City Council

Diane Burgis
Contra Costa County
Board of Supervisors

Kerry Motts
Antioch
Planning Commission

Anita Roberts
Brentwood
Planning Commission

Michael Krieg
Oakley City Council

Sarah Foster
Pittsburg
Planning Commission

Vacant
Contra Costa
Planning Commission

Sean Wright
Antioch
City Council

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Website
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TRANSPLAN Committee Meeting

Thursday, December 10, 2020 – 6:30 PM

To slow the spread of COVID-19, the Contra Costa County Health Officer's most recent order of March 31, 2020, continues to prevent public gatherings. In lieu of a public gathering, the TRANSPLAN meeting will be accessible via Zoom Meeting to all members of the public, as permitted by the Governor's Executive Order 29-20. Members of the public may participate in the meeting online, or by telephone. To participate in the meeting please use the information.

Join Zoom Meeting: <https://ccccounty-us.zoom.us/j/85302192628>

Meeting ID: 853 0219 2628

Or by Telephone:

Dial: USA (214) 765-0478 US Toll OR: USA (888) 278-0254 US Toll-free

Conference code: 198675

In lieu of making public comments at the meeting, members of the public also may submit public comments before or during the meeting by emailing comments to John Cunningham at john.cunningham@dcd.cccounty.us or at (925) 674-7833.

All comments submitted by email to the above email address before the conclusion of the meeting will be included in the record of the meeting. When feasible, the Board Chair, or designated staff, also will read the comments into the record at the meeting, subject to a two-minute time limit per comment.

The TRANSPLAN Chair may reduce the amount of time allotted to read comments at the beginning of each item or public comment period depending on the number of comments and the business of the day. Your patience is appreciated. A break may be called at the discretion of the Board Chair.

We will provide reasonable accommodations for persons with disabilities to participate in TRANSPLAN meetings if they contact staff at least 48 hours before the meeting. Please contact John Cunningham at john.cunningham@dcd.cccounty.us

AGENDA

Items may be taken out of order based on the business of the day and preferences of the Committee.

1. OPEN the meeting.

2. ACCEPT public comment on items not listed on agenda.

Consent Items (see attachments where noted [♦])

3. ADOPT Minutes from 11/12/20 TRANSPLAN Meeting ♦ **Page 2**

Action/Discussion Items (see attachments where noted [♦])

4. ELECT Chair and Vice-Chair for 2021: The TRANSPLAN Committee elects its officers on a rotational basis at the beginning of each calendar year. Elections of chair and vice chair are done in two separate motions. Both must be elected officials. The attachment shows the history of TRANSPLAN elections since 2015. ♦ **Page 6**

5. APPOINT TRANSPLAN Representatives to the Contra Costa Transportation Authority Board (CCTA): The November 3, 2020 election resulted in vacancies that must be filled to ensure TRANSPLAN representation at CCTA. ♦ **Page 9**

6. ADOPT 2021 TRANSPLAN meeting calendar ♦ **Page 14**

7. ADJOURN to next meeting on Thursday, January 14, 2021 at 6:30 p.m. or other day/time as deemed appropriate by the Committee.

♦ = An attachment has been included for this agenda item.

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ITEM 3
11/12/20 MEETING MINUTES

TRANSPLAN COMMITTEE
Antioch - Brentwood - Oakley - Pittsburg and Contra Costa County

MINUTES

November 12, 2020

The regular meeting of the TRANSPLAN Committee was convened via a web-based platform in locations not open to the public to provide the safest environment for staff and the public consistent with Contra Costa County Health Officer's most recent order of March 31, 2020, continuing to prevent public gatherings. In lieu of a public gathering, the Board of Directors was accessible via Zoom Meeting to all members of the public as permitted by the Governor's Executive Order 29-20. Members of the public were allowed to participate in the meeting online, or by telephone.

Chair Robert (Bob) Taylor called the meeting to order at 6:40 P.M.

ROLL CALL / CALL TO ORDER

PRESENT: Juan Banales (Pittsburg), Diane Burgis (Contra Costa County), Sarah Foster (Pittsburg), Michael Krieg (Oakley), Kevin Romick (Vice-Chair, Oakley), and Robert (Bob) Taylor (Chair, Brentwood)

ABSENT: Emily Cross (Brentwood), Kerry Motts (Antioch), and Sean Wright (Antioch)

STAFF: John Cunningham, Contra Costa County Department of Conservation and Development

PUBLIC COMMENTS

There were no comments from the public.

CONSENT ITEMS

On motion by Kevin Romick, seconded by Diane Burgis, TRANSPLAN Committee members adopted the Consent Calendar, as follows, which carried by the following Roll Call vote:

- Adopted Minutes from May 14, 2020 TRANSPLAN Meeting.
- Adopted Minutes from August 13, 2020 TRANSPLAN Meeting.
- Accepted Calendar of Events

Ayes: Banales, Burgis, Krieg, Romick, Taylor

Noes: None

Abstain: None

Absent: Cross, Foster*, Motts, Wright

*(Registered no vote on Roll Call)

RECEIVE AN UPDATE FROM CONTRA COSTA TRANSPORTATION AUTHORITY (CCTA) STAFF ON THE RANKED LISTS OF REMAINING MEASURE J LOCALLY-SPONSORED AND AUTHORITY-MANAGED PROJECTS, THE LISTS WERE DEVELOPED IN RESPONSE TO POTENTIAL COVID-19 RELATED REVENUE DECREASES

Tim Haile, CCTA, Deputy Executive Director, Projects, explained that given the economic unknowns related to the COVID-19 pandemic, there was a need to slow Measure J expenditures to avoid spending money not available in the future and to avoid cash flow issues. As a result, the CCTA Board had suspended Measure J appropriations to capital projects in projects programmed in the 2019 Measure J Strategic Plan or in the Transportation for Livable Communities (TLC)/Pedestrian, Bicycle and Trails Facilities, and had directed the development of an Allocation Plan to prioritize the remaining Measure J projects. Thirty two (32) locally-sponsored projects that would need \$43 million in Measure J funds to proceed had been evaluated based on principles developed by the Authority, and two lists had been scored. The first list was for local projects and the second was for CCTA-managed projects. The scoring was intended to identify a plan if the Measure J funds were not available, at which point other available or future funding sources would be considered. He explained that the good news was that for the previous two years revenues had exceeded projections and the 3.2 percent decline was better than the 14 percent decline that had been projected.

Mr. Haile stated that staff had been directed to set aside any revenue savings (\$4 million at this point) pending analysis of the COVID-19 impacts. The Board's developed principles to score projects favored shovel-ready projects that leveraged federal and state funds. He highlighted the local project list and advised that updated information had been used as the basis for scoring. The list would need to be updated every four to six months to identify changes in funding which could change the ranking of a project. He emphasized that the projects were not being scored based on the merit but were being scored to manage the available Measure J funds and get the most value of leveraged funds. Staff had also reviewed and scored CCTA-managed projects that had shortfall and other funding factors, and projects with non-Measure J funding sources would be scored the highest. Fully funded projects had not been scored. Studies would not be funded.

Mr. Haile summarized the results of the scoring on the CCTA-managed projects and explained that work had been suspended on all projects with the exception of the top 5. Fully funded projects, such as the Mokelumne Bike Trail/Ped Overcrossing project that would be advertised next year, had not been scored. The East County Infrastructure Investment Study had been suspended to conserve Measure J funds. He reiterated the intent to ensure a healthy reserve for the remaining 14 years of Measure J, and hoped to resume appropriations based on the Allocation Plan early next year.

In response to Chair Taylor, Mr. Haile explained that the Allocation Plan would be updated every six months to coincide with the annual budget and the mid-year budget to identify how the plan had progressed.

TRANSPLAN Committee
November 12, 2020
Page 3

Mr. Haile encouraged the leveraging of Measure J funding which could improve the rank of projects on the list. He also noted that there could be stimulus funding that could be used for some of the projects.

DISCUSS POSSIBLE CHANGES TO THE DAY AND TIME OF THE REGULAR BOARD OF DIRECTORS MEETING

Mr. Cunningham advised that considering the recent turnover in the TRANSPLAN Committee, the item would be considered when new members were seated in 2021.

ADJOURNMENT

Chair Taylor adjourned the meeting of the TRANSPLAN Committee at 7:04 P.M. to the next meeting on December 10, 2020 at 6:30 P.M. or other day/time as deemed appropriate by the Committee.

Respectfully submitted,


Anita L. Tucci-Smith
Minutes Clerk

ITEM 4
ELECT CHAIR AND VICE-CHAIR FOR 2020

TRANSPLAN COMMITTEE

EAST COUNTY TRANSPORTATION PLANNING

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

TO: TRANSPLAN Committee 
FROM: John Cunningham, TRANSPLAN Staff
DATE: December 4, 2020
SUBJECT: **Chair and Vice-Chair for 2021**

Recommendation

ELECT Chair and Vice-Chair for 2021.

Background

The TRANSPLAN Committee established an annual Chair/Vice-Chair rotation in 2015 based on jurisdiction. The order of the rotation, beginning 2015, is as follows: *Antioch (Chair), Brentwood (Vice-Chair), Oakley, Contra Costa County, and Pittsburg.*

The attachment reflects the established rotation, which results in the cities of Oakley and Contra Costa County assuming the Chair and Vice-Chair roles, respectively, in 2021. However, the Committee has full discretion in the election of officers from year to year.

att: TRANSPLAN Election History

cc: TRANSPLAN TAC

TRANSPLAN COMMITTEE OFFICERS

TRANSPLAN established¹ the following Chair and Vice Chair rotation: Antioch, Brentwood, Oakley, Contra Costa County, and Pittsburg.

Year	Chair	Vice Chair
2021	<i>TBD, Oakley</i>	<i>TBD, County</i>
2020	Mayor Bob Taylor, Brentwood	Mayor Kevin Romick, Oakley
2019	Mayor Sean Wright, Antioch	Mayor Robert Taylor, Brentwood
2018	Supervisor Diane Burgis, County	Mayor Sean Wright, Antioch
2017 ²	Councilmember Sal Evola, Pittsburg	Supervisor Diane Burgis, County
2016	Councilmember Doug Hardcastle, Oakley	Supervisor Mary Piepho, County
Mid-2015 ³	Mayor Robert Taylor, Brentwood	Councilmember Doug Hardcastle, Oakley
2015	Mayor Wade Harper, Antioch	Mayor Robert Taylor, Brentwood

¹ The rotation was the preference of the Board in 2015, the Committee has the discretion to change the rotation.

² County and Pittsburg swapped Chair/Vice-Chair; normal rotation expected to resume in 2018.

³ Rotation reset with departure of the Chair from TRANSPLAN Committee mid-year.


ITEM 5
APPOINT TRANSPLAN REPRESENTATIVES TO THE CONTRA COSTA
TRANSPORTATION AUTHORITY BOARD (CCTA):

TRANSPLAN COMMITTEE

EAST COUNTY TRANSPORTATION PLANNING

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

TO: TRANSPLAN Committee

FROM: John Cunningham, TRANSPLAN Staff 

DATE: December 4, 2020

SUBJECT: **APPOINT TRANSPLAN Representatives to the Contra Costa Transportation Authority Board: Primary and Alternate Representative for the *current* term of the Even Year Seat (February 1, 2020 through January 31, 2022), Primary Representative for the *remainder* of the current term of the Odd Year Seat (2/1/2019 through 1/31/2021), and Primary and Alternate Representative for the *next* term of the Odd Year Seat (February 1, 2021 through January 31, 2023)**

Recommendation

APPOINT a TRANSPLAN Committee member as the even year *primary* representative to the Contra Costa Transportation Authority (“CCTA”) Board for the *current* 2/1/2020 through 1/31/2022 term.

APPOINT a TRANSPLAN Committee member as the even year *alternate* representative to the CCTA Board for the *current* 2/1/2020 through 1/31/2022 term.

APPOINT a TRANSPLAN Committee member as the odd year *primary* representative to the CCTA Board for the *next* term, 2/1/2021 through 1/31/2023.

APPOINT a TRANSPLAN Committee member as the odd year *alternate* representative to the CCTA Board for the *next* term, 2/1/2021 through 1/31/2023.

If deemed necessary, **APPOINT** a TRANSPLAN Committee member as the odd year *primary* representative to the CCTA Board for the *remainder* of the *current* 2/1/2019 through 1/31/2021 term.

Background

The CCTA Board is comprised of eleven (11) elected officials ("Commissioners") who are appointed for two year terms by the Regional Transportation Planning Committees (“RTPCs”) as follows, two appointed members each from SWAT, TRANSPAC, TRANSPLAN, and WCCTAC, the Conference of Mayors (one appointed member), and the County Board of Supervisors (two appointed members).

The CCTA Board is empowered to administer the Expenditure Plan, the Growth Management and Congestion Management Programs, and to determine the use of sales tax revenue in conformance with the parameters established in Measure J (2004). CCTA also serves as Contra Costa's Congestion Management Agency, and as such, has final approval of the County's Congestion Management Plan (“CMP”) and the Countywide Transportation Plan (“CTP”).

Continued next page...

Update

TRANSPLAN representatives to CCTA occupy two seats, an "Odd Year" seat, and an "Even Year" seat. Both have primary and alternate representatives. The results of the November 3, 2020 election have resulted in vacancies in both the Odd and Even Year seats which must be filled to have full East County representation at CCTA. Details are discussed below.

Even Year CCTA Appointment

Current Term: 2/1/2020 through 1/31/2022

TRANSPLAN's primary representative (Mayor Robert Taylor) and alternate (Mayor Sean Wright) to CCTA will not hold elected office as of December 8, 2020. Both seats must be filled by TRANSPLAN at their December 2020 meeting to have full representation at the CCTA Board meeting on December 16, 2020.

Odd Year CCTA Appointment

Current Term: 2/1/2019 to 1/31/2021

TRANSPLAN's primary representative (Mayor Kevin Romick) will not hold elected office as of December 8, 2020. TRANSPLAN continues to be represented by Council Member Juan Banales as the alternate until the end of the term on January 31, 2021.

As described in the recommendations above, TRANSPLAN should determine if it is necessary to fill the primary seat for the remainder of the term.

Next Term: 2/1/2021 through 1/31/2023

Prior to January 31, 2021 TRANSPLAN must appoint both primary and alternate representatives for the new Odd year term to have full East County representation at CCTA.

CCTA Representative Protocol

The Committee should be aware of provisions in the CCTA Administrative Code regarding the appointment of Commissioners to the CCTA Board (relevant excerpts below):

- *"The Board shall consist of the following: (2) Two members from TRANSPLAN, each of whom is an Elected Official."* (CCTA Admin. Code Ch. 1, Art. III, 103.2)
- *"Each participating Commissioner shall also have a designated alternate and may have a designated second alternate..."* (CCTA Admin. Code Ch. 1, Art. III, 103.2(b))
- *"An Elected Official may be designated by more than one Commissioner as an alternate, provided that such Elected Official shall not simultaneously serve on behalf of more than one Commissioner."* (CCTA Admin. Code Ch. 1, Art. III, 103.2(b))
- *"For election or recall of Commissioners, only City and County Elected Officials shall vote, and each City and Board of Supervisors shall have one vote for each such action."* (CCTA Admin. Code Ch. 1, Art. IV, 104.3(b))

att: TRANSPLAN CCTA Appointment History

cc: TRANSPLAN TAC

Status/History of TRANSPLAN Appointments to the Contra Costa Transportation Authority

Odd Year Seat (Feb 1 to Jan 31)

Term	Appointment	Alternate
2/1/2021 to 1/31/2023	tbd	tbd
2/1/2019 to 1/31/2021	Vacant Kevin Romick (Oakley)	Juan Banales (Pittsburg)
2/1/2017 to 1/31/2019	Kevin Romick (Oakley)	Sal Evola (Pittsburg)
2/1/2015 to 1/31/2017	Kevin Romick (Oakley)	Sal Evola (Pittsburg) (mid-term appointment)
2/1/2013 to 1/31/2015	Kevin Romick (Oakley)	Wade Harper (Antioch)
2/1/2011 to 1/31/2013	Kevin Romick (Oakley) ~ ~ ~ Jim Frazier (Oakley) (12/2009 to 12/2012)	Wade Harper (Antioch) ~ ~ ~ Kevin Romick (Oakley) (1/2011 to 12/2012)
2/1/2009 to 1/31/2011	Jim Frazier (Oakley) ~ ~ ~ Michael Kee (Pittsburg) (2/1/2009 to 12/2009)	Brian Kalinowski (Antioch)

Even Year Seat (Feb 1 to Jan 31)

Term	Appointment	Alternate
2/1/2020 to 1/31/2022	Vacant Robert Taylor (Brentwood)	Vacant Sean Wright (Antioch)
2/1/2018 to 1/31/2020	Robert Taylor (Brentwood)	Sal Evola (Pittsburg)
2/1/2016 to 1/31/2018	Robert Taylor (Brentwood)	Sal Evola (Pittsburg)
2/1/2014 to 1/31/2016	Robert Taylor (Brentwood)	Sal Evola (Pittsburg)
2/1/2012 to 1/31/2014	Robert Taylor (Brentwood)	Wade Harper (Antioch) ~ ~ ~ Brian Kalinowski (Antioch) (2/2012 to 12/2012)
2/1/2010 to 1/31/2012	Robert Taylor (Brentwood)	Brian Kalinowski (Antioch)

November 18, 2020

Robert Taylor, Chair
TRANSPLAN
C/O City of Brentwood
150 City Park Way
Brentwood, CA 94513

Subject: Expiration of Authority Member Terms and Appointment of a Representative for December 7, 2020 through January 31, 2022 and a Representative for December 8, 2020 through January 31, 2023

Dear Chair Taylor,

Currently, Commissioner Romick's term on the Contra Costa Transportation Authority (Authority) Board ends on January 31, 2021 and your term ends on January 31, 2022. Due to both of your appointments to the Authority Board ending in December 2020, we need both representatives appointed. The Authority kindly requests that TRANSPLAN make an appointment to the Authority for an extended two-year term from December 8, 2020 through January 31, 2023 and an appointment from December 7, 2020 through January 31, 2022 to continue with staggering terms. Alternates also need to be appointed or reappointed. The current alternate for your seat is Commissioner Alternate Sean Wright and the alternate for Commissioner Romick's seat is Commissioner Alternate Juan Banales. Until an appointment is made, Commissioner Alternate Juan Banales is the only representative for WCCTAC.

Please notify the Authority in writing of your appointments and provide us contact information for any new appointees. We anticipate seating new members formally at the Authority Board Meeting on February 17, 2021 or earlier upon an appointment by TRANSPLAN and at the Authority's Planning Committee and Administration & Projects Committee meetings depending upon appointment in March (March 3rd and March 4th, respectively) or earlier. Thank you for your attention to this matter. Please feel free to contact me at (925) 256-4722 or email me at tgrover@ccta.net if you have any questions.

Sincerely,



Tarienne Grover, MMC, EMPA
Director, Administrative Services

Cc: Kevin Romick, CCTA Commissioner
Juan Banales, CCTA Commissioner Alternate

Sean Wright, CCTA Commissioner Alternate
John Cunningham, TRANSPLAN Staff


ITEM 6
ADOPT 2021 TRANSPLAN MEETING CALENDAR

TRANSPLAN COMMITTEE

EAST COUNTY TRANSPORTATION PLANNING

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

TO: TRANSPLAN Board Members
TRANSPLAN Technical Advisory Committee (TAC)

FROM: John Cunningham, TRANSPLAN staff 

DATE: December 4, 2020

SUBJECT: **2021 Proposed TRANSPLAN Committee and TRANSPLAN Technical Advisory Committee Meeting Calendar**

2021 TRANSPLAN Committee Meeting Dates

Historically, TRANSPLAN meets on the second Thursday of the month starting at 6:30 PM. Unless otherwise noticed, physical meetings are held at Tri-Delta Transit in their Board Room (801 Wilbur Avenue, Antioch), virtual meetings are held using Zoom, GoToMeeting, or other digital platform. For the foreseeable future, meetings we be conducted consistent with COVID protocols established by the Contra Costa County Health Officer and the Governor's Executive Order N-29-20.

Other factors to be considered in the selection of days and times of meetings are:

- East Contra Costa Fee and Financing Authority (ECCRFFA): Meetings are held sequentially with TRANSPLAN and the State Route 4 Bypass Authority. ECCRFFA typically shares members with TRANSPLAN
- State Route 4 Bypass Authority (SR4BP): Meetings are held sequentially with TRANSPLAN and ECCRFFA. The SR4BP typically shares members with TRANSPLAN.
- Contra Costa Mayor's Conference: Meetings occasionally conflict with TRANSPLAN
- Holidays, and the availability and preferences of the Committee members.

January 14 th	July 8 th
February 11 th	August 12 th
March 11 th	September 9 th
April 8 th	October 14 th
May 13 th	November 11 th (Veteran's Day)
June 10 th	December 9 th

2021 TRANSPLAN Technical Advisory Committee (TAC) Meeting Dates

Unless otherwise noticed, TAC meetings are held on the third Tuesday of the month starting at 1:30 PM. Physical meetings are held at Antioch's City Hall (200 H Street), virtual meetings are held on Zoom, GoToMeeting or similar digital platform:

January 19 th	July 20 th
February 16 th	August 17 th
March 16 th	September 21 st
April 20 th	October 19 th
May 18 th	November 16 th
June 15 th	December 21 st

RECOMMENDATION

REVIEW the 2021 TRANSPLAN Committee and Technical Advisory Committee Meeting Calendars, REVISE as appropriate, and ADOPT the calendars.