

TRI-VALLEY TRANSPORTATION COUNCIL

Renee Morgan

TVTC Chair

Mayor

Town of Danville

(925) 918-3999

David Haubert

TVTC Vice Chair

Supervisor District 1

Alameda County

(510) 272-6691

Jean Josey

Councilmember

City of Dublin

(925) 833-2530

Candace Andersen

Supervisor District 2

Contra Costa County

(925) 957-8860

Kristie Wang

Council Member

City of Livermore

(925) 960-4019

Julie Testa

Councilmember

City of Pleasanton

(925) 931-5001

Marisol Rubio

Councilmember

City of San Ramon

(925) 964-5946

If you have any questions related to the Tri-Valley Transportation Council meeting agenda, Please contact Allan Shields, TVTC Administrative staff at (925) 314-3374 or email at ashields@danville.ca.gov.

TVTC REGULAR MEETING

*REVISED AGENDA

Monday, July 21, 2025

4:00 p.m.

In-Person Meeting Locations:

1. Danville Town Offices, 500 La Gonda Way, Danville, CA 94526

Pursuant to Government Section 54953(b), members of the Board will be participating via teleconference from the above-listed in-person meeting locations. All in-person meeting locations will be open and accessible to the public and members of the public will have the opportunity to directly address the Board from these locations. This agenda will be posted at all locations.

Remote Meeting Link:

Join Zoom Meeting Link

<https://us02web.zoom.us/j/86419795904>

Webinar ID: 864 1979 5904

Passcode: 212789

Or One tap mobile:

+16699006833, 86419795904# US (San Jose)

+16694449171, 86419795904# US

Members of the public who wish to participate in the meeting electronically have the option of giving public comments via Zoom during the Public Comment period (for topics not on the agenda), in addition to each of the items on the agenda.

If you are submitting a public comment via email, please do so **by 12:00 p.m. on Monday, July 21, 2025**, to ashields@danville.ca.gov. Please include **"Public Comment '07/21/25'"** in the subject line. In the body of the email, please include your name and the item you wish to speak on. Public comments submitted will be read during Public Comment and will be subject to the regular three-minute time restriction.

TRI-VALLEY TRANSPORTATION COUNCIL

This AGENDA is posted in accordance with Government Code Section 54954.2(a). If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132) (ADA), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the Administrator at (925) 314-3374 or by email at ashields@danville.ca.gov at least 24 hours in advance of the meeting. Upon receiving a request, the TVTC will swiftly resolve requests for reasonable accommodation for individuals with disabilities, consistent with the federal ADA, and resolve any doubt in favor of accessibility.

Agenda materials that become available within 72 hours in advance of the meeting, and after publishing of the agenda, will be available at the Danville Town Offices, 500 La Gonda Way, Danville, and will be posted on the TVTC's website at <https://www.tvtc-jpa.com/Meetings/Upcoming-Meetings.aspx>

Once connected to the Zoom platform using the Zoom link information provided, the public speaker will be added to the Zoom webinar as an attendee and muted. The speaker will be able to observe the meeting from the Zoom platform. The speaker will be unmuted to give public testimony via Zoom.

TRI-VALLEY TRANSPORTATION COUNCIL

AGENDA

1. **Call to Order**
2. **Roll Call and Self Introductions**
3. **Public Comment**
4. **Consent Calendar**
 - a. APPROVE April 21, 2025, Minutes
 - b. APPROVE and ADOPT Resolution 2025-06 Updating the TVTC Cash Balance Policy
 - c. APPROVE and ADOPT Resolution 2025-07 Updated TVTC Bylaws
5. **New Business**
 - a. APPROVE and ADOPT TVTC Meeting 2026 Dates
6. **Administrative Business**
 - a. Review monthly Revenue and Expense statement, LAIF reports and Mechanics Bank Statement*
7. **Informational Items**

October 20, 2025, at 4:00 pm – *TVTC Board Meeting*
8. **Adjournment**

* *Attachment(s)*

TRI-VALLEY TRANSPORTATION COUNCIL

AGENDA

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October 20, 2025, at 4:00 pm – *TVTC Board Meeting*
8. **Adjournment**

* *Attachment(s)*

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Item 4

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Item 4a - DRAFT - MEETING MINUTES

**TRI-VALLEY TRANSPORTATION COUNCIL
REGULAR BOARD MEETING**

Town of Danville, Community Meeting Room, 500 La Gonda Way, Danville, CA 94526
and Zoom Teleconference Call
Monday, April 21, 2025

1. CALL TO ORDER

The Tri-Valley Transportation Council (TVTC) was called to order at 4:00 p.m. by Chair, Renee Morgan, Town of Danville.

2. ROLL CALL AND SELF-INTRODUCTIONS

TVTC Members in Attendance:

Renee Morgan, Chair, Mayor, Danville
David Haubert, Vice-Chair, Supervisor District 1, Alameda County (arrived at 4:16 p.m.)
Candace Andersen, Supervisor District 2, Contra Costa County
Jean Josey, Councilmember, Dublin
Marisol Rubio, Councilmember, San Ramon
Julie Testa, Councilmember, Pleasanton
Kristie Wang, Council Member, Livermore

TVTC Staff in Attendance:

Joanna Liu, Livermore
Maritoni Maravilla, Alameda County
Sai Midididdi, Dublin
Cedric Novenario, Pleasanton
Robert Sarmiento, Contra Costa County
Allan Shields, Danville
Chris Weeks, San Ramon

Others in Attendance

Pratyush Bhatia, Dublin
Lindsay D'Andrea, General Counsel's Office
Diane Friedmann, Danville
Mallika Ramachandran, Livermore

3. PUBLIC COMMENT

None.

4. CONSENT CALENDAR

- a. APPROVE January 27, 2025, Minutes
- b. APPROVE April 14, 2024, TVTC Finance Subcommittee Special Meeting Minutes
- c. APPROVE the Tri-Valley Transportation Development Fee
- d. APPROVE the Audit Report for FY2023-2024
- e. ADOPT Resolution 2025-04 Approving the Proposed FY 2024-2025 Mid-Year Budget

Motion to approve the Consent Calendar by **Josey**; second by **Rubio**.

Approved (Ayes 6; Noes 0; Abstain 0; Absent 1) Vice Chair Haubert Absent

5. NEW BUSINESS

- a. APPROVE and ADOPT Resolution 2025-05 Allocating TVTDF Funds to City of Dublin and City of Livermore for Strategic Expenditure Plan Project Dublin Boulevard – North Canyons Parkway Extension Project

City of Dublin Transportation & Operations Manager Pratyush Bhatia presented the staff report.

Chair Morgan opened the item for public comment.

Chair Morgan closed the item for public comment.

Motion to approve and adopt Resolution 2025-05 Allocating TVTDF Funds to City of Dublin and City of Livermore for Strategic Expenditure Plan Project Dublin Boulevard – North Canyons Parkway Extension Project by **Josey**, second by **Rubio**.

Approved (Ayes 6; Noes 0; Abstain 0; Absent 1) Vice Chair Haubert Absent.

6. ADMINISTRATIVE BUSINESS

- a. Review monthly Revenue and Expense statement, LAIF report, and Mechanics Bank Statement

Vice Chair Haubert arrived.

TVTC Administrator Allan Shields provided an update to the Board about the Mechanics Bank account and answered Board Member questions.

The Board recommended amending the previous order from 2017 to minimize the amount of funds left in the Mechanics bank account at the July 21, 2025, TVTC Board Meeting.

7. INFORMATIONAL ITEMS

- a. TVTC Board Meeting, July 21, 2025, at 4 p.m., Danville Town Offices, Community Meeting Room, 500 La Gonda Way, Danville, CA 94526

TVTC Administrator Allan Shields and Councilmember Josey provided an update of the Finance Subcommittee to the Board Members.

8. ADJOURNMENT

The meeting was adjourned by Chair Morgan at 4:27 p.m.

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TRI-VALLEY TRANSPORTATION COUNCIL

Item 4b

Renee Morgan
TVTC Chair
Mayor
Town of Danville
(925) 918-3999

David Haubert
TVTC Vice Chair
Supervisor District 1
Alameda County
(510) 272-6691

Jean Josey
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City of San Ramon
(925) 964-5946

To: Tri-Valley Transportation Council (TVTC)

From: TVTC Finance Subcommittee and TVTC Technical Advisory Committee (TAC)

Date: July 21, 2025

Subject: TVTC Cash Balance Policy

BACKGROUND

On April 17, 2017, TVTC Resolution 2017-04 authorized the Tri-Valley Transportation Council (TVTC) to maintain a minimum account balance of \$250,000 in Mechanics Bank, with any remaining funds held in the Local Agency Investment Fund (LAIF), which is managed by the California State Treasurer's Office. This minimum balance was established to avoid account fees, even though it meant forgoing potential interest earnings by not placing those funds in LAIF.

DESCRIPTION

At the start of 2025, the TVTC Board directed staff to explore banking options that would maximize investment returns while minimizing fees. Staff research revealed that Mechanics Bank no longer requires a minimum balance to avoid fees, eliminating the need for the previous \$250,000 threshold. Based on this, staff—through the TVTC Technical Advisory Committee (TAC)—recommended to the TVTC Finance Subcommittee that the Board approve a new minimum balance of \$20,000 in Mechanics Bank. This change would allow more funds to be transferred to LAIF for higher returns.

RECOMMENDATION

The TVTC Finance Subcommittee recommends that the TVTC Board adopt TVTC Resolution 2025-06 and approve the updated Cash Balance Policy, which reduces the minimum account balance in Mechanics Bank to \$20,000 (additions are underlined, and deletions are shown in strikethrough text).

1. **Maintain an account balance of no less than \$250,000 \$20,000.**

This balance will result in no monthly fees and provide a reasonable contingency to cover the TVTC annual budget and any unforeseen expenses. (ex. An unexpected wire transfer fee)

TRI-VALLEY TRANSPORTATION COUNCIL

2. **Manage the TVTC cash balance to maximize returns, minimize expenses, and avoid significant administrative burden.** The TVTC bank account should generally maintain between ~~\$250,000 and \$500,000~~ \$20,000 and \$40,000 with consideration of necessary account fluctuations.
3. **Transfer TVTC funds to LAIF on a quarterly basis, approximately 60 days after the end of every quarter, if the account balance is in excess of ~~\$250,000~~ \$20,000, in an amount that maintains funds for a near-term TVTC project disbursement(s) and/or operating budget expenses.**
This will create a manageable expectation for fund transfers with an appropriate administrative burden.

ATTACHMENTS

- A. TVTC Resolution No. 2025-06
- B. Exhibit A - Updated Cash Balance Policy

TRI-VALLEY TRANSPORTATION COUNCIL

TRI-VALLEY TRANSPORTATION COUNCIL RESOLUTION NO. 2025-06

A RESOLUTION UPDATING THE TRI-VALLEY TRANSPORTATION COUNCIL CASH BALANCE POLICY

WHEREAS, on April 17, 2017, TVTC Resolution 2017-04 authorized the Tri-Valley Transportation Council (TVTC) to establish an account at a private banking institution and a Local Agency Investment Fund (LAIF) account for the purposes of depositing Tri-Valley Transportation Development Fee (TVTDF) funds from member agencies and disbursing TVTDF funds as authorized by resolution of the TVTC;

WHEREAS, on April 17, 2017, the TVTC approved a motion establishing a cash balance policy requiring funds in Mechanics Bank to be no less than \$250,000 and depositing the remainder in LAIF;

WHEREAS, in early 2025, the TVTC directed the TVTC Finance Subcommittee to review and recommend revising the cash balance policy to minimize banking fees, maximize the opportunity to generate additional LAIF interest, provide latitude for regular account balance fluctuations, and avoid significant administrative burden; and

WHEREAS, the TVTC Finance Subcommittee has recommended reducing the minimum account balance in Mechanics Bank from \$250,000 to \$20,000, as Mechanics Bank no longer requires a minimum balance to avoid fees, allowing more funds to be held in LAIF for higher returns.

NOW THEREFORE BE IT RESOLVED THAT:

TVTC approves and adopts the Cash Balance Policy, attached hereto and incorporated herein as Exhibit A, as recommended by the TVTC Finance Subcommittee.

TRI-VALLEY TRANSPORTATION COUNCIL

PASSED, APPROVED AND ADOPTED at the meeting of July 21, 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Renee S. Morgan, Chair
Tri-Valley Transportation Council

ATTEST:

Allan Shields, TVTC Administrator

TRI-VALLEY TRANSPORTATION COUNCIL

EXHIBIT A

Pursuant to this policy, the TVTC Shall:

1. Maintain an account balance of no less than \$20,000.

This balance will result in no monthly fees and provide a reasonable contingency to cover the TVTC annual budget and any unforeseen expenses. (ex. An unexpected wire transfer fee)

2. Manage the TVTC cash balance to maximize returns, minimize expenses, and avoid significant administrative burden. The TVTC bank account should generally maintain between \$20,000 and \$40,000 with consideration of necessary account fluctuations.

3. Transfer TVTC funds to LAIF on a quarterly basis, approximately 60 days after the end of every quarter, if the account balance is in excess of \$20,000, in an amount that maintains funds for a near-term TVTC project disbursement(s) and/or operating budget expenses.

This will create a manageable expectation for fund transfers with an appropriate administrative burden.

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TRI-VALLEY TRANSPORTATION COUNCIL

Item 4c

Renee Morgan
TVTC Chair
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David Haubert
TVTC Vice Chair
Supervisor District 1
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Marisol Rubio
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City of San Ramon
(925) 964-5946

To: Tri-Valley Transportation Council (TVTC)

From: TVTC Bylaws Working Group and TVTC Technical Advisory Committee (TAC)

Date: July 21, 2025

Subject: TVTC Bylaws Update

BACKGROUND

The Tri-Valley Transportation Council (TVTC) was established as a joint powers authority pursuant to the Joint Exercise of Powers Agreement (JEPA) dated October 17, 2013, among the County of Alameda, the County of Contra Costa, the City of Livermore, the City of Pleasanton, the City of San Ramon, the City of Dublin, and the Town of Danville. The TVTC Bylaws were originally adopted to govern the operations, administration, and procedures of the Council in alignment with the JEPA.

The Bylaws were last comprehensively reviewed and updated in 2021. Since that time, operational practices have evolved, and a review was initiated to ensure the Bylaws remain consistent with the JEPA, reflect current administrative realities, and incorporate best practices for governance, including formalizing certain processes and ensuring compliance with related documents such as the TVTC Records Retention Policy. This revision effort involved input from the TVTC Bylaws working group (Councilmember Jean Josey and Supervisor David Haubert), TVTC Technical Advisory Committee (TAC), and General Counsel to clean up language, clarify roles, and align with how functions are actually performed.

DESCRIPTION

The proposed revisions to the TVTC Bylaws are primarily housekeeping in nature, aimed at ensuring alignment with the JEPA, clarifying administrative roles and processes, and reflecting actual operational practices without altering the fundamental structure or authority of the TVTC. Key changes are summarized below, grouped by category for clarity:

Alignment with JEPA and General Cleanup: Minor edits throughout the document enhance clarity, correct formatting inconsistencies (e.g., updating section headings and bookmarks), and ensure language conforms to the JEPA. For example, references to

TRI-VALLEY TRANSPORTATION COUNCIL

duties and designations now explicitly tie back to JEPA sections where applicable, such as in the Treasurer's duties (Section 4.c of the JEPA). Grammatical corrections, such as changing "Profit & Loss Statements" to "Revenue & Expenditure Statements," reflect accurate financial terminology. Additionally, provisions related to decorum in meetings were refined to empower the Chair to issue warnings and order removals after due process, consistent with state law and the Brown Act.

Formalizing the Process for Rotating the Finance Subcommittee: The Finance Committee section was updated to specify membership composition as the TVTC Chair, Vice-Chair, and immediate past Chair, with a provision for appointing a replacement by majority vote if the past Chair is no longer a Board member. A new subsection was added to formalize the biennial rotation of Finance Committee members, effective July 1st of every other fiscal year, concurrent with the rotation of the Chair and Vice-Chair as outlined in the JEPA. This formalizes what has been informal practice, ensuring continuity and equitable participation.

TVTC Administrator Functions as Secretary: A new Secretary section was added, designating the TVTC Administrator as the default Secretary responsible for duties under JEPA Section 4(b), including recording votes, preparing and maintaining minutes, and managing official records. This allows for the appointment of a separate Secretary if needed, who would work under the Administrator's direction. This change reflects current practice where the Administrator handles these functions, streamlining administration without requiring additional staff.

Updates to Reflect Treasurer's Duties as Actually Performed: The Treasurer section was revised to better align with operational realities, where administrative tasks are shared among the Treasurer, Administrator, and contracted accounting firms. A new paragraph was added clarifying that the designated Treasurer retains ultimate oversight but can delegate administrative aspects of duties to the Administrator or an accounting firm—except for the non-delegable core duty to review, manage, and approve all deposits and disbursements of TVTD Fee Funds. This is explicitly listed as the first duty. Additional duties, such as maintaining monthly bookkeeping, preparing financial statements, and handling invoices, remain but are now framed to allow for this delegation.

TAC as an Administrative Committee Convened by the Administrator: The TAC designation and duties were revised to reflect its role as a committee convened by the Administrator rather than established by the Board. Language was updated to specify that it includes one staff representative from each member agency. Meetings are now described as occurring monthly or as needed. These changes formalize the TAC's advisory and supportive role in line with administrative practices.

Consistency with Adopted Records Retention Policy Across Government Documents: Updates to the Minutes section ensure alignment with the TVTC Records Retention Policy and the California Public Records Act. Electronic recordings of meetings are now designated as official records, retained per the policy, and made available upon request. Public access provisions were revised to require maintenance of at least one

TRI-VALLEY TRANSPORTATION COUNCIL

copy of minutes and recordings for inspection, subject to applicable exemptions, replacing outdated two-year retention language. The current TVTC Records Retention Policy lists Meeting Minutes as permanent records.

These revisions do not introduce new powers, fees, or substantive policy changes but enhance operational efficiency, clarity, and compliance.

RECOMMENDATION

Staff recommends that the TVTC Board adopt Resolution No. 2025-07, approving the revised TVTC Bylaws as presented in the attached document.

ATTACHMENTS

- A. TVTC Resolution No. 2025-07
- B. Exhibit A – Amended TVTC Bylaws with deletions noted by strikethrough text and additions noted with underlined text.

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TRI-VALLEY TRANSPORTATION COUNCIL

TRI-VALLEY TRANSPORTATION COUNCIL RESOLUTION NO. 2025-07

A RESOLUTION OF THE TRI-VALLEY TRANSPORTATION COUNCIL ADOPTING REVISED BYLAWS

WHEREAS, the Tri-Valley Transportation Council (TVTC) is a joint powers authority formed pursuant to the Joint Exercise of Powers Agreement (JEPA) dated October 17, 2013, among the County of Alameda, the County of Contra Costa, the City of Livermore, the City of Pleasanton, the City of San Ramon, the City of Dublin, and the Town of Danville; and

WHEREAS, the TVTC Bylaws were adopted to govern the Council's composition, administration, meetings, and procedures in alignment with the JEPA; and

WHEREAS, the Bylaws were last updated in 2021, and a review has been conducted to ensure they remain consistent with the JEPA, reflect current operational practices, and incorporate housekeeping changes for clarity and efficiency; and

WHEREAS, the revisions include formalizing the rotation process for the Finance Committee, designating the TVTC Administrator as the default Secretary, updating the Treasurer's duties to reflect delegation practices while maintaining oversight on key financial approvals, redefining the Technical Advisory Committee as convened by the Administrator, and ensuring consistency with the TVTC Records Retention Policy and the California Public Records Act; and

WHEREAS, these changes enhance governance without altering the TVTC's fundamental authority or introducing new policies; and

WHEREAS, the TVTC Technical Advisory Committee, Finance Committee, and staff have reviewed and support the proposed revisions.

NOW THEREFORE BE IT RESOLVED THAT:

- The revised TVTC Bylaws, attached hereto as Exhibit A and incorporated herein by reference, are hereby adopted.
- The TVTC Administrator is directed to implement the revised Bylaws effective immediately upon adoption and to distribute copies to all member agencies.
- This Resolution shall take effect immediately upon its passage.

TRI-VALLEY TRANSPORTATION COUNCIL

PASSED, APPROVED AND ADOPTED at the meeting of July 21, 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Renee S. Morgan, Chair
Tri-Valley Transportation Council

ATTEST:

Allan Shields, TVTC Administrator

EXHIBIT A

**TRI-VALLEY TRANSPORTATION COUNCIL
BYLAWS**

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TRI-VALLEY TRANSPORTATION COUNCIL

BYLAWS

A. COMPOSITION

The Tri-Valley Transportation Council (“TVTC”) is a joint powers authority formed pursuant to the Joint Exercise of Powers Agreement establishing the Tri-Valley Transportation Council, dated October 17, 2013 (the “JEPA”), among the County of Alameda, the County of Contra Costa, the City of Livermore, the City of Pleasanton, the City of San Ramon, the City of Dublin, and the Town of Danville. There shall be seven voting members of the TVTC. Voting members must be elected officials, one each from the respective Boards of Supervisors, and one each from the respective city/town councils. Alternates may be selected by the respective Boards of Supervisors and city/town councils to serve as a voting member in the absence of the appointed member.

B. TVTC MEMBERS

1. Rotation of Officers

A Chair and a Vice Chair shall be rotated biennially starting on July 1 of every other Fiscal Year. The Chair and Vice Chair shall be rotated among the TVTC pursuant to Section 4 of the JEPA in the following order, continuing the rotation begun under prior joint powers agreements, and starting with the name of the TVTC’s first Chair: County of Alameda (7/1/12-6/30/14), County of Contra Costa, City of Livermore, City of Pleasanton, City of San Ramon, City of Dublin, and Town of Danville. The first Vice Chair is the County of Contra Costa (7/1/12-6/30/14), and shall rotate into the position of Chair at the end of the term as Vice Chair. Subsequent Vice Chairs shall rotate into the position consistent with the rotation for Chair.

2. Duties of Officers

The Chair, or in his/her absence the Vice Chair, shall be the presiding officer of the TVTC and shall assume his/her place and duties as such immediately following his/her election. If the Chair is absent or unable to act, the Vice Chair shall serve until the Chair returns or is able to act. During such periods, the Vice Chair has all of the powers and duties of the Chair. In the event the Vice Chair is absent, the Chair shall have the right to name any member of the TVTC to perform the duties of the Chair, but such substitution shall not extend beyond adjournment.

The Chair shall preserve strict order and decorum at all meetings of the TVTC and announce its decisions on all subjects and decide all questions of order. The Chair shall sign all resolutions adopted and contracts approved by the TVTC at meetings at which he/she is in attendance. In the event of his/her absence, the Vice Chair shall sign such documents as have been adopted during the meeting at which he/she presided.

The Chair shall serve as the liaison between the TVTC's Administrative staff and the TVTC. The Chair shall also serve as the spokesperson of the TVTC relative to all external communications regarding TVTC business.

3. Stipends

Each TVTC Member shall be compensated per meeting for attending TVTC Board and subcommittee meetings. An alternate member shall be compensated for attendance at meetings only if the regular member does not attend said meetings. The amount of compensation payable to TVTC Members may be modified by resolution of the TVTC Board.

C. TVTC ADMINISTRATION

The Governing Council shall have the power by resolution to appoint and employ such employees, consultants and independent contractors as may be necessary for the functions and purposes of this Agreement.

Any officer, employee, or agent of the Governing Council may also be an officer, employee, or agent of any of the Parties. All of the privileges and immunities from liability, exemption from laws, ordinances and rules, all pension, relief, disability, workers' compensation and other benefits that apply to the activities of officers, agents, or employees of a public agency when performing its functions shall apply to the officers, agents or employees of the TVTC to the same degree and extent while engaged in the performance of any of the functions and other duties of such officers, agents or employees under this Agreement. None of the officers, agents, or employees directly employed by the Governing Council shall be deemed, by reason of their employment by the Governing Council, to be employed by the Counties or the Cities or, by reason of their employment by the Governing Council, to be subject to any of the requirements of the Counties or the Cities.

1. Administrator

a. Designation.

The TVTC may employ or appoint an Administrator to implement the objectives of the TVTC. The Administrator employed or appointed by the TVTC shall serve at the pleasure of the TVTC and shall be responsible to the TVTC for the proper administration of all affairs of

the TVTC. The Administrator shall prepare the annual budget for review and approval by the Council. The Administrator may, consistent with the TVTC's annual budget and subject to TVTC approval, employ or appoint other staff members as necessary to accomplish the functions and purposes of the TVTC. The Administrator may be an employee of one of the parties to the JEPA, a contractor, consulting firm or an individual employed by the TVTC. If the Administrator is not an employee of a member agency, the Administrator shall designate who on its staff shall be the primary point of contact, subject to TVTC approval.

b. Duties

The Administrator is responsible for the organization, preparation, distribution, and posting of TVTC meeting agendas; the organization of TVTC meetings and recording all votes; preparation, and distribution, and maintenance of meeting minutes; preparation and distribution of staff reports; records filing, and organization, and maintenance of all documents related to the TVTC; facilitation and management of Treasurer Sservices; and facilitation and management of consultants as retained by the TVTC.

c. Payment for Services

The Administrator may be compensated for the services provided to the TVTC as defined by terms of employment, agreement or contract, and as authorized in the TVTC's annual budget.

2. General Counsel

a. Designation

The TVTC shall designate a General Counsel, which may consist of appropriate staff member of a TVTC Member jurisdiction, or a consultant retained by the TVTC.

b. Duties

The General Counsel is responsible for legal services to the TVTC. The General Counsel shall report to the Board, and shall take direction from the TVTC Administrator for the routine legal work of the TVTC. With approval, the General Counsel is authorized to verify pleadings and to sign affidavits and other documents in connection with legal proceedings in which the Board and its interests are involved. The General Counsel duties shall consist of all legal services related to the TVTC. Duties shall consist of:

- Provide advice and counsel to TVTC;
- Provide input on TVTC policies and procedures;
- Provide legal guidance in responding and resolving legal

issues.

c. Payment for Services

The General Counsel may be compensated for the services provided to the TVTC as defined by terms of employment, agreement or contract, and as authorized in the TVTC's annual budget.

3. Treasurer

a. Designation

The TVTC shall designate a Treasurer, which may consist of the treasurer of a TVTC Member jurisdiction, or a certified public accountant retained by the TVTC.

b. Duties

The Treasurer duties shall consist of all accounting related to the TVTC, and as described in Section 4.c of the JEPa. With the approval of the TVTC, the Treasurer may contract out accounting and auditing services through a competitive proposal process.

The designated Treasurer may delegate some of the administrative aspects of the following duties to the TVTC Administrator and/or an accounting firm subject to the designated Treasurer's ultimate oversight. The Treasurer may not delegate their duty to review, manage, and approve all deposits and disbursements of TVTD Fee Funds.

Duties shall consist of:

- Review, manage, and approve all deposits and disbursements of TVTD Fee Funds.
- Receive and receipt for all money of the TVTC and place it in the treasury of the treasurer so designated to the credit of the TVTC.
- Be responsible, upon his or her official bond, for the safekeeping and disbursement of all TVTC money so held by him or her.
- Pay, when due, out of money held for the TVTC, all sums payable on outstanding bonds and coupons of the TVTC.
- Pay any other sums due from the TVTC, or any portion thereof, only upon warrants of the public officer performing the functions of auditor or controller who has been designated by the

agreement.

- Verify and report in writing on the first day of July, October, January, and April of each year to the TVTC and to the TVTC Member jurisdictions the amount of money held for the TVTC, the amount of receipts since the last report, and the amount paid out since his or her last report.
- Maintain monthly bookkeeping;
- Prepare monthly Profit Revenue & Expenditure Loss Statements and Balance Sheets;
- Prepare the annual Financial Report; and
- Receive invoices from contractors and disburse payments, with appropriate signature authority.

c. Payment for Services

If the TVTC appoints the Treasurer of a public entity to serve as the TVTC Treasurer, the governing body of the same public entity ~~as the Treasurer selected by the TVTC pursuant to section C.1.c.i above~~ shall determine charges to be made against the TVTC for the services of the treasurer, as authorized in the TVTC's annual budget. If the TVTC hires a certified public accountant to serve as the Treasurer, the Treasurer shall be compensated for the services provided to the TVTC as defined by terms of employment, agreement or contract, and as authorized in the TVTC's annual budget

4. Auditor

a. Designation

The TVTC shall designate, or select, an Auditor pursuant to Government Section 6505.5.

b. Duties

As provided for in Sections 6505 and 6505.5, the Auditor shall make arrangements with a certified public accountant or firm of certified public accountants for the annual audit of accounts and records of the TVTC. The Auditor shall draw warrants to pay demands against the TVTC when the demands have been approved by any person authorized to do so approve in the JEPA.

c. Payment for Services

The governing body of the same public entity as the auditor specified pursuant to this section shall determine charges to be made against the TVTC for the services of the auditor.

5. Secretary

The TVTC Administrator will serve as the TVTC Secretary and shall perform the duties described in section 4(b) of the JEPA unless a separate Secretary is appointed by the Board. If a Secretary is appointed by the Board, the Secretary shall perform the duties described in section 4(b) of the JEPA. The appointed Secretary will work at the direction of the TVTC Administrator to record votes, prepare, distribute, and maintain minutes, and maintain the official records of the TVTC.

6. TVTC Technical Advisory Committee (TAC)

a. Designation

The TVTC ~~board shall establish~~ Administrator convenes a Technical Advisory Committee ("TAC"). The TAC ~~shall~~ includes one staff representative from each of the Member Agencies and may include an ex-officio member from the Contra Costa Transportation Authority staff and the Alameda County Transportation Commission staff. The TVTC TAC ~~shall~~ meets monthly or more frequently as needed.

b. Duties

The TAC ~~will provides oversight over the operation of the Agency by providing~~ input and feedback on Regional Transportation Planning/Policy Documents, such as Tri-Valley Transportation Council Action Plan, Contra Costa and Alameda County Regional Transportation Plans, and similar Documents. The TAC shall makes recommendations to the TVTC Board through the TVTC Administrator and provides staff support to the TVTC Administrator for preparation of the annual TVTC operating budget, SEP updates, Planning Studies, and RFPs.

Each Member ~~shall have~~ has one vote on the TAC. ~~The TAC shall meet on a monthly basis as agreed upon by TAC members.~~ The TAC shall confer with the TVTC Administrator for Board meeting agendas.

7. TVTC Finance Committee

a. Designation

The TVTC shall designate a Finance Committee. The Finance Committee is a sub-committee of the TVTC Board and will consist of three Members of the Board, specifically the TVTC Chair, the TVTC Vice-Chair, and the immediate past TVTC Chair. In the event the immediate past TVTC Chair is no longer a member of the TVTC Board, the Board shall appoint a third member from among its current members by majority vote to serve until the next rotation. The Committee will meet

as needed.

b. Duties

The Finance Committee will provide oversight and guidance to the TVTC staff and Board through policy level direction and input on financial items, such as the operating budget, review of financial reporting documents, investments, contracts, ~~long-term~~ long-term financing and/or other items requiring fiscal policy direction and input.

Recommendations made by the Finance Committee may be brought forward to the full Board for approval, if so directed by the Committee.

c. Rotation of Finance Committee Members

The Finance Committee membership shall rotate biennially, effective July 1st of every other fiscal year, concurrently with the rotation of the TVTC Chair and Vice-Chair as specified in Section B.1.

D. MEETINGS

1. Regular Meetings

The TVTC shall hold meetings every third month on the third Monday of the month, which shall begin at 4:00 p.m. The TVTC may adopt an alternate meeting schedule or reschedule a meeting that falls on a legal holiday, or as needed.

2. Special Meetings

Special meetings may be called at any time by the Chair or a majority of the TVTC members by doing all of the following: (1) delivering personally, by e-mail or by mail, written notice to each TVTC member, and (2) by posting the written notice personally or by mail to each local newspaper of general circulation, radio station and television station which has made written request for such notice. Such notice must be delivered and posted at least twenty-four (24) hours before the time of such meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings. Such written notice may be dispensed with, as to any TVTC member who, at or prior to the time the meeting convenes, files with the Administrative staff a written waiver of notice.

3. Location of TVTC Meetings

All regular and special meetings of the TVTC shall be held at the administrative offices of the Chair's jurisdiction or at such other location within the jurisdiction of the TVTC as the Chair or TVTC shall designate.

4. Meetings to Be Public

All regular, adjourned, and special meetings of the TVTC shall be open and public, provided, however, the TVTC may hold closed sessions from which the public may be excluded for the consideration of those matters permitted by state law pursuant to the Ralph M. Brown Public Meeting Act (the "Brown Act") (Government Code section 54950 et seq.).

No member of the TVTC, TVTC staff, or any other person present during a closed session of the TVTC shall disclose to any person the content or substance of any discussion that took place during said closed session without prior authorization by a majority vote of the TVTC. A TVTC member who is found by the TVTC to have made disclosure in violation of the foregoing provisions shall be subject to either or both (i) motion of censure or (ii) removal from any one or more of the offices which he or she holds by reason of election or appointment by the TVTC, such as Chair, Vice Chair, representative of the TVTC on an outside TVTC or commission, or membership on a TVTC committee.

5. Quorum; Special Quorum Requirements

A quorum means the presence of the TVTC members representing five or more of the Members. Actions of the TVTC require a quorum present and, except as provided below, a majority vote of the members present. Where there is no quorum, the TVTC may proceed to hear informational items, following which the Chair, Vice Chair, or any TVTC member shall adjourn such meeting, or, if no TVTC member is present, the TVTC Administrator shall adjourn the meeting.

For certain actions specified in the JEPa, the TVTC will use a simple majority, supermajority of five, or supermajority of six voting procedure as described in Section 3.d of the JEPa.

6. Agenda

An agenda shall be prepared for each regular meeting that lists the specific items of business to be transacted and the order thereof. Items of business may be placed on the agenda by any TVTC member, Administrative staff, or the General Counsel. All reports, ordinances, resolutions, contract documents, and other matters to be submitted to the TVTC at a regular meeting shall be delivered to the Administrator no later than 5:00 p.m., five (5) business days prior to the meeting. The Administrator shall prepare the agenda of all such matters according to the order of business, numbering each item consecutively. A complete copy of the agenda shall be sent to each TVTC member in time to reach the recipient not later than 5:00 p.m. three (3) business days prior to each regular TVTC meeting. The Administrator shall exclude from public dissemination any reports or information related to closed session matters.

7. Additions to Agenda

No matters shall be finally acted upon by the TVTC unless they are included on the posted agenda; provided, however, items of business not appearing on the posted agenda may be considered pursuant to applicable Brown Act provisions.

8. Order of Business

The business of the TVTC at each regular meeting shall be taken up for consideration and disposition in the following order:

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Meeting Minutes
5. Oral Communication
6. Old Business
7. New Business
8. Other Business/Announcements
9. Adjournment

The Chair, in the absence of any objection by the TVTC members, or a majority vote of the TVTC, may change the order of business at any time during the meeting; furthermore, the TVTC may set hearings for a specific time and such hearing shall begin at the stated time, or as soon thereafter as possible.

9. Official Action of the TVTC

The TVTC shall take official action by ordinance, resolution or minute order.

E. ADDRESSING THE TVTC

1. Right to Address TVTC

Any person has the right to address the TVTC during consideration of any item on the TVTC's agenda or during the time for public comment if the subject matter is not on the agenda but pertains to that within the jurisdiction of the TVTC.

2. Time Limitation

The Chair or a majority of the TVTC may limit the time speakers may have to make oral presentations or offer public comment to the TVTC. In the event that more than one person makes such a request on any one item of business, the Chair may forthwith designate a reasonable time limit for it. When any group of persons wishes to address the TVTC on the same subject matter, it shall be proper for the Chair or TVTC to inquire whether or not the group has a spokesperson, and if so, to direct that the

spokesperson be heard first, with the subsequent speakers in the group limited to information not already presented by the spokesperson.

F. RULES OF PARLIAMENTARY PROCEDURE AND DEBATE

1. Call to Order

The Chair, or in his/her absence, the Vice Chair, shall take the chair at the appointed hour for the meeting, and shall call the TVTC to order. In the absence of the Chair and the Vice Chair, and the failure of the Chair to appoint a temporary Chair, the Administrator shall call the TVTC to order, whereupon a temporary Chair will be elected by the members present. If the Chair or Vice Chair should arrive after the meeting is called to order, the temporary Chair shall serve until the disposal of the item then under consideration after which the Chair or Vice Chair shall assume the chair. In no event shall the temporary Chair serve beyond adjournment.

2. Roll Call

Before proceeding with the business of the TVTC, the Administrator shall call the roll of the TVTC members, and the names of those present, absent or excused shall be entered in the minutes.

3. Reading of the Minutes

Unless the reading of the minutes of a TVTC meeting is requested by a majority of the TVTC, such minutes may be approved without reading as part of the consent calendar if the Administrator has previously furnished each TVTC member with a copy.

4. Chair May Debate and Vote

The Chair may move, second and debate from the Chair, subject only to such limitations of debate as are, by these rules, imposed on all TVTC members and shall not be deprived of any of the rights or privileges of TVTC members by reason of his/her acting as Chair.

5. Obtaining the Floor

Any TVTC member desiring to speak shall address the Chair, and upon recognition by the Chair, shall confine him/herself to the question under debate.

6. Decorum

While the TVTC is in session, the TVTC members and members of the public must preserve and observe order and decorum, and no person shall,

by conversation or otherwise, delay or interrupt the proceedings or the orderly conduct of the meeting, nor disturb any TVTC member while speaking, or refuse to obey the orders of the TVTC or of the Chair, except as otherwise herein provided. When necessary to enforce decorum, the Chair, after issuing a warning, may order ~~or the TVTC itself may order~~ aa person removed from the public meeting, or the public meeting may be recessed or closed pursuant to state law.

7. Interruptions

A TVTC member, once recognized, shall not be interrupted when speaking unless (a) called to order by the Chair, (b) a point of order or personal privilege is raised by another TVTC member, or (c) the speaker chooses to yield to a question by another TVTC member. If a TVTC member, while speaking, is called to order, he/she shall cease speaking until the question of order is determined and, if determined to be in order, he/she may proceed.

8. Points of Order

Only a TVTC member, the Administrator or the legal counsel may raise a point of order. Points of order shall be limited to cases where the discussion or debate on the floor does not pertain to the item of business before the TVTC at the time or is in violation of any of the provisions of these rules of parliamentary procedure and debate.

9. Personal Privilege

The right of a TVTC member to address the TVTC on a question of personal privilege shall be limited to cases in which his/her integrity, character or motives are questioned or where the comfort or welfare of the TVTC, staff and audience are concerned. A TVTC member raising a point of personal privilege may interrupt another TVTC member who has the floor, subject only to the power of the Chair to call him/her out of order.

10. Call for the Question

A call for the question is a motion to halt debate on a motion before the TVTC. A TVTC member calling for the question must receive a second to his/her motion. A properly moved and seconded call for the question must be voted on immediately and is not debatable. If the motion calling for the question passes by a two-thirds vote, then the motion before the TVTC on which the question was called must be voted on immediately without further debate.

11. Recognition of the TVTC Staff and Technical Advisory Committee

Members of the TVTC staff and TAC, after recognition by the Chair, shall hold the floor until completion of their remarks or until recognition is

withdrawn by the Chair.

12. Failure to Vote

A TVTC member who fails to vote without stating his/her abstention or without being disqualified shall be deemed to have cast a “yes” vote.

13. Change of Vote

A TVTC member may change his/her vote only if he/she makes a timely request during the TVTC meeting at which the vote was taken and provided said change does not affect the outcome of the vote.

14. Reconsideration of Prior Action

A motion to reconsider a vote on an action shall be in order at the same meeting or the next following meeting from which said action was taken. Any final action taken on a quasi-judicial or administrative matter shall not be subject to a motion for reconsideration. Such motion may be made only by a TVTC member who has previously voted with the majority on the matter. Tie votes shall be lost motions and the underlying matter may be reconsidered.

15. Failure to Observe Rules of Order

Rules adopted to expedite the transaction of the business of the TVTC in an orderly fashion are deemed to be procedural only, and the failure to strictly observe such rules shall not affect the jurisdiction of the TVTC or invalidate any action taken at a meeting that is otherwise held in conformity with law.

16. Robert's Rules of Order

As to the determination of a procedural issue not specifically addressed by these Rules, the TVTC will be guided by Robert's Rules of Order.

G. MINUTES

1. Preparation of Minutes

The minutes of the TVTC meetings shall be prepared by the Secretary. The Secretary shall be required to make a record only of such business as was actually passed upon a vote of the TVTC, and shall not be required to make a verbatim transcript of the proceedings. The minutes shall include a record of the names and cities of residence of the persons addressing the TVTC (should speakers choose to provide such information), the subject matter to which their remarks related, and, if relevant, whether they spoke in support of or in opposition to such matter.

2. Remarks of TVTC Members

A TVTC member may request, through the Chair, the privilege of having an abstract of his/her statement of any subject under consideration by the TVTC entered into the minutes. If the TVTC consents thereto, such statement shall be included in the minutes.

3. Protest Against TVTC Action

Any TVTC member shall have the right to have the reasons of his/her dissent from or his/her protest against any action of the TVTC entered in the minutes.

4. Synopsis of Debate

The Secretary may be directed by the Chair, with the consent of the TVTC, to enter in the minutes a synopsis of the discussion on any question coming regularly before the TVTC.

5. Delivery of Minutes

As soon as possible after each TVTC meeting, but no later than 72 hours before the next TVTC meeting, barring any emergency situation, the Secretary shall cause a copy of the minutes thereof to be forwarded to the TVTC members, the legal counsel, and such other staff members, agencies or persons as may be designated by the TVTC or that may have specifically requested such in writing.

6. Electronic Recordings

The Secretary may electronically record all TVTC meetings, when feasible, except closed sessions, to aid in preparing the minutes. These recording files shall be considered official TVTC records and shall be available to the public upon request. Secretary may electronically record all TVTC meetings, when possible, except closed sessions, to assist the Secretary in preparation of the minutes, and will retain the recordings for at least two (2) years. Said recording files shall not be an official TVTC record, but shall be available to the public upon request.

7. Public Access to Minutes and Recordings

At least one copy of the minutes of each TVTC meeting and, if one exists, at least one copy of the electronic recording of each TVTC meeting shall be maintained by the Secretary in accordance with the TVTC Records Retention Policy. The Secretary shall ensure all such records are readily accessible for public inspection as required by the California Public Records Act, subject to applicable exemptions. ~~for said two-year period, in such a manner as to be readily available for inspection by the residents of the jurisdiction of the TVTC or their authorized representatives., subject~~

~~only to whatever reasonable conditions the Secretary may require to avoid excessive interferences with the TVTC business or misuse and destruction of TVTC property.~~

8. Storage of the Minutes

The official copy of the TVTC minutes and electronic recording shall be stored in the administrative offices of the TVTC, or such other depository as may be designated by the TVTC.

H. MISCELLANEOUS PROVISIONS

1. Annual Administrative Budget

The TVTC shall adopt a budget for administrative costs annually prior to July 1 of each year. The TVTC may revise the budget from time to time within a fiscal year. The TVTC may not approve a deficit spending administrative budget in any fiscal year nor may the TVTC make any unbudgeted expenditures. The adoption of an annual administrative budget, or any revisions, shall require a vote of a supermajority of five.

2. Project Expenditures

The TVTC may approve the expenditure of funds for projects in the Strategic Expenditure Plan ("SEP") at any time during the year. Only projects that are in the current approved SEP may receive funds. Approval of funds for projects on the current SEP shall require a majority vote.

3. Agency Expenditures

All expenditures of funds shall be set forth through the adoption of an annual TVTC Administrative Budget. Expenditures consistent with the annual administrative budget will require the following signature authority:

- a. Up to \$10,000 may be authorized by the Administrator;
- b. From \$10,001 and up to \$25,000 may be authorized by the joint signature of the TVTC Chair and Vice Chair;
- c. Over \$25,000 must be approved by Resolution of the TVTC.

Prior to expending funds, or entering into contracts, in excess of \$5,000, the TVTC shall utilize a Request for Qualification and/or Proposal solicitation process.

4. Treasurer as Depository

The Treasurer is the custodian of the TVTC's funds.

5. Administrator as Custodian

The TVTC Administrator is designated as property custodian of the TVTC.

6. Audit

At the close of each fiscal year, an audit of the accounts and records of the TVTC shall be made in accordance with Section 6505 of the Act. Any costs of the audit, including contracts with, or employment of, certified public accountants, shall be borne by the TVTC and shall be a charge against any unencumbered funds of the TVTC.

7. Conflict of Interest Code

The TVTC shall adopt a Conflict of Interest Code in compliance with the Political Reform Act (Cal. Government Code Section 81000 et seq.).

8. Insurance

The TVTC shall procure and maintain, for the duration of the agency, insurance against claims for injuries to persons or damage to property which may arise from, or in connection with the Council's operations or performance under the terms of the JEPA. The cost of such insurance shall be borne by the TVTC. The TVTC shall adopt an insurance policy and update it annually.

a. Minimum Scope of Insurance: Coverage shall be at least as broad as:

- i. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
- ii. Insurance Services Office form number CA 0001 covering Automobile Liability, code 1 (any auto).
- iii. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
- iv. Directors and Officers Liability Insurance

b. Minimum Limits of Insurance: TVTC shall maintain limits no less than:

- i. General Liability, including operations, products and completed operations, as applicable:

\$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

ii. Automobile Liability:

\$1,000,000 per accident for bodily injury and property damage.

iii. Employer's Liability:

\$1,000,000 per accident for bodily injury or disease.

iv. Directors and Officers Liability:

\$1,000,000 per claim.

c. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the TVTC.

d. Other Insurance Provisions: The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- i. The Tri-Valley Transportation Council, each member agency and their respective boards of supervisors, city councils, officers, officials, employees and designated volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the TVTC; or automobiles owned, leased, hired or borrowed by the TVTC. The coverage shall contain no special limitations on the scope of protection afforded to the Tri-Valley Transportation Council, including each member agency and their respective officers, officials, employees and designated volunteers.

- ii. For any claims related to the TVTC. The TVTC insurance coverage shall be primary insurance with respect to the TVTC, including each member agency and their respective officers, officials, employees and designated volunteers. Any insurance or self-insurance maintained by any of the member agencies and their respective officers, officials, employees and designated volunteers shall be excess of the TVTC's insurance and shall not contribute with it.
 - iii. Any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect coverage provided to the Tri-Valley Transportation Council, including each member agency and their respective officers, officials, employees and designated volunteers.
 - iv. The TVTC's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - v. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice by certified mail, return receipt requested, has been given to the TVTC.
- e. Verification of Coverage: TVTC shall furnish to each member agency certificates of insurance and endorsement(s) effecting coverage to TVTC. The endorsements shall be on forms acceptable to the TVTC. The TVTC shall provide complete, certified copies of all insurance policies required by this section to each member agency upon request.

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Item 5

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TRI-VALLEY TRANSPORTATION COUNCIL

Item 5a

Renee Morgan
TVTC Chair

Mayor

Town of Danville
(925) 918-3999

David Haubert
TVTC Vice Chair
Supervisor District 1
Alameda County
(510) 272-6691

Jean Josey
Councilmember
City of Dublin
(925) 833-2530

Candace Andersen
Supervisor District 2
Contra Costa County
(925) 957-8860

Kristie Wang
Council Member
City of Livermore
(925) 960-4019

Julie Testa
Councilmember
City of Pleasanton
(925) 931-5001

Marisol Rubio
Councilmember
City of San Ramon
(925) 964-5946

To: Tri-Valley Transportation Council (TVTC)

From: TVTC Finance Subcommittee and Technical
Advisory Committee (TAC)

Date: July 21, 2025

Subject: APPROVE and ADOPT TVTC 2026 Board Meeting
Schedule

January 15, 2026, at 4:00 pm – Finance Subcommittee
Meeting, Danville Town Offices, Community Meeting
Room, 500 La Gonda Way, Danville, CA 94526

January 26, 2026, at 4:00 pm – Danville Town Offices,
Community Meeting Room, 500 La Gonda Way, Danville, CA
94526

March 19, 2026, at 4:00 pm – Finance Subcommittee
Meeting, Danville Town Offices, Community Meeting Room,
500 La Gonda Way, Danville, CA 94526

April 20, 2026, at 4:00 pm – Danville Town Offices,
Community Meeting Room, 500 La Gonda Way, Danville, CA
94526

July 20, 2026, at 4:00 pm – Danville Town Offices,
Community Meeting Room, 500 La Gonda Way, Danville, CA
94526

October 19, 2026, at 4:00 pm – Danville Town Offices,
Community Meeting Room, 500 La Gonda Way, Danville, CA
94526

****Finance subcommittee dates included for informational purposes and subject to
member availability*

RECOMMENDATION

APPROVE and ADOPT the 2026 TVTC Board Meeting Calendar.

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Item 6

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Tri-Valley Transportation Council
Balance Sheet
As of June 30, 2025

	<u>Jun 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1300 · Local Agency Invest Fund (023)	19,231,851.32
1000 · Mechanics Bank (0415)	740,512.79
Total Checking/Savings	19,972,364.11
Accounts Receivable	
1200 · Developer Fee Receivables	-3,941.59
Total Accounts Receivable	-3,941.59
Other Current Assets	
1101 · Interest Receivable - Member Ag	3,941.59
Total Other Current Assets	3,941.59
Total Current Assets	19,972,364.11
Other Assets	
1400 · Prepaid Insurance	861.49
Total Other Assets	861.49
TOTAL ASSETS	<u>19,973,225.60</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	1,613.50
Total Accounts Payable	1,613.50
Total Current Liabilities	1,613.50
Total Liabilities	1,613.50
Equity	
3010 · Unrestricted Net Position	19,567,425.42
Net Income	404,186.68
Total Equity	19,971,612.10
TOTAL LIABILITIES & EQUITY	<u>19,973,225.60</u>

12:18 PM

06/30/25

Accrual Basis

Tri-Valley Transportation Council

Revenue & Expense YTD Comparison

June 2025

	Jun 25	Jul '24 - Jun 25
Income		
4051 · Interest - Member Agencies	0.00	4,708.79
4050 · Investment Income	0.00	694,165.56
4000 · Development Fees	0.00	6,352,670.56
Total Income	0.00	7,051,544.91
Expense		
5010 · Audit	0.00	5,000.00
5070 · Administrative Staff Support	0.00	20,000.00
5000 · Bank Service	0.00	110.00
5100 · Postage, Mailing Service	0.00	42.89
5090 · Insurance - Liability, D and O	398.81	4,729.34
5060 · Website Development	125.00	1,549.00
5080 · Board Meeting Stipends	0.00	2,700.00
5030 · Legal Fees	1,232.50	11,425.00
5020 · Accounting Fees	256.00	12,802.00
6000 · Transportaion Improvements		
6000.8 · Proj TI - Vasco Rd/I-580	0.00	5,139,000.00
6000.6 · Proj B-8 Tassajara Widen	0.00	1,450,000.00
Total 6000 · Transportaion Improvements	0.00	6,589,000.00
Total Expense	2,012.31	6,647,358.23
Net Income	-2,012.31	404,186.68

12:17 PM

06/30/25

Accrual Basis

Tri-Valley Transportation Council

Revenue & Expense

June 2025

	Jun 25
Income	0.00
Expense	
5090 · Insurance - Liability, D and O	398.81
5060 · Website Development	125.00
5030 · Legal Fees	1,232.50
5020 · Accounting Fees	256.00
Total Expense	2,012.31
Net Income	<u><u>-2,012.31</u></u>

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California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

July 14, 2025

[LAIF Home](#)
[PMIA Average Monthly](#)
[Yields](#)

TRI-VALLEY TRANSPORTATION COUNCIL

ADMINISTRATOR
7000 BOLLINGER CANYON ROAD
SAN RAMON, CA 94583

[Tran Type Definitions](#)

Account Number: 40-07-023

June 2025 Statement

Account Summary.

Total Deposit:	0.00	Beginning Balance:	19,231,851.32
Total Withdrawal:	0.00	Ending Balance:	19,231,851.32

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P.O. Box 2200
Corona, CA 92878
800.797.6324
www.mechanicsbank.com

Statement Ending 06/30/2025

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TRI-VALLEY
TRANSPORTATION COUNCIL
200 OLD BERNAL AVE
PLEASANTON CA 94566-7016

Managing Your Accounts



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\$250,000²

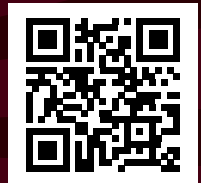
LIMITED TIME OFFER¹

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APR¹

A great rate to grow on!

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- Renovate/refresh your location
- Be prepared for unexpected expenses
- Improve cash flow management



All loans and credit products subject to program eligibility, collateral, underwriting approval and credit approval. Offer is for new lines of credit and does not apply to renewing lines of credit. Must have automatic payments from a Mechanics Bank non-interest bearing business checking account. 1) Offer is effective as of 3/1/2025 and is subject to change or cancellation without notice. Prime Rate is defined as "the Prime Rate as published daily in the Money Rates section of the Wall Street Journal." For the current Prime Rate, talk to a banker or visit <https://www.wsj.com/market-data/bonds>. 2) Represents borrower's new aggregated business credit exposure limits to qualify for advertised pricing.

Apply today!

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Summary of Accounts

Account Type	Account Number	Ending Balance
PUBLIC CHECKING	XXXXXXXXX0415	\$742,815.79

PUBLIC CHECKING - XXXXXXXXX0415

Account Summary

Date	Description	Amount
05/31/2025	Beginning Balance	\$330,891.26
	2 Credit(s) This Period	\$413,538.03
	3 Debit(s) This Period	\$1,613.50
06/30/2025	Ending Balance	\$742,815.79

Deposits

Date	Description	Amount
06/09/2025	Bank by Mail Deposit	\$115,270.13

Electronic Credits

Date	Description	Amount
06/16/2025	CITY PLEASANTON ACCTPYBL 3615	\$298,267.90



PUBLIC CHECKING - XXXXXXXXX0415 (continued)
Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
2818	06/16/2025	\$256.00	2819	06/17/2025	\$125.00	2820	06/25/2025	\$1,232.50

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
06/09/2025	\$446,161.39	06/17/2025	\$744,048.29
06/16/2025	\$744,173.29	06/25/2025	\$742,815.79

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00