



# SWAT

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

**SUMMARY MINUTES**  
**March 7, 2011 – 3:00 p.m.**  
**Danville Town Offices, Large Conference Room**  
**510 La Gonda Way**  
**Danville, CA**

**Committee Members Present:** Mike Metcalf, Town of Moraga; Karen Stepper, Town of Danville; Don Tatzin, City of Lafayette; Gayle Uilkema, Contra Costa County; Dave Hudson, City of San Ramon; Victoria Smith (for Amy Worth), City of Orinda

**Staff members present:** Leah Greenblat, Lori Salamack, Lisa Bobadilla, Tai Williams, Richard Yee, Darlene Amaral, Andy Dillard

**Others present:** Randell Iwasaki, CCTA; Jack Hall, CCTA; Brad Beck, CCTA; Amin AbuAmara, CCTA; Grace Schmidt, Alamo Improvement Association; Aron DeFerrari, Alamo Improvement Association; John Gilbert, Greenbelt Alliance; John McKenzie, Caltrans; Jamar Stamps, Contra Costa County

1. **CONVENE MEETING/SELF INTRODUCTIONS:** Meeting called to order by Vice-Chair Metcalf at 3:10 p.m.
2. **PUBLIC COMMENT:** None
3. **BOARD MEMBER COMMENT:** None
4. **ADMINISTRATIVE ITEMS:** Andy Dillard recorded the minutes. Extra agenda packets were made available.
5. **CONSENT CALENDAR:**
  - 5.A **Approval of Minutes:** SWAT minutes of January 10, 2011:  
A request for additional details regarding comments provided by SWAT on Item 6.A, Report on SB 375 and SCS for the Bay Area, was requested by Vice-Chair Metcalf. The minutes will be amended and included for review and approval at the next SWAT meeting.  
**ACTION:** None

**5.B Appoint SWAT Technical Advisory Committee (TCC) Members for the 2011 2013 Term:**

The Committee took action to appoint the following SWAT representatives and alternates to the Authority's Technical Coordinating Committee for the two-year term beginning April 1, 2011 and ending March 31, 2013:

	<u>Primary Representative</u>	<u>Alternate Representative</u>
Planning:	Janice Carey, Orinda	Lisa Bobadilla, San Ramon
Engineering:	Leah Greenblat, Lafayette	Tony Coe, Lafayette
Transportation:	Tai Williams, Danville	Andy Dillard, Danville

**ACTION:** Tatzin/Hudson/unanimous

End of Consent Calendar

**6. REGULAR AGENDA ITEMS:**

**6.A Update on Release of Draft Guidelines for the Measure J Transportation for Livable Communities (TLC) and Pedestrian, Bicycle, and Trails Facilities (PBTF) Programs:**

Brad Beck, CCTA staff presented this item. Measure J provides funding for both the TLC and PBTF Programs, and it is estimated that they will receive approximately 6.5% of the generated Measure J revenues. The Guidelines will define project and sponsor eligibility. For the TLC Program, it is anticipated that there will be approximately \$4M available for the SWAT region through FY 14/15. For the PBTF Program, it is anticipated that there will be approximately \$4M available for the entire County through FY 14/15. This represents approximately one and one-half percent in total Measure J revenues allocated towards the program. One percent of the funds will go towards projects within the RTPCs through a competitive selection process, and the remaining one-half percent will be allocated to the East Bay Regional Park District.

Don Tatzin expressed that there were concerns raised at a recent Authority Planning Committee meeting regarding the proposed minimum and maximum project funding criteria for the Guidelines. Brad Beck explained that this was specifically one of the criteria that the Authority is anticipating comments and feedback on. The Committee suggested that the thresholds be reviewed and considered carefully when considering how they might best serve projects within the SWAT region. Additionally, Brad Beck explained that another concern that the Guidelines seeks to address is to ensure that project sponsors can ensure the feasibility and commitment to their projects.

The official release of the Guidelines is expected to be approved at the upcoming March Authority meeting. The Committee directed SWAT TAC to provide a technical review and forward any comments on the Guidelines after the official release, and to prepare any comments/recommendations for the Committee's consideration at the April 4<sup>th</sup> SWAT meeting.

**ACTION:** None

**6.B Update on Contra Costa Safe Routes to School Program (SR2S) and Proposed Funding Allocation Options:**

Brad Beck, CCTA staff presented this item. Via MTC, the Authority has been given the task of allocating approximately \$2.47M in federal CMAQ funds for the 2011-12 SR2S Program. Input is being requested from the RTPCs as to how to best utilize and allocate the funds. Since these are federal funds, an 11.47% match is required.

Gayle Uilkema inquired if SR2S funding could be used for enforcement related activities, such as funding crossing guards. Brad Beck reported that the program does not allow for the use of SR2S to be allocated towards enforcement.

Don Tatzin inquired whether the acquisition of right-of-way for a SR2S construction project (such as a sidewalk or trail construction project), could the value of the easement be counted toward the local match requirement. Brad Beck thought that it probably could, but that it would have to be verified through the program requirements.

Staff inquired as to what the anticipated allocation amounts or methods would be for the 2011-12 SR2S program. Brad Beck replied that, in conjunction with input from the SR2S Task Force, Authority staff would be seeking feedback from the RTPC TACs in regards to what methods would best serve their respective sub-regions. It was suggested that RTPCs consider looking at allocation formulas based on either population splits or K-12 enrollments when analyzing and formulating requests for potential SR2S allocation methods.

It was reported that a consultant had been retained to help formulate a Countywide SR2S master plan. In light of the fact that funds would be allocated prior to the development of a master plan, staff inquired as to how the consultant would integrate the master plan – retrospectively - with these SR2S projects and programs. It was explained that the consultant would primarily be responsible for developing an overarching long-range goal for SR2S efforts, which would involve collecting and organizing input from the local RTPCs and schools, conducting needs assessments, and developing criteria for project prioritization. Staff stressed that local jurisdictions may already have much of the data that is required to assemble a master plan, and that care should be taken to minimize duplicate efforts in collecting data from school administrators.

The SWAT TAC will begin compiling a list of projects and programs for consideration of submittal into the FY 2011-12 Safe Routes to School Program. Additionally, the TAC will review and provide technical comments on proposed allocation methods. Staff asked for specific direction from the Committee in regards to the preferred allocation methods. The Committee agreed that project readiness, student population, and equity should all be considered.

It was requested that the Authority provide a more detailed projection of the funding allocation amounts anticipated for the SWAT region, and so that project and program lists can be accurately prepared.

**ACTION:** None

**6.C 2013 Regional Transportation Plan (RTP) Call for Projects and Public Outreach Plan:**

Jack Hall, CCTA staff presented this item. It was reported that a Call for Projects for the 2013 RTP had been released. Concurrently, the Authority is developing a public outreach effort to enlist public input and participation and input in RTP process. The outreach element of the RTP was officially adopted by MTC in December 2010.

It will be the responsibility of the RTPCs to review and update the RTP Project Lists, and to forward to the Authority by April 5<sup>th</sup>. Additionally, it is recommended that RTPCs rank, or tier, their projects that fall under the Financially Constrained and Vision project categories in the event that additional funding becomes available for these projects. SWAT TAC will review and update the draft 2013 RTP project list, and will forward to SWAT for consideration of approval at its April 4<sup>th</sup> meeting.

**ACTION:** None

**6.D Appoint South County Alternate Representative to the CCTA for remainder of the current term ending January 31, 2012:**

The Authority submitted a request to SWAT to name a different South County SWAT alternate to the Authority, given that the current alternate (the San Ramon representative) has recently been named as the Contra Costa Mayors' Conference representative to the Authority as well.

After some discussion, and consistent with past rotation practice, the Committee was comfortable permitting the San Ramon SWAT representative to continue to serve as the South County SWAT alternate. In the event that the San Ramon representative was required to represent South County at an Authority meeting, the San Ramon representative would move into the South County representative seat, and the Mayors Conference alternate would fill in as the Mayors Conference representative for that particular meeting.

**ACTION:** Tatzin/Hudson/unanimous

**7. WRITTEN COMMUNICATIONS:** The following written communication items were made available:

- CCTA summary of actions from Board meeting of 2/18/11
- WCCTAC summary of actions from Committee meeting of 2/25/11
- TRANSPAC summary of actions from Committee meeting of 2/10/11
- TRANSPAN summary of actions from Committee meeting of 1/13/11
- Town of Danville – Release of Draft EIR for Weber Property Residential Development
- City of San Ramon – Notice of Public Hearing for General Plan Amendment for 2030 General Plan

**ACTION:** Supervisor Uilkema requested that a letter be drafted on behalf of SWAT, and with the Authority's concurrence, to the Securities Exchange Commission (SEC), similar to the letter drafted by Nossaman, LLC which was endorsed and approved by the Authority. The letter is to state concerns regarding the SEC's proposed regulations pertaining to "Municipal Advisors." A draft letter will be prepared for review and consideration of approval for the April 4<sup>th</sup> SWAT meeting.  
Tatzin/Stepper/unanimous

8. **DISCUSSION: Next Agenda** – The Committee requested that the following agenda items be prepared by the TAC and presented at the April 4<sup>th</sup> SWAT meeting:
- Recommendation of Approval of Projects for the 2013 Regional Transportation Program (RTP) for the SWAT region.
  - Recommendation of Approval of Comments on the TLC and PBTF Guidelines
  - Recommendation of Approval of Projects and Funding Allocations for FY 2011-12 Safe Routes to School funds for the SWAT region

**ACTION:** Tatzin/Stepper/unanimous

9. **ADJOURNMENT:** The next meeting is scheduled for **Monday, April 4, 2011** at the Orinda City Hall, Sarge Littlehale Community Room, 22 Orinda Way, Orinda, CA.

**ACTION: Meeting adjourned by Vice Chair Metcalf at 4:40 p.m.**

**Staff Contact:**

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Agendas, minutes and other information regarding this committee can be found at: [www.cccounty.us/SWAT](http://www.cccounty.us/SWAT)