



# SWAT

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

## SOUTHWEST AREA TRANSPORTATION COMMITTEE

### MEETING AGENDA

Monday, April 10, 2017  
3:00 p.m.

### NOTE NEW LOCATION

City of Orinda  
22 Orinda Way, Orinda, CA 94563

*Any document provided to a majority of the members of the Southwest Area Transportation Committee (SWAT) regarding any item on this agenda will be made available for public inspection at the meeting and at the San Ramon Permit Center, 2401 Crow Canyon Road, San Ramon, CA during normal business hours.*

#### 1. CONVENE MEETING/SELF INTRODUCTIONS

#### 2. PUBLIC COMMENT:

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

#### 3. BOARD MEMBER COMMENT

#### 4. ADMINISTRATIVE ITEMS

#### 5. CONSENT CALENDAR

**5.A Approval of Minutes:** SWAT Minutes of March 6, 2017

**5.B Consider SWAT Appointments to the Contra Costa Transportation Authority's Technical Coordinating Committee (TCC) for the 2017-2019 Term**

End of Consent Calendar

#### 6. REGULAR AGENDA ITEMS

**6.A Appoint** the SWAT Lamorinda Alternate Representative to the Contra Costa Transportation Authority *(Attachment– Action Required)*

**6.B Update on Funding Allocation for One Bay Area Grant (OBAG) 2 Program** *(Attachment – Action Required)*

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

- SWAT Meeting Summary – March 6, 2017;
- TRANSPAC Meeting Summary – March 9, 2017;
- TRANSPLAN Meeting Summary – March 9, 2017;
- Contra Costa Transportation Authority Meeting Summary – March 15, 2017

**8. DISCUSSION:** Next Agenda

**9. ADJOURNMENT** to Monday, May 1, 2017 3:00 p.m. at City of Orinda

The SWAT Committee will provide reasonable accommodation for persons with disabilities planning to participate in SWAT monthly meetings. Please contact Lisa Bobadilla at least 48 hours before the meeting at (925) 973-2651 or [lbobadilla@sanramon.ca.gov](mailto:lbobadilla@sanramon.ca.gov).

**Staff Contact:** Lisa Bobadilla, SWAT Administrative Staff  
Phone: (925) 973-2651 / E-Mail: [lbobadilla@sanramon.ca.gov](mailto:lbobadilla@sanramon.ca.gov).

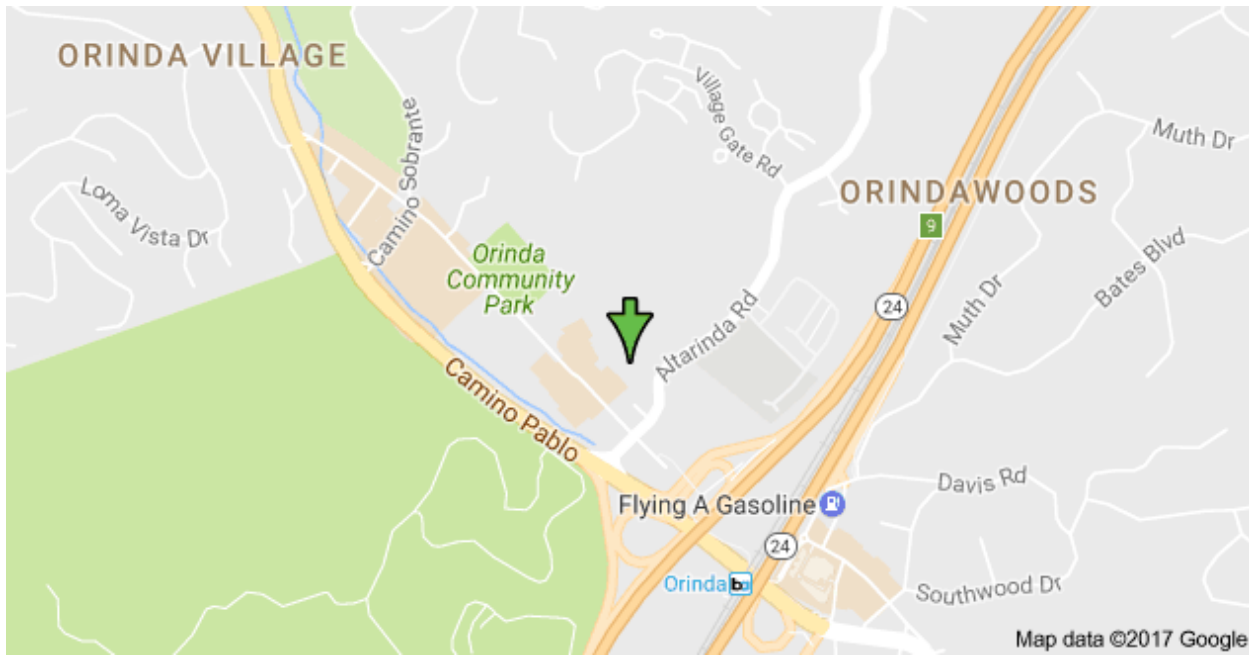
Agendas, minutes and other information regarding this committee can be found at: [www.CCTA-SWAT.net](http://www.CCTA-SWAT.net)

***SOUTHWEST AREA TRANSPORTATION COMMITTEE***

**NEW MEETING LOCATION**

MAP

CITY OF ORINDA OFFICES, 22 ORINDA WAY, ORINDA, 94563  
SARGE LITTLEHALE COMMUNITY ROOM



**AGENDA ITEM 5.A**



# SWAT

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

**SUMMARY MINUTES**  
**March 6, 2017 – 3:00 p.m.**  
**City of Orinda Office**  
**22 Orinda Way**  
**Orinda, California**

**Committee members present:** Amy Worth, City of Orinda (Chair); Dave Trotter, Town of Moraga (Vice Chair); Don Tatzin, City of Lafayette; Karen Stepper, Town of Danville; Candace Andersen; Contra Costa County (via telephone); Dave Hudson, City of San Ramon.

**Staff members present:** Lisa Bobadilla, City of San Ramon; Andy Dillard, Town of Danville; Larry Theis, City of Orinda; Ellen Clark, Town of Moraga; Darlene Amaral, City of San Ramon; James Hinkamp, City of Lafayette; Robert Sarmiento, Contra Costa County; Jason Chen, City of Orinda.

**Others present:** Martin Engelmann, CCTA; Brad Beck, CCTA; Nikki Foletta, BART; Mary Grace Houlihan, BART; Stephanie Hu, CCTA; Gayle Israel, Supervisor Andersen Office; Eve Phillips, City of Orinda, Mayor.

1. **CONVENE MEETING/SELF INTRODUCTIONS:** Meeting called to order by Chair Worth at 3:02 p.m.

2. **PUBLIC COMMENT**

3. **BOARD MEMBER COMMENT**

4. **ADMINISTRATIVE ITEMS**

5. **CONSENT CALENDAR:**

5.A **Approval of Minutes:** SWAT Minutes of February 6, 2017

**ACTION: APPROVED** – Tatzin/Stepper/unanimous

End of Consent Calendar

6. **REGULAR AGENDA ITEMS:**

6.A **Review and Approve** Request to Reprogram \$1.3 million BART Measure J funds from Access Improvements at Orinda and Lafayette Stations (Project# 10003-01) to Lafayette Station Site Improvements (Project# 10003-07).

Nicole Foletta from BART presented this item. BART is proposing a new project titled *Lafayette Station Site Improvements Project*.

Funding Sources (\$ 000s):

1. BART Funds	\$3,840
2. Measure J Funds – BART	\$1,300
3. Prop 84 Grant	\$2,240
<b>Total</b>	<b>\$7,380</b>

The project consists of intermodal improvements in the two lower parking lots on the north side of the Lafayette BART Station. The improvements will enhance station accessibility, vehicular access and pedestrian circulation and safety. Improvements will include new pavement, new sidewalks with ADA curb ramps, new parking lot lighting, and emergency call box, restriping of parking stalls, reconfiguration of vehicle pick-up/drop-off area, new bus stops, new landscaping, and irrigation, and new wayfinding signs. The project will start April 2017.

**ACTION: APPROVED** – Hudson/Tatzin/unanimous

**6.B One Bay Area Grant (OBAG) 2 Status Update**

Brad Beck, Contra Costa Transportation Authority (CCTA) presented this item. On September 23, 2016, CCTA released its coordinated Call for Projects for funding available through three programs:

1. One Bay Area Grant (OBAG 2)	\$56,136,000
2. Measure J Transportation for Livable Communities (TLC)	\$27,736,000
3. Measure J Pedestrian, Bicycle, and Trail Facilities (PBTF)	\$ 7,599,000
<b>Total</b>	<b>\$91,471,000</b>

Mr. Beck stated that the initial review and ranking of projects has been done by three (3) separate groups. A group of local Contra Costa staff have reviewed applications for OBAG 2 funding, while applications for the Measure J TLC program will be reviewed by the Regional Transportation Planning Committees (RTPC's). The Countywide Bicycle and Pedestrian Advisory Committee (CBPAC), which also oversees the development and update of the Countywide Bicycle and Pedestrian Plan, will review applications for the PBTF program.

The initial review and ranking of projects has started and will continue to take place over the course of the next three months, with final approval by CCTA on June 21, 2017.

Amy Worth requested from CCTA a list of projects from the last round of OBAG funding.

**ACTION: None**

**6.C City of San Ramon Update on Funding Allocation for One Bay Area Grant (OBAG) 2 Program**

Lisa Bobadilla presented this item. Ms. Bobadilla provided SWAT with an update on recent City Council action to allocate \$2M to the Iron Horse Trail/Bollinger Canyon Road Bicycle/Pedestrian Overcrossing Project.

Ms. Bobadilla articulated that San Ramon City Council is requesting that SWAT consider deferring the funding request from the current TLC funding cycle. In

return, San Ramon will defer future OBAG, TLC, and PBTF requests for the next two funding cycles.

SWAT requested SWAT TAC members complete a number of tasks, and provide SWAT with information at the April SWAT meeting. Tasks include:

- Discuss scenarios that could provide level of funding to San Ramon project, while also providing funding for SWAT projects; and
- Provide a summary of SWAT TLC projects that received funding in the last cycle and provide a status update on each projects; and
- Determine if the Authority can “advance” future Measure J TLC funding for a SWAT project.

**ACTION: SWAT TAC members will bring a recommendation to the April SWAT meeting.**

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

- SWAT Meeting Summary – February 6, 2017;
- TRANSPAC Meeting Summary – February 9, 2017;
- Contra Costa Transportation Authority Meeting Summary – February 15, 2017.

**ACTION: None**

8. **DISCUSSION:** Next agenda

9. **ADJOURNMENT:** to Monday, April 3, 2017 at 3:00 p.m., The City of Orinda, Sarge Littlehale Community Room, City Hall

**ACTION:** The April 3, 2017 meeting was rescheduled to Monday, April 10, 2017. Meeting adjourned by Chair Worth at 4:09 p.m.

**Staff Contact:**

Lisa Bobadilla  
City of San Ramon  
P (925) 973-2651  
F (925) 838-3231  
Email address: lbobadilla@sanramon.ca.gov  
[www.CCTA-SWAT.net](http://www.CCTA-SWAT.net)

**Alternate Staff Contact:**

Darlene Amaral  
City of San Ramon  
P (925) 973-2655  
F (925) 838-3231  
Email address: damaral@sanramon.ca.gov

**AGENDA ITEM 5.B**





# SWAT

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

**DATE:** April 10, 2017

**TO:** Southwest Area Transportation Committee (SWAT)

**FROM:** SWAT Technical Advisory Committee (TAC)

**SUBJECT:** Recommendation of Appointments to Contra Costa  
Transportation Authority Technical Coordinating Committee  
(TCC) for the 2017-2019 Term

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At the request of the Contra Costa Transportation Authority, the SWAT TAC has considered and recommends the appointments of the following staff members from the SWAT sub-region to the Authority's TCC for a two-year term, effective April 1, 2017 to March 31, 2019.

	<b>Primary Representative</b>	<b>Alternate Representative</b>
Planning:	Lisa Bobadilla, San Ramon	Ellen Clark, Moraga
Engineering:	Jason Chen, Orinda	Larry Theis, Orinda
Transportation:	Andy Dillard, Danville	James Hinkamp, Lafayette

**Staff Contact:**

Lisa Bobadilla, SWAT Administrator  
Phone: (925) 973-2651  
Email: [lbobadilla@sanramon.ca.gov](mailto:lbobadilla@sanramon.ca.gov)

**AGENDA ITEM 6.A**



# SWAT

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

**DATE:** April 10, 2017

**TO:** Southwest Area Transportation Committee (SWAT)

**FROM:** SWAT Technical Advisory Committee (TAC)

**SUBJECT:** SWAT Lamorinda Alternate Representative Appointment to the Contra Costa Transportation Authority (CCTA) for two-year term effective February 6, 2017 to January 31, 2019.

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## BACKGROUND

The SWAT representative to the Contra Costa Transportation Authority (CCTA), from the Lamorinda area, is rotated among the jurisdictions of Lafayette, Orinda and Moraga. The Lafayette representative served a two-year term through January 31, 2017. Per the SWAT Rules of Procedure, the Lamorinda representative is scheduled to rotate to the Moraga representative for a two-year term beginning February 2017 through January 31, 2019.

At the February 6, 2017 SWAT meeting, SWAT appointed Dave Trotter, Town of Moraga as the Lamorinda representative to the CCTA for the two-year term ending January 31, 2019. SWAT deferred appointment of the Lamorinda alternate representative.

At the March 15, 2017 CCTA meeting, an Adoption of Ordinance 17-01 to Amend the Contra Costa Transportation Authority's (Authority) Administrative Code, Chapter 1, Article IV, Section 104.6 (c). *The Authority Board adopted Ordinance 17-01 to amend the Authority's Administrative Code, Chapter 1, Article IV, Section 104.6 (c) to allow Ex-Officio Representatives to also serve as Authority Board Member alternates if appointed by their RTPC's providing that the representative cannot simultaneously at any given meeting serve as both the representative and alternate.*

**RECOMMENDATION**

Appoint a Lamorinda Alternate Representative to the Contra Costa Transportation Authority (CCTA) for two-year term effective February 6, 2017 to January 31, 2019.

**ATTACHMENTS:**

A - Ordinance 17-01, An Ordinance of the Contra Costa Transportation Authority Amending Chapter 1, Article IV, of the Authority's Administrative Code to revise Section 104.6 (c)

**Staff Contact:**

Lisa Bobadilla, SWAT Administrator  
Phone: (925) 973-2651  
Email: [lbobadilla@sanramon.ca.gov](mailto:lbobadilla@sanramon.ca.gov)

**ORDINANCE 17-01****AN ORDINANCE OF THE CONTRA COSTA TRANSPORTATION AUTHORITY AMENDING  
CHAPTER 1, ARTICLE IV, OF THE AUTHORITY'S ADMINISTRATIVE CODE TO REVISE  
SECTION 104.6 (C)**

**WHEREAS**, the Contra Costa Transportation Authority (the "Authority") adopted the Administrative Code (the "Code") as Ordinance No. 90-01 on February 21, 1990 as amended through March 15, 2017; and

**WHEREAS**, the purpose of the Code is to assist the Authority in establishing and maintaining the public trust, specifying the powers and duties of Authority officials, and promulgating policies and procedures aimed at the efficient and effective operation of the Authority; and

**WHEREAS**, Chapter 1 of the Code establishes the powers and duties of the Authority officers, the method of appointing Authority employees, and methods, procedures and systems of operation and management of the Authority; and

**WHEREAS**, Chapter 1, Article IV of the Authority's Administrative Code shall be amended to revise Section 104.6 (c) to allow a Board Ex-Officio Representative to also serve as an alternate to a Board Commissioner; and

**WHEREAS**, the Representative will not be able to simultaneously serve at any given meeting as both the representative and alternate; and

**WHEREAS**, the Board Ex-Officio Representative must be an Elected Official; and

**WHEREAS**, by allowing a Board Ex-Officio Representative to also serve as an alternate to a Board Commissioner the Authority will have the opportunity to appoint the individual to serve on other related transportation boards as a representative to the Authority.

**NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS** that the Contra Costa Transportation Authority hereby:

- 1) Amends Chapter 1, Article IV of the Authority's Administrative Code to revise Section 104.6 (c) as provided for in Exhibit A, attached hereto and incorporated herein by reference, to allow a Board Ex-Officio Representative to also serve as an alternate to a Board Commissioner providing that the Representative does not serve simultaneously at any given meeting as both the representative and the alternate.

SEVERABILITY: If any provision or clause of this Ordinance or the application thereof is held unconstitutional or otherwise invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions, clauses, or applications of this Ordinance which can be implemented without the invalid provision, clause, or application, it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, adopted and/ or ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, and/or phrases may be declared invalid or unconstitutional.

EFFECTIVE DATE: This ordinance shall be effective immediately upon adoption.

PASSED AND ADOPTED by the Contra Costa Transportation Authority Board of Directors in Walnut Creek, State of California, on March 15, 2017, by the following vote:

AYES: Chair Butt, Vice Chair Glover, and Commissioners Abelson, Arnerich, Haskew, Hudson, Mitchoff, Pierce, Romick, Taylor and Trotter  
NOES: None  
ABSENT: None  
ABSTAIN: None

  
\_\_\_\_\_  
Tom Butt, Chair

**This Ordinance 17-01 was entered into at a meeting of the Contra Costa Transportation Authority held on March 15, 2017, in Walnut Creek, California, and shall become effective as provided above.**

Attest:

  
\_\_\_\_\_  
Tarien Grover, Clerk of the Board

**EXHIBIT A**

**CHAPTER 1**

**ADMINISTRATIVE CODE**

**OF THE**

**CONTRA COSTA TRANSPORTATION AUTHORITY**

**ARTICLE IV**

**OFFICERS AND DUTIES**

**ARTICLE IV**  
**OFFICERS AND DUTIES**

104.6 Representatives.

(a) The Board shall have the authority to establish by resolution, representatives to the Authority, representing transportation and transit agencies and other governmental entities interested or involved in transportation issues in Contra Costa. Each such person shall be referred to as a "Representative". Representatives shall have the following powers:

(1) the right to attend regular sessions of the Board and to participate in the discussion of matters brought before the Board for consideration;

(2) the right to attend regular committee meetings of the Planning and Administrative and Projects Committees of the Board and to participate in the discussion of matters brought before such Committees;

(3) the right to attend regular meetings of such other Board Committees and of such Standing and Advisory Committees as the Board may determine, and to participate in the discussion of matters brought before such committees.

(b) Each Representative shall be designated by the entity represented from among eligible candidates. Each such Representative shall be an Elected Official (i) elected to the Board of Supervisors of, or to the council of a town or city located within, the County, and appointed to the entity represented to the Authority, or (ii) elected to the legislative body of the entity represented to the Authority, and elected at large or to represent a district or ward of such entity which is located wholly or partially within the County. The Board may consider permitting an appointed official as the Representative, if requested by the entity and evidence is provided why an appointed official rather than an Elected Official is more beneficial in that particular circumstance. Each Representative shall have an alternate designated by the entity represented from among eligible candidates for Representative. Representatives shall hold office for one or more terms of one year, subject to replacement by such Representative's alternate at the discretion of the Board if such Representative has been absent from four consecutive meetings of the Board.

(c) Representatives shall not be Commissioners, but may serve as an alternate, provided that such Representative does not serve simultaneously at a meeting as both a Representative and an alternate and is an Elected Official. ~~Representatives and~~ shall have none of the rights or powers of such Commissioners, unless serving as an alternate, except as expressly provided herein. Without limiting the generality of the foregoing, such Representatives shall not:



- (1) have the right to vote with respect to any matter brought before the Board or any Board Committee or Standing or Advisory Committee;
- (2) be counted for purposes of determining the number of persons attending any meeting for quorum or voting purposes;
- (3) be eligible for election or appointment as an officer of the Authority;
- (4) be entitled to attendance fees or other compensation for attendance at meetings of the Authority or any committee thereof;
- (5) be entitled to attend or to otherwise participate in closed sessions of the Board or any Standing or Advisory Committee thereof, unless expressly authorized to attend and participate by the Board or Committee.

**1.0** (d) The Board shall have the authority to establish such other conditions and limitations with respect to Representatives as it deems necessary or advisable.

***[Amended on April 21, 1993; December 21, 2011, March 15, 2017]***

**AGENDA ITEM 6.B**

**AGENDA ITEM 7**



# SWAT

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

March 8, 2017

Randell H. Iwasaki, Executive Director  
Contra Costa Transportation Authority  
2999 Oak Road, Suite 100  
Walnut Creek, CA 94597

RE: SWAT Meeting Summary Report for March 2017

Dear Mr. Iwasaki:

The Southwest Area Transportation Committee ("SWAT") met on Monday, March 6, 2017. The following is a summary of the meeting and action items:

1. **Approved** BART Request to Re-Program \$1.3 million BART Measure J funds from Access Improvements at Orinda and Lafayette Stations (Project #10003-01) to Lafayette Station Site Improvements (Project #10003-07).
2. **Received** Status Update One Bay Area Grant (OBAG) 2 Program.
3. **Received** status update from City of San Ramon regarding Funding Allocation for One Bay Area Grant (OBAG) 2 Program.

The next SWAT meeting will take place **Monday, April 10, 2017**. Please contact me at (925) 973-2651, or email at [lbobadilla@sanramon.ca.gov](mailto:lbobadilla@sanramon.ca.gov), if you should have any questions.

All the best,

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

Lisa Bobadilla  
SWAT Administrator

Cc: Hisham Noeimi, CCTA; SWAT; SWAT TAC; Anita Tucci-Smith, TRANSPAC; John Nemeth, WCCTAC; Jamar Stamps, TRANSPLAN

TRANSPAC Transportation Partnership and Cooperation  
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County  
1676 North California Boulevard, Suite 400  
Walnut Creek, CA 94596  
(925) 937-0980

March 10, 2017

Randell H. Iwasaki, Executive Director  
Contra Costa Transportation Authority  
2999 Oak Road, Suite 100  
Walnut Creek, CA 94597

Re: Status Letter for TRANSPAC Meeting – March 9, 2017

Dear Mr. Iwasaki:

At its regular meeting on March 9, 2017, the TRANSPAC Board of Directors took the following actions that may be of interest to the Transportation Authority:

1. Elected Director Mitchoff as Chair, and Director Pierce as Vice Chair of the TRANSPAC Committee.
2. Approved BART request to program an additional \$900,000 from Measure J Line 10001-02 for the Electronic Bicycle Facilities – Central County BART Stations Project, providing a total of \$1.805 million of Measure J funds for the project, and referred the recommendation to the CCTA Board for approval.
3. Approved Scenario D to forward to CCTA for the programming recommendations for the TRANSPAC Measure J and SRTS programs of the CCTA Coordinated Call for Projects. The program recommendation will be forwarded to CCTA under a separate transmittal.
4. Authorized the Managing Director to enter into a contract with Anita L. Tucci-Smith, LLC to provide Secretary/Clerk of the Board services for TRANSPAC for the term of November 21, 2016 (retroactive) to June 30, 2018 for a time and materials contract that is not to exceed \$115,000.
5. Approved the revision of TRANSPAC principal office location to 1676 North California Boulevard, Suite 400, in Walnut Creek.
6. Received an update on Regional Measure 3 (RM3).

TRANSPAC hopes that this information is useful to you.

Sincerely,

A handwritten signature in blue ink that reads "Matt Todd". The signature is written in a cursive, slightly slanted style.

Matthew Todd  
TRANSPAC Managing Director

cc: TRANSPAC Representatives; TRANSPAC TAC and staff  
Martin Engelmann, Hisham Noeimi, Brad Beck (CCTA)  
Jamar I. Stamps, TRANSPLAN; Salvatore (Sal) Evola, Chair, TRANSPLAN  
Lisa Bobadilla, SWAT; Amy Worth, Chair, SWAT  
John Nemeth, WCCTAC; Janet Abelson, Chair, WCCTAC  
Tarienne Grover, CCTA  
June Catalano, Diane Bentley (City of Pleasant Hill)

# TRANSPLAN COMMITTEE

## EAST COUNTY TRANSPORTATION PLANNING

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

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March 14, 2017

Mr. Randell H. Iwasaki, Executive Director  
Contra Costa Transportation Authority (“CCTA”)  
2999 Oak Road, Suite 100  
Walnut Creek, CA 94597

Dear Mr. Iwasaki:

This correspondence reports on the actions and discussions during the TRANSPLAN Committee meeting on March 9, 2017.

**REAPPOINT Commissioner Bruce Ohlson (Pittsburg) and Paul Reinders (Pittsburg) to the Contra Costa Transportation Authority Countywide Bicycle and Pedestrian Advisory Committee, as recommended by the TRANSPLAN Technical Advisory Committee.** The subject appointments were unanimously approved by the TRANSPLAN Committee.

**APPROVE TRANSPLAN Technical Advisory Committee recommendation for “OneBayArea” Grant Cycle 2 Safe Routes to School funding and DIRECT TRANSPLAN staff to forward funding recommendation to the Contra Costa Transportation Authority.** TRANSPLAN unanimously approved the Technical Advisory Committee’s recommendation as shown in Table 1 below. The City of Antioch’s project, scoring the highest, is recommended for OBAG2 Safe Routes to School funding.

**Table 1**

<b>Jurisdiction</b>	<b>Project ID</b>	<b>Application</b>	<b>Total Request</b>	<b>Total Project Cost</b>	<b>Final Score</b>
Antioch	CCP-59	L Street Pathway to Transit-Bike Ped Improvement	\$1,223,000	\$2,600,000	<b>33</b>
Oakley	CCP-24	Safe Routes to Orchard Park Elementary School	\$1,223,000	\$1,901,000	<b>30</b>
Brentwood	CCP-03	Empire Avenue at Amber Lane Traffic Signal	\$366,000	\$414,000	<b>23</b>
<b>GRAND TOTAL</b>			<b>\$2,812,000</b>	<b>\$4,915,000</b>	

Should you have any questions, please do not hesitate to contact me at (925) 674-7832 or email at [jamar.stamps@dcd.cccounty.us](mailto:jamar.stamps@dcd.cccounty.us).

Sincerely,



Jamar Stamps, TRANSPLAN Staff

c: TRANSPLAN Committee  
L. Bobadilla, SWAT/TVTC  
M. Todd, TRANSPAC  
J. Nemeth, WCCTAC

T. Grover, CCTA  
J. Townsend, EBRPD  
D. Dennis, ECCRFFA





CONTRA COSTA  
transportation  
authority

COMMISSIONERS

Tom Butt,  
Chair

Federal Glover  
Vice Chair

Janet Abelson

Newell Americh

Loella Haskew

David Hudson

Karen Mitchoff

Julie Pierce

Kevin Romick

Robert Taylor

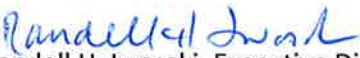
Dave Trotter

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## MEMORANDUM

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To: Matt Todd, TRANSPAC  
Lisa Bobadilla, SWAT  
Jamar Stamps, TRANSPLAN, TVTC  
John Nemeth, WCCTAC  
Ellen Clark, LPMC

From:   
Randell H. Iwasaki, Executive Director

Date: March 17, 2017

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

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At its March 15, 2017 meeting, the Authority discussed the following items, which may be of interest to the Regional Transportation Planning Committees:

1. **Status of the Growth Management Program (GMP) Checklist**

**Approvals.** The Measure J GMP requires that every two years local jurisdictions report GMP compliance activities to the Authority by submittal of a Compliance Checklist. The deadline for submittal of the Calendar Years (CY) 2014 & 2015 GMP Checklist is June 30, 2017. At present, 9 of the 20 local jurisdictions have submitted a Checklist. The remaining 11 jurisdictions must either submit a completed Checklist by July 1, 2017, or submit a "Statement of Progress" indicating the schedule for submittal. Failure to submit a Checklist or "Statement of Progress" constitutes non-compliance with the GMP and potential withholding of Measure J Local Street Maintenance and Improvement funds (18 percent). *The Authority Board received a status update on the GMP Checklist Approvals and accepted the report. Staff was directed by the Planning Committee to include a monthly status GMP Compliance checklist submittal report in future meeting agendas.*

Randell H. Iwasaki,  
Executive Director

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

2. **Adoption of Ordinance 17-01 to Amend the Contra Costa Transportation Authority's (Authority) Administrative Code, Chapter 1, Article IV, Section 104.6 (c).** Staff seeks adoption of Ordinance 17-01 to approve the proposed revisions to amend the Authority's Administrative Code, Chapter 1, Article IV, Section 104.6 (c). *The Authority Board adopted Ordinance 17-01 to amend the Authority's Administrative Code, Chapter 1, Article IV, Section 104.6 (c) to allow Ex-Officio Representatives to also serve as Authority Board Member alternates if appointed by their RTPCs providing that the representative cannot simultaneously at any given meeting serve as both the representative and alternate.*

**ORDINANCE 17-01****AN ORDINANCE OF THE CONTRA COSTA TRANSPORTATION AUTHORITY AMENDING  
CHAPTER 1, ARTICLE IV, OF THE AUTHORITY'S ADMINISTRATIVE CODE TO REVISE  
SECTION 104.6 (C)**

**WHEREAS**, the Contra Costa Transportation Authority (the "Authority") adopted the Administrative Code (the "Code") as Ordinance No. 90-01 on February 21, 1990 as amended through March 15, 2017; and

**WHEREAS**, the purpose of the Code is to assist the Authority in establishing and maintaining the public trust, specifying the powers and duties of Authority officials, and promulgating policies and procedures aimed at the efficient and effective operation of the Authority; and

**WHEREAS**, Chapter 1 of the Code establishes the powers and duties of the Authority officers, the method of appointing Authority employees, and methods, procedures and systems of operation and management of the Authority; and

**WHEREAS**, Chapter 1, Article IV of the Authority's Administrative Code shall be amended to revise Section 104.6 (c) to allow a Board Ex-Officio Representative to also serve as an alternate to a Board Commissioner; and

**WHEREAS**, the Representative will not be able to simultaneously serve at any given meeting as both the representative and alternate; and

**WHEREAS**, the Board Ex-Officio Representative must be an Elected Official; and

**WHEREAS**, by allowing a Board Ex-Officio Representative to also serve as an alternate to a Board Commissioner the Authority will have the opportunity to appoint the individual to serve on other related transportation boards as a representative to the Authority.

**NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS** that the Contra Costa Transportation Authority hereby:

- 1) Amends Chapter 1, Article IV of the Authority's Administrative Code to revise Section 104.6 (c) as provided for in Exhibit A, attached hereto and incorporated herein by reference, to allow a Board Ex-Officio Representative to also serve as an alternate to a Board Commissioner providing that the Representative does not serve simultaneously at any given meeting as both the representative and the alternate.

SEVERABILITY: If any provision or clause of this Ordinance or the application thereof is held unconstitutional or otherwise invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions, clauses, or applications of this Ordinance which can be implemented without the invalid provision, clause, or application, it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, adopted and/ or ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, and/or phrases may be declared invalid or unconstitutional.

EFFECTIVE DATE: This ordinance shall be effective immediately upon adoption.

PASSED AND ADOPTED by the Contra Costa Transportation Authority Board of Directors in Walnut Creek, State of California, on March 15, 2017, by the following vote:

AYES: Chair Butt, Vice Chair Glover, and Commissioners Abelson, Arnerich, Haskew, Hudson, Mitchoff, Pierce, Romick, Taylor and Trotter  
NOES: None  
ABSENT: None  
ABSTAIN: None

  
\_\_\_\_\_  
Tom Butt, Chair

**This Ordinance 17-01 was entered into at a meeting of the Contra Costa Transportation Authority held on March 15, 2017, in Walnut Creek, California, and shall become effective as provided above.**

Attest:

  
\_\_\_\_\_  
Tarien Grover, Clerk of the Board

**EXHIBIT A**

**CHAPTER 1**

**ADMINISTRATIVE CODE**

**OF THE**

**CONTRA COSTA TRANSPORTATION AUTHORITY**

**ARTICLE IV**

**OFFICERS AND DUTIES**

**ARTICLE IV**  
**OFFICERS AND DUTIES**

104.6 Representatives.

(a) The Board shall have the authority to establish by resolution, representatives to the Authority, representing transportation and transit agencies and other governmental entities interested or involved in transportation issues in Contra Costa. Each such person shall be referred to as a "Representative". Representatives shall have the following powers:

(1) the right to attend regular sessions of the Board and to participate in the discussion of matters brought before the Board for consideration;

(2) the right to attend regular committee meetings of the Planning and Administrative and Projects Committees of the Board and to participate in the discussion of matters brought before such Committees;

(3) the right to attend regular meetings of such other Board Committees and of such Standing and Advisory Committees as the Board may determine, and to participate in the discussion of matters brought before such committees.

(b) Each Representative shall be designated by the entity represented from among eligible candidates. Each such Representative shall be an Elected Official (i) elected to the Board of Supervisors of, or to the council of a town or city located within, the County, and appointed to the entity represented to the Authority, or (ii) elected to the legislative body of the entity represented to the Authority, and elected at large or to represent a district or ward of such entity which is located wholly or partially within the County. The Board may consider permitting an appointed official as the Representative, if requested by the entity and evidence is provided why an appointed official rather than an Elected Official is more beneficial in that particular circumstance. Each Representative shall have an alternate designated by the entity represented from among eligible candidates for Representative. Representatives shall hold office for one or more terms of one year, subject to replacement by such Representative's alternate at the discretion of the Board if such Representative has been absent from four consecutive meetings of the Board.

(c) Representatives shall not be Commissioners, but may serve as an alternate, provided that such Representative does not serve simultaneously at a meeting as both a Representative and an alternate and is an Elected Official. ~~Representatives and~~ shall have none of the rights or powers of such Commissioners, unless serving as an alternate, except as expressly provided herein. Without limiting the generality of the foregoing, such Representatives shall not:

- (1) have the right to vote with respect to any matter brought before the Board or any Board Committee or Standing or Advisory Committee;
- (2) be counted for purposes of determining the number of persons attending any meeting for quorum or voting purposes;
- (3) be eligible for election or appointment as an officer of the Authority;
- (4) be entitled to attendance fees or other compensation for attendance at meetings of the Authority or any committee thereof;
- (5) be entitled to attend or to otherwise participate in closed sessions of the Board or any Standing or Advisory Committee thereof, unless expressly authorized to attend and participate by the Board or Committee.

**1.0** (d) The Board shall have the authority to establish such other conditions and limitations with respect to Representatives as it deems necessary or advisable.

***[Amended on April 21, 1993; December 21, 2011, March 15, 2017]***

## Administration and Projects Committee **STAFF REPORT**

Meeting Date: March 2, 2017

<b>Subject</b>	<b><u>Adoption of Ordinance 17-01 to Amend the <del>Approval of Proposed Revisions to</del> Contra Costa Transportation Authority's (Authority) Administrative Code, Chapter 1, Article IV, Section 104.6 (c)</u></b>
<b>Summary of Issues</b>	The proposed revisions would clarify and make consistent various sections of the Authority's Administrative Code, Chapter 1, Article IV, Section 104.6 (c).
<b>Recommendations</b>	Staff seeks <u>adoption of Ordinance 17-01 to approve</u> <del>approval of the</del> proposed revisions to <u>amend</u> the Authority's Administrative Code, Chapter 1, Article IV, Section 104.6 (c).
<b>Financial Implications</b>	None
<b>Options</b>	<ol style="list-style-type: none"> <li>1. Do not approve the recommendation to revise the Administrative Code.</li> <li>2. Suggest alternative language for the revision.</li> </ol>
<b>Attachments (<i>Revised Attachment A</i>)</b>	A. <u>Ordinance 17-01 to Amend the Authority's Administrative Code, Chapter 1, Article IV, Section 104.6 (c), <u>with</u> proposed revisions, redline/strikeout - Revised</u>
<b>Changes from Committee</b>	<i>None. The Committee was advised that an Ordinance was being drafted for adoption at the Authority Board.</i>

### Background

#### Article IV, Section 104.6 (c)

This revision would provide language to allow for a Board Ex-officio Representative to also serve as an alternate to a Board Commissioner providing that the Representative cannot simultaneously at any given meeting serve as the representative and alternate. Currently the administrative code language does not allow a Representative to also be an alternate.



In some instances, the Authority has an opportunity to appoint Commissioners to represent the Authority on other related transportation boards. The Administrative Code, as written, is clear that Representatives (ex-officio representatives) are not Commissioners, and Commissioner Alternates are considered Commissioners. The Administrative Code clarifies the determination that Representatives shall not be Commissioners for the following reasons:

1. Representatives do not have the right to vote;
2. Representatives cannot be counted for purposes of a meeting quorum;
3. Representatives are not eligible for election or appointment as an officer;
4. Representatives are not entitled to receive attendance fees or other compensation for attendance at meetings; and
5. Representatives are not entitled to attend or participate in closed sessions of meetings.

The revision, as proposed, would not be in any conflict of these stated reasons because at any particular meeting the Representative would either be the ex-officio representative or the alternate, but not both. If the representative was needed to sit as the alternate for a given meeting the representative's alternate would take the representative's seat. Staff seeks approval of adoption of Ordinance 17-01 to approve the proposed revisions to the Authority's Administrative Code, Chapter 1, Article IV, Section 104.6 (c).