



# SWAT

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**SUMMARY MINUTES**  
**May 2, 2011 – 3:00 p.m.**  
**Orinda City Hall**  
**Sarge Littlehale Community Room**  
**22 Orinda Way**  
**Orinda, California**

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

**Staff members present:** John Cunningham, Contra Costa County; Richard Yee, City of Orinda; Lori Salamack, Town of Moraga; Tai Williams, Town of Danville; Darlene Amaral, City of San Ramon; Leah Greenblat, City of Lafayette; Andy Dillard, Town of Danville.

**Others present:** Martin Engelmann, CCTA; Randell Iwasaki, CCTA; Grace Schmidt, Alamo Improvement Association

1. **CONVENE MEETING/SELF INTRODUCTIONS:** Meeting called to order by Chair Worth at 3:05 p.m.
2. **PUBLIC COMMENT:** Randell Iwasaki, CCTA, provided updates on programs and projects throughout the County, including an update on the Caldecott fourth bore and the anticipated release of the TIGER III program.
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 April 4, 2011  
**ACTION:** Tatzin/Stepper/unanimous

End of Consent Calendar

## 6. REGULAR AGENDA ITEMS:

### 6.A **Consider and Recommend Safe Routes to School (SR2S) Funding Approach for the SWAT Subregion:**

Tai Williams presented this item. SWAT discussed extensively their options for utilizing its share of CMAQ SR2S funds within the southwest region. It was explained that SWAT had previously approved the “50-50 allocation method” based on student population and number of schools. As there were both programmatic and project needs identified for the subregion, the TAC provided a recommendation to utilize both program and project approaches for SWAT’s anticipated share of \$531,500. The program approach would cover the South County’s needs to implement and maintain a SR2S education and encouragement program. The program approach would address capital improvement needs for the Lamorinda area. However, there were several challenges identified with this approach that would need to be addressed in order to meet the CMAQ requirements. Of which, it was explained that the CMAQ project size requirement of \$250,000 would be difficult to meet. As such, the TAC recommended that a “bundled, multi-jurisdictional project” be considered in order to meet this requirement. It was further explained this approach would also present a host of challenges that would need to be flushed out.

Supervisor Uilkema approved of the allocation concept, but wanted to stress and recognize maintaining equity in the allocation of funding for future projects in the subregion. Karen Stepper asked how a “bundled project” approach would be managed, and what would happen if a jurisdiction did not spend the funds in the required time period. Mike Metcalf also commented that project management would be extremely difficult under this approach, and further asked how the management duties would be assigned.

Randell Iwasaki, CCTA, commented that a bundled project approach would have to be managed under one contract, and not separate contracts per jurisdiction. He agreed to follow-up on:

- Whether the bundled project could be constructed by multiple contractors;
- How much of the SR2S Master Plan funds (or other funds) could be used to help cover the cost of administration; and
- To what degree CCTA could leverage their contractual relationship with an outside project management firm to provide the project administration oversight for the bundled project approach in SWAT (and other subregions as necessary).

Mr. Iwasaki also acknowledged the Authority’s commitment for a quid pro quo on the need for the maximum level of flexibility associated with Measure J funded projects, including CC-TLC and PBTF.

After substantial discussion, the SWAT Committee unanimously adopted the following:

1. A combined project-and-program approach, whereby:
  - a. The Lamorinda jurisdictions' funds, with contributions from Danville and San Ramon's share of SR2S funding, would be used to deliver a "bundled" capital project;
  - b. The South County jurisdictions' funds (Contra Costa County and the remainder of Danville and San Ramon's SR2S funds) would be used to extend the life of the existing SR2S Program; and
2. Request that the CCTA consider appropriating the funds currently set-aside for the latter phases of the SR2S Master Plan [or other funds as appropriate] to help cover some or all of the costs of administering a multi-jurisdictional "bundled project", and
3. Acknowledgement on the part of SWAT jurisdictions that participation in the "bundled project" approach requires acceptance of a "forfeiture" element, whereby a jurisdiction who could not meet the strict MTC and Caltrans timeframes would forfeit their share of the SR2S funds to the remaining projects in order to avoid jeopardizing the entire "project bundle".

SWAT directed the TAC to reconvene to determine the most feasible path for implementing a multi-jurisdictional "bundled project" approach. If it is determined that the "bundled project" approach would be infeasible, staff shall identify another approach for equitably expending the CMAQ funds within SWAT (and with future subregional quid pro quo, as necessary). It was further recommended that appropriate engineering staff attend the next SWAT TAC meeting in order to discuss project feasibility and delivery in detail. It was directed that a final recommendation be prepared for the June SWAT meeting.

**ACTION:** None

- 6.B Review Comments Submitted by the Authority on MTC and ABAG's Initial Vision Scenario:** Martin Engelmann, CCTA staff, presented comments submitted by the Authority to ABAG on the Initial Vision Scenario. The comments were, in part, formulated based on comments received by the Planning Directors of Contra Costa jurisdictions. Additionally, the comment letter contained a recommended approach with a four-step process toward developing realistic and feasible SCS objectives. Supervisor Uilkema commented that in developing and identifying Priority Development Areas (PDA) for purposes of the SCS, the PDA should be more comprehensive by incorporating jobs, workplace, and schools.

**ACTION:** None

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

- 2009/10 SWAT TDM 511 Contra Costa Annual Report
- CCTA summary of actions from Board meeting of 4/20/11
- TRANSPLAN summary of actions from Committee meeting of 4/14/11
- WCCTAC summary of actions from Committee meeting of 3/25/11

**ACTION:** None

8. **DISCUSSION:** Next meeting will be held at the City of Orinda, Sarge Littlehale Community Room.

**ACTION:** None

9. **ADJOURNMENT:** The next meeting is scheduled for **Monday, June 6, 2011** at Orinda City Hall, Sarge Littlehale Community Room, 22 Orinda Way, Orinda, CA.

**ACTION: Meeting adjourned by Chair Worth at 4:45 p.m.**

**Staff Contact:**

Andy Dillard  
(925) 314-3384 PH  
(925) 838-0360 FX  
[adillard@danville.ca.gov](mailto:adillard@danville.ca.gov)

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