



SWAT

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

SOUTHWEST AREA TRANSPORTATION COMMITTEE

Meeting of December 07, 2009

3:00 p.m. SWAT Board Meeting
Lafayette City Offices, Room 240
3675 Mt. Diablo Boulevard, Lafayette, CA

AGENDA

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 November 2, 2009 *(Attachment - Action)*

End of Consent Calendar

6. REGULAR AGENDA ITEMS:

- 6.A Appoint the SWAT Chair and Vice Chair for 2010** (*Attachment - Action*)
- 6.B Adopt the Final 2009 Tri-Valley Transportation Plan/Action Plan and 2009 Lamorinda Action Plan for Routes of Regional Significance** (*Attachment - Action*)

7. WRITTEN COMMUNICATIONS: Consider Actions as Appropriate (*Attachments*)

- CCTA Board summary of actions from meetings of 11/18/09
- Town of Moraga – Notice of Intent Adopt Mitigated Negative Dec. for the 2009 Housing Element Update
- City of San Ramon – Notice of a Public Workshop for the North Camino Ramon Specific Plan
- City of San Ramon – Notice of a Public Hearing for the San Ramon City Center Mixed Use Project

8. DISCUSSION: Next Agenda

9. ADJOURNMENT to Monday, January 4, 2010, or other meeting as deemed appropriate.

The SWAT Committee will provide reasonable accommodation for persons with disabilities planning to participate in SWAT monthly meetings. Please contact Andy Dillard at least 48 hours before the meeting at (925) 314-3384 or adillard@ci.danville.ca.us

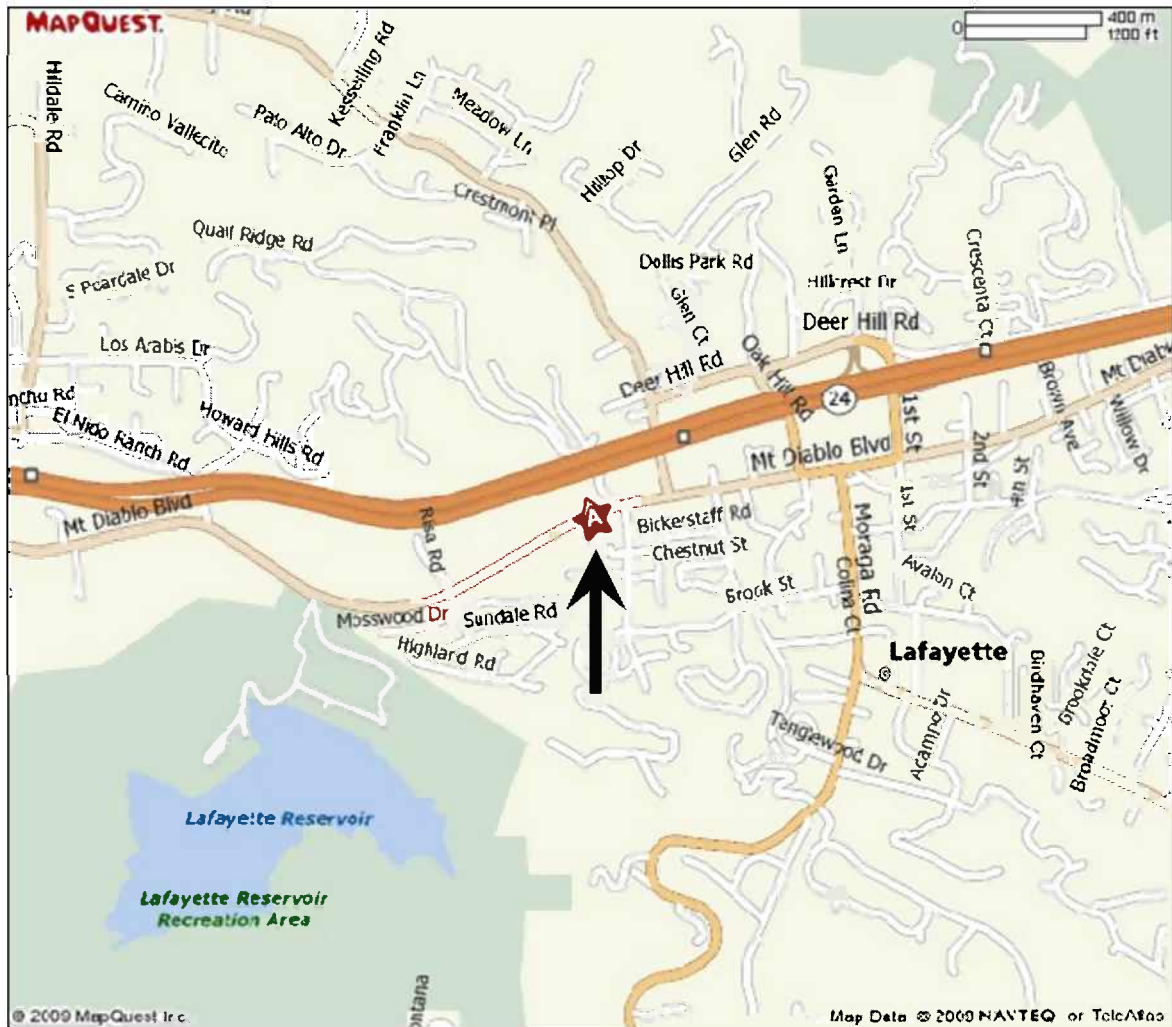
Staff Contact: Andy Dillard, Town of Danville

Phone: (925) 314-3384 / E-Mail: adillard@ci.danville.ca.us

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

SOUTHWEST AREA TRANSPORTATION COMMITTEE
MEETING LOCATION MAP

Lafayette City Offices, Room 240
3675 Mt. Diablo Boulevard
Lafayette, CA 94549



ATTACHMENT 5.A



SWAT

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

SUMMARY MINUTES
November 2, 2009 – 3:00 p.m.
Lafayette City Offices, Room 240
3675 Mt. Diablo Boulevard
Lafayette, CA

Committee Members Present: Don Tatzin, City of Lafayette; Mike Metcalf, Town of Moraga; Gayle Uilkema, Contra Costa County; Amy Worth, City of Orinda; Dave Hudson, City of San Ramon. **Absent:** Newell Arnerich, Town of Danville

Staff members present: Darlene Amaral, Richard Yee, Leah Greenblat, John Cunningham, Andy Dillard

Others present: Martin Engelmann, CCTA; Jack Hall, CCTA; Charles Hogle, CCTA-CAC; Grace Schmidt

1. **CONVENE MEETING/SELF INTRODUCTIONS:** Meeting was officially called to order with a quorum at 3:15 p.m.
2. **PUBLIC COMMENT:** None
3. **BOARD MEMBER COMMENT:** Mike Metcalf reported that CCTA Executive Director Robert McCleary has tendered his resignation, effective at the end of 2009, and that a recruitment committee comprised of CCTA Board members has been assembled to search for his replacement. Mike Metcalf has volunteered to serve on the Committee on behalf of SWAT.
4. **ADMINISTRATIVE ITEMS:** Andy Dillard recorded the minutes.
5. **CONSENT CALENDAR:**
 - 5.A **Approval of Minutes:** SWAT minutes of September 14, 2009.
ACTION: Worth/Uilkema/unanimous

End of Consent Calendar

6. REGULAR AGENDA ITEMS:

6.A Consider City of Lafayette's Request to Redirect Measure C Strategic Plan Funds:

The Committee unanimously approved the redirection of Measure C Strategic Plan funds from the Lafayette Carpool Project (#1613) to the Lamorinda School Bus Program Project (#1603).

ACTION: Worth/Hudson/Unanimous

6.B Status Update on Tri-Valley Transportation Plan/Acton Plan and Lamorinda Action Plan approvals:

It was reported that the Tri-Valley Transportation Plan/Action is scheduled for adoption by the Tri-Valley Transportation Council at its November 30th meeting. With the latest round of comments incorporated, it was reported that the Lamorinda Action Plan is scheduled for adoption by the Lamorinda Planning Management Committee at its December 7th meeting. With the pending adoptions in place, both action plans will be scheduled for final adoption at the December 7th SWAT meeting.

ACTION: None

6.C Release of the *Draft 2009 Congestion Management Program*:

Martin Engelmann, CCTA staff presented the *Draft 2009 CMP*. Of note, it was reported that the document includes a change in the standards for transit routing frequency to reflect the recent cutbacks in service. Supervisor Uilkema requested a grammatical correction on page 5, paragraph 4 of the Executive Summary. Dave Hudson expressed concern regarding the feasibility of the objective on page 13, paragraph 2 of the Executive Summary that suggests measuring the maintenance goal by maintaining a local streets and roads pavement condition index (PCI) of 75 or greater.

ACTION: None

7. WRITTEN COMMUNICATIONS:

The following written communication items were made available:

- SWAT 511 Contra Costa Countywide TDM Program Update
- CCTA Board summary of actions from meetings of 9/16/09 and 10/23/09
- TRANSPLAN summary of actions from meeting 9/16/09
- TRANSPAC summary of actions from meetings of 9/22/09 and 10/6/09
- City of San Ramon – Notice of Public Hearing regarding Amendments to the Sunset-Bishop Ranch Development Agreement and a portion of the Chevron Park Development Agreement relating to the San Ramon City Center Mixed Use Project

ACTION: None

- 8. DISCUSSION: Next Agenda** – Approval of the Tri-Valley Transportation Plan/Action Plan and Lamorinda Action Plan (tentative)
– Review of the General Plan Amendment Review Process (tentative)

9. ADJOURNMENT: The next meeting is scheduled for **Monday, December 2, 2009** at the Lafayette City Offices, Room 240, 3675 Mt. Diablo Boulevard, Lafayette.

ACTION: Meeting adjourned by Chair Tatzin at 3:40 p.m.

Staff Contact:

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

ATTACHMENT 6.A



SWAT

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

DATE: December 7, 2010
TO: SWAT Committee
FROM: SWAT Administrative Staff
SUBJECT: Rotation of SWAT Chair and Vice Chair for 2010

As described in the SWAT Rules of Procedure (attached), the SWAT Chair and Vice-Chair shall rotate on a 12-month term, from January through December. The sequence of rotation is Contra Costa County, Lafayette, Danville, Orinda, Moraga, San Ramon. As such, the 2010 SWAT Chair is scheduled to rotate to the Danville SWAT Representative, and Vice-Chair is scheduled to rotate to the Orinda SWAT Representative. The new Chair and Vice-Chair appointments become effective January 2010, pending the Committee's approval at the December 2009 SWAT meeting.

SOUTHWEST REGIONAL TRANSPORTATION PLANNING COMMITTEE

RULES OF PROCEDURE

1. Composition. The Southwest Area Transportation Planning Committee ("SWAT") is composed of representatives from Danville, Lafayette, Moraga, Orinda, San Ramon and the County.
2. Membership of the SWAT.
 - (a) Composition
 - (1) There shall be six voting members on the SWAT Board. Voting members must be elected officials, one each from the five city/town councils, and one from the County Board of Supervisors. If there are two supervisors who represent the region, the Board shall decide which of them is the voting member.
 - (2) Each Council/Board of Supervisors shall appoint a representative to the Contra Costa Transportation Authority Citizen Advisory Committee (CAC) This representative may be a Planning or Transportation Commissioner or Committee member who will serve at the discretion of the Council/Board of Supervisors. The role and term of this representative are to be defined by the Council/Board of Supervisors, and shall be forwarded to SWAT. Citizen Advisory committee representatives are not voting members of SWAT.

(b) Terms of Office

Appointments to the Committee are for two-year terms, coterminous with those of the Contra Costa Transportation Authority (CCTA). The appointee must remain a council member, mayor, or supervisor to serve.

(c) Alternate

Each member jurisdiction may appoint an alternate who must be and remain a mayor, council member or supervisor in order to serve.

(d) Removal

Alternates or representatives may be removed from office by the appointing jurisdiction. If a member is removed, the appointing jurisdiction shall appoint a replacement to fill the remainder of the member's term within 30 days after the removal.

3. SWAT Chair and Vice-Chair

- (a) The SWAT Chair and Vice-Chair shall rotate on a 12-month term, from January through December.
- (b) The sequence of rotation shall be, Contra Costa County, Lafayette, Danville, Orinda, Moraga, San Ramon.
- (c) The Vice-Chair shall be the jurisdiction that is next in rotation to hold the Chair seat.

4. Representation on Contra Costa Transportation Authority

- (a) The voting members of SWAT will appoint from among themselves two representatives and two alternates to the CCTA. Representatives and alternates must be and remain mayors or city council members.

One representative and one alternate shall be selected from the San Ramon Valley (SRV) cities and one representative and one alternate shall be selected from the Lamorinda cities. Representatives shall serve two-year terms.

- (b) Commissioners shall adhere to the policy direction of the SWAT.

Representatives or alternates may be removed from office by an absolute 2/3 vote of the Committee (four votes). If a member is removed, the Committee shall appoint a replacement to fill the remainder of the member's term as soon as possible after the removal. It is up to the subregions to make their determinations on selecting their representatives.

- (c) It is important to be fully represented at the Authority meetings. If the member or alternate cannot be present, the member shall attempt to have another elected official from the same area (Lamorinda or SRV) attend the Authority meeting.
- (d) The position of the representative to the Authority should be rotated among the member cities of the subregion (Lamorinda, SRV) at the end of each term.
- (e) In order to achieve maximum participation at the CCTA from SWAT jurisdictions, whenever the Mayors' Conference or Metropolitan Transportation Commission (MTC) representative to CCTA is from a SWAT jurisdiction, then no other council member from that jurisdiction shall serve as a SWAT representative to CCTA.

5. Functions of SWAT

- (1) To review and coordinate transportation plans and project proposals for the southwest region.
- (2) To serve as an advisory unit to the Contra Costa Transportation Authority, on all matters concerning the "Transportation Improvement and Growth Management Program" adopted by the voters of Contra Costa County on November 8, 1988.
- (3) To provide a forum on transportation issues which are regional in nature and to convey information on these issues to each jurisdiction.
- (4) To consider other transportation issues of mutual concern both in the southwest region and at a countywide level. Examples of such issues are integration of traffic signal systems, improvement in transit and paratransit systems, and transportation systems management.
- (5) Determine, pursuant to Section 27 of CCTA Ordinance No.88-01, the financial programming of the "Major Arterials" as defined therein, and provide input into the CCTA Strategic Plan update.
- (6) Review all proposed official actions of the Authority and provide the Authority with recommendations on such proposed action.
- (7) To coordinate and facilitate the process of taking appeals from actions of the Commission pursuant to Section 8 and 9 of Commission Ordinance No. 88-01.
- (8) To administer the Transportation Demand Management (TDM) Ordinances of member jurisdictions, at their options, and to accept grants for this purpose. Grant funds will be administered by a member jurisdiction designated by SWAT.
- (9) To assign members of the SWAT TAC to the CCTA Technical Coordinating Committee (TCC) to serve as representatives of the Committee and its member jurisdictions.

6. SWAT Staffing

SWAT may engage a member agency to provide staff services. Those services shall include:

- Attendance at monthly SWAT and SWAT TAC meetings.
- Maintenance of historical documents, records, and correspondence of the SWAT Board.
- Recordation and production of written minutes of SWAT Board meetings.
- Production and dissemination of the monthly agenda packet in accordance with state law governing public meetings.
- Develop and disseminate correspondence as directed by the Board or the Chair.
- Respond to administrative or historical inquiries from SWAT member jurisdictions, outside, agencies, and the public. Refer other questions to SWAT chair or other appropriate individuals.
- Act as primary contact point and disseminate environmental documents, as outlined by SWAT, CCTA Lamorinda Project Management Committee, Tri-Valley Transportation Committee, and other agreements, as requested by the SWAT Board and /or the Chair.
- Perform other administrative duties only as directed by the SWAT Board.
- The member agency providing staff services may determine the most appropriate method of providing above service, as agreed by the SWAT Board.

7. Agenda Setting Procedures

The agenda for each meeting will be set by SWAT staff in consultation with the TAC members, Authority staff, and the Chair of SWAT, except that any member of SWAT can place an item on the agenda for the upcoming meeting by notifying SWAT staff of their request at least one week before the scheduled date of the meeting.

REVISED 1/08

U:\Transportation\Agencies & Committees\SWAT\SWAT Administrative Services\SWAT Rules of Procedures
Rev 0108.rtf

ATTACHMENT 6.B



SWAT

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

DATE: December 7, 2010

TO: SWAT Committee

FROM: SWAT Administrative Staff

SUBJECT: Consider Adoption of the Final *2009 Tri-Valley Transportation Plan/Action Plan* and *2009 Lamorinda Action Plan for Routes of Regional Significance*

BACKGROUND

As part of the cooperative planning process envisioned under Measure C and Measure J, "Action Plans for Routes of Regional Significance" are to be developed by the Regional Transportation Planning Council (RTPC) with input from the local jurisdictions. The Tri-Valley Transportation Committee (TVTC) and Lamorinda Planning Management Committee (LPMC) serve as sub-groups to the SWAT Committee. Under Measures C and J, SWAT is the designated RTPC that reports to CCTA on policy matters relating to transportation issues within both Lamorinda and the Tri-Valley.

It is required that the LPMC and the TVTC adopt their respective Action Plans prior to a final adoption by SWAT. At their regularly scheduled Council meeting of November 30, 2009, the TVTC unanimously adopted *the 2009 Tri-Valley Transportation Plan/Action Plan*. The LMPC will consider approval of the *2009 Lamorinda Action Plan* at its Committee meeting scheduled for December 7, 2009, just prior to the SWAT meeting. Pending LPMC's adoption of the *2009 Lamorinda Action Plan*, it is recommended that SWAT consider the final approval of the *2009 Tri-Valley Transportation Plan/Action Plan* and the *2009 Lamorinda Action Plan* at this time.

RECOMMENDATION

Adopt the Final *2009 Tri-Valley Transportation Plan/Action Plan for Routes of Regional Significance* and the Final *2009 Lamorinda Action Plan for Routes of Regional Significance*.

Staff Contact:

Andy Dillard, Town of Danville

Phone: (925) 314-3384

Email: adillard@ci.danville.ca.us

**The Final 2009 Tri-Valley Transportation Plan/Action Plan for Routes of Regional
Significance can be viewed at the following website:**

<http://www.ccta.net/assets/documents/Action~Plan/Tri-ValleyActionPlan.pdf>

Final Lamorinda Action Plan Update

Adopted by the:

Lamorinda Program Management Committee

Prepared by:

DKS Associates

TRANSPORTATION SOLUTIONS

1000 Broadway, Suite 450

Oakland, CA 94607

(510) 763-2061

December xx, 2009

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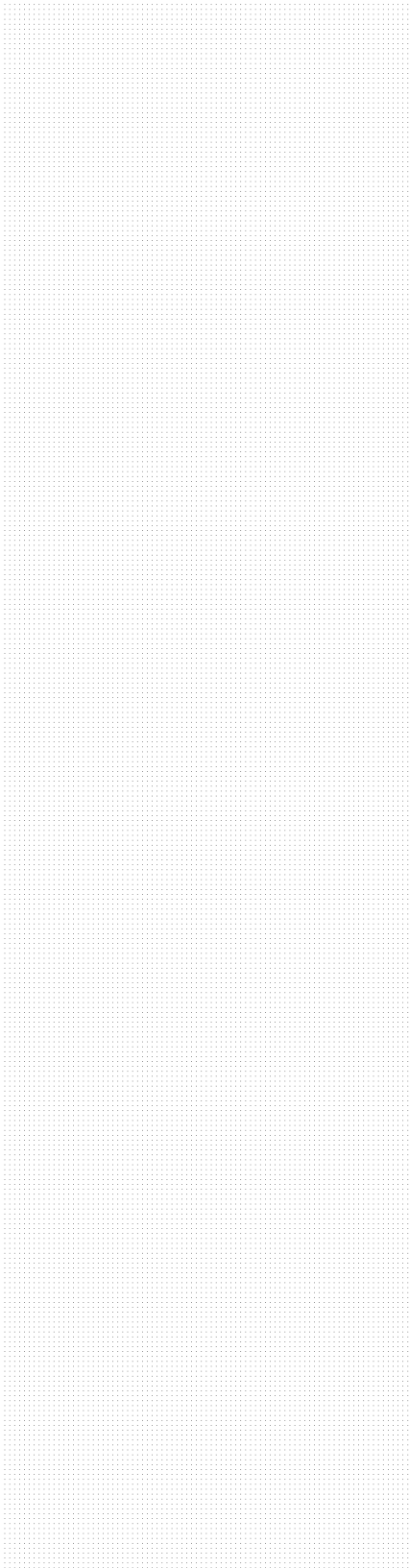
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1. INTRODUCTION

The 2008 Lamorinda Action Plan Update assesses regional transportation issues within the Lamorinda area and outlines a recommended package of vision statements, goals, policies, objectives, and actions for addressing those issues. The study area includes Moraga, Lafayette, Orinda, and portions of unincorporated Contra Costa. In addition to serving as a guide for transportation planning through 2030, the Plan also fulfills one of several requirements under the Measures J Growth Management Program that local jurisdictions participate in a multi-jurisdictional, cooperative planning process, which includes the preparation of Action Plans for Routes of Regional Significance.

The recommendations in this Plan and its counterparts in the other subareas of Contra Costa (West, Central, East County, and the Tri-Valley) will be carried forward into the 2008 Update to the Countywide Comprehensive Transportation Plan (CTP) prepared by the Contra Costa Transportation Authority (CCTA). The Lamorinda Action Plan, combined with the one for the Tri-Valley (which includes the Contra Cost jurisdictions of Danville, San Ramon, and Contra Costa County), will be forwarded through the Southwest Area Transportation Committee (SWAT) to CCTA, for inclusion in the 2008 CTP Update.

The Lamorinda Program Management Committee (LPMC) is comprised of one elected official from each of the three Lamorinda jurisdictions, and serves as the policy oversight board for the planning and implementation of Measure C/J projects and programs. A Technical Advisory Committee (the LPMC-TAC), comprised of staff from each locality, provides technical input to the LPMC.

1.1 The Action Plan

In 1988, Contra Costa County voters approved Measure C, a one-half percent local sales tax that generated \$1 billion (2008 dollars) in funding for transportation projects and programs over 20 years. Measure C also created the Contra Costa Transportation Authority (CCTA), with a board of 11 elected officials and 3 ex-officio members to guide the expenditure of the sales tax proceeds in accordance with the voter-approved expenditure plan. Recently, Measure J was passed by the voters, extending the sales tax for 25 years through 2034, and generating an additional \$2 billion (2008 dollars).

Both Measures C and J include an innovative Growth Management Program (GMP) that encourages local jurisdictions to participate in a cooperative, multi-jurisdictional planning process, and among other things, establish flexible, multimodal transportation service standards for Regional Routes. The CCTA allocates 18 percent of the sales tax revenue it receives to local jurisdictions that are found to be in compliance with the Growth Management Program. Under Measure J, an additional 5 percent of total sales-tax revenues are available to local jurisdictions for Transportation for Livable Communities (TLC) projects, subject also to GMP compliance.

