



SWAT

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

SOUTHWEST AREA TRANSPORTATION COMMITTEE

MEETING AGENDA

Monday, January 10, 2022

3:00 p.m.

Join Zoom Meeting

<https://cityofsanramon.zoom.us/j/93624702754>

Meeting ID: 936 2470 2754

One tap mobile

+1-669-900-6833 - 93624702754# US (San Jose)

CORONAVIRUS DISEASE (COVID-19) ADVISORY AND MEETING PROCEDURE

Assembly Bill 361 suspends certain provisions of the Brown Act, allowing public meetings to be held by teleconference. As a precaution to protect the health and safety of staff, officials, and the general public. Committee members will not be physically in attendance, but will be available via video conference.

There will be no physical location for members to the public to participate in the meeting. We encourage members of the public to shelter in place and access the meeting online using the web-video communication application, Zoom. Zoom participants will have the opportunity to speak during Public Comment (for topics not on the agenda), in addition to each of the agenda items.

If you are submitting a public comment via email, please do so by **12:00 p.m. on Monday, January 10, 2022** to damaral@sanramon.ca.gov. Please include "Public Comment 01/10/2022" 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.

This Committee meeting will be conducted on the web-video communication platform, Zoom. In order to view and/or participate in this meeting, members of the public will need to download Zoom from its website, <https://zoom.us/>. It is recommended that anyone wishing to participate in the meeting complete the download process before the start of the meeting.

1. CONVENE MEETING/SELF INTRODUCTION

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 Meeting Minutes of December 6, 2021
- 5.B Appointment of Katelyn Costa, Town of Danville (primary representative) Darlene Amaral, City of San Ramon (alternate representative) and Bill Keeshen, Town of Danville (Community Resident)** as the SWAT representatives to the Countywide Bicycle and Pedestrian Advisory Committee for terms through December 2023.

End of Consent Calendar

6. REGULAR AGENDA ITEMS

- 6.A Election** of 2022 SWAT Chair and SWAT Vice Chair for one-year term effective February 1, 2022 through January 31, 2023. (*Attachment – Action Required*)
- 6.B Appoint** SWAT San Ramon Valley representative and alternate to Contra Costa Transportation Authority for a two-year term effective February 1, 2022 through January 31, 2024 (*Attachment – Action Required*)
- 6.C Provide** verbal update on SWAT Administrator changes effective January 10, 2022 through June 30, 2022: by Lisa Bobadilla, SWAT Administrator (*Information Only; No Action Required*)
- 6.D Appoint** South County SWAT Representative to Innovate 680 Technical Advisory Committee (*Attachment – Action Required*)
- 6.E Provide** verbal update on SWAT website; by Darlene Amaral, SWAT 511CC TDM Senior Analyst (*Information Only, No Action required*)

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

- SWAT Meeting Summary – December 6, 2021
- CCTA Board Meeting Summary – December 15, 2021
- SWAT TDM Annual Reports FY 2019-2020 and FY 2020-2021

8. DISCUSSION: Next Agenda

9. ADJOURNMENT Monday, February 7, 2022 - 3:00 p.m.- Zoom Teleconference

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.

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

Agendas, minutes and other information regarding this committee can be found at: www.CCTA-SWAT.net

AGENDA ITEM 5.A



SWAT

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

SUMMARY MINUTES December 6, 2021 – 3:00 p.m.

Committee members present: Teresa Gerringer, City of Lafayette (Chair); Karen Stepper, Town of Danville (Vice Chair); Candace Andersen, Contra Costa County; Renata Sos, Town of Moraga; Dave Hudson, City of San Ramon; Amy Worth, City of Orinda

Committee members absent:

Staff members present: Mike Moran, City of Lafayette; Jason Chen, City of Orinda; Sivakumar Natarajan, City of Orinda; Robert Sarmiento, Contra Costa County; Lisa Bobadilla, City of San Ramon; Darlene Amaral, City of San Ramon; Andy Dillard, Town of Danville

Others present: Ruby Horta, County Connection; Melody Reeds, County Connection; Brian Bornstein, City of San Ramon; Katelyn Costa, Town of Danville; Drummond Buckey, City of Orinda; Brendan Nee, BlinkTag, Inc.

1. **CONVENE MEETING/SELF INTRODUCTIONS:** Meeting called to order by Chair Gerringer at 3:00 p.m.
2. **PUBLIC COMMENT**
3. **BOARD MEMBER COMMENT**
4. **ADMINISTRATIVE ITEMS**
5. **CONSENT CALENDAR:**

5.A Approval of Minutes: SWAT Meeting of November 1, 2021

Council Member Sos made a motion to amend the November 1, 2021 summary minutes to reflect that Bret Swain, Town of Moraga attended, and to remove Marty McInturf, Town of Moraga.

ACTION: APPROVED – Sos/Hudson/unanimous

End of Consent Calendar

6. **REGULAR AGENDA ITEMS:**

6.A Receive and Approve – New SWAT Website and Budget Increase of \$2,000

Darlene Amaral, SWAT TDM staff presented item. Ms. Amaral provided SWAT members with background information on the development of the SWAT website. She then introduced Brendan Nee from BlinkTag, Inc.

Ms. Amaral stated that in 2014, SWAT implemented a new standalone website. The website hosting included an annual maintenance contract totaling \$2,000, which is included in the annual MOU between the City of San Ramon and SWAT. Since 2014, the SWAT Administrator has worked with the previous vendor on the system upkeep. However, there has not been a system wide redesign of the site. Increasingly, the system was outdated and insufficient to meet the needs of SWAT, so it was determined that a new SWAT website design was needed.

On April 5, 2021 SWAT approved the final SWAT Website Design, Development and Maintenance Services Request for Proposal. A total of 4 vendors submitted a proposal.

On July 12, 2021 SWAT approved the contract with BlinkTag for a total cost of \$10,000 for the website design, which equaled to \$1,670 per agency for FY 2021/2022.

On November 17, 2021 BlinkTag attended the SWAT TAC meeting and presented a mockup of the website. SWAT TAC provided comments and additional feedback. In addition, at the SWAT TAC meeting, TAC determined it was necessary to update the existing SWAT logo. The updated logo is an additional cost of \$2,000, which increases the total cost of the Website Design to \$12,000 from \$10,000. This is an increase of \$330.00 per agency for FY 2021.2022, from what was previously approved back in July 2021.

Ms. Amaral shared 4 options of the updated SWAT logo.

Brendan Nee, BlinkTag presented the updated SWAT website. Mr. Nee stated that the updated website is built using WordPress which is a content management system and is designed to work on both desktop and mobile devices.

Vice Chair Stepper commented on how clean and direct the new SWAT website looks. Ms. Stepper asked for information regarding the SWAT logo.

Mr. Nee, stated that BlinkTag did not create or redesign a new logo. The current SWAT logo was updated from the black and white version to color using the same brand and a high resolution version was created.

Supervisor Andersen recommended Option 1 for the updated SWAT logo.

Council Member Sos confirmed that LPMC & LFFA information will also be hosted on the SWAT website. Ms. Sos also asked for clarification on the updated SWAT logo and associated cost of \$2,000.

Mr. Nee explained that a high resolution version of the logo was needed for the new website, so it can be used across the website platforms, letterhead, and other printed materials.

Ms. Amaral stated that SWAT TAC recommends SWAT review and approve:

- SWAT website changes;
- Approve SWAT logo redesign to higher resolution;

- Approve increase of \$2,000;
- Prepare Contract Amendment with BlinkTag; and
- Approve launch of final SWAT Website for January 1, 2022.

Next Steps:

- Schedule training for SWAT TAC, provided by BlinkTag; and
- Implement new SWAT website by January 1, 2022.

ACTION: APPROVED – Worth/Andersen/unanimous

6.B Receive Report on SWAT Work Plan for Calendar Year 2022

Lisa Bobadilla, SWAT Administrator presented this item. Ms. Bobadilla provided a summary of items (projects and programs) that will come before SWAT for review, discussion, and/or adoption in 2022. Some of the items presented may change, be deferred or added.

A summary of items presented:

1. Elect SWAT Chair and Vice Chair for 2022, per SWAT rotation (Contra Costa County, Lafayette, Danville, Orinda, Moraga, San Ramon). SWAT Chair (Danville) and Vice Chair (Orinda) for 2022.
2. Appoint SWAT-San Ramon Valley representative to Contra Costa Transportation Authority for a two-year term effective February 1, 2022 through January 31, 2024.
3. Approve SWAT TAC recommendation to appoint staff to the Contra Costa Transportation Authority (CCTA) Technical Coordinating Committee (TCC) for a two-year term through March 1, 2023.
4. Approve SWAT TAC recommendation to appoint staff to the CCTA Countywide Bicycle/Pedestrian Advisory Committee.
5. Approve SWAT TAC recommendation to appoint staff to Innovate 680 Technical Advisory Committee (TAC).
6. Receive updates on status of CCTA Action Plan progress.
7. Review and Approve Tri-Valley Transportation Council Action Plan for Routes of Regional Significance.
8. Review and Approve Lamorinda Area Action Plan for Routes of Regional Significance.

ACTION: Informational Item Only – No Action Required

6.C Discuss January 2022 SWAT Meeting Date

Lisa Bobadilla, SWAT Administrator presented this item. A discussion took place and it was unanimously agreed to move the SWAT January meeting to Monday, January 10, 2022.

ACTION: APPROVED – Andersen/Hudson/unanimous

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

- Contra Costa Transportation Authority Meeting Summary – October 20, 2021

- SWAT Meeting Summary – November 1, 2021
- TRANSPAC Meeting Summary – November 10, 2021
- Contra Costa Transportation Authority Meeting Summary – November 17, 2021

ACTION: Informational Items Only – No action required

8. **DISCUSSION:** Next Agenda

9. **ADJOURNMENT:** to Monday, January 10, 2022 at 3:00 p.m.– Zoom Teleconference

ACTION: Meeting adjourned by Chair Gerringer at 3:50 p.m.

Staff Contact:

Lisa Bobadilla
City of San Ramon
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F (925) 275-8178
Email address: lbobadilla@sanramon.ca.gov

Alternate Staff Contact:

Darlene Amaral
City of San Ramon
P (925) 973-2655
F (925) 275-8178
Email address: damaral@sanramon.ca.gov

AGENDA ITEM 5.B



SWAT

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

DATE: January 10, 2022

TO: Southwest Area Transportation Committee (SWAT)

FROM: SWAT Technical Advisory Committee (TAC)

SUBJECT: SWAT Appointment to the Contra Costa Transportation Authority's Countywide Bicycle and Pedestrian Advisory Committee

At its regularly scheduled meeting of October 7, 2019, the Southwest Area Transportation Committee (SWAT) appointed a SWAT TAC and Citizen representative to the Contra Costa Transportation Authority's ("Authority") Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) for a two-year term.

Due to staff changes and term expiration, at this time, SWAT TAC recommends appointment of CBPAC Committee representatives for the new 22/23 term. As outlined in the CBPAC by-laws, the CBPAC shall be comprised of thirteen members, of which shall include one staff representative and alternate and one citizen representative from each of the four RTPC's.

The SWAT TAC has considered and recommends the appointment of the following Staff Representative, Alternate Staff Representative, and Citizen Representative to the CBPAC for two-year term (ending December 2023).

SWAT Staff Representative: Katelyn Costa, Town of Danville

SWAT Alternate Staff Representative: Darlene Amaral, City of San Ramon

SWAT Citizen Representative: Bill Keeshen, Danville Resident

Staff Contact:

Darlene Amaral, SWAT Administrative staff

Phone: (925) 973-2655

Email: damaral@sanramon.ca.gov



BY-LAWS

Countywide Bicycle and Pedestrian Advisory Committee

Adopted October 19, 2011

These by-laws outline the purpose, membership, responsibilities, and operating procedures of the Contra Costa Countywide Bicycle and Pedestrian Advisory Committee (herein “CBPAC”) of the Contra Costa Transportation Authority (the “Authority”).

1. Name and Authorization

The name of this organization shall be the Contra Costa Countywide Bicycle and Pedestrian Advisory Committee (CBPAC).

2. Purpose

- 2.1. The purpose of the CBPAC is to advise the Authority on bicycle and pedestrian issues and to help the Authority carry out its responsibilities as a sales tax and congestion management agency.
- 2.2. The CBPAC shall have the responsibility to:
 - 2.2.1. Oversee updates to the CBPP and other Authority policy documents and help implement the policies established therein
 - 2.2.2. Review and provide recommendations on applications for funding for bicycle and pedestrian projects and programs
 - 2.2.3. Review and comment on “complete streets” checklists required of proposed projects
 - 2.2.4. Address other bicycle or pedestrian issues facing the Authority, Contra Costa and the region

3. Membership

- 3.1. The CBPAC shall be comprised of 13 members, plus alternates as noted, appointed from the following agencies:
 - 3.1.1. One citizen and one staff person plus one alternate appointed by each of the four Regional Transportation Planning Committees
 - 3.1.2. One staff person plus one alternate appointed by the County of Contra Costa
 - 3.1.3. One representative plus one alternate appointed by the East Bay Regional Park District
 - 3.1.4. One citizen representative plus one alternate appointed by the East Bay Bicycle Coalition
 - 3.1.5. Two citizens appointed by the Authority, one of which familiar with issues of youth walking and bicycling and one of which familiar with issues of seniors and disabled non-motorized transportation
- 3.2. Citizen members shall be residents of Contra Costa.
- 3.3. Members shall represent the general countywide interest and not solely the interest of their appointing authorities or any specific organization.
- 3.4. At the discretion of the respective appointing body, CBPAC members are subject to recall at anytime.
- 3.5. Members shall be appointed for two year terms. There shall be no limit on the number of consecutive terms which a member may serve.
- 3.6. If a member fails to attend three consecutive meetings, whether regularly scheduled or special, the position to which that member was appointed shall be considered vacant. Attendance by an alternate for that position shall be considered attendance by the member.

- 3.7. A vacancy in a position shall be filled for the remainder of the term by the alternate assigned to that position, if any, or until the appointing agency appoints another person to fill that position.

4. Officers

- 4.1. The Officers of the CBPAC shall be a Chair and a Vice-Chair. Their duties shall be as follows:
 - 4.1.1. Chair: Presides over CBPAC meetings; reviews the meeting agenda; appoints subcommittees and subcommittee chairs; and reports the CBPAC's actions and decisions to the Authority as appropriate.
 - 4.1.2. Vice-Chair: Presides over the CBPAC meetings in the absence of the Chair; conducts the other duties of the Chair in his/her absence.
- 4.2. Election of Officers shall be made as follows:
 - 4.2.1. Chair: The Chair's term of office shall be for one calendar year. The Chair shall be elected each year at the last meeting of the calendar year by a majority of the CBPAC members present and voting, and shall serve until replaced by a newly-elected chair. If the term of appointment of the Chair expires before the year is out, and that member does not seek or accept reappointment, the Vice-Chair will serve as Chair until the following January.
 - 4.2.2. Vice-Chair: This officer shall be elected by a majority of the CBPAC members present and voting at the last meeting of the calendar year. The term of office shall be for one year. If the term of appointment of the Vice-Chair expires before the year is out and that member does not seek or accept reappointment, the Committee will hold an election for a Vice-Chair to serve out the remainder of the term.
- 4.3. In the event of a vacancy in the office of the Chair, the Vice-chair shall be elevated to the office of Chair for the remainder of the calendar year term, and the CBPAC shall nominate and elect a new Vice-chair.

5. Voting

- 5.1. Decision-making by the CBPAC shall be by consensus. The CBPAC shall use formal voting only where consensus among members, and alternates attending in place of a member, cannot be reached.
- 5.2. Each member shall have one vote. Alternates are eligible to vote when seated in place of their regular committee member.
- 5.3. A quorum shall consist of a majority of the then-appointed CBPAC members. Vacant positions shall not be considered in calculating whether a quorum has been achieved. Alternates attending instead of regularly-appointed members shall be considered as members in determining whether a quorum has been achieved.
- 5.4. Actions taken by the CBPAC must be approved by a majority of those members or alternates eligible to vote at a meeting at which a quorum has been achieved.

6. Meetings

- 6.1. All CBPAC meetings shall be posted public meetings conducted in compliance with the Brown Act.
- 6.2. The regular meetings of the CBPAC are generally scheduled for the fourth Monday of every other month beginning in January of every year at 11:00 a.m. in the Authority offices at 2999 Oak Road, Suite 100, Walnut Creek, California 94597. Additional or alternative meetings may be scheduled to address issues requiring more immediate consideration.
- 6.3. The rules contained within the current edition of Robert's Rules of Order (Newly Revised) shall govern the CBPAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Authority's Administrative Code, the Authority's Office Procedures Guide, and any special rules of order the CBPAC may adopt.

7. Subcommittees

- 7.1. The Chair may establish subcommittees and ad hoc committees as necessary.

- 7.2. Each subcommittee shall consist of at least three (3) CBPAC members. Members shall be reappointed annually.

8. Amendment of By-Laws

Amendment of these bylaws may be initiated either by the CBPAC or the Authority directly. Amendment by the CBPAC requires a two-thirds (2/3) vote of the CBPAC members present and voting at any regular meeting of the CBPAC, and subsequent approval by the full Authority Board. Amendment by the Authority would be made consistent with the Authority's adopted procedures.

9. Communications and Reporting

- 9.1. The primary channel of communication for the CBPAC shall be through written and oral reports from the CBPAC to the Technical Coordinating Committee, and through that committee to the Planning Committee and Authority board.
- 9.2. Reports from the CBPAC should reflect the consensus of the CBPAC. If consensus has not been achieved, the Chair shall convey to the Authority that the CBPAC position reflects a majority vote, and the Chair shall acknowledge and convey minority opinions.
- 9.3. CBPAC members are encouraged to report back to their appointing Councils or boards on at least an annual basis and more frequently if warranted.

10. Conflict of Interest

- 10.1. There shall be no monetary gain by members of the CBPAC as a result of their membership and actions on the CBPAC.
- 10.2. CBPAC members shall recuse themselves from discussion and voting on issues in which they might have a personal financial interest or benefit.

AGENDA ITEM 6.A



SWAT

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

DATE: January 10, 2022

TO: Southwest Area Transportation Committee (SWAT)

FROM: SWAT Technical Advisory Committee (TAC)

SUBJECT: Rotation of SWAT Chair and Vice Chair for 2022

BACKGROUND

As described in the SWAT Rules of Procedure, the SWAT Chair and Vice Chair shall rotate for a 12-month term, from January 2022 through January 2023. The sequence of rotation is Contra Costa County, Lafayette, Danville, Orinda, Moraga, San Ramon.

As such, the 2022 SWAT Chair is scheduled to rotate to the Danville SWAT Representative, and SWAT Vice Chair is scheduled to rotate to the Orinda SWAT Representative, effective January 2022.

RECOMMENDATION

It is recommended that SWAT consider the following:

1. Appoint the Danville SWAT Representative as the 2022 SWAT Chair; and
2. Appoint the Orinda SWAT Representative as the 2022 SWAT Vice Chair.

NEXT STEPS

1. Notify Contra Costa Transportation Authority (CCTA) of the SWAT Chair and Vice Chair Representatives; and
2. Identify and confirm SWAT meeting location (if needed), to be determined by SWAT Chair, effective February 2022 through January 2023.

Staff Contact:

Darlene Amaral , SWAT Administrative staff

Phone: (925) 973-2655

Email: damaral@sanramon.ca.gov

AGENDA ITEM 6.B



SWAT

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

DATE: January 10, 2022

TO: Southwest Area Transportation Committee (SWAT)

FROM: SWAT Technical Advisory Committee (TAC)

SUBJECT: South County SWAT Appointment to the Contra Costa Transportation Authority for 2-year term

BACKGROUND

The SWAT representative to the Contra Costa Transportation Authority (CCTA), from the San Ramon Valley, is rotated between the jurisdictions of San Ramon and Danville. Currently, the San Ramon representative is serving a two-year term through January 31, 2022.

The South County SWAT representative to CCTA was scheduled to rotate to the Danville representative for a two-year term effective February 1, 2020 through January 31, 2022. However, at that time, Danville (Newell Arnerich) was serving as the Mayor's Conference representative to the CCTA. Mr. Arnerich's term as the Mayors Conference representative runs through January 31, 2023. Therefore, the representative to CCTA from the San Ramon Valley was the San Ramon representative (Hudson).

For historical purposes, at its January 7, 2008 meeting, SWAT Committee amended its Rules of Procedure to add Section 4(e), as follows:

"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."

At this time, per the SWAT Rules of Procedure, the San Ramon SWAT representative is scheduled to serve as the San Ramon Valley representative to the CCTA, for the two-year term through January 31, 2024.

RECOMMENDATION

1. Appoint the San Ramon SWAT representative as the San Ramon Valley SWAT representative to the CCTA; and
2. Appoint the Danville SWAT representative as the alternate San Ramon Valley SWAT alternate representative to the CCTA, for a two-year term effective February 1, 2022 through January 31, 2024.

ATTACHMENTS

1. Contra Costa Transportation Authority letter dated November 10, 2021; and
2. SWAT Rules of Procedure.

Staff Contact:

Darlene Amaral, SWAT Administrative staff
Phone: (925) 973-2655
Email: damaral@sanramon.ca.gov



CONTRA COSTA
transportation
authority

COMMISSIONERS

Teresa Gerringer,
Chair

Chris Kelley,
Vice Chair

Newell Arnerich

Tom Butt

Federal Glover

Loella Haskew

David Hudson

Karen Mitchoff

Sue Noack

Lamar Thorpe

Holland White

Timothy Haile,
Executive Director

November 10, 2021

Teresa Gerringer, Chair
SWAT c/o City of Lafayette
3675 Mt. Diablo Boulevard, #210
Lafayette, CA 94549

Subject: Expiration of Authority Member and Alternate Terms and Appointment of
a South County Representative and Alternate for the Term of February 1,
2022 through January 31, 2024

Dear Chair Gerringer,

Commissioner David Hudson's term as the SWAT representative on the Contra Costa Transportation Authority (Authority) Board will be expiring on January 31, 2022. The Authority kindly requests that the SWAT Board make an appointment to the Authority Board for the term of February 1, 2022 through January 31, 2024. An alternate also needs to be appointed. The current alternate for Commissioner Hudson is Commissioner Alternate Karen Stepper.

Please notify the Authority in writing of your appointments and provide us contact information for any new appointees. If any changes occur, we ask that you please advise the Authority in writing. We anticipate seating new members formally at the Authority Board Meeting on February 16, 2022 and at the Authority's Planning Committee and Administration & Projects Committee meetings depending upon appointment in March (March 2, 2022 and March 3, 2022, respectively).

Thank you for your attention to this matter. Please feel free to contact me at (925) 256-4722 or via email at tgrover@ccta.net if you have any questions.

Sincerely,

Tarienne Grover, MMC, EMPA
Director, Administrative Services

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

Cc: Mayor David Hudson, Authority Commissioner
Council Member Karen Stepper, Authority Commissioner Alternate
Timothy Haile, Authority Executive Director
Lisa Bobadilla, SWAT Administrative Staff, c/o City of San Ramon

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.
- (d) The Chair, or in his/her absence the Vice Chair, shall be the presiding officer of the Committee and shall assume his/her place and duties as such immediately following his/her appointment. In the event the Vice Chair is absent, the Chair shall have the right to name any member of the Board to perform the duties of the Chair, but such substitution shall not extend beyond adjournment.

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’s Technical Coordinating Committee (TCC) and Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) 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.

REVISION AS APPROVED 1/5/15

AGENDA ITEM 6.D



SWAT

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

DATE: January 10, 2022

TO: Southwest Area Transportation Committee (SWAT)

FROM: SWAT Technical Advisory Committee (TAC)

SUBJECT: Appoint South County SWAT Representative to Innovate 680 Technical Advisory Committee

BACKGROUND

Interstate 680 (I-680) is ranked as the 8th most congested corridor in the San Francisco Bay Area. Commuters and travelers on I-680 experience significant delays and inconsistent flow of traffic in both directions. Innovate 680 is a program of projects that is an integrated approach to redefining mobility and addressing the increasing congestion on I-680 through seven key strategies that range from completing the High Occupancy Vehicle (HOV) lanes to deploying a suite of technologies to improve traffic flow.

The Contra Costa Transportation Authority (CCTA) has formed a Policy Advisory Committee (PAC) and Technical Advisory Committee (TAC) to ensure multi-jurisdictional coordination and help guide the Innovate 680 project.

Each jurisdiction along the corridor is represented on the committees. The Policy Advisory Committee is made up of elected officials while the TAC is comprised of technical staff from the jurisdictions. In addition to local jurisdictions, County Connection, Wheels, BART and Caltrans each have a representative on both committees. The committees meet at least quarterly to assess progress and provide input on the various projects that make up Innovate 680.

On February 5, 2018, SWAT appointed Andy Dillard, Town of Danville and Lisa Bobadilla, City of San Ramon to the TAC. Lisa Bobadilla has recently retired from the City of San Ramon. The City has embarked on a recruitment to hire a new Division Manager, to replace Ms. Bobadilla. In the meantime, Brian Bornstein, City Engineer, San Ramon, will represent the City on SWAT and SWAT TAC. Therefore, the City is requesting that SWAT appoint Mr. Bornstein to Innovate 680 TAC effective immediately.

RECOMMENDATION

1. Appoint Brian Bornstein, City of San Ramon, as the San Ramon Innovate 680 Technical Advisory Committee representative.

Staff Contact:

Brian Bornstein, City of San Ramon
Phone: (925) 973-2686
Email: bbornstein@sanramon.ca.gov

AGENDA ITEM 7



SWAT

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

December 14, 2021

Mr. Tim Haile, Executive Director
Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597

RE: SWAT Meeting Summary Report for December 2021

Dear Mr.  Haile:

The Southwest Area Transportation Committee ("SWAT") met Monday, December 6, 2021. The following is a summary of the meeting and action items:

1. Received update on SWAT Website redesign and Approved budget increase of \$2,000. The updated SWAT website will launch January 1, 2022.
2. Received Report on SWAT Work Plan for Calendar Year 2022; and
3. Discussed January 2022 SWAT Meeting. Meeting will take place on Monday, January 10, 2022.

Please contact me at (925) 973-2651, or email at lbobadilla@sanramon.ca.gov, if you need additional information.

All the best,



Lisa Bobadilla
SWAT Administrator

Cc: SWAT; SWAT TAC; Hisham Noeimi, CCTA; Stephanie Hu, CCTA, Matt Kelly, CCTA, John Hoang, CCTA; Matt Todd, TRANSPAC; John Nemeth, WCCTAC; Robert Sarmiento, TRANSPAN



CONTRA COSTA
transportation
authority

COMMISSIONERS

Teresa Gerringer,
Chair

Chris Kelley,
Vice Chair

Newell Americh

Tom Butt

Federal Glover

Loella Haskew

David Hudson

Karen Mitchoff


Sue Noack

Lamar Thorpe

Holland White

Timothy Haile,
Executive Director

MEMORANDUM

To: Matt Todd, TRANSPAC
Lisa Bobadilla, SWAT
John Cunningham, TRANSPLAN
Lisa Bobadilla, TVTC
John Nemeth, WCCTAC
Bret Swain, LPMC 

From: Timothy Haile, Executive Director

Date: December 22, 2021

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

At its December 15, 2021 meeting, the Authority discussed the following items, which may be of interests to the Regional Transportation Planning Committees:

- A. *Innovate 680* – Part Time Transit Lane (Project 8009.03) – Authorization to Execute Cooperative Agreement No. 90.80.08 with the California Department of Transportation (Caltrans) for Project Study Report/Project Development Support (PSR/PDS) Oversight Services

Recommendation: Staff sought authorization for the Chair to terminate Cooperative Agreement No. 90.80.02 and execute Cooperative Agreement No. 90.80.08 with Caltrans in an amount not-to-exceed \$240,000, for PSR/PDS oversight services, and to allow the Executive Director or designee to make any non-substantive changes to the language.

Action: The Authority Board authorized the Chair to terminate Cooperative Agreement No. 90.80.02 and execute Cooperative Agreement No. 90.80.08 with Caltrans in an amount not-to-exceed \$240,000, for PSR/PDS oversight services,

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CA 94597
PHONE: 925.256.4700
FAX: 925.256.4701
www.ccta.net

and to allow the Executive Director or designee to make any non-substantive changes to the language.

- B.** Iron Horse Trail (IHT)/Bollinger Canyon Road Bicycle and Pedestrian Overcrossing (POC) (Project 120025): Authorization to Execute Amendment No. 1 to Cooperative Agreement No. 12SW.05 with the City of San Ramon (City) for Environmental Documents, Plans, Specifications & Estimates (PS&E), Right-of-Way (ROW), Utility, and Construction Phase Services

Recommendation: Staff sought authorization for the Chair to execute Amendment No. 1 to Cooperative Agreement No. 12SW.05 with the City in the amount of \$5,299,000, for a new total agreement value of \$22,719,000, to provide environmental documents, PS&E, ROW, utility, and construction phase services, and to allow the Executive Director or designee to make any non-substantive changes to the language.

Action: The Authority Board authorized the Chair to execute Amendment No. 1 to Cooperative Agreement No. 12SW.05 with the City in the amount of \$5,299,000, for a new total agreement value of \$22,719,000, to provide environmental documents, PS&E, ROW, utility, and construction phase services, and to allow the Executive Director or designee to make any non-substantive changes to the language.

- C.** Interstate 680/State Route 4 Interchange Improvements, Phase 3 Widening (Project 1117/6001): Approval to Increase Construction Allotment for Agreement No. 505 with Brosamer and Wall, Inc. (Brosamer) for Construction Services

Recommendation: Staff sought approval of 1) Resolution 18-59-P (Rev 1), which will increase the authorized construction allotment amount by \$2,073,000, for a new total construction allotment value of \$99,775,223; and 2) Resolution 21-47-P, which will adopt Amendment No. 2 to the 2019 *Measure J Strategic Plan*.

Action: The Authority Board approved 1) Resolution 18-59-P (Rev 1), which will increase the authorized construction allotment amount by \$2,073,000, for a new total construction allotment value of \$99,775,223; and 2) Resolution 21-47-P, which will adopt Amendment No. 2 to the 2019 Measure J Strategic Plan.

D. East Contra Costa County (East County) Dynamic Personal Micro Transit (DPMT) Feasibility Study (Study)

Recommendation: Staff presented the findings of the East County DPMT Study. This is an informational item only; no staff recommendation at this time.

Action: The Authority Board received a presentation on the findings of the East County DPMT Study.

E. Approval of the East County Integrated Transit Study (Study) Locally Preferred Alternative (LPA)

Recommendation: Staff sought approval of Alternative 4 - Express Bus to Antioch as the recommended LPA from the Draft Study to be advanced for cost refinement and conceptual design, and advancing certain design elements of the higher cost Alternative 1 - Bay Area Rapid Transit Rail Extension, to be included in the Final Study.

Action: The Authority Board approved Alternative 4 - Express Bus to Antioch as the recommended LPA from the Draft Study to be advanced for cost refinement and conceptual design and advancing certain design elements of the higher cost Alternative 1 - Bay Area Rapid Transit Rail Extension, to be included in the Final Study.

F. PUBLIC HEARING: Approval of the 2021 Update of the Contra Costa Congestion Management Program (CMP)

Recommendation: Staff sought approval to adopt Resolution 21-46-G approving the 2021 Update of the Contra Costa CMP, authorize the Executive Director or designee to make any non-substantive changes to finalize the document, and forward it to the Metropolitan Transportation Commission.

Action: Following a Public Hearing, the Authority Board adopted Resolution 21-46-G approving the 2021 Update of the Contra Costa CMP, authorizing the Executive Director or designee to make any non-substantive changes to finalize the document, and approving staff to forward it to the Metropolitan Transportation Commission.

G. Consideration to Continue Conducting Remote Teleconferencing Meetings of the Legislative Bodies of the Authority Pursuant to Assembly Bill (AB) 361

Recommendation: Staff sought approval to proclaim a local emergency, ratify the proclamation of a State of Emergency, and authorize the continuation of conducting remote teleconference meetings of the legislative bodies of the Authority for the period of January 2022 pursuant to the Brown Act provisions under AB 361.

Action: The Authority Board proclaimed a local emergency, ratified the proclamation of a State of Emergency, and authorized the continuation of conducting remote teleconference meetings of the legislative bodies of the Authority for the period of January 2022 pursuant to the Brown Act provisions under AB 361.

511 Contra Costa Transportation Demand Management Annual Report

Southwest Area
Fiscal Year 2019-2020

January 2022

SOUTHWEST AREA TRANSPORTATION (SWAT)

SWAT Jurisdictions

1. Contra Costa County
2. Town of Danville
3. City of Lafayette
4. Town of Moraga
5. City of Orinda
6. City of San Ramon

SWAT Elected Officials

1. Contra Costa County, SWAT Chair
 - Supervisor Candace Anderson, District II
2. Town of Danville
 - Renee Morgan, Councilmember
3. City of Lafayette, SWAT Vice Chair
 - Teresa Gerringer, Councilmember
4. Town of Moraga
 - Renata Sos, Councilmember
5. City of Orinda
 - Amy Worth, Councilmember
6. City of San Ramon
 - Dave Hudson, Councilmember

SWAT Technical Advisory Committee

1. Contra Costa County
 - Robert Sarmiento
2. Town of Danville
 - Andy Dillard
3. City of Lafayette
 - Mike Moran
4. Town of Moraga
 - Shawn Knapp
5. City of Orinda
 - Jason Chen
6. City of San Ramon
 - Lisa Bobadilla, SWAT Administrator
 - Darlene Amaral, SWAT TDM Staff



TRANSPORTATION DEMAND MANAGEMENT

ANNUAL REPORT FOR FISCAL YEAR 2019-2020

The Transportation Demand Management (TDM) Annual Program review contains results and participation data for Fiscal Year 2019 – 2020 SWAT Transportation Demand Management 511 Contra Costa programs. 511 Contra Costa offers countywide and local programs that reduce vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions as part of the Contra Costa Growth Management Program, the Congestion Management Program and other legislative mandates (*). These programs promote alternatives to single occupant vehicle while promoting the mission of TDM which is to reduce traffic congestion and improve air quality by maximizing the use of the existing roadway system.

On March 16, 2020, the Health Officer of Contra Costa County issued an Order that directed all individuals living in the county to shelter in place (SIP), due to the Coronavirus Disease (COVID-19). The SIP Order affected the participation in the 511 Contra Costa Countywide incentive programs, as a significant number of individuals were no longer commuting to worksites.

As a result, participation in all of the Commuter and Student Incentive Programs, were impacted.

SWAT Incentive Programs:

1. Student Transit Ticket Program – provides two free transit passes to qualifying students in Southwest Contra Costa County.
2. High School Carpool to School Program- provides incentives to High Schools to promote students to carpool to school.
3. Countywide Vanpool Driver and Passenger Program – provides 50% off vanpool fare for three consecutive months. For new Vanpool Drivers, a startup incentive is provided up to \$200 per month towards their vanpool lease payment, and a \$1,000 vanpool driver bonus is provided after vanpool is on the road for 12 consecutive months

*AB 32, SB 375 & SB 1339

511 CONTRA COSTA STUDENT PROGRAMS

Student Transit Ticket Program

The Student Transit Ticket Program for the 2019-2020, School Year (SY) provided two 12-ride County Connection transit passes to 400 students. During this school year, County Connection eliminated paper transit passes, which limited the number of paper transit passes to disperse to students. A 53% decrease in participation when compared to SY 2018-2019.

An online follow-up survey was distributed to 242 families, of which 77 families responded (32% response rate).



Student Transit Ticket Program Survey Results

28% lived 5 or more miles from school.

64% used all 24 rides on their two 12-ride passes.

14% took the bus 5 days a week before receiving the free transit passes.

36% took the bus 5 days a week after receiving the free transit passes.

*Student Transit Ticket Program Participation**

<i>School</i>	<i>Location</i>	<i>Participation</i>
Acalanes High School	Lafayette	12
Bella Vista Elementary School	San Ramon	3
Bollinger Canyon Elementary School	San Ramon	9
Burton Valley Elementary School	Lafayette	1
California High School	San Ramon	60
Campolindo High School	Moraga	16
Charlotte Wood Middle School	Danville	2
Contra Costa Jewish Day School	Lafayette	5
Country Club Elementary School	San Ramon	1
Coyote Creek Elementary School	San Ramon	4
Del Amigo High School	Danville	3
Diablo Vista Middle School	Danville	1
Doris Eaton	San Ramon	2
Dougherty Valley High School	San Ramon	98
Gale Ranch Middle School	San Ramon	19
Glorietta Elementary School	Orinda	2
Golden View Elementary School	San Ramon	3
Happy Valley Elementary School	Lafayette	2
Iron Horse Middle School	San Ramon	41
Joaquin Moraga Intermediate	Moraga	2
Live Oak Elementary School	San Ramon	11
Miramonte High School	Orinda	20
Montair Elementary School	Danville	1
Monte Vista High School	Danville	12
Orinda Intermediate	Orinda	19
Rheem Elementary School	Moraga	2
San Ramon Valley High School	Danville	5
Sleepy Hollow Elementary School	Orinda	1
Springhill Elementary School	Lafayette	1
Stanley Middle School	Lafayette	9
Twin Creeks Elementary School	San Ramon	7
Windemere Ranch Middle School	San Ramon	26
Total		400

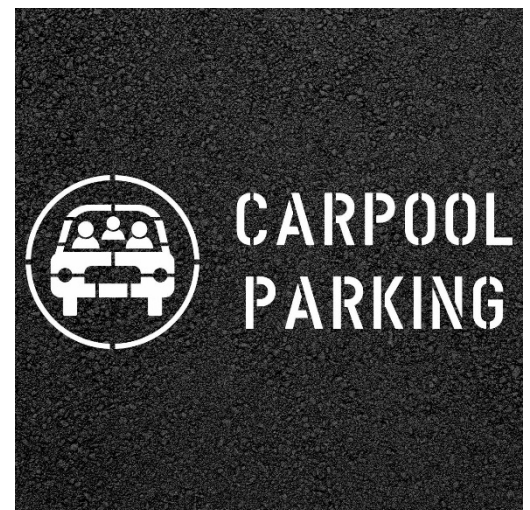
**Schools are listed in alphabetical order, breakdown by City available upon request*

High School Carpool to School

The High School Carpool to School Program provides students with an incentive to Carpool to School. Each student who registers and obtains a parking permit from their school receives a \$10 gas card. Registered students, along with their passengers, are then entered into monthly drawings to receive \$5 gift cards.

This program was affected by COVID-19. Due to the Shelter in Place orders effective March 2020, surveys were not circulated as schools transitioned to virtual learning in March 2020. Listed below is a list of schools that registered to participate in the program for SY 2019-2020.

1. Acalanes High School (Lafayette) – 50 carpool parking spaces and distributed a total of 65 gift cards to students.
2. Campolindo High School (Moraga) – 18 carpool parking spaces and distributed a total of 28 gift cards to students
3. Dougherty Valley High School (San Ramon) -12 carpool parking spaces and distributed a total of 23 gift cards to students
4. Miramonte High School (Orinda) – 75 carpool parking spaces and distributed a total of 50 gift cards to students
5. Monte Vista High School (Danville) – 70 carpool parking spaces and distributed a total of 80 gift cards to students.



511 CONTRA COSTA COUNTYWIDE VANPOOL PROGRAM

The Vanpool Passenger Incentive Program* provides new passengers a reimbursement of 50% off vanpool fare after riding for three consecutive months.

To start a new vanpool, 511 Contra Costa offers two incentives: (1) an startup incentive to help offset monthly lease payments for the first year up to \$2400; and provides an incentive to the drivers who start a new vanpool and keep it on the road for at least one year could be eligible to receive a \$1,000 cash bonus.

A total of 6 new vanpools received the startup incentive for starting a new vanpool during 2019-2020 fiscal year. The origin and destination of these 6 vanpools are below:

- Danville to Milpitas
- Stockton to Richmond
- Lafayette to South. San Francisco
- Foster City to San Ramon
- Hercules to South San Francisco
- Vallejo/Pinole to San Francisco

A total of 35 vanpool passengers participated in the 2019-2020 fiscal year, of which 16 completed the survey (46% response rate).

- Currently ride in a vanpool – 19%
- Response indicates that 88% reported that their commute changed due to the Shelter in Place COVID-19 restrictions
- Response indicates that 80% reported that they drove alone prior to joining a vanpool.
- On average, vanpools travel 42 miles (one way) to work

**This program was impacted by COVID-19 as the Shelter in Place Order went into place March 2020.*

<u>Vanpool Passenger Origin</u>	
Antioch	4
Concord	1
Danville	1
Davis	2
Elk Grove	1
Fairfield	3
Galt	1
Morgan Hill	1
Mountain House	1
Oakland	1
Pleasanton	1
Roseville	1
Sacramento	4
San Francisco	2
San Jose	1
San Rafael	1
Sunnyvale	1
Vacaville	4
Walnut Creek	3
Woodland	1
Total	35

<u>Vanpool Passenger Destination</u>	
Milpitas	2
Richmond	18
Sacramento	3
San Quentin	2
San Ramon	9
San Francisco	1
Total	35



511 CONTRA COSTA SOUTHWEST EMPLOYER PROGRAMS

511 Contra Costa provides support to employers to increase the number of employees using commute alternatives. Throughout the year, employers and local Chambers of Commerce within the Southwest region receives correspondence related to Bike to Work Day, Spare the Air, and the 511 Contra Costa incentive programs.

511 Contra Costa are members of several regional committees which include the Tri-Valley & the Contra Costa Resource Team on Air Quality, Association for Commuter Transportation (ACT), ACT Northern California Chapter, and the MTC TDM Working Group

Prior to COVID-19 Employer & Community Outreach Efforts in Fiscal Year 2019-2020 (attended a total of 18 events and/or meetings). In addition to attending events, over 25 employers received brochure holders, along with 511 Contra Costa brochures and transit route information to display in breakrooms for employees. Details are below:

1. Saint Mary's College - Moraga
 - a. Tabled with County Connection and provided local transit route information, 511 Contra Costa brochures, and distributed giveaways to students and faculty.
2. East Bay Regional Park District – San Ramon
 - a. Tabled during their Employee Health & Safety Fair and Green Expo event for employees. Provided 511 Contra Costa brochures and distributed giveaways. Approximately 400 in attendance at this event.
3. DVC San Ramon Campus – San Ramon
 - a. Tabled with County Connection during their Fall Festival event and provided local transit route information, 511 Contra Costa brochures, and distributed giveaways to students and faculty.
4. San Ramon Chamber of Commerce Business Expo & Mixer – San Ramon
 - a. Participated in Business Expo to promote 511 Contra Costa programs to employers. Approximately 300 in attendance.
5. Oracle - Pleasanton
 - a. Tabled and provided 511 Contra Costa brochures and distributed giveaways to residents of Contra Costa County.
6. Town of Moraga Pear & Wine Festival - Moraga

- a. Tabled and provided local transit route information, 511 Contra Costa brochures, and distributed giveaways.
7. Alamo Farmers Market - Alamo
 - a. Tabled and provided local transit route information, 511 Contra Costa brochures, and distributed giveaways.
8. Theatre Plaza - Orinda
 - a. Tabled in center of Plaza and provided local transit route information, 511 Contra Costa brochures, and distributed giveaways.
9. Whole Foods – San Ramon
 - a. Tabled in breakroom for employees and provided local transit route information, 511 Contra Costa brochures, and distributed giveaways.
10. City of Lafayette, Environmental Task Force – Lafayette
 - a. Presented 511 Contra Costa programs and incentives to the committee members.
11. Moraga School District, Joaquin Middle School – Moraga
 - a. Tabled during a Teachers Work Day meeting. Provided local transit route information, 511 Contra Costa brochures, and distributed giveaways. Approximately 100 in attendance.
12. Lafayette City Offices (Desco Bldg) – Lafayette
 - a. Tabled in lobby and provided local transit route information, 511 Contra Costa brochures, and distributed giveaways.
13. Danville Farmers Market – Danville
 - a. Tabled and provided local transit route information, 511 Contra Costa brochures, and distributed giveaways.
14. Brookdale Senior Living Center – San Ramon
 - a. Presented 511 Contra Costa programs and incentives to employees.
15. PG&E– San Ramon
 - a. Tabled with Bishop Ranch Transportation Center. Provided information to employees regarding 511 Contra Costa incentives, vanpool & carpooling options, and distributed promotional items.
16. Lafayette Park Hotel – Lafayette
 - a. Tabled during their open enrollment event and provided local transit route information, 511 Contra Costa brochures, and distributed giveaways.
17. Valent, LLC – Walnut Creek
 - a. Presented 511 Contra Costa programs and incentives to employees. Company relocating to San Ramon.

- b. In addition, during COVID-19, set up two video conferences, using Skype for employees located in the Dublin and Walnut Creek offices. Provided local transit route information and 511 Contra Costa programs and incentives.

18. Sports Basement – San Ramon

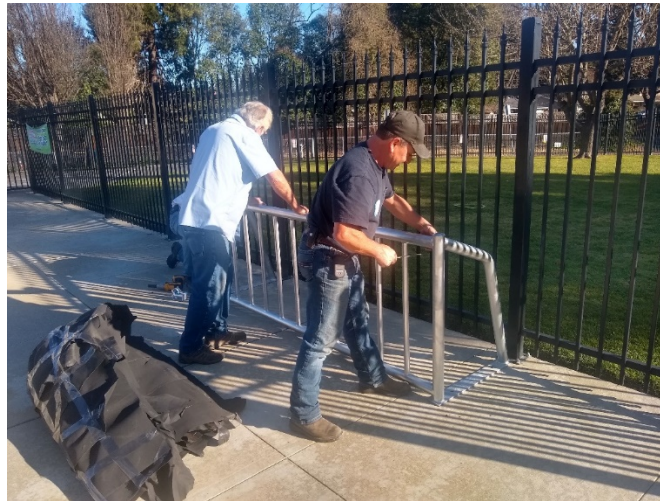
- a. Presented 511 Contra Costa programs and incentives during a bike event sponsored by Sports Basement. Approximately 32 in attendance.



Bike Infrastructure Program

New bike rack purchased and installed at the following location:

1. John Baldwin Elementary School, Danville – 1 Bike Rack (12 bike capacity).



Charging Station Infrastructure Program

511 Contra Costa reimbursed the Town of Moraga for the purchase of the charging stations only. The Town, purchased and installed two dual-port Level 2 electric vehicle charging stations at the locations listed below.

1. Town Offices
2. Moraga Commons Park – Town Offices



BAY AREA **BIKE TO WHEREVER DAYS** 2020

Due to COVID-19, the Bay Area's annual Bike to Work Day was renamed to Bike to Wherever Days (BTWD), in May 2020. Cyclists across the Bay Area were encouraged to get out on their bikes and safely pedal to wherever: through a park, to a grocery store or to visit with friends and family while social distancing throughout September 2020.

Despite BTWD being postponed, staff received 800 of the regional Bike to Work Day canvas bags. 511 Contra Costa staff provided approximately 2,200 canvas bags to the County Library in Martinez to disburse to all libraries within the County.

In addition, staff reached out to employers and local bike shops to provide them with some of the canvas bags to provide to the public to help promote Bike to Wherever Days.



COUNTYWIDE PROGRAMS AND REGIONAL UPDATES

1. 511 Contra Costa Commuter Incentive Programs

a. Drive Less – Bike, Walk, Transit, Carpool, Vanpool

- Provides eligible participants with an opportunity to receive a \$25 incentive for use of an alternative mode of travel rather than a single occupant vehicle for reducing traffic congestion and improving air quality.
- A total of 277 Contra Costa County commuters received an incentive in 2019-2020.
- Out of the 277, a total of **90** live or work in the SWAT region.

b. Countywide Guaranteed Ride Home Program (GRH)

- Employees who work in Contra Costa County are eligible reimbursement for an emergency trip home.
- A total of 368 “new” commuters registered in the GRH Program in 2019-2020.
- A total of , 222 GRH incentive provided, a total of **68 commuters received GRH reimbursement**, in the SWAT region.,

c. Try Transit

- Provides commuters and college students a \$25 Clipper card to encourage them to try taking public transportation instead of driving alone.
- A total 1,054 employees received an incentive in 2019-2020.
- Out of the 1,054 employees, **164 live and/or work in the SWAT region.**

2. **TRAFFIX** – TRAFFIX is a Joint Powers Authority (JPA)(between the City of San Ramon, Town of Danville, San Ramon Valley Unified School District, and Contra Costa County. The primary objective is to reduce traffic congestion in the most heavily traveled corridors throughout the San Ramon Valley. TRAFFIX provides school bus service to eleven school sites, with more than 1,740 students participating in the program (pre-Covid).

3. **Lamorinda School Bus Program** – The Lamorinda School Bus Program (LSBP) provides home-to-school bus transportation to over 1,478 students (pre-

Covid) Twenty-two (22) buses leased from First Student provide daily bus service to twelve participating schools in the Lafayette, Moraga, Orinda Union and Acalanes Union High School Districts.

4. **511 SF BAY 511.org** – Provides phone and web information for Bay Area traffic, transit, carpool, vanpool, and bicycling information.
 - a. **Bay Area Carpool Program** – Match through a ride-match app, the 511 Ridematch Service or the Casual Carpool network and join the community.
 - b. **Bay Area Vanpool Program** – Provides qualified vanpools \$350 off the monthly cost of a vanpool. It also helps commuters find vanpool seats, start vanpools, keep vanpools on the road with an "empty seat" subsidy, provides free bridge tolls to qualifying vanpools, and helps vanpools get discounted parking.
 - c. **Bay Area Commuter Benefit Program** – Employers with 50 or more full-time employees in the Bay Area are required to offer commuter benefits to their employees.

For TDM Information, contact:

Darlene Amaral
Senior TDM Program Analyst
925-973-2655
damaral@511contracosta.org

Amy Sekhon
Office Specialist
925-973-2650
asekhon@sanramon.ca.gov

511 Contra Costa

TRANSPORTATION DEMAND MANAGEMENT ANNUAL REPORT

Southwest Area
Fiscal Year 2020-2021

January 2022

SOUTHWEST AREA TRANSPORTATION (SWAT)

SWAT Jurisdictions

1. City of Lafayette
2. Town of Danville
3. City of Orinda
4. Town of Moraga
5. City of San Ramon
6. Contra Costa County

SWAT Elected Officials

1. City of Lafayette, SWAT Chair
 - Teresa Gerringer, Vice Mayor
2. Town of Danville
 - Karen Stepper, Councilmember
3. City of Orinda
 - Amy Worth, Mayor
4. Town of Moraga
 - Renata Sos, Councilmember
5. City of San Ramon
 - David E. Hudson, Mayor
6. Contra Costa County
 - Supervisor Candace Anderson, District II

SWAT Technical Advisory Committee

1. City of Lafayette
 - Mike Moran
2. Town of Danville
 - Andy Dillard
3. City of Orinda
 - Jason Chen
 - Sivakumar Natarajan
4. Town of Moraga
 - Bret Swain
5. City of San Ramon
 - Lisa Bobadilla, SWAT Administrator
 - Darlene Amaral, SWAT TDM Staff
6. Contra Costa County
 - Robert Sarmiento



TRANSPORTATION DEMAND MANAGEMENT

ANNUAL REPORT FOR FISCAL YEAR 2020-2021

The Transportation Demand Management (TDM) Annual Program review contains results and participation data for Fiscal Year 2020 – 2021 SWAT Transportation Demand Management 511 Contra Costa programs. 511 Contra Costa offers countywide and local programs that reduce vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions as part of the Contra Costa Growth Management Program, the Congestion Management Program and other legislative mandates*. These programs promote alternatives to single occupant vehicle while promoting the mission of TDM which is to reduce traffic congestion and improve air quality by maximizing the use of the existing roadway system.

On March 16, 2020, the Health Officer of Contra Costa County issued an Order that directed all individuals living in the county to shelter in place (SIP), due to the Coronavirus Disease (COVID-19). The SIP Order affected the participation in the 511 Contra Costa Countywide incentive programs, as a significant number of individuals were no longer commuting to worksites.

As a result, participation in all of the Commuter and Student Incentive Programs, were impacted.

SWAT Incentive Programs:

1. Student Transit Program – provides free transit to qualifying students in Southwest Contra Costa County.
2. High School Carpool to School Program- provides incentives to High Schools to promote students to carpool to school.
3. Countywide Vanpool Driver and Passenger Program – provides 50% off vanpool fare for three consecutive months. For new Vanpool Drivers, a startup incentive is provided up to \$200 per month towards their vanpool lease payment, and a \$1,000 vanpool driver bonus is provided after vanpool is on the road for 12 consecutive months
4. Southwest Employer Program – provides employers with tools and incentives to encourage employees to try commute alternative.

*AB 32, SB 375 & SB 1339

511 CONTRA COSTA STUDENT PROGRAMS

Student Transit Program

The Student Transit Program was discontinued for Fiscal Year 2020-2021 due to the Contra Costa County Health Orders and public schools conducting distance learning at the start of the school year. 511 Contra Costa worked on implementing a new program called Pass2Class Program, which will provide students with 2 months of free transit at the beginning of the School Year 2021-2022.



High School Carpool to School

The High School Carpool to School Program provides students with an incentive to Carpool to School. Each student who registers and obtains a parking permit from their school receives a \$10 gas card. Registered students, along with their passengers, are then entered into monthly drawings to receive \$5 gift cards.

This program was affected by COVID-19, and was not offered during School Year 2020-2021, due to public schools conducting distance learning, students were not driving to school.

511 CONTRA COSTA COUNTYWIDE VANPOOL PROGRAM

The Vanpool Passenger Incentive Program provides new passengers a reimbursement of 50% off vanpool fare after riding for three consecutive months.

To start a new vanpool, 511 Contra Costa offers two incentives: (1) provides a startup incentive to help offset monthly lease payments for the first year up to \$2400, (2) Provides an incentive to the drivers who start a new vanpool and keep it on the road for at least one year could be eligible to receive a \$1,000 cash bonus.

A total of 4 vanpools received the startup incentive during 2020-2021 fiscal year. The origin and destination of these 4 vanpools are below:

- Stockton to Richmond
- Lafayette to South San Francisco
- Vallejo/Pinole to San Francisco
- Hercules to South San Francisco

A total of 9 vanpool passengers received the Vanpool Passenger incentive during 2020-2021 fiscal year. A vanpool passenger survey was not conducted due to low participation.



511 CONTRA COSTA SOUTHWEST EMPLOYER PROGRAMS

511 Contra Costa provides support to employers to increase the number of employees using commute alternatives. Throughout the year, employers and local Chambers of Commerce within the Southwest region receives correspondence related to Bike to Work Day, Spare the Air, and the 511 Contra Costa incentive programs.

511 Contra Costa are members of several regional committees which include the Tri-Valley & the Contra Costa Resource Team on Air Quality, Association for Commuter Transportation (ACT), ACT Northern California Chapter, and the MTC TDM Working Group

Due to COVID-19 related Health Orders, and employers not setting a definite return to work date, this program was affected. Staff updated the SWAT Employer Database during this time, and continued efforts to reach out to employers on providing them with information.

1. Prepared 30 informational brochure/incentive bags for San Ramon Farmers Market.
 - a. Bags contained: 511CC hand sanitizer, Chap Stick and Travel Greener brochure.
 - b. Bags prepared for two Farmers Market events in San Ramon
2. Attended the Orinda Farmers Market.
 - a. Tabled and handed out 30 informational brochure/incentive bags.
3. Attended State of the City by the Mayor at the Marriott Hotel.
 - a. 511CC was a sponsor for this event and distributed promotional items to attendees.
4. Summer Bike Challenge – The Summer Bike Challenge provided an incentive to residents in Contra Costa County to ride their bike. More than 3,500 participants and 1,800 riders visited in-person prize events. One person per city won an iPad grand prize and 65 people won a Bonus Weekly Prize.
 - a. A total of 15 table events were held throughout SWAT cities/town.
 - b. At each table event, all cyclist that stopped received a \$5.00 gift to either Loard's Ice Cream, Cold Stone or In & Out Burger.
 - i. A total of 408 gifts cards were handed out.

Bike Infrastructure Program

No new bicycle racks or lockers were installed for FY 20-21.

Charging Station Infrastructure Program

511 Contra Costa provided matching funds, through Measure J funding to the Contra Costa Community College District, Dougherty Valley Campus in San Ramon to install four (4) dual-port Level 2 and two (2) single port Level 2 electric vehicle charging stations.

In addition, Measure J funds were used to install one dual-port Level 2 electric vehicle charging station at the Dougherty Valley Community Center.



Single Port Charger located
at DVC Campus



Dual Port Charger located
at Dougherty Valley
Community Center



Dual Port Charger located
at DVC Campus

Bay Area Bike to Wherever Day 2021

Due to COVID-19, the Bay Area's annual Bike to Work Day was renamed to Bike to Wherever Day (BTWD), and was held on May 21, 2021. Cyclists across the Bay Area were encouraged to get out on their bikes and safely pedal to wherever: through a park, to a grocery store or to visit with friends and family while social distancing throughout the month of May.

Staff received 800 of the regional Bike to Work Day canvas bags. 511 Contra Costa staff provided approximately 2,200 canvas bags to the County Library in Martinez to disburse to all libraries within the County.

In addition, staff reached out to employers and local bike shops to provide them with some of the canvas bags to provide to the public to help promote Bike to Wherever Days.



COUNTYWIDE PROGRAMS AND REGIONAL UPDATES

1. 511 Contra Costa Commuter Incentive Programs

a. Drive Less – Bike, Walk, Transit, Carpool, Vanpool

- Provides eligible participants with an opportunity to receive a \$25 incentive for use of an alternative mode of travel rather than a single occupant vehicle for reducing traffic congestion and improving air quality.
- A total of 152 Contra Costa County commuters received an incentive in 2020-2021.
- Out of the 152, a total of 33 live or work in the SWAT region.

b. Countywide Guaranteed Ride Home Program (GRH)

- Employees who work in Contra Costa County are eligible reimbursement for an emergency trip home.
- A total of 253 “new” commuters registered in the GRH Program in 2020-2021.
- Out of the 253, a total of 25 commuters received GRH reimbursement.

c. Try Transit

- Provides commuters and college students a \$25 Clipper card to encourage them to try taking public transportation instead of driving alone.
- A total 54 participants in 2020-2021.
- Out of the 54 participants, 9 live and/or work in the SWAT region.

d. Countywide E-Bike Rebate Pilot Program

- The E-Bike Rebate Program provides a limited number of \$150 rebates, \$300 for low-income residents, for residents of each Contra Costa city to assist in the purchase of e-bikes, e-bike conversion kits, and electric mopeds (with a maximum speed of less than 30 mph). The countywide program strives to reduce traffic congestion and improve air quality by providing the public with information, resources, and tools that promote mobility options beyond driving.

Rebates were approved on a first come, first served basis. After six months, 511CC staff agreed to start using unspent low-income funds to fulfill additional standard rebates, including those on the waitlist and any new approved applicants in the standard category.

Jurisdiction	\$300 Rebates Offered	\$300 Rebates approved as of 10/21/2021	\$150 Rebates Offered	\$150 Rebates approved as of 10/21/2021
SWAT	30	13	60	83



2. **TRAFFIX** – TRAFFIX is a Joint Powers Authority (JPA) between the City of San Ramon, Town of Danville, San Ramon Valley Unified School District, and Contra Costa County. The primary objective is to reduce traffic congestion in the most heavily traveled corridors throughout the San Ramon Valley. This program was affected by COVID-19, and was not offered during School Year 2020-2021, due to public schools conducting distance learning, students were not attending in person classes.
3. **Lamorinda School Bus Program** – The Lamorinda School Bus Program (LSBP) provides home-to-school bus transportation to participating schools in the Lafayette, Moraga, Orinda Union and Acalanes Union High School Districts. This program was affected by COVID-19, and was not offered during

School Year 2020-2021, due to public schools conducting distance learning, students were not attending in person classes.

4. **511 SF BAY 511.org** – Provides phone and web information for Bay Area traffic, transit, carpool, vanpool, and bicycling information.
 - a. **Bay Area Carpool Program** – Match through a ride-match app, the 511 Ride match Service or the Casual Carpool network and join the community.
 - b. **Bay Area Vanpool Program** – Provides qualified vanpools \$350 off the monthly cost of a vanpool. It also helps commuters find vanpool seats, start vanpools, keep vanpools on the road with an "empty seat" subsidy, provides free bridge tolls to qualifying vanpools, and helps vanpools get discounted parking.
 - c. **Bay Area Commuter Benefit Program** – Employers with 50 or more full-time employees in the Bay Area are required to offer commuter benefits to their employees.
 - During 2020.21 the Metropolitan Transportation Commission and the Bay Area Air Quality Management District added an Option 5 to the Commuter Benefit Program Options.
 1. Option 5: A company-wide telework policy allowing telework one or more days a week for all employees whose assignments can be performed remotely.

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