



SWAT

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

SOUTHWEST AREA TRANSPORTATION COMMITTEE

MEETING AGENDA

Monday, July 11, 2022

3:00 p.m.

Join Zoom Meeting

<https://cityofsanramon.zoom.us/j/99834790755>

Meeting ID: 998 3479 0755

One tap mobile

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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 of the public to participate in the meeting. We encourage members of the public to access the meeting online using Zoom. It is recommended that anyone wishing to view and/or participate in the meeting, download the Zoom application, www.zoom.us, before the start of the meeting. Zoom participants will have the opportunity to speak during Public Comment (for topics not on the agenda), in addition to each of the agendized items.

Members of the public may submit written public comments by emailing damaral@sanramon.ca.gov with the agenda item number identified in the subject line of the email. For example "Public Comment – Not on the Agenda" or "Public Comment – Agenda #". All written comments should be 350 words max, which corresponds to approximately 3 minutes of speaking time.

To comment by video conference, click the "Raise Your Hand" button to request to speak when the Public Comment period is opened on an agenda item. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will then be remuted.

To comment by phone, you will be prompted to "Raise Your Hand" by pressing "*9" to request to speak when the public comment is opened on an agenda item. You will then be unmuted when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will then be remuted.

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 April 4, 2022
- 5.B Approval** of SWAT TAC recommendation to appoint new staff to the Contra Costa Transportation Authority Technical Coordinating Committee (TCC) for the current term through March 1, 2023
- 5.C Approval** of SWAT TAC recommendation to appoint new staff to the Contra Costa Transportation Authority Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) for the current term through December 2023
- 5.D Approval** of the SWAT Administrative Services Memorandum of Understanding (MOU) with the City of San Ramon for FY 2022/2023

End of Consent Calendar

6. REGULAR AGENDA ITEMS

- 6.A Provide** verbal update on SWAT Administrator changes effective July 11, 2022: by Brian Bornstein, Interim SWAT Administrator staff *(Information Only; No Action Required)*

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

- SWAT Meeting Summary – April 4, 2022
- TRANSPAC Meeting Summary – April 14, 2022
- CCTA Board Meeting Summary – April 20, 2022
- TRANSPAC Meeting Summary – May 12, 2022
- CCTA Board Meeting Summary – May 18, 2022
- CCTA Board Meeting Summary – June 15, 2022

8. DISCUSSION: Next Agenda

9. ADJOURNMENT Monday, August 1, 2022 - 3:00 p.m. - Zoom Teleconference

AGENDA ITEM 5.A



SWAT

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SUMMARY MINUTES April 4, 2022 – 3:00 p.m.

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

Committee members absent:

Staff members present: Sivakumar Natarajan, City of Orinda; Robert Sarmiento, Contra Costa County; Darlene Amaral, City of San Ramon; Brian Bornstein, City of San Ramon, Katelyn Costa, Town of Danville; Andy Dillard, Town of Danville; Bret Swain, Town of Moraga

Others present: Melody Reeb, County Connection; Celestine Do, BART; John Hoang, CCTA; Drummond Buckley, City of Orinda; Bill Keeshen, Danville Resident

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 February 7, 2022
ACTION: APPROVED – Hudson/Worth/unanimous
End of Consent Calendar
6. **REGULAR AGENDA ITEMS:**
 - 6.A **Update** on the Policy Framework for One Bay Area Grant (OBAG) Cycle 3 Program in Contra Costa

John Hoang, Contra Costa Transportation Authority (CCTA) presented this item. Mr. Hoang provided an update on the Metropolitan Transportation Commission (MTC) draft Policy Framework for the One Bay Area Grant (OBAG) Cycle 3 Program in Contra Costa.

Mr. Hoang mentioned that MTC has changed the roles slightly from the last 2 Cycles. The program is funded with Federal Surface Transportation Program (STP) and Congestion Mitigation Air Quality (CMAQ) funds over a four-year period covering FY 2022-23 through FY 2025-26. Since this program is funded with Federal funding, Project sponsors would need to provide 11.47% in matching funds.

The estimated funds available:

- \$340M Regional Program.
- \$340M County and Local Program (\$408M Nomination Target).

The Policy that MTC developed aligns with their Plan Bay Area (PBA) 2050 Strategies and Federal Performance Goals.

The following four points is the prioritization criteria for Contra Costa which is consistent with the MTC Policy.

1. Eligibility
 - Consistent with PBA 2050; meet OBAG3 programming requirements.
2. Deliverability
 - Able to deliver projects and meet OBAG3 deadlines.
 - Obligate funds no later than January 31, 2027.
3. Community Support
 - Included in Community Based Transportation Plans; Endorsed by Countywide Business Organization; Public Outreach.
4. Prioritization Criteria
 - Locate in Priority Development Areas or Transit Rich Areas, and Priority Production Areas.
 - Equity Priority Communities.

Mr. Hoang also talked about the Proposed Program Framework for Contra Costa. There are two projects:

- \$47M Estimated
 - \$23.5M – Smart Signals.
 - \$23.5M – Active Transportation and Safety.
- (1) Smart Signals
 - CCTA to be Project Sponsor.
 - Coordinate with jurisdictions to identify location.
 - City to provide matching funds (11.47%).
- (2) Active Transportation and Safety
 - Call for Projects Process.
 - Refer to adopted 2018 CCTA Bicycle/Pedestrian Projects list, and others adopted locally.

Smart Signals Project

- Project Description
 - Update traffic signal system and communication system.
 - Interconnect signals on major corridors throughout the county.
 - Upgrade signal system software on connected corridor.

- Enable implementation of safety improvements to minimize collisions for drivers, pedestrians and bicyclist.
- Include deployment of intelligent transportation system (ITS) such as:
 - Signal coordination, CCTV cameras, video detection, emergency vehicle preemption, transit signal priority, and enabling remote access.
- Goals
 - Improve multi-modal safety & minimize collisions, fatalities, and injuries.
 - Improve congestion management & optimize mobility.
 - Give signal priority to transit and people walking & bicycling, before SOVs.
 - Provide hardware to prepare for Automated & Connected Vehicles.

Active Transportation & Safety Project

- Eligible Project Types
 - Project needs to be a minimum of \$500,000
 - Projects can be bundled across jurisdictions.
 - (Bundled) project scope that primarily serves vulnerable road users, e.g., people walking or bicycling/rolling (micromobility); can include repaving.
 - Pedestrian walkways and modification of public sidewalks to comply with ADA.
 - Safety projects (e.g., Roundabouts) known to reduce air pollutants, greenhouse gas emissions, severity of each collision, and individual & regional economic costs per repair/recovery: and
 - Innovative transportation planning, e.g., to reduce fatalities & severe injuries.
 - Meet “Proximate access to PDA” requirement (70% of funds).
- Eligible Applicants
 - Cities/Towns, BART, Transit agencies.
 - Co-sponsors: East Bay Regional Parks District, Special Districts.
 - Require 11.47% matching funds from Project Sponsor.
 - Maximum 2 projects per jurisdiction; County allowed up to 4 projects.
 - Projects can be bundled across jurisdictions.
 - Jurisdictions must comply with Housing and Transportation policies, e.g., Local Road Safety Plans.

Mr. Hoang provided an updated schedule of the OBAG 3 call for projects and policy framework, and highlighted a few dates:

- April 21, 2022 – TCC Meeting: Draft OBAG 3 policy and Application Process.
- May 4, 2022 – CCTA Planning Committee: Review & recommend approval: Final OBAG 3 Policy and Application Process.
- May 18, 2022 – Authority Board: Adopt Final OBAG 3 Policy and Application Process.
 - Once approved, Release Call for Projects on May 19 or May 20.
- July 31, 2022 – Application due to Authority. Projects screened, and then reviewed.
- September 21, 2022 - Authority Board: Final approval to submit project list to MTC for evaluation.
- September 30, 2022 - Submit final proposed project list due to MTC.
- January 2023 - MTC Approval of the countywide project list.
- October 1, 2023 - OBAG 3 funding becomes available.

ACTION: Information Only – No action required

- 6.B Consider and Approve** request from the Town of Danville to Reprogram Measure J Transportation for Livable Communities Program Funds and forward a recommendation to CCTA.

Andy Dillard, Town of Danville presented this item. The Town of Danville is requesting to reprogram \$1.5 million in Measure J Transportation for Livable Communities (TLC) Program funds from the Sycamore Valley Park and Ride Expansion project, *Measure J Strategic Plan* Project No. 120052 to the Diablo Road Trail project (aka “Diablo Road Circulation Improvements”) *Measure J Strategic Plan* Project No. 120030.

This request is due to the shift in workforce commute patterns due to the effects of the COVID 19 pandemic, the Sycamore Park and Ride has been mostly vacant over the past two years. In recognition of its current under-utilization, the Town elected to delay construction to the Sycamore Park and Ride project and focus its resources on the other high priority projects in its Capital Improvement Program.

ACTION: APPROVED – Sos/Hudson/unanimous

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

- SWAT Meeting Summary – February 7, 2022
- CCTA Meeting Summary – February 16, 2022
- TRANSPAC Meeting Summary – March 10, 2022
- TRANSPLAN Meeting Summary – March 10, 2022
- CCTA Board Meeting Summary – March 16, 2022

ACTION: Informational Items Only – No action required

8. **DISCUSSION:** Next Agenda
9. **ADJOURNMENT:** to Monday, May 2, 2022 at 3:00 p.m.– Zoom Teleconference

ACTION: Meeting adjourned by Chair Stepper at 4:07 p.m.

Staff Contact:

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

Alternate Staff Contact:

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

AGENDA ITEM 5.B



SWAT

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

DATE: July 11, 2022

TO: Southwest Area Transportation Committee (SWAT)

FROM: SWAT Technical Advisory Committee (TAC)

SUBJECT: Recommendation of new Primary Representatives and Alternate Representatives to the Contra Costa Transportation Authority Technical Coordinating Committee

BACKGROUND

At the May 3, 2021 SWAT meeting, SWAT appointed staff to the Technical Coordinating Committee (TCC). Since then, there have been many staff changes within the SWAT sub-regions. Therefore, at the request of the Contra Costa Transportation Authority the SWAT TAC recommends the appointment of the following new staff members from the SWAT sub-region Chris Weeks, Shawn Knapp, and Partrick Golier, to the Authority's TCC for the current two-year term through March 1, 2023.

	Primary Representative	Alternate Representative
Planning:	Chris Weeks, San Ramon	Vacant
Engineering:	Shawn Knapp, Moraga	Vacant
Transportation:	Andy Dillard, Danville	Patrick Golier, Lafayette

RECOMMENDATION

The SWAT TAC recommends SWAT approve the two new Primary Representatives and one Alternate Representatives to the CCTA TCC for the current term through March 1, 2023.

Staff Contact:

Brian Bornstein, Interim SWAT Administrator
Phone: (925) 973-2686
Email: bbornstein@sanramon.ca.gov

AGENDA ITEM 5.C



SWAT

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

DATE: July 11, 2022

TO: Southwest Area Transportation Committee (SWAT)

FROM: SWAT Technical Advisory Committee (TAC)

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

BACKGROUND

At the January 10, 2022 SWAT meeting, SWAT appointed Katelyn Costa, Town of Danville as the SWAT representative to the Contra Costa Transportation Authority's Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) for a two-year term.

Due to a staff change at the Town of Danville, SWAT TAC recommends the appointment of Chris Weeks, City of San Ramon, to the CBPAC Committee as the new SWAT representative for a two-year term (ending December 2023).

RECOMMENDATION

The SWAT TAC has considered and recommends SWAT approve the new appointment of the SWAT Staff Representative to the CBPAC for a two-year term (ending December 2023).

SWAT Staff Representative: Chris Weeks, City of San Ramon

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

SWAT Citizen Representative: Bill Keeshen, Danville Resident

Staff Contact:

Brian Bornstein, Interim SWAT Administrator

Phone: (925) 973-2686

Email: bbornstein@sanramon.ca.gov

AGENDA ITEM 5.D



SWAT

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

DATE: July 11, 2022
TO: Southwest Area Transportation Committee (SWAT)
FROM: SWAT Technical Advisory Committee (TAC)
SUBJECT: SWAT Administrative Services FY 2022-2023

BACKGROUND

On July 1, 2015, SWAT and the City of San Ramon entered into a Memorandum of Understanding (MOU) for SWAT administrative services. Subsequently, the City of San Ramon has served as the SWAT Administrative staff since July 1, 2015. The current MOU between SWAT and the City of San Ramon expired on June 30, 2022.

The City of San Ramon is prepared to provide SWAT Administrative Services effective July 1, 2022 through June 30, 2023. Therefore, the City has prepared a MOU for a term effective July 1, 2022 through June 30, 2023. The MOU reflects San Ramon's desire to provide "Basic Administrative Services" in the amount of \$5,616.67 per agency, for a grand total of \$33,700.

RECOMMEDATION

The SWAT TAC recommends SWAT Authorize the SWAT Chair and SWAT Vice Chair to execute a Memorandum of Understanding (MOU) between SWAT and the City of San Ramon for SWAT Administrative Services effective July 1, 2022 through June 30, 2023 for a total amount of \$33,700.

ATTACHMENT

Draft City of San Ramon MOU for SWAT Administrative Services for Fiscal Year July 1, 2022 through June 30, 2023.

Staff Contact:

Brian Bornstein, Interim SWAT Administrator
Phone: (925) 973-2686
Email: bbornstein@sanramon.ca.gov

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into as of the ____, day of July 2022, by and between the Southwest Area Transportation (SWAT) Committee, therein called the "SWAT Committee", and City of San Ramon herein called the "City".

RECITALS

WHEREAS, the SWAT Committee is a Regional Transportation Planning Committee (RTPC) of the Contra Costa Transportation Authority (CCTA); and

WHEREAS, the SWAT Committee consists of the communities of the southwest Contra Costa County area including Danville, Lafayette, Moraga, Orinda, San Ramon, and the unincorporated areas of Contra Costa County in the southwest area; and

WHEREAS, the SWAT Committee desires to retain the City for services related to the Southwest Area Transportation Committee administration and activities; and

WHEREAS, the SWAT Committee authorized the SWAT Chair and Vice Chair to review and execute this contract at its July 11, 2022 meeting.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. **Scope of Services:** The City shall provide administrative services, as set out in the Administrative Services Proposal - Scope of Work, attached thereto as Exhibit A and incorporated herein by reference.
2. **Time of Performance:** The services of the City are to commence on July 1, 2022 following the execution of this Memorandum of Understanding (MOU) and to be completed by June 30, 2023 (defined as the "Contract Service Year") as approved at the July 11, 2022 SWAT Committee Meeting.
3. **Compensation and Method of Payment:**
 - A. **Compensation:** The compensation to be paid to the City shall be at the rate and schedule of payment as set forth in Exhibit A, which is attached hereto and incorporated herein.
 - i. ***Basic Administrative Services:*** Not-to-exceed cost of Thirty-three Thousand Seven Hundred Dollars (\$33,700) for Basic Administrative Services, based on a historic average of 10 SWAT meetings and 10 SWAT TAC meetings per year, which includes the cost of labor, materials, supplies, and the SWAT website (administration, WordPress hosting and maintenance, domain service fees).

In no event shall City's compensation exceed Thirty-three Thousand Seven Hundred Dollars (\$33,700) for Basic Administrative Services during the Contract Service Year (for both labor and direct costs), without additional authorization from the SWAT Committee. Payment by the SWAT Committee under this MOU shall not be deemed a waiver of defects, even if such defects were known to the SWAT Committee at the time of payment. The SWAT Committee shall not compensate for mileage and travel time.

B. Method of Payment:

- i. ***Basic Administrative Services:*** As a condition precedent to any payment to City under this MOU, City shall submit an invoice to the SWAT Committee's designated Fiscal Agent, or each of the SWAT agencies, at the beginning of the Contract Service Year, for basic administrative services. The cost of services shall be split among the six jurisdictions, on an equal pro-rata basis.
- ii. ***Timing of Payment:*** Each of the SWAT jurisdictions shall pay the SWAT Committee's designated Fiscal Agent for services rendered hereunder in accordance with SWAT's approval. Payment shall be made to the Fiscal Agent within thirty (30) business days after receipt of the annual invoice. The SWAT Committee's designated Fiscal Agent shall pay the City for the full cost of services within fifteen (15) business days after of receipt of payment from the SWAT jurisdictions.

4. Termination of MOU:

- A. This MOU shall be valid until the end of the Contract Service Year. However, all obligations hereunder may be terminated at any time, with or without cause, by the SWAT Committee upon ten (10) calendar days' written notice to the other party.
- B. The SWAT Committee may terminate this MOU with cause immediately upon written notice.
- C. In the event termination is without cause, City shall be entitled to any compensation owed up to the time of such termination, it being understood that any payments are full compensation for services rendered prior to the time of payments. City shall be entitled to compensation for work in progress at the time of termination.
- D. During the term of this MOU, the City may terminate this MOU for any reason by providing the SWAT Committee with 30 calendar days' written notice.

5. **MOU Renewal:** Sixty (60) calendar days prior to the end of the contract period, City shall provide written notice to the SWAT Committee of the City's desire to extend the term of this MOU.

6. **Amendment:** This MOU constitutes the complete and exclusive statement of the MOU to SWAT Committee and City. It may be amended or extended from time to time by written agreement of the parties hereto.
7. **Time of the Essence:** Time is of the essence of this MOU.
8. **Written Notification:** Any notice, demand, request, consent, approval or communications that either party desires or is required to give to the other party shall be in writing and either served personally or sent by prepaid, First Class mail. Any such notice, demand, etc., shall be addressed to the other party at the address set forth herein below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within forty-eight (48) hours from the time of mailing if mailed as provided in this section.

If to SWAT Committee: SWAT Chair
C/o City of Lafayette, SWAT Fiscal Agent
3675 Mt. Diablo Boulevard, Suite 210
Lafayette, CA 94549

If to City: City of San Ramon
C/o Transportation Division Manager
7000 Bollinger Canyon Road
San Ramon, CA 94583

9. **Signatures and Counterparts:** This Agreement may be entered into by the Parties by signing any one or more counterparts, all of which shall constitute one and the same instrument. It is understood and agreed that this Agreement shall become effective and binding when one or more counterparts have been executed by each party and delivered to each other party. Additionally, facsimile and scanned signatures shall be binding the same as originals.

Signatures on the following page.

IN WITNESS WHEREOF, the SWAT Committee and the City of San Ramon have executed this MOU as of the date first above written.

SOUTHWEST AREA TRANSPORTATION
COMMITTEE

CITY OF SAN RAMON

By: _____
Karen Stepper, SWAT Chair

By: _____
Joseph Gorton, City Manager

By: _____
Amy Worth, SWAT Vice Chair

The foregoing MOU has been reviewed and approval is recommended:

By: _____
Maria Fierner, P.E.
Public Works Department Director

APPROVED AS TO FORM

By: _____
Martin Lysons, City Attorney

ATTEST

By: _____
Christina Franco, City Clerk

EXHIBIT A
Southwest Area Transportation Committee
Administrative Services Proposal – Scope of Work

Basic Administrative Services

\$33,700.00

This is a not-to-exceed structure for basic administrative services, based on a historic average of 10 SWAT meetings and 10 SWAT TAC meetings per year. These services would be split among the six jurisdictions, on an equal pro-rata share basis, and invoiced at the beginning of the fiscal year.

1. Agenda Packet Preparation: Work with CCTA and SWAT TAC to coordinate agenda items, assemble agenda, post agenda and upload onto SWAT website.
2. SWAT TAC Meetings: Attend and facilitate SWAT TAC Meetings.
3. SWAT Meetings: Attend and assist Chair in facilitation of SWAT Meetings.
4. SWAT Summary Minutes and Correspondences: Generate summary minutes of SWAT meeting, generate follow-up correspondences as necessary and appropriate in coordination with the Chair and the SWAT TAC.
5. General Administration: Correspond with CCTA, Chair, and SWAT TAC as necessary and appropriate, serve as direct contact for SWAT, maintain all SWAT files and documentation, respond to inquiries and requests of SWAT, and refer public and agencies to appropriate individual or agency if inquiries extend beyond the realm of an administrative nature.
6. SWAT Website administration, WordPress hosting and maintenance, and domain service fees.
 - a. WordPress Hosting \$300.00 (1 year)
 - b. WordPress Maintenance \$1,800.00 (1year)
 - c. Domain Renewal \$20.00 (1 year)

AGENDA ITEM 7