



SWAT

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

SOUTHWEST AREA TRANSPORTATION COMMITTEE

MEETING AGENDA

Monday, July 8, 2024

3:00 p.m.

Town of Moraga,
Moraga Council Chambers and Community Meeting Room,
335 Rheem Boulevard.

Any document provided to a majority of the members of the Southwest Area Transportation Committee (SWAT) regarding any item on this agenda will be made available for public inspection at the meeting and at the San Ramon City Hall, 7000 Bollinger Canyon Road, San Ramon, CA during normal business hours.

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 March 5, 2024. *(Attachment)*

5.B Approval of SWAT TAC recommendation to appoint Transportation Alternate as the Primary to the Contra Costa Transportation Authority Technical Coordinating Committee (TCC) for the term March 4, 2024, through March 4, 2026. *(Attachment)*

5.C Approval of the SWAT Administrative Services Memorandum of Understanding (MOU) with the City of San Ramon for FY 2023/2024; *(Attachment -No Changes from 22/23)*

End of Consent Calendar

6. REGULAR AGENDA ITEMS

6.A Review & Approve TFCA 40% Fund - Regional Vanpool Program Grant Application & Budget; by: Chris Weeks, SWAT Administrator, Division Manager City of San Ramon *(Attachment – Action Required)*

- 6.B Review & Approve** - TFCA 40% Fund – Sub-regional program grant fund allocations for SWAT region; by: Chris Weeks, SWAT Administrator, Division Manager City of San Ramon (*Attachment – Action Required*)

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

- SWAT Meeting Summary Report – March 04, 2024
- TRANSPAC Meeting Summary Report - May 9, 2024
- CCTA Board Meeting Summary – May 24, 2024
- TRANSPLAN Meeting Summary – June 13, 2024
- TRANSPAC Meeting Summary Report – June 13, 2024
- CCTA Board Meeting Summary – June 27, 2024

8. DISCUSSION Next Agenda

- 9. ADJOURNMENT** The next SWAT meeting will take place on Monday, April 1, 2024 - 3:00 p.m., Town of Moraga, Moraga Council Chambers and Community Meeting Room, 335 Rheem Boulevard

The SWAT Committee will provide reasonable accommodation for persons with disabilities planning to participate in SWAT monthly meetings. Please contact Chris Weeks at least 48 hours before the meeting at (925) 973-2547 or cweeks@sanramon.ca.gov

Agendas, minutes, and other information regarding this committee can be found at: <https://swatcommittee.org/>

AGENDA ITEM 5.A



SWAT

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

SUMMARY MINUTES

March 4, 2024 – 3:00 p.m.

Town of Moraga,
Moraga Council Chambers and Community Meeting Room,
335 Rheem Boulevard

Committee members present: Scott Perkins, City of San Ramon (Vice Chair); Brandyn Iverson, City of Orinda; Susan Candell, City of Lafayette; Steve Woehleke, Town of Moraga;

Committee members absent: Renata Sos, Town of Moraga (Chair); Darlene Gee, City of Orinda, Teresa Gerringer, City of Lafayette; Candace Andersen, Contra Costa County; Karen Stepper, Town of Danville;

Staff members present: Sivakumar Natarajan, City of Orinda; Chris Weeks, City of San Ramon/SWAT TDM; Adam Cleary, Town of Danville; Patrick Golier, City of Lafayette; Shawn Knapp, Town of Moraga; Robert Sarmiento, Contra Costa County; Gayle Israel, Contra Costa County; Renee Morgan, Town of Danville; Jennifer Quallick, Contra Costa County;

Others Present: Celestine Do, BART; Bradley Dunn, BART; Whitney Simon, Lamorinda School Bus Transportation Association (LSBTA)

1. **1. CONVENE MEETING/SELF INTRODUCTION**
Meeting called to order by Vice Chair Perkins at 3:00 p.m.

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 February 5, 2024.

5.B Approval of SWAT TAC recommendation to appoint staff to the Contra Costa Transportation Authority Technical Coordinating Committee (TCC) for the term March 4, 2024, through March 4, 2026.

ACTION: APPROVED – Iverson/ Candell/ unanimous

End of Consent Calendar

6. REGULAR AGENDA ITEMS

- 6.A Presentation** Bay Area Rapid Transit (BART), Safe and Clean Plan. By: Kerry Hills, Principal Government & Community Relations Representative, Bay Area Rapid Transit (*Attachment – No Action Required*)

Presented by Bradley Dunn, Manager of Local Government & Community Relations, BART; Bradley.Dunn@BART.gov (510)402-2987

Dunn: Safe & Clean Plan – Pledge of better safety, cleanliness and better night and weekend service. How to win back riders after COVID behavior change. New schedule relying less on commute, more leisure & night use. All new vehicles. Shorter late times (wait no more than 20 minutes), Improved on time performance. Restrooms open and staffed for cleanliness. Deep cleaning of cars. Safety – Doubled police on trains. 40% less delays caused by “unwanted behavior.” Adding Crisis intervention specialists and ambassadors. New fare gates – Hot spots targeted for fare gates

Perkins: How much income is lost from fare evasion?

Dunn: Estimates before pandemic 25 million a year.

Perkins: They pay their own way

Dunn: Yes, we hope so. We also expanded Clipper Start program. Clipper Bay Pass Pilot Program. Unlimited transit pass (except Cable Cars). Employer based program. Pay for all staff. Starting with 10 employers (UCSF, City of San Carlos) looking for employers with 100-1500 employees to join. **Finance Outlook:** Pre-pandemic recovered about 60% of cost. Post-pandemic recovered almost all regular users but fewer trips, 1 trip per week. People are going to fewer places. We need long term reliable funding beyond fares. MTC looking at regional transportation measure, SB925 going in that direction, need to make a larger transportation investment.

Contact: Kerry Hills, Principal Government & Community Relations Representative khillis@BART.gov (510)724-7492

Candell: How are you guys making changes to come back. Is asking for more revenue your only way out? This is how you get the trust of the people back.

Iverson: What’s the communications strategy more broadly?

Dunn: We are asking for another chance and highlighting the Bartable events. BART Sweaters for example. Trying to engender community support.

Iverson: We need statistics to get the story out. What about Parking Lots?

Dunn: There has been an increase in car burglaries everywhere. If you have a problem with it, please contact us.

Woehleke: BART is essential to our areas. Back to the financials. How are you thinking differently?

Dunn: We are running shorter trains to have more service on nights and weekends.

Woehleke: Our constituents are not open to more revenue measures without change.

Perkins: My wife and I used the BART to go to San Francisco regularly. We have also ridden the NY Subway, and it was cleaner. With a 3–5-year break since most users have ridden asking voters to approve more revenue will be a tough ask. BART will need to do better if you want voters to approve more funding.

ACTION: Informational Item Only – No action required

- 6.B Presentation** Contra Costa Transportation Authority (CCTA) People-Centered Mobility By: Tim Haile, Executive Director of the Contra Costa Transportation Authority. (*Attachment – No Action Required*)

Haile: People Centered Mobility

- The Partnership (Recap of Measure J [Partnership with RTPC], People Centered Mobility [Short Vision of Authority and where we are going and how we prepare for a future expenditure plan], TDM 2.0 [Performance based restructuring approach])

Measure J Partnership – 2.5 billion – Expires in 2034 - It's not just highways 58% went to programs, 42% funded capital projects – of **58%** to programs is mode shift to transit and TDM plus 18% of the total revenue returns to the cities as return to source funding. **42%** funded by bonding against future revenue. All projects have been delivered. It has also attracted \$1.7 billion in additional investment. Taken the \$1.4B attracted additional \$4.2B = \$5.6B. 18 % goes to local streets and roads. **GMP** – Creates Urban Limit Line – Every city. Ties Land Use to Transportation

Perkins: Why is this 2021 numbers?

Haile: It will be updated in 2024 every two years. RTPC's were created in 1988 and Action Plans were created every 4 years that flow into the regional action plans. That partitions the funds of the regional expenditure plan. Each region has a different mix of programs and projects. This develops a financial plan for the region where the mix of programs and projects are tailored to the wishes of the RTPC. They identify and recommend the projects in the regional plans. Sub regionally, they also recommend funding to the board. RTPC's contract with 511CC to deliver and implement TDM programs, for example on behalf of the cities. This is how the GMP is implemented.

Candell: We expect to get \$1M more in costs due to inflation. Is there any flexibility in that 18%.

Haile: No, but it's all based on sales tax revenue and pre-pandemic 88M came in post pandemic 120M came in.

People Centered Mobility – Due to a return to local trips as the focus during the pandemic. State of California is moving from delay to VMT. Who is the customer now? No more freeways will be built. We have built the hardware but now we need to develop the software. We are now looking a General-Purpose Lane conversion, reprioritizing infrastructure. What is the value proposition? TDM is the future of Transportation. We will need to pay people to get out of their cars. We need a system that we can use to monitor the system and make sure we are improving the system. Get a baseline, then allow us to pull the levers to make it more effective. What's the difference? The things you can't see. Systems in the background. Making sure we are measuring daily. How are they impacting transportation every single day. What are the goals and the metrics, holding people accountable. That's CCTA's role in the future. Digital road manager, not an operator. One screen shows all modes and pull the lever to adjust it.

Woehleke: What about eBikes & scooters ridden in an unsafe manner?

Haile: That's what the purpose is. The digital cloud has digital policies that can set geofences that limit and direct activities.

Candell: I saw the 25% growth by 2050 that seems high. We need to get that number right.

Haile: I will get back to you on that. It's a regional number. MTC has a regional transportation plan (Plan Bay Area) 20250 and our Regional Transportation plan must be consistent with that.

Candell: I saw the proposal to unify the whole Bay Area under one Transit Director where does CCTA stand on that?

Haile: We do not support that. We are about the coordination approach vs the consolidation approach. One seat ride for Paratransit services. Fare capping too, \$3.75 for a whole day. We are a model for the Bay Area.

Iverson: How is this vision different from what's already being done?

Haile: Go to Data@CCTA.net, We are already gathering all the data streams together. We will build a digital twin of the transportation infrastructure. We can see where action is needed. Are we really making good investments. **TDM 2.0** – This is about developing strategies and initiatives to get people into alternative modes. It's more cost effective to

get people out of their cars than build highways. This is done by 511CC. It is funded by CCTA and coordinated by the RTPC's. CCTA is the overarching agency of 511CC, but we deliver it within the RTPC's. In East & Central they have elected to allow CCTA to run the programs in Central and East on behalf of those subregions. That's delivered by AMG on a sub-contract. West County and SWAT deliver those programs on their own with general oversight by CCTA. Each office is focused on their sub-regional area. As CCTA continues to become more involved the fear is our local programs will be forgotten. CCTA believes its about leveraging the local programs to make them more effective. They are a patchwork of programs that develop organically now and CCTA wants to make the customer face of the patchwork more effective. Modernizing the programs. 511CC is funded with Measure J and TFCA funds. 40% of the TFCA funds are distributed by formula to the nine Bay Area counties (\$4 registration fee). Its about 1.7M. with measure J 2.7 total to TDM programs. There are some Countywide programs programs that are managed locally SWAT manages the Vanpool program. There are others that are managed by CCTA such as Pass2Class. Then you have sub-regional programs with different types of mode opportunities. This is confusing to the public. We are not trying to eliminate programs. We just need a set of baseline programs that are easy to access and understand. That's why CCTA manages 511CC. Another example is the Lamorinda and the TRAFFIX school bus programs. Very specific and very effective. We e the only county in the state with the RTPC governance. Existing programs meet TFCA cost effectiveness. It's all based on self-reporting data. We need to get better data out of these programs. We want to create a new policy for TFCA to mirror Measure J Program 17. We need to measure VMT accurately in the system. CCTA needs to track and meet reporting requirements from the state. Every dime should be accounted for and spent in an efficient and effective way. We need to strengthen the connection between TDM and larger capital projects. NB Express Lane project adds a 7-mile lane that generates 110,000 VMT per day. We need to mitigate VMT on this down to zero every day. We are launching a new express bus service, adding shared mobility hubs, and tripling our investment in TDM. We need to have verifiable trips. That's what CCTA as digital manager can offer. We will do this on all projects in the future. TDM is now connected with larger capital projects throughout the state. What about programs that don't reduce VMT? Street Smarts for example. We want to continue to support it. Traffix also. Geographic equity is paramount. Countrywide programs will come off the top then the rest goes to sub-regional. RTPC's will be the central organization that would recommend projects. County Connection asks RTPC's to recommend to CCTA and if agreed CCTA deliver the money directly to County Connection. Another is the Countywide Mobility on Demand App. That will be deployed this year. An app that has all travel, congestion, bikeshare, carshare, ev charging on one app. So that's what's happening. We are starting with low hanging fruit with the TFCA funding going to the board in April. The next step is to develop a strategic plan. Better data, projects are now eligible not just programs, other project sponsors are eligible, performance-based decision making.

Woehleke: What are we talking about in terms of additional funding?

Haile: VMT cannot rely on existing programs. It must be above and beyond. TDM is now being tied to Environmental Mitigation for Capital Projects, we can capitalize the operations and now use capital money to fund the new TDM. We may use formula state or federal dollars that come to the county. SB743 focused on land use. Changing land use, changes travel patterns. Caltrans stated that they do not want any projects that induce VMT. If you do you must mitigate it 100%. CCTA used the GMP to try to address this by putting programs in effect they will reduce VMT by 15%. Caltrans is the CEQA lead on the NB Expressway project, so we must meet their requirements.

Iverson: What about Fire Evacuation. TDM does not address that.

Haile: CCTA has submitted a countywide evacuation plan grant. We are looking to use the traffic signal system to facilitate evacuation. That's where this Digital Manager role comes in.

ACTION: Informational Items Only – No action required

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

- CCTA Board Meeting Summary – January 17, 2024
- SWAT Meeting summary Report – February 5, 2024
- TRANSPLAN Meeting Summary – February 8, 2024
- Department of Conservation and Development Notice of Public Review & Comment-Draft EIR – February 9, 2024

ACTION: Informational Items Only – No action required

8. DISCUSSION **Next Agenda**

- 9. ADJOURNMENT** The next SWAT meeting will take place on Monday, April 1, 2024 - 3:00 p.m., Town of Moraga, Moraga Council Chambers and Community Meeting Room, 335 Rheem Boulevard

ACTION: Meeting adjourned by Chair Sos at 3:25 p.m.

Staff Contact:

Chris Weeks, SWAT Administrator
City of San Ramon
P (925) 973-2547
Email address: cweeks@sanramon.ca.gov

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AGENDA ITEM 5.B



SWAT

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

DATE: 07/06/24

TO: Southwest Area Transportation Committee (SWAT)

FROM: SWAT Technical Advisory Committee (TAC)

SUBJECT: Recommendation of new Primary Representative to the Contra Costa Transportation Authority Technical Coordinating Committee (TCC) & renewal of all Primary Representatives for a Two Year Term running until March 31, 2026.

BACKGROUND

At the March 4, 2023 SWAT meeting, SWAT TAC recommended the renewal of the three SWAT appointments to the the Authority's Technical Coordinating Committee (TCC) for a term to end on March 4, 2026. SWAT approved the appointment. At the April 17th SWAT TAC Meeting the promotion from Alternate to Primary Transportation Appointment of Patrick Golier, of Lafayette, to the Authority's Technical Coordinating Committee (TCC) for the current two-year term that ran through March 4, 2024. The following two SWAT BOD meetings were cancelled. The list of Primary SWAT representatives is as follows.

	Primary Representative	Expires	Alternate Representative
Transportation:	Patrick Golier, Lafayette	03/04/2024	Vacant
Engineering:	Shawn Knapp, Moraga	03/04/2024	Vacant
Planning:	Chris Weeks, San Ramon	03/04/2024	Vacant

RECOMMENDATION

The SWAT TAC recommends SWAT approve the TAC recommendation for the promotion of the Transportation Alternate representative to Primary Transportation Representative to the CCTA TCC and extend all Primary representatives for a two-year term to run from April 01, 2024 through March 31, 2026.

Staff Contact:

Chris Weeks, SWAT Administrator
Phone: (925) 943-2547
Email: cweeks@sanramon.ca.gov

AGENDA ITEM 5.C



SWAT

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

DATE: July 8, 2024

TO: Southwest Area Transportation Committee (SWAT)

FROM: SWAT Technical Advisory Committee (TAC)

SUBJECT: SWAT Administrative Services FY 2024-2025

BACKGROUND

On July 1, 2015, SWAT and the City of San Ramon entered 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, 2024.

The City of San Ramon is prepared to provide SWAT Administrative Services effective July 1, 2024, through June 30, 2025. Therefore, the City has prepared an MOU for a term effective July 1, 2024, through June 30, 2025. The MOU reflects San Ramon's desire to provide "Basic Administrative Services" in the amount of \$6,455.83 per agency, for a grand total of \$38,735.

This MOU also includes a "Supplemental Services" of Ten Thousand Dollars \$10,000, to be drawn down on an as-need basis, for the ongoing SWAT website (administration, WordPress hosting and maintenance, and domain service fees) and any additional maintenance or website updates will be provided at \$250.00 per hour by Blink Tag. Administrative services above and beyond the 10 SWAT TAC and 10 SWAT meetings outlined in Section 3A(i) of the MOU, will be provided by the hour per the SWAT Administrators current hourly rate.

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, 2024, through June 30, 2025, for the Basic Administrative Services in the amount of \$38,735, and the Supplemental Services, to be drawn down on an as need basis, in the amount of \$10,000.

ATTACHMENT

Draft City of San Ramon MOU for SWAT Administrative Services for Fiscal Year July 1, 2024, through June 30, 2025.

Staff Contact:

Chris Weeks, SWAT Administrator

Phone: (925) 973-2547

Email: cweeks@sanramon.ca.gov

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into as of the __, day of _____, 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 10, 2023 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, 2023 following the execution of this Memorandum of Understanding (MOU) and to be completed by June 30, 2024 (defined as the “Contract Service Year”) as approved at the July 10, 2023 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-eight Thousand Seven Hundred and Thirty-Five Dollars (\$38,735) 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, and supplies.
 - ii. ***Supplemental Services:*** Appropriation of Ten Thousand Dollars (\$10,000.00), to be drawn down on an as-need basis, for the ongoing SWAT website

(administration, WordPress hosting and maintenance, and domain service fees) and any additional on call website updates will be provided at \$250.00 per hour by Blink Tag. Additional, administrative services above and beyond the 10 SWAT TAC and 10 SWAT meetings outlined in Section 3A(i) above, and for tasks outlined in the Supplemental Services section of Exhibit A will be provided by the hour per the SWAT Administrators current hourly rate.

- iii. In no event shall City's compensation exceed Thirty-eight Thousand Seven Hundred and Thirty-Five Dollars (\$38,735.00) for Basic Administrative Services and Ten Thousand Dollars (\$10,000.00), to be drawn down on an as-needed basis, for Supplemental Services during the Contract Service Year (for both labor and direct costs), without additional authorization from the SWAT Committee. Payment by 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. **Supplemental Services:** As a condition precedent to any payment to City under this Agreement, City shall submit an invoice to the SWAT Committee's designated Fiscal Agent, or each of the SWAT agencies, for any supplemental administrative services provided at the end of the Contract Service Year. This invoice shall detail the hourly rate (inclusive of labor, materials, supplies and postage), itemize the tasks associated with the expenditure of staff time, and shall include the remaining balance of the annual supplemental services appropriation. The cost of services shall be split among the six jurisdictions, on an equal pro-rata basis.
- iii. **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 with 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.

DRAFT

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: _____
Renata Sos, SWAT Vice Chair

By: _____
Steven Spedowski, City Manager

By: _____
Scott Perkins, SWAT Vice Chair

The foregoing MOU has been reviewed and
approval is recommended:

By: _____
Brian Bornstein, 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

\$38,735.00

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.

Supplemental Services

\$10,000.00

SWAT Website administration, WordPress hosting and maintenance, and domain service fees.

- WordPress Hosting \$300.00 (1 year)
- WordPress Maintenance \$1,800.00 (1year)
- Domain Renewal \$20.00 (1 year)
- Any additional website maintenance will be provided by Blink Tag on an as needed basis for an hourly rate of \$250.00.

Additional administrative services above and beyond the 10 SWAT TAC and 10 SWAT meetings outlined in Section 3A(i).

- Will be provided by the hour at the SWAT Administrators current hourly rate.

AGENDA ITEM 6.A



SWAT

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

DATE: July 8, 2024

TO: Southwest Area Transportation Committee (SWAT)

FROM: SWAT Technical Advisory Committee (TAC)
By: Chris Weeks, SWAT TDM Administrator & City of San Ramon Transportation Division Manager

SUBJECT: Approval of the 511 Contra Costa Fiscal Year (FY) 2024-2025 SWAT Transportation Demand Management (TDM) Programs and Budget

RECOMMENDED ACTION

The SWAT TAC recommends SWAT review and approve the following:

1. Review and approve 511 Contra Costa FY 2024-2025 SWAT TDM programs and budget plan; and
2. **Authorize** CCTA to recommend TFCA funding of the two Subregional (12 Month) Programs including Lamorinda School Bus Program and TRAFFIX School Bus program.
3. Provide any **feedback** on the Regional Vanpool Program (6 Month) grant submission

BACKGROUND AND ANALYSIS

With the passage of Measure C in 1988 and Measure J in 2004, the voters of Contra Costa County approved the county's half-cent transportation sales tax and established a Growth Management Program (GMP). Through its countywide and sub-regional TDM programs, 511 Contra Costa provides support to Contra Costa jurisdictions in the following areas:

- Compliance with the TDM ordinance requirements of the Measure J Growth Management Program Compliance Checklist.
- Implementation of TDM measures as outlined in the Tri-Valley and Lamorinda sub-regional Action Plans.
- Fulfillment of the TDM priorities of each of the Regional Transportation Planning Committee's (RTPC's), including Countywide and local TDM ordinances.
- Implementation of cost-effective Bay Area Air Quality Management District (BAAQMD) TFCA programs to reduce Greenhouse Gas (GHG) emissions.

- Implementation of the MTC delegated Employer Outreach Program.
- Support and implementation of the TDM elements of the Sustainable Community Strategies of SB 375.
- Support for employers within SWAT with 50 or more employees, to comply with the mandatory BAAQMD's Bay Area Commuter Benefit Program (SB 1339), by offering commute incentives through the 511 Contra Costa Programs.

The objective of 511 Contra Costa is to maintain a base level of TDM funding for the Contra Costa Countywide Incentive Programs; however, given the changing environment due to COVID-19 pandemic, changes to the incentive programs specifically TFCA funding have begun. Consequently, the proposed budget provides the flexibility for TDM staff to pivot from one incentive program to another if required.

FISCAL ANALYSIS

For FY 2024-2025, the primary funding for 511 Contra Costa TDM program is funded by the Transportation Fund for Clean Air (TFCA), provided by the BAAQMD Program Manager Funds, and administered locally by CCTA. The countywide TDM incentive programs (bike, walk, transit, vanpool, carpool, telecommute, guaranteed ride home and employer outreach) are funded with TFCA dollars from a cooperative agreement (24CC03) which was first opened for use on January 1, 2024. The incentives reflect the mutually agreed upon rideshare programs offered to residents of Contra Costa County as well as commuters who work in Contra Costa County.

In Contra Costa County, the **Measure J** Expenditure Plan, Line Item 17 – “Commute Alternatives” category, provides funding to 511 Contra Costa. Specifically, for indirect costs associated with programs funded with TFCA grant money, as well as local TDM programs/projects, recommend by the RTPC's.

The CCTA and BAAQMD allocate funding for purposes of implementing employer and residential based TDM projects and programs. All programs and projects must meet goals and objectives to reduce traffic congestion and improve air quality. Current BAAQMD TFCA policy allows the use of TFCA funds for program and project direct costs but uses are limited for program indirect costs and must be judged as Cost Effective.

Each year, the 511 Contra Costa Program Managers collaborate and agree upon programs for Contra Costa County residents, employers, commuters, students and businesses. The proposed FY 2023-2024 SWAT TDM programs and budget have been vetted by the 511 Contra Costa TDM Program Managers, CCTA, and must meet the BAAQMD cost effectiveness criteria. In addition, input has been received by SWAT TAC members.

Funding for the 511 Contra Costa programs is allocated by CCTA, sub-regionally based on a formula, which includes 50% population and 50% employment within each sub-region.

The current allocation distribution is as follows:

Central/East County (TRANSPAC/TRANSPLAN)	57.30%
West County (WCCTAC)	22.20%
Southwest County (SWAT)	20.50%

The BAAQMD allows the Congestion Management Agency's (CCTA) to use 5% of the county allocation for program administration. Therefore, the Authority's share of funding covers the Authority's administration of the 511 Contra Costa TDM program.

The proposed programs for FY 2024-2025

511 Contra Costa will continue to offer the baseline TDM incentive programs (bike, walk, carpool, transit, vanpool, telecommute, and guaranteed ride home).

With respect to the proposed FY 2024-2025 budget, which is funded by an existing CCOP agreement, started in January 2024 and includes the following:

- Marketing/Promotion Outreach – Target marketing for the Employer Based Trip Reduction Program and Countywide Vanpool Program.
- Bicycle and Electric Vehicle (EV) Infrastructure - Provide funding for worksites, school sites, commercial businesses, multi-business parks, transit centers, and jurisdictions in the form of bicycle racks, corrals, lockers, e-lockers, fix-it stations, and EV charging stations at locations available to the public.
- Bike to Wherever Days & Bike to Work Day – Encourage employers, employees, cyclists, and the community to bike to wherever during the month of May and coordinate all the Southwest energizer stations on Bike to Work Day.
- Work with Community Groups and Employers – Explore the feasibility of providing bicycle repair education classes and bicycle safety awareness to increase bicycling as a viable mode of transportation.
- Managing the Southwest Pass2Class Program Aug-Oct 2024 – Provide students with free bus passes for two months at the beginning of the school year.
- Countywide Vanpool Passenger and Driver Incentive Programs – Provide funding to vanpool passengers and vanpool drivers to join and/or start a new vanpool. Continue to work with the vanpool leasing company, Business Parks, Employers, and other Bay Area counties, to encourage employees to join and/or start a vanpool.
- Green Commute Promotions - Assistance with the development of and/or maintenance of commute programs and compliance with the Bay Area Commuter Benefits Program (SB1339) and local ordinance requirements. In addition, implement a strategy to encourage telework/work from home policies and flexible work hour policies with Contra Costa Employers.
- Countywide Community Based Promotions – Implement community-based outreach, including: ebike Rebate Program, Adult Education Bike Safety Classes, Summer Bike Challenge, Summer Youth Pass, and Bike Valet Parking at events.

- Update, Automate and Redesign the Countywide Vanpool Program – Work with BlinkTag to do more targeted marketing promotions within the most congested areas throughout the County using social media. Combine older vanpool databases to create a more streamlined Countywide database for maintaining required records. The goal is to reduce the amount of paperwork received for this program on a daily basis by providing an easy online system for the users as well as better and more powerful reporting tools for staff. (NEW TFCA Funding starts Jan 1, 2025)
- First and Last Mile Connection – Provide “first and last mile” connection alternative for employers and employees. Include transit when necessary. TRAFFIX Program and Lamorinda School Bus Program.
- Micromobility coordination – Work with CCTA on launching and promoting micromobility options within SWAT
- Funding Opportunities – Identified, secured opportunities to use BAAQMD TFCA funds, for TRAFFIX Program and Lamorinda School Bus Program. Maintain reporting and coordination.

The FY 2024-2025 Program funds are available July 1, 2024. A summary of TDM program funding for FY 2023-2024 & 2024-2025 is as follows:

1) FY 2023-2024 (TFCA 24CC03 FY Jul 1, 2023 - June 30, 2024) Program dates Jul 1, 2024 - Dec 31, 2024	Action: NONE
TFCA Funds (24CC03 Includes 40K for TRAFFIX already sent)	\$326,324 (286,324 available)
Measure J Funds (24SRMJ23 Includes \$140K for TRAFFIX & Lamorinda, already sent)	\$194,709 (\$54,709 available)
Total Program Revenues:	\$521,033 (\$341,033 available)
2) FY 2024 - 2025 6 months ONLY (Jan 1, 2025 - Jun 30, 2025, Then new annual application)	Action: FEEDBACK
New TFCA Funds 6 Mos. Regional Vanpool	\$102,376
New Measure J Funds 6 Mos. TDM (Full Year \$219,309)	\$109,654.50
Total 6 Mos Program Revenues:	\$212,030.50
3) Sub Regional Programs (August 14,2024 - June 25, 2025)	Action: APPROVAL
Lamorinda School Bus (Lamorinda School Bus Administrator)	\$85,763.31
TRAFFIX School Bus (City of San Ramon Administrator)	\$80,763.31

Total New TFCA School Bus Revenue	\$166,526.62*
* Qualified for 57% of roll over on CE sheet	

STEPS FOLLOWING THE APPROVALS

1. Forward 511 Contra Costa FY 2023-2024 Adjustment to anticipated SWAT TDM Program Dates of 24CC03 agreement and Financial Plan to the CCTA.
2. Upon receipt, Authority staff will forward the 511 Contra Costa Countywide Vanpool Program TFCA Application and approved Sub-regional Program TFCA Applications to the Bay Area Air Quality Management District.
3. Upon approval BAAQMD will enter into an agreement with the CCTA.
4. Subsequently, the CCTA will continue to partner with the City of San Ramon for the implementation and oversight of the 511 Contra Costa SWAT TDM programs for FY 2023-2024 (24CC03) and enter into a new agreement for both the Regional Vanpool Program (6 Mos.) and the Sub-regional TRAFFIX School Bus Program.

ATTACHMENT

- A. Draft FY 2023-24 SWAT TDM program expenditure plan and budget
- B. March April project balance TDM Program Summary

Staff Contact:

Chris Weeks
 SWAT TDM & Transportation Division Manager City of San Ramon
 City of San Ramon
 P (925) 973-2655
 Email address: cweeks@sanramon.ca.gov

511 CONTRA COSTA - SWAT SUBREGION
FY 2024-2025 SWAT TDM Budget DRAFT ESTIMATE

REVENUES	FY 2023-24	FY 2024-25
New TFCA Funds	\$ 326,324	\$ 204,751
New MJ Funds	\$ 194,709	\$ 219,309
Total Program Revenues:	\$ 521,033	\$ 424,060

	SW Emissions Trip Reduction (TFCA)	Measure J	Budget FY 2023-24	SW Emissions Trip Reduction (TFCA)- 5C	Measure J	Proposed Budget 2024- 25	6MOS - SW Emissions Trip Reduction (TFCA)- 5C	6Mos Measure J	Proposed 6Mos Budget 2025.5-25
EXPENSES Programs & Projects	24CC03	24SRMJ23	TOTAL	25CC03	25SRMJ24	TOTAL	25CC03	25SRMJ24	TOTAL
Personnel	\$ 154,875	\$ -	\$ 154,875	\$ 114,251	\$ -	\$ 114,251	\$ 57,125.74	\$ -	\$ 57,125.74
Professional Services							\$ -	\$ -	\$ -
Bike Education Classes & Services	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -		\$ -	\$ -	\$ -
Total Professional Services	\$ 3,000	\$ -	\$ 3,000	\$ 114,251	\$ -	\$ 114,251	\$ 57,125.74	\$ -	\$ 57,125.74
Vanpool Program Expenses							\$ -	\$ -	\$ -
Ridesharing - Vanpools							\$ -	\$ -	\$ -
Countywide Vanpool Program INCENTIVES	\$ 30,000			\$ 80,000		\$ 80,000	\$ 40,000.00	\$ -	\$ 40,000.00
Incentives programs (for any alternative mode)						\$ -	\$ -	\$ -	\$ -
School Program (Pass2Class)	\$ 20,000			\$ -		\$ -	\$ -	\$ -	\$ -
High School Carpool to School Incentive Program	\$ 5,000			\$ -		\$ -	\$ -	\$ -	\$ -
TRAFFIX Program	\$ 40,000	\$ 50,000		\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 25,000	\$ 25,000.00
Lamorinda School Bus Program	\$ -	\$ 90,000		\$ -	\$ 90,000	\$ 90,000	\$ -	\$ 45,000	\$ 45,000.00
Survey Incentives	\$ 5,000			\$ 5,000		\$ 5,000	\$ 2,500.00	\$ -	\$ 2,500.00
SWAT In-House Commuter Program	\$ -	\$ 600		\$ -	\$ 600	\$ 600	\$ -	\$ 300	\$ 300.00
Countywide Community Based Programs & Promotions	\$ 20,000	\$ 15,109		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bicycle and EV Infrastructure	\$ 27,949	\$ 25,000		\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 15,000	\$ 15,000.00
Micromobility Coordination	\$ 5,000	\$ 5,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing/Promotional Programs						\$ -	\$ -	\$ -	\$ -
Commuter Fairs/Events	\$ 500			\$ 500		\$ 500	\$ 250.00	\$ -	\$ 250.00
Bike to Work Day Supplies & Incentives	\$ 5,000	\$ 3,000		\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 2,500	\$ 2,500.00
Green Commute Promotions	\$ 5,000	\$ 5,000		\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 2,500	\$ 2,500.00
Total TDM Program Expenses and Incentives	\$ 163,449	\$ 193,709	\$ 357,158	\$ 85,500	\$ 180,600	\$ 266,100	\$ 42,750.00	\$ 90,300	\$ 133,050.00
Travel & Training							\$ -	\$ -	\$ -
TDM Administrative Oversight (mileage reimbursement & cost of training)	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 1,000.00	\$ -	\$ 1,000.00
Program-related services (chamber dues, membership renewals, etc.)	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 1,000.00	\$ -	\$ 1,000.00
Total Travel/Training	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ 2,000.00	\$ -	\$ 2,000.00
Office Expenses & Supplies							\$ -	\$ -	\$ -
Postage	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 500.00	\$ -	\$ 500.00
Office Supplies	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 500	\$ 500	\$ -	\$ 250	\$ 250.00
Total Office Expenses & Supplies	\$ 1,000	\$ 1,000	\$ 2,000	\$ 1,000	\$ 500	\$ 1,500	\$ 500.00	\$ 250	\$ 750.00
Total Program Expenditures:	\$ 326,324	\$ 194,709	\$ 521,033	\$ 204,751	\$ 181,100	\$ 385,851	\$ 102,375.74	\$ 90,550	\$ 192,925.74

Notes:

Bicycle and EV Infrastructure - Incentives for Cities, worksites, school sites, commercial businesses, multi-business parks, transit centers and public agencies to install public bicycle infrastructure including traffic calming, bike lanes, racks, corrals, lockers, elockers, bike fix it stations and EV charging stations.

Upgrade, Automate and Redesign Countywide Vanpool Program & Website - Work directly with the 511 Contra Costa consultant (BlinkTag) to do more targeted marketing promotions within the

Program 17 Allocation by Subregion

	Percent of Program	Original Distribution	OBAG3 Project Contribution	Allocation Amount
Available for Allocation to Subregions		\$1,100,000		
Central County/Authority	30.70%	\$337,700	(\$27,696)	\$310,004
East County/Authority	26.60%	\$292,600	(\$23,997)	\$268,603
Southwest/SWAT	20.50%	\$225,500	(\$6,191)	\$219,309
West County/WCCTAC	22.20%	\$244,200	\$0	\$244,200
OBAG3 Project Contribution			(\$57,884)	

	Pay	Hours	Year	6 Months
Patrick (60 Hrs per pay period)	\$30.94		1560	\$48,269.52
Chris (20 Hours Per Pay Period)	\$126.888		520	\$65,981.97
				\$114,251.49
				\$57,125.74

SWAT - City of San Ramon

TDM Program Summary

Expense Month

March & April 2024

Project No.	Project Description	PO No.	Resolution	Coop	Project Amount	Expended to Date	Available	Expenditure	Project Balance After Exp.
TFCA									
21CC03	Southwest Emissions/Trip Reduction (Reallocated balance to 23CC03)	2021-22	20-13-G	21SR.TDM	\$ 339,099.00	\$ 274,646.60	\$64,452.40	\$24,185.06	\$40,267.34
24CC03	Southwest Emissions/Trip Reduction (Jan 1,24)	2024-032	23-18-G	24SR.TDM	\$ 326,324.00	\$ 40,000.00	\$286,324.00	\$0.00	\$286,324.00
				TOTAL	\$ 958,157.00	\$ 314,646.60	\$643,510.40	\$24,185.06	\$619,325.34
MEASURE J									
23SRMJ22	2023 Commute Alternative	2023-27	22-14-G	23SR.TDM	\$ 193,920.00	\$ 159,303.64	\$34,616.36	\$1,493.54	\$33,122.82
24SRMJ23	2024 Commute Alternative	2024-031	23-18-G	24SR.TDM	\$ 194,709.00	\$ 140,000.00	\$54,709.00	\$0.00	\$54,709.00
				TOTAL	\$ 388,629.00	\$ 299,303.64	\$89,325.36	\$1,493.54	\$87,831.82
			INVOICE TOTAL		\$ 1,346,786.00	\$ 613,950.24	\$ 732,835.76	\$ 25,678.60	\$ 707,157.16

SIGNATURE _____

AGENDA ITEM 6.B

TFCA Project Submittal and Benefit Calculation Worksheet		
TFCA County Total Funds FY2025	\$	1,747,938

Countywide Projects - Serving All Residents					
Project Status	Project	Sponsor	Initial Request	Proposed Final	Discussion Notes
Program Cost	Countywide Brand	CCTA	\$ 250,000	\$ 250,000	
Draft	Vanpool	SWAT	\$ 260,000	\$ 102,376	Revised 6/21/24 C. Weeks
Draft	Guaranteed Ride Home	WCCTC	\$ 60,000	\$ 60,000	
Draft	Big Win on Transit + Seasonal	CCTA	\$ 297,072	\$ 235,040	Revised 6/13/24 and 6/20/24 Reduce program weeks
Draft	Pass2Class Student Bus Pass Program	CCTA	\$ 305,000	\$ 288,197	Revised 6/13/24 No MJ17 & pass limits @75% of 2023
	Countywide Project Total		\$ 1,172,072	\$ 935,613	

Funds Remaining for Subregional Projects		\$ 575,866	\$ 812,325
Available by Subregion			
Central County	30.70%	\$176,791	\$249,384
East County	26.60%	\$153,180	\$216,078
Southwest	20.50%	\$118,053	\$166,527
West County	22.20%	\$127,842	\$180,336

Central County Available Funds			\$ 176,791	\$ 249,384	
Project Status	Project	Sponsor	Initial Request	Proposed Final	
Draft	Walnut Creek Bikeway	City of Walnut Creek	\$ 104,000.00	\$ 104,000.00	
	Active4Me School Trip Reduction/Community				
Draft	Outreach	CCTA	\$ 220,000.00	\$ 183,000.00	Revised 6/13/24 - Reduce # schools
	Central County Project Total		\$ 324,000.00	\$ 287,000.00	
	Remaining:		\$ (147,209.14)	\$ (37,616.23)	Shortfall Resolution TBD

East County Available Funds			\$ 153,180	\$ 216,078
Project Status	Project	Sponsor	Initial Request	Proposed Final
Draft	Tri Delta Transit TMR Expansion	Tri Delta Transit	\$ 315,000.00	\$ 315,000.00
East County Project Total			\$ 315,000.00	\$ 315,000.00
Remaining:			\$ (161,819.64)	\$ (98,921.55)
TDT has agreed to reduce by shortfall				

Southwest County Available Funds			\$ 118,053	\$ 166,527
Project Status	Project	Sponsor	Initial Request	Proposed Final
Draft	Traffix School Bus	City of San Ramon	\$ 99,000.00	\$ 99,000.00
Draft	Lamorinda School Bus	Lamorinda School Bus	\$ 104,000.00	\$ 104,000.00
Southwest County Project Total			\$ 203,000.00	\$ 203,000.00
Remaining:			\$ (84,947.47)	\$ (36,473.38)
Split difference on shortfall per C. Weeks/LaMorinda				

West County Available Funds			\$ 127,842	\$ 180,336
Project Status	Project	Sponsor	Initial Request	Proposed Final
Draft	Transit Incentives	WCCTC	\$ 221,817.00	\$ 221,817.00
West County Project Total			\$ 221,817.00	\$ 221,817.00
Remaining:			\$ (93,974.75)	\$ (41,480.85)
TBD - WCCTC will work on revised budget				

AGENDA ITEM 7



SWAT

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

March 4, 2024

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

RE: SWAT Meeting Summary Report for March 4th, 2024

Dear Mr. Haile:

The Southwest Area Transportation Committee ("SWAT") met Monday, March 4, 2024.

The following is a summary of the meeting and action items:

1. SWAT appointed four SWAT TAC staff members to the Contra Costa Transportation Authority Technical Coordinating Committee (TCC) for the term of March 4, 2024, through March 4, 2026.

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

2. SWAT received a presentation from Bay Area Rapid Transit (BART) representative Bradley Dunn, Manager of Local Government and Community Relations, called Safe and Clean Plan.
3. SWAT received a presentation from Contra Costa Transportation Authority (CCTA) representative Tim Haile, Executive Director of the Contra Costa Transportation Authority, called People-Centered Mobility.

Thank you for your presentation.

Please contact me at (925) 973-2547 Desk, (925) 678-4955 Cell, or email cweeks@sanramon.ca.gov, if you need more information.

Regards,

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

Chris Weeks

San Ramon Transportation Division Manager/SWAT Administrator

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

TRANSPAC
Transportation Partnership and Cooperation
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County
1320 Mount Diablo Blvd, Suite # 206, Walnut Creek, CA 94596
(925) 937-0980

May 9, 2024

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

RE: Status Letter for TRANSPAC Meeting – May 9, 2024

Dear Mr. Haile:

The TRANSPAC Committee met on May 9, 2024. The following is a summary of the meeting and action items:

1. Accepted the TRANSPAC Quarterly Financial Report for the period ending March 31, 2024.
2. Agreed upon release of the encumbrance on the unexpended funds from expired funding agreements from the Measure J Line 20A programming from 2018 and earlier that will allow that balance to be considered in the 2024-2025 & 2025-2026 programming cycle.
3. Approved the Draft FY 2024-2025 & FY 2025-2026 Measure J Line 20a Fund Program.
4. Discuss the outline of the 2024-2025 TDM program proposal for the TRANSPAC subregion that would be the basis for the anticipated application for a CCTA 2024-2025 TFCA grant application postponed.
5. Received information on TRANSPAC Workplan and Budget Process for Fiscal Year 2024/2025.

Please contact me at (925)-937-0980, or email at matt@graybowenscott.com if you need additional information.

Sincerely,



Matthew Todd
Managing Director

cc:

TRANSPAC Representatives; TRANSPAC TAC and staff
Matt Kelly and Hisham Noemi, CCTA Staff
Robert Sarmiento, TRANSPAC; Lamar Hernandez-Thorpe, Chair, TRANSPAC
Chris Weeks, SWAT; Renata Sos, Chair, SWAT
John Nemeth, WCCTAC; Rita Xavier, Chair, WCCTAC
Tarienne Grover, CCTA Staff
Ethan Bindernagel, Diane Bentley (City of Pleasant Hill)



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transportation
authority

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Chair

Lamar Hernandez-
Thorpe, Vice Chair

Ken Carlson

Paul Fadelli

Federal Glover

Loella Haskew

Chris Kelley

Aaron Meadows

Sue Noack


Scott Perkins

Renata Sos

Timothy Haile,
Executive Director

MEMORANDUM

To: Matt Todd, TRANSPAC
Chris Weeks, SWAT
Robert Sarmiento, TRANSPLAN
Sai Midididdi, TVTC
John Nemeth, WCCTAC
Shawn Knapp, LPMC

From: Timothy Haile, Executive Director 

Date: May 24, 2024

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

At its May 15, 2024 meeting, the Authority discussed and approved the following agenda item recommendations, which may be of interests to the Regional Transportation Planning Committees:

- A. *The Authority Board approved Resolution 24-18-P, which authorized submittal of an allocation request to the Metropolitan Transportation Commission, in the amount of \$479,000 in RM3 funds, for the Preliminary Engineering phase to complete environmental studies and design engineering for the Martinez Amtrak Shared Mobility Hub, Phase 1 (Project 8009.04).*
- B. *The Authority Board authorized the Chair to execute Amendment No. 2 to Agreement No. 539 with Advanced Mobility Group, Amendment No. 2 to Agreement No. 549 with the University of California Berkeley, and Amendment No. 2 to Agreement No. 566 with Telegra, Inc. to extend the agreement termination dates to September 30, 2025, with no increase in budget, and allowed the Executive Director or designee to make any non-*

substantive changes to the language for Bay Area Mobility-on-Demand (MOD)/ Mobility-as-a-Service (Project 8009.05).

- C.** *The Authority Board approved Resolution 24-13-G authorizing the State Transit Assistance Population-Based fund distribution percentages by transit operator for Fiscal Year (FY) 2024-25 through FY 2027-28 and directed staff to forward distribution percentages to the Metropolitan Transportation Commission.*
- D.** *The Authority Board authorized the Chair to execute Funding Memorandum of Understanding Agreement No. 679, as revised, with Contra Costa County for the Authority to receive \$1,470,000 in Measure X funding to support implementation of the Accessible Transportation Strategic Plan, authorized the funds to be used for the tasks identified in the Service Plan in Agreement No. 679, and allowed the Executive Director or designee to make any non-substantive changes to the language.*
- E.** *The Authority Board approved the proposed work plan for the 2022-2026 Contra Costa Community-Based Transportation Plans cycle and authorized staff to retain a consultant team through the On-Call Planning Bench.*
- F.** *The Authority Board approved the draft Calendar Years 2022 & 2023 Growth Management Program Compliance Checklist for distribution to local jurisdictions and sought feedback on potential additions to the Checklist.*
- G.** *The Authority Board approved Resolution 24-16-G, which approved the Transportation Fund for Clean Air 40% Fund Policy.*

***To view the full meeting packet with additional agenda item information, please visit our meetings webpage [here](#). Attachments to the Authority Board packet can be found in the Administration and Projects Committee and Planning Committee packets as referenced in the staff report.**

TRANSPAC
Transportation Partnership and Cooperation
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County
1320 Mount Diablo Blvd, Suite # 206, Walnut Creek, CA 94596
(925) 937-0980

June 13, 2024

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

RE: Status Letter for TRANSPAC Meeting – June 13, 2024

Dear Mr. Haile:

The TRANSPAC Committee met on June 13, 2024. The following is a summary of the meeting and action items:

1. Approved with the amendments of the FY 2024/2025 Work Plan and Budget and the GBS Managing Director and Clerk of the Board contract amendment for FY 2024/2025.
2. Approved the Final Draft Measure J Line 20a Funds Program for FY 2024/2025 and FY 2025/2026.
3. Approved the new Line 20a delivery policies to support the timely use of funding.
4. Approved the expenditure deadline extension request from County Connection through June 30, 2025, for the Travel Training Program.
5. Approved BART request to amend the scope of the Measure J Line 10 funded Electronic Bicycle Facilities – Central County BART Stations Project to include a phase 2 scope for bicycle access improvements at the Walnut Creek and Concord stations.
6. Received the information for prioritizing programs/projects to include in subregional FY 2024-2025 TFCA application(s) to be implemented in the TRANSPAC subregion, including components to be submitted and implemented by 511CC to support the application review process.
7. Received the information to prioritize Countywide TDM components to support the application review process.

Please contact me at (925)-937-0980, or email at matt@graybowenscott.com if you need additional information.

Sincerely,



Matthew Todd
Managing Director

cc:

TRANSPAC Representatives; TRANSPAC TAC and staff
Matt Kelly and Hisham Noemi, CCTA Staff
Robert Sarmiento, TRANSPLAN; Lamar Hernandez-Thorpe, Chair, TRANSPLAN
Chris Weeks, SWAT; Renata Sos, Chair, SWAT
John Nemeth, WCCTAC; Rita Xavier, Chair, WCCTAC

Tarienne Grover, CCTA Staff
Ethan Bindernagel, Diane Bentley (City of Pleasant Hill)

TRANSPLAN COMMITTEE

EAST COUNTY TRANSPORTATION PLANNING

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

June 21, 2024

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

Dear Mr. Haile:

The TRANSPLAN Committee undertook the following activities during its meeting on June 13, 2024:

1. Approved the allocation of \$800,000 in Measure J Program 28d – Subregional Transportation Needs funds to Tri Delta Transit to fill a funding shortfall in its Fiscal Year 2024/2025 budget.
2. Adopted the TRANSPLAN Fiscal Year 2024/2025 Budget and Work Program.

Should you have any questions, please feel free to contact me at 925-655-2918 or robert.sarmiento@dcd.cccounty.us.

Sincerely,



Robert Sarmiento
TRANSPLAN Staff

c: TRANSPLAN Committee	M. Todd, TRANSPAC	T. Grover, CCTA
S. Midididdi, TVTC	J. Nemeth, WCCTAC	TRANSPLAN TAC
C. Weeks, SWAT	J. Hoang, CCTA	

Phone: 925.655.2918 :: robert.sarmiento@dcd.cccounty.us :: www.transplan.us



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Federal Glover

Loella Haskew

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Sue Noack

Scott Perkins


Renata Sos

Timothy Haile,
Executive Director

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

MEMORANDUM

To: Matt Todd, TRANSPAC
Chris Weeks, SWAT
Robert Sarmiento, TRANSPLAN
Sai Midididdi, TVTC
John Nemeth, WCCTAC
Shawn Knapp, LPMC

From: Timothy Haile, Executive Director 

Date: June 27, 2024

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

At its June 12, 2024 meeting, the Authority discussed and approved the following agenda item recommendations, which may be of interests to the Regional Transportation Planning Committees:

- A. *The Authority Board authorized the Chair to execute Amendment No. 1 to Agreement No. 562 with Cello Partnership, dba Verizon Wireless to reduce the budget by \$665, 204.40, for a new total agreement amount of \$450,796.60, and a new in-kind services amount of \$717,108.71, for a new total agreement amount of \$1,167,905.31, to eliminate the scope related to Connected Vehicle to Everything, Verizon Connect, and the Data Insight Platform, and allowed the Executive Director or designee to make any non-substantive changes to the language for the Innovate 680 – Automated Driving System (Project 8009.07).*
- B. *The Authority Board authorized the Chair to execute Memorandum of Understanding No. 80.09.04 with Central Contra Costa Transit Authority, dba County Connection and May Mobility to provide, operate, and maintain on-*

demand wheelchair accessible autonomous shuttles, to receive in-kind services from County Connection, and allowed for the Executive Director or designee to make any non-substantive changes to the language for the Innovate 680 – Automated Driving System (Project 8009.07).

- C.** *The Authority Board approved Resolution 24-41-P to adopt Amendment No. 4 to the 2022 Measure J Strategic Plan.*
- D.** *The Authority Board authorized the Chair to execute Cooperative Agreement No. 28E.02 with Eastern Contra Costa Transit Authority, dba Tri Delta Transit and approved Resolution 24-42-P, which will appropriate \$800,000 in Measure J Funds for Tri Delta Transit operations (Project 28008), contingent upon East County Transportation Planning Committee's occurrence.*
- E.** *The Authority Board authorized the Chair to execute Amendment No. 2 to Agreement No. 526 with Advanced Mobility Group to extend the agreement termination date from June 30, 2024 to December 31, 2025, with no increase in agreement value, to provide continued project and program management services for the Transportation Demand Management and Safe Transportation for Children programs, and allowed the Executive Director or designee to make any non-substantive changes to the language.*
- F.** *The Authority Board authorized the Chair to execute Amendment No. 1 to Cooperative Agreement No. 60.00.09 with Lamorinda School Bus Transportation Agency (LSBTA) to distribute a subset of Fiscal Year 2023-24 Measure J Program 21c funds to the Lafayette School District and approved Resolution 23-23-G (Rev 1) to revise the funding distribution within the LSBTA share.*
- G.** *The Authority Board approved Resolution 24-27-G to allocate Measure J Countywide Bus Services Program 14 funds for Fiscal Year (FY) 2024-25 in the amount of \$6,000,000, and approved Resolution 24-29-G to allocate Measure J Countywide Express Bus Program 16 funds for FY 2024-25 in the amount of \$5,160,000.*

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- H. *The Authority Board approved the proposed Planning Department Work Plan for Fiscal Year 2024-25.*
- I. *The Authority Board authorized the Chair to execute a Memorandum of Agreement with the Metropolitan Transportation Commission (MTC) for the Mobility Nexus Project, allowed approval for the Executive Director to enter into funding agreements with MTC to receive grant funding on behalf of the Authority, if the Environmental Protection Agency grant application is awarded, and allowed the Executive Director or designee to make any non-substantive changes to the language.*
- J. *The Authority Board approved Resolution 24-38-A to adopt the Authority's Fiscal Year 2024-25 proposed budget totaling \$210.6 million for projects, congestion management, planning, programs, administration, and debt service necessary as required for Authority operations, capital improvements and programmed activities planned from July 1, 2024 through June 20, 2025.*
- K. *The Authority Board authorized the Chair to execute Amendment No. 2 to Agreement No. 529 with Convey, Inc. in the amount of \$300,000, for a new total agreement value of \$2,023,372, to provide public engagement support for the Innovate 680 Program (Program) and extend the agreement termination date from June 20, 2024 to June 30, 2026; Amendment No. 2 to Agreement No. 535 with Advanced Mobility Group in the amount of \$618,278, for a new total agreement value of \$1,677,653, to provide engineering manager support services for the Program and extend the agreement termination date from June 20, 2024 to June 30, 2026; and allowed the Executive Director or designee to make any non-substantive changes to the language.*
- L. *The Authority Board authorized the Chair to execute Amendment No. 2 to Agreement No. 520 with HDR Engineering, Inc. in the amount of \$780,000, which includes \$56,663.02 in contingency, for a new maximum total agreement value of \$9,780,000, to provide additional environmental and engineering services for the Interstate 680 Northbound Express Lanes*

Completion (Project 8009.02) Project Approval and Environmental Document phase of the project, and allowed the Executive Director or designee to make any non-substantive changes to the language.

***To view the full meeting packet with additional agenda item information, please visit our meetings webpage [here](#). Attachments to the Authority Board packet can be found in the Administration and Projects Committee and Planning Committee packets as referenced in the staff report.**