SWAT

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

SOUTHWEST AREA TRANSPORTATION COMMITTEE
MEETING AGENDA
Monday June 1, 2026, at 3:00 p.m.

Location 1: Contra Costa County Board of Supervisors' Office - District 2 (Candace Andersen) Lafeyette Office at 3338 Mt. Diablo Boulevard, Lafayette, CA 94549.

Location 2: 1516 Kamole Street, Honolulu, HI. 96821

This is an in-person meeting of the SWAT Committee, with the option for members of the public to appear in person or to participate via Zoom teleconference. Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in or log in to the meeting via Zoom.

Zoom Meeting
https://cccounty-us.zoom.us/j/85498802940?pwd=JPC76IdPD5AsSFB4maCUa8HsdFTzcO.1
Meeting ID: 854 9880 2940
Passcode: 271617

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 to a staff member)*

3. BOARD MEMBER COMMENTS

4. ADMINISTRATIVE ITEMS

5. CONSENT CALENDAR

5.A **Approval:** Meeting Minutes, SWAT BOD 05/04/2026 *(Attachment Agenda Item 5A)*

5.B **Approval:** SWAT Meeting Schedule FY 26/27.
By: ***Chris Weeks, SWAT Administrator*** *(Attachment 5B)*

5.C **Approval:** SWAT Administrative Services Memorandum of Understanding (MOU) with the City of San Ramon for FY 2026/2027; *By:* ***Chris Weeks, SWAT Administrator*** *(Attachment 5C -No Changes from 25/26)*

5.D **Approval:** Approval of the 511 Contra Costa Fiscal Year (FY) 2026-2027 SWAT Transportation Demand Management (TDM) Programs and Budget *By:* ***Chris Weeks, SWAT Administrator*** *(Attachment 5D)*

End of Consent Calendar

6. REGULAR AGENDA ITEMS

6.A **Presentation:** The Contra Costa Transportation Authority (CCTA) Executive Director will attend Regional Transportation Planning Committee (RTPC) meetings throughout Contra Costa County to provide an overview of CCTA, highlight investments and community benefits delivered through Measure J, and discuss the development of the Transportation Expenditure Plan (TEP). These meetings will help shape the early development of the TEP by gathering input from local jurisdictions, stakeholders, and community representatives regarding transportation priorities, desired outcomes, and key considerations for the future expenditure plan. ***By:*** **Tim Haile;** Executive Director, Contra Costa Transportation Authority

Attachment 6A.1 – Staff Report
Attachment 6A.2 – PPT Presentation

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

- TRANSPAC Board Meeting Summary – April 2026
- TRANSPAC Board Meeting Summary – May 2026
- SWAT Appointments to CCTA - May 2026

ACTION: Informational Items Only – No action required

8. DISCUSSION

Next Agenda & Meeting Date: **July 13** , 2026

9. ADJOURNMENT

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

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SUMMARY MINUTES

May 4, 2026 – 3:00 p.m.

LOCATION 1: Contra Costa County Board of Supervisors' Office - District 2 (Candace Andersen)
Lafeyette Office at 3338 Mt. Diablo Boulevard, Lafayette, CA 94549

Committee members present LOCATION 1: Candace Anderson, Contra Costa County (Chair) Susan Candell, City of Lafayette (Vice Chair); Darlene Gee, City of Orinda; Mark Armstrong, City of San Ramon; Karen Stepper, Town of Danville; Brian Dolan, Town of Moraga;

Committee members absent: None

Staff members present: Sivakumar Natarajan, City of Orinda; Chris Weeks, City of San Ramon; Allan Shields, Town of Danville (Final Meeting); Soren Fajeau Town of Danville; Patrick Golier, City of Lafayette; Nate Levine, Town of Moraga, Robert Serimento (online), Contra Costa County; Jen Quallick, Contra Costa County

Others present: Councilmember Stella Witherspoon, City of Lafeyette;

On Zoom: Danielle Elkins, Deputy Executive Director for CCTA; Andrew W. Smith, Director of Planning & Marketing, County Connection; Kristen Riker, AMG Street Smarts Diablo/511CC

1. CONVENE MEETING/SELF INTRODUCTION

Meeting called to order by Chair Andersen at 3:00 p.m., then introductions

2. PUBLIC COMMENT

No public present

3. BOARD MEMBER COMMENT

No comments

4. ADMINISTRATIVE ITEMS

Weeks: I wanted to acknowledge the last two meetings have been cancelled due to issues in getting today's presentation to you. I wanted to thank you all for your patience and looking forward to the presentation and the approval of our committee appointments.

Shields: Introduction of Soren Fajeau

5. CONSENT CALENDAR

ACTION: APPROVED: Stepper/Gee ROLL CALL: Unanimous

5.A **Approve** Meeting Minutes, SWAT BOD 1/06/2026 *(Attachment Agenda Item 5A)*

5.B **Approve Appointments**

1. SWAT Technical Coordinating Committee (TCC) Reappointments

Nate Levine, Town of Moraga, as Primary Engineering Representative to the Contra Costa County Technical Coordinating Committee (TCC), Chris Weeks as the Primary Planning Representative and Patrick Golier as the Primary Transportation Representative. The appointment will be for a **(2) two-year** term beginning April 1, 2026, through March 31, 2028. Discuss Alternates. **By:** Chris Weeks, SWAT Administrator

- Attachment 5B.1 SWAT TCC Appointments

TCC 03/31/26	Primary Representative	Alternate Representative
Planning:	Chris Weeks, San Ramon	Vacant
Engineering:	Nate Levine, Moraga	Vacant
Transportation:	Patrick Golier, Lafayette	Vacant

2. SWAT Countywide Bicycle Pedestrian Advisory Committee (CBPAC) Reappointment

Chris Weeks, City of San Ramon as the Primary SWAT Representative to the Countywide Bicycle Pedestrian Advisory Committee (CBPAC) and Patrick Golier as the Alternate SWAT Representative. The appointment will be for a (2) two-year term beginning April 1, 2026, running through March 31, 2028 . **By:** Chris Weeks, SWAT Administrator

- Attachment 5B.2 SWAT CBPAC Appointments

CBPAC 12/31/25	Primary	Alternate Representative
Representative	Chris Weeks, San Ramon	Patrick Golier, Lafayette

SWAT Countywide Bicycle Pedestrian Advisory Committee (CBPAC) Citizen Recruitment

Proposed recruitment of applications for Citizen representative to the CBPAC. Expired: Danville Resident, Bill Keeshen appointment ended **12/31/2025.**

6. REGULAR AGENDA ITEMS

ACTION: APPROVED Stepper/ Candell Roll Call Unanimous

6.A **Presentation & Approval:** SWAT Technical Advisory Committee (TAC) supports a proposal from Street Smarts Contra Costa to apply for SWAT TFCA funds to expand the "Walk N Roll" program into Lamorinda. Request from SWAT TAC for SWAT BOD to vote to support the submission of Street Smarts Contra Costa's application for $45,450 of rollover SWAT TFCA funds to onboard three Lamorinda schools to the "Walk N Roll" program in Lamorinda for next year. Street Smarts Contra Costa would like to submit the TFCA application for $45,450 of rollover TFCA funds. The full roll over available for SWAT use only from the closed TFCA TDM Grant 24CC03 is $164,038.13 **By:** Cara De Jong, Active Transportation Program Manager, Street Smarts Contra Costa & Danielle Elkins, Deputy Executive Director, Planning, Programs, and Policy. **Presented by Kirsten Riker**

- Attachment 6A.1 – Staff Report
- Attachment 6A.2 – PPT Presentation

K. Riker: the walk and roll program up here is funded separately from the Street Smarts program. So that's why I'm here to talk about it today. Walk and Roll is an established program in Transpac, currently paid for with TFCI sub-regional fundings for that area. We have it in 17 schools currently, with an additional number geared up to start in the fall. Street Smart staff in San Ramon Valley and in West Contra Costa recently completed training so that they can offer walk and roll in the San Ramon Valley and West Contra Costa schools using their OBAG3 Safe Routes to School funds. Those regions plan to onboard 2 new schools each in their regions for the next four years. Because the impact of this program is becoming widely recognized throughout the Transpac cities, Lamorinda schools are now regularly contacting us on multiple occasions to request participation as

well. But because we don't have funding for this program in the La Mirando region, some of these schools are now considering launching independent versions of their own design. So, while that's possible, that approach is not ideal, because CCTA would be unable to provide staff support, supplies, or ensure the high-quality standards and best practices that we've worked for the last 3 years to establish would carry through in the area without our, involvement. So today, we're here to ask for your approval to use SWAT's rollover TFCA funds to support implementation of walk and roll in Lamoirinda.

Program:

- Walk and Roll is a customized encouragement program designed to motivate an entire school community to use active transportation or carpool to get to school.
- it starts with all kids receiving a key tag, just like you can see here in the picture.
- every week on their designated Walk and Roll Day, such as Walk and Roll Wednesday, their tag gets scanned when they get to school.
- using an app on an iPhone, tracks their trips, it calculates the CO2 saved, and the miles completed by that student.
- The program runs once a week, with volunteers from each school, supported by the Street Smarts staff.
- On every fourth active trip that a student completes, a chime goes off on the app, and the student receives a collectible charm, and the charm is clipped onto the key tag.
- we give out weather charms when it's rainy day or super cold day, that's several times a year. And then some additional special holiday trip charms that the schools get to choose.
- with carpooling as another way to participate, the program is also inclusive of students who can't bike or walk. Transit is another qualifying way to get to school and participate as well.

Results:

- Stats shown from second year of program. By week 27, we had over 2,500 students participating every week, and this translates, of course, into less traffic around schools and reduced VMT.
- Stats presented from "Pilot" School Pleasant Hill Elementary: The highest participation in year two jumps from 150 in the first year to 197. These are students being recorded. So instead of dipping back down to 50 during the winter, in year two, it dipped to about 80 and then back up to 150 in the spring. participation in year 3 is regularly hitting over 200 participants until about November, for the annual drop, still dipping in the winter, but never getting as low as the highest participation recorded in the first year. This data demonstrates clear growth and shows cultural change is occurring over time.
- In 2022, the average daily count of bikes was around 15, so that's before we started the program. After 3 years of the program, they're now seeing an average of 90 bikes on Walk and Roll Wednesdays, and around 70 bikes on the rest of the days. This demonstrates that the program affects the whole week, even though kids are only being scanned once a week. So significant change is truly happening.
- now we're seeing the compounding efforts at Pleasant Hill Middle School, since all its feeder elementaries have been participating in the walk and roll program.
- Survey data shows administrators, students and parents like the program. All schools in Martinez are in the program.
- We would like to apply for $45,450 of SWAT Roll-over TFCA funds this is to enroll 3 schools in the next 26/27 school year, adding three more every school year. If approved, the goal will be for us to start one school in each of the three cities, Lafayette, Orinda, and Moraga, each year. We'll start… we have a plan of action

ready to go. We're going to start by circling back to the schools who have already been begging for the program. Spring Hill in Lafayette and Del Rey in Orinda. Our Moraga school is still TBD, but one of your TAC members, Nate Levine (Moraga Staff), has offered to introduce us to the superintendent and get the ball rolling that way.

D. Elkins (CCTA): The call for projects for TFCA went out late last week, so we are in the open application period, and we are looking for approval to submit an application to use past rollover funds to do the first year of launch on three schools.

DISCUSSION:

Stepper: So, participants can also Carpool or Transit if they can't bike or walk.
Riker: Yes
Anderson: What about ebikes? Is that one of the reasons we needed a bike corral
Riker: Not 100% sure on that question for Middle school. Can't answer that. Elementary schools do not have ebikes.
Smith: I am a parent of a child at PH school and it's not ebikes primarily. It's traditional bikes and they have had to double the size of the bike corral at the middle school.
Candell: I can share the registration info and program at Stanley Middle School.
Stepper: What about new rider safety?
Riker: Most younger students come with parents. By 5th grade they have had our safety assemblies so there are no major issues.
Armstrong: The $45K what does that go for and is there supplementary funding at this stage?
Riker: All supplies are included for launch. Staff support is the rest of the cost, training volunteers.
Elkins: The funding covers all the costs at the three schools for the first year.
Gee: When one school gets the program and it works, we will have all the other schools pushing for it. How will we deal with that?
Riker: That's a great problem to have. We have been able to build the system to gradually build it out. But if there is more demand then we look for more funding.
Elkins: That's why the plan is, like, the first year is the three schools, one from each city. You assume that everyone's going to be paying attention and catching on and wanting them for themselves, so then the second year is scaling up to add three more. There is probably the most interest in Orinda and Lafayette, and a little bit less in Moraga, so it may end up being that one gets two and one gets one. And then we'll scale up in that second year.
Andersen: do any of the school districts use supplemental funding, or is TFCA funding insufficient to do it?
Elkins: TFCA funding has been sufficient for TransPAC, although there's, we are going to be working on a proposal for OBAG4 and looking at 21A funding in TransPAC to supplement. OBAG3 funding will be applied in the, San Ramon area, as well as in West County. Our hope is that we can eventually get to the point where maybe OBAG4 is covering it for the entire county, and we don't have to worry about finding funding every single time in these one-offs.

Public Comment: Councilmember Stella Witherspoon, City of Lafeyette – I have run programs like this and understand why they would like it. I would suggest for Springhill Elementary we include images of those with mobility challenges. I support this program and urge the board to approve it.

Elkins: Bike Family Fest is happening in September, we are working to do outreach to the, biking accessibility they're potentially going to come and help fit kids to accessible bikes, so we'll make sure that we talk with the social workers and others at Spring Hill Elementary to make sure they know about that event, and the kids, that if they are looking for accessible bikes, that that would be an opportunity to get them fitted.

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

- TRANSPAC Board Meeting Summary – February 12, 2026
- TRANSPAC Board Meeting Summary – March 12, 2026
- CCTA Board Meeting Summary – February 18, 2026
- CCTA Board Meeting Summary – March 18, 2026
- CCTA Board Meeting Summary – April 15, 2026
- TRANSPLAN Meeting Summary – March 12, 2026

Gee: I distributed information to all board members information on the CCTA smart signals program. Thanks for getting back to me.
Andersen: We have been discussing Youth Ride Free. We are rolling it out and looking for long-term funding. CCTA has been pushing out marketing materials.

8. DISCUSSION Next Agenda & Meeting Date: June 1 , 2026

9. ADJOURNMENT

ACTION: Meeting adjourned by Chair Andersen at 4:35 p.m.

Staff Contact:

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

AGENDA ITEM 5.B

SWAT and SWAT TAC Meeting Schedule

MOU Periods July 2026 - June 2027

2026						2027					
SWAT Meetings			**SWAT TAC Meetings**			**SWAT Meetings**			**SWAT TAC Meetings**		
1st Monday			3rd Wednesday			1st Monday			3rd Wednesday		
July	7/13/2026			7/15/2026		**January**	1/4/2027			1/20/2027	
August	8/3/2026			8/19/2026		**February**	2/1/2027			2/17/2027	
September	9/14/2026			9/16/2026		**March**	3/1/2027			3/17/2027	
October	10/5/2026			10/21/2026		**April**	4/5/2027			4/21/2027	
November	11/2/2026			11/18/2026		**May**	5/4/2027			5/20/2027	
December	12/7/2026			12/16/2026		**June**	6/1/2027			6/17/2027	

AGENDA ITEM 5.C

SWAT

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DATE: June 1, 2026

TO: Southwest Area Transportation Committee (SWAT)

FROM: SWAT Technical Advisory Committee (TAC)

SUBJECT: SWAT Administrative Services FY 2026-2027

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, 2026, through June 30, 2027. Therefore, the City has prepared an MOU for a term effective July 1, 2026, through June 30, 2027. 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 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, 2026, through June 30, 2027, 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, 2026, through June 30, 2027.

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, 2026 following the execution of this Memorandum of Understanding (MOU) and to be completed by June 30, 2027 (defined as the "Contract Service Year") as approved at the June 1, 2026 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

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(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-need 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

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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 Contra Costa County, SWAT Fiscal Agent
309 Mt. Diablo Boulevard
Danville, CA 94526

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

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each other party. Additionally, facsimile, and scanned signatures shall be binding the same as originals.

Signatures on the following page.

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

CITY OF SAN RAMON, a Municipal Corporation **"CITY"**

Steven Spedowfski, City Manager Date

The Foregoing Agreement has been Reviewed and Approval is Recommended:

Brian Bornstein, Director Date
Public Works

APPROVED AS TO FORM:

Martin Lysons, City Attorney Date

ATTEST:

Joan Snashall, City Clerk Date

SOUTHWEST AREA TRANSPORTATION COMMITTEE

X:
Candace Andersen Date

SWAT Chair (Contra Costa Coun
Title of Signatory

X:
Susan Candell Date

SWAT Vice Chair (City of Lafeyette)
Title of Signatory

2021-14316
San Ramon Business License #

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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.

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AGENDA ITEM 5.D

SWAT

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DATE: June 1, 2026

TO: Southwest Area Transportation Committee (SWAT)

FROM: SWAT Technical Advisory Committee (TAC)
By: Chris Weeks, SWAT Administrator

SUBJECT: Approval of the 511 Contra Costa Fiscal Year (FY) 2026-2027 SWAT Transportation Demand Management (TDM) Programs and Budget

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RECOMMENDED ACTION

SWAT TAC recommends SWAT review and approve the 511 Contra Costa FY 2026-2027 SWAT TDM programs and budget

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.

The objective of 511 Contra Costa is to maintain a base level of TDM funding for the Contra Costa Countywide Incentive Programs.

FISCAL ANALYSIS

For FY 2025-2026, the primary source of funding for 511 Contra Costa TDM is 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. 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 such as the Go San Ramon program.

The CCTA and BAAQMD allocate funding for purposes of implementing 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.

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 2025-2026 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 Agencies (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 2026-2027

511 Contra Costa offers the baseline Countywide TDM incentive programs (bike, walk, carpool, transit, vanpool, telecommute, and guaranteed ride home). SWAT helps support these programs as well as TRAFFIX & Lamorinda School

Bus Programs. In 2024, TFCA launched TDM 2.0 that required annual application for TFCA Funds and SWAT applied for TFCA funds to administer the Regional Vanpool. In July 2025, SWAT will submit for a full year of TFCA funding to continue running the regional Vanpool Program until June 30, 2026. The same grant was submitted again for 2026/2027 for $234,172.25. These funds combined with roughly $220,000 in measure J funds that will fund the SWAT TDM program for FY 2026-2027.

The proposed FY 2026-2027 budget includes the following:

- Countywide Vanpool Passenger and Driver Incentive Programs – Provides significant additional funding for vanpool passengers and vanpool drivers as incentives to join and/or start a new vanpool. SWAT will work with the vanpool leasing company, business parks, employers, and other Bay Area counties, to encourage employees to join and/or start a vanpool. (TFCA New Grant Funding)
- Funding for Youth Transit Pass $5,933.00 (Measure J)
- Work with vanpool leasing company to launch the new VanpoolFlex program in SWAT. (New Grant Funding TFCA)
- TRAFFIX Program (TFCA New Grant Funding & Measure J) and Lamorinda School Bus Program (Measure J)
- 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, elockers, fix-it stations, and EV charging stations at locations available to the public. (Measure J)
- 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. (Measure J)
- Countywide Community Based Promotions – Implement community-based outreach, including: ebike Rebate Program, Summer Bike Challenge, Summer Youth Pass, and Bike Valet Parking at events.(Measure J & Existing TFCA)
- Try Transit Clipper Card Promotion providing $25 pre-loadedd Clipper Cards for all applicants who pledge to try transit.(Measure J)
- Secure Your Cycle e-locker access card promotion providing e-locker access cards with $20 of bike storage fee value to anyone who pledges to use elockers to secure their bicycles.(Measure J)

The FY 2026-2027 Program funds are available July 1, 2026. A summary of TDM program funding for FY 2025-2026 is as follows:

FY 2025-2026	**Amounts**
TFCA Fund Revenues (Countywide Vanpool Grant)	$234,172.25
New Measure J Fund Revenues (Estimate)	$225,955.00
Total Program Revenues Expected:	$460,127.25
Total Budgeted Funds	**$455,278.60**
Remaining Measure J Funds- Not Budgeted	*$4,848.65*
TFCA Remaining funds on existing TFCA **roll over** $164,038.13 - $45,450 Walk & Roll approved by BOD – Available for TFCA CE Qualified Applications Only	*$118,588.13*

511 Contra Costa, working with all regional RTPC's, offers the baseline Countywide TDM incentive programs throughout Contra Costa County (bike, walk, carpool, transit, vanpool, telecommute, and guaranteed ride home). This agreement has remaining funds to apply towards regional programs as well as targeted programs in the areas listed below.

- Employer Based Trip Reduction Program – Encourage employees to try transit, vanpooling or bicycling by providing access to information, schedules and incentives at tabling events.
- High School Carpool to School Program – Encourage students to carpool to school. The purpose of the program is to reduce traffic congestion during regular school bell times (may include carpool signage, striping and other school site improvements).
- TRAFFIX Program (Measure J & TFCA) and Lamorinda School Bus Program (Measure J)
- Support for Regional 511 Programs run by other RTPC's - Pass2Class, Summer Bike Challenge, Drive Less Incentive and the Guaranteed Ride Home Program – Providing information to students on free bus passes for two months at the beginning of the school year.

STEPS FOLLOWING APPROVAL

1. Contingent upon approval of TFCA applications CCTA will enter into an agreement with the City of San Ramon for the implementation and oversight of the 511 Contra Costa SWAT TDM Regional Vanpool Program and the Sub -regional TRAFFIX School Bus Grant for FY 2026-2027.

ATTACHMENT

A. Draft FY 2026-27 SWAT TDM program expenditure plan and budget

Staff Contact:

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

511 CONTRA COSTA - SWAT SUBREGION
FY 2026-2027 SWAT TDM Budget DRAFT ESTIMATE

REVENUES	FY 2026-27
New TFCA Funds	$234,172.25
New MJ Funds	$221,106.35
Total Program Revenues:	**$455,278.60**

	SW Emissions Trip Reduction (TFCA)- 5C	Measure J Program 17	**Proposed Budget 2026-27**
EXPENSES Programs & Projects	**27XXXX**	**25SRMJ24**	**TOTAL**
Personnel *LABOR*	$143,672.25	$28,573.35	$172,245.60
Professional Services			
Total Professional Services	**$143,672.25**	**$28,573.35**	
Vanpool Program Expenses			
Ridesharing - Vanpools			
Countywide Vanpool Program ***INCENTIVES***	$80,000.00		$80,000.00
Incentives programs (for any alternative mode)			
School Program (Pass2Class)			
High School Carpool to School Incentive Program			
TRAFFIX Program		$50,000.00	$50,000.00
Lamorinda School Bus Program		$90,000.00	$90,000.00
Survey Incentives	$5,000.00		$5,000.00
SWAT In-House Commuter Program		$600.00	$600.00
Countywide Community Based Programs & Promotions			
Bicycle and EV Infrastructure		$30,000.00	$30,000.00
Secure Your Cycle		$500.00	$500.00
Youth Transit Pass/ CCTA		$5,933.00	$5,933.00
Try Transit $25		$5,000.00	$5,000.00
Marketing/Promotional Programs			
Commuter Fairs/Events	$500.00		$500.00
Bike to Work Day Supplies & Incentives		$5,000.00	$5,000.00
Green Commute Promotions		$5,000.00	$5,000.00
Total TDM Program Expenses and Incentives	**$85,500.00**	**$192,033.00**	**$277,533.00**
Travel & Training			
TDM Administrative Oversight (mileage reimbursement & cost of training)	$2,000.00		$2,000.00
Program-related services (chamber dues, membership renewals, etc.)	$2,000.00		$2,000.00
Total Travel/Training	**$4,000.00**		**$4,000.00**
Office Expenses & Supplies			
Postage	$1,000.00		$1,000.00
Office Supplies		$500.00	$500.00
Total Office Expenses & Supplies	**$1,000.00**	**$500.00**	**$1,500.00**
Total Program Expenditures:	**$234,172.25**	**$221,106.35**	**$455,278.60**

AGENDA ITEM 6.A

SWAT

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

DATE: June 1, 2026

TO: Southwest Area Transportation Committee (SWAT)

FROM: Chris Weeks, SWAT Administrator
BY: Tim Haile, CCTA Executive Director

SUBJECT: Countywide Early Development of the TEP

Summary
The Contra Costa Transportation Authority (CCTA) Executive Director will attend Regional Transportation Planning Committee (RTPC) meetings throughout Contra Costa County to provide an overview of CCTA, highlight investments and community benefits delivered through Measure J, and discuss the development of the Transportation Expenditure Plan (TEP). These meetings will help shape the early development of the TEP by gathering input from local jurisdictions, stakeholders, and community representatives regarding transportation priorities, desired outcomes, and key considerations for the future expenditure plan.

Background
Measure J, approved by Contra Costa voters in 2004 as a 25-year transportation sales tax measure, is scheduled to expire in 2034. Since its approval, Measure J has delivered more than $5 billion in transportation investments throughout Contra Costa County, supporting projects and programs that improve local streets and roads, transit, freeway improvements, bicycle and pedestrian infrastructure, paratransit services, and transportation technology and innovation initiatives.

In preparation for the expiration of Measure J, CCTA is initiating development of a new TEP following adoption of the updated Countywide Transportation Plan (CTP). The TEP will build upon the vision, goals, and priorities established through the CTP. On May 14 and 15, CCTA conducted a Board Workshop focused on the TEP process, priorities, policies, and framework for development of a future transportation sales tax measure. Representatives from local jurisdictions serving on the RTPCs were invited to participate in the workshop discussions to help inform the early stages of the process.

The TEP process will be shaped through a community-driven, grassroots approach built on input from the local agencies, stakeholders, and the public to help inform priorities, policies, programs, and investment strategies for a future transportation sales tax measure. RTPC meetings provide a forum to bring together local jurisdictions and gather input on transportation needs and priorities within each area of the county. Participation from local jurisdictions at this stage is both valuable and necessary to ensure the TEP reflects the diverse needs of communities across Contra Costa County.

This meeting will help kick off the TEP engagement process with the RTPCs building upon countywide listening efforts with local agencies, stakeholders, and the public to help inform development of the future Transportation Expenditure Plan. These

meetings will serve as a collaborative listening forum, providing an opportunity for RTPC members to offer early input and for CCTA staff to better understand and capture local perspectives. This feedback will help shape the early development of the TEP and establish a foundation for future engagement and decision-making.

The development of the TEP is being guided by five foundational pillars that will serve as the basis for discussions throughout the workshop process and future phases of TEP development, with the goal of creating a TEP that is clear, implementable, and reflective of both local and countywide priorities:
Community-First Approach – Prioritize the needs and quality of life of residents and communities by listening early and throughout the process to people who live, work, and travel in Contra Costa County.

Keep It Simple – Develop a plan that is clear, understandable, and implementable, with a focus on transparency and ease of communication to the public and stakeholders.

Apply a Countywide Lens – Balance local priorities with countywide benefits by focusing on investments that build a transportation system delivering meaningful benefits across the entire County.
Emphasize Accountability – Define clear expectations for how funds are invested and what results are delivered by establishing performance measures and outcome-based accountability to track commitments and measurable benefits.

Focus on Significant Outcomes – Prioritize investments that deliver meaningful and transformative improvements to mobility, safety, accessibility, and connectivity that improve people's daily lives.

Initiating the TEP process with the RTPCs is an important step in building a community driven, countywide transportation vision that reflects local priorities, delivers meaningful outcomes, and establishes a strong foundation for the future of transportation in Contra Costa County. Through continued collaboration with local jurisdictions, stakeholders, and the public, the TEP process will help shape a transportation investment strategy that improves safety, accessibility, and connectivity for communities throughout the county.

RECOMMENDATION

Staff recommends that SWAT BOD share any questions or concerns on this presentation with the presenter and direct TAC to explore any further information needed.

ATTACHMENT

1. Presentation attached

Staff Contact:
Chris Weeks, SWAT Administrator
Phone: (925) 973-2547
Email: cweeks@sanramon.ca.gov

AGENDA ITEM 7

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 5, 2026

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

RE: Status Letter for TRANSPAC Meeting – April 9, 2026

Dear Mr. Haile:

The TRANSPAC Committee met on April 9, 2026. The following is a summary of the meeting and action items:

1. The Board received information on the Measure J Line 20a Fund Program – FY 2026/2027 - FY 2027/2028 Program.
2. The Board received an update on the 2026 CCTA youth transit program implementation.

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

Sincerely,

Matt Todd

Matt Todd
Managing Director

cc: TRANSPAC Representatives; TRANSPAC TAC and staff
Danielle Elkins and Matt Kelly, CCTA Staff
Robert Sarmiento, TRANSPLAN; Susannah Meyer, Chair, TRANSPLAN
Chris Weeks, SWAT; Mark Armstrong, Chair, SWAT
John Nemeth, WCCTAC; Cameron Sasai, Chair, WCCTAC
Tarienne Grover, CCTA Staff
Lyone Conner, Ethan Bindernagel, City of Pleasant Hill

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 19, 2026

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

RE: Status Letter for TRANSPAC Meeting – May 11, 2026

Dear Mr. Haile:

The TRANSPAC Committee met on May 11, 2026. The following is a summary of the meeting and action items:

1. The Board Accepted the quarterly financial report for the period ended March 31, 2026.
2. The Board approved the appointment of Trevor McGuire (Martinez) as a Primary representative and Anthony Nuti (Pleasant Hill) as an alternate representative to the CCTA TCC for the term April 1, 2026 - March 31, 2027.
3. The Board approved the Draft FY 2026-2027 & FY 2027-2028 Measure J Line 20a Fund Program and release for comment.
4. The Board received information on Contra Costa Transportation Authority Countywide Travel Training Program.
5. The Board received information on TRANSPAC Workplan and Budget Process for Fiscal Year 2026/2027.

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

Sincerely,

Matt Todd

Matt Todd
Managing Director

cc: TRANSPAC Representatives; TRANSPAC TAC and staff
Danielle Elkins and Matt Kelly, CCTA Staff
Robert Sarmiento, TRANSPLAN; Susannah Meyer, Chair, TRANSPLAN
Chris Weeks, SWAT; Mark Armstrong, Chair, SWAT
John Nemeth, WCCTAC; Cameron Sasai, Chair, WCCTAC
Tarienne Grover, CCTA Staff
Lyone Conner, Ethan Bindernagel, City of Pleasant Hill

SWAT

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

May 5, 2025

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

Dear Mr. Haile:
At the May 4, 2023 SWAT meeting, The SWAT TAC recommended that SWAT re-approve all three Primary Representatives for a two-year term running from April 01, 2026, through March 31, 2028. SWAT approved all primary appointments for extension to 2028.

	Primary Representative	**Expired**	**New Expiration Date**
Transportation:	Patrick Golier, Lafayette	03/31/2026	03/31/2028
Engineering:	Nate Levine, Moraga	03/31/2026	03/31/2028
Planning:	Chris Weeks, San Ramon	03/31/2026	03/31/2028

If you have any questions or would like additional information on this matter, please feel free to contact Chris Weeks, SWAT Administrator, at (925) 973-2547, or cweeks@sanramon.ca.gov

Sincerely,

Candace Andersen, Chair
Southwest Area Transportation Committee
Contra Costa County