



SWAT

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

SOUTHWEST AREA TRANSPORTATION COMMITTEE MEETING AGENDA Monday September 14, 2026, at 3:00 p.m.

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

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.

Join Zoom Meeting

<https://cccouny-us.zoom.us/j/81030732499?pwd=4KkPYde4LCXNu8Yy5J5a8oRfjpNnnK.1>

Meeting ID: 810 3073 2499

Passcode: 141631

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

4.A Review: CCTA correspondence to memorialize the CCTA Board's action at the May 20, 2026 CCTA Board meeting, to elect not to authorize remote meeting procedures for standing and advisory committees under Senate Bill 707, including the RTPCs, and continue to require in-person meetings in accordance with the standard provisions of the Brown Act, as well as permit Americans with Disabilities Act of 1990 (ADA) accommodations, when required.

Attachments: 4.1 CCTA BOARD

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/>

5. CONSENT CALENDAR

5.A **Approve:** Meeting Minutes August 3, 2026

6. REGULAR AGENDA ITEMS

6.A Presentation, Discussion & Approval of Match Request: The Contra Costa Transportation Authority is applying to OBAG 4 for regional funding to pay for the ongoing support of the Countywide Safe Routes to Schools Program which includes: ongoing support of the initial Walk N Roll schools in all of SWAT, Street Smarts & Safe Routes to Schools assemblies, safe routes to school maps in the SWAT Region. Safe Routes to Schools assemblies, Walk N Roll, and mapping of elementary schools in Lamorinda is part of the grant application but does not have a source of identified match funds. CCTA proposes using SWAT Measure J Program 17 funds to pay for this Lamorinda only match. The funds required for the Lamorinda portion of the grant will be roughly \$8,826 per year from 2028-2031 for a total of \$35,304.70.

By: Danielle Elkins, Deputy Executive Director, Planning, Programs, and Policy; Nikki Foletta, Director of Programs

Attachment 6A.1 – Staff Report

Attachment 6A.2 – Presentation

7. WRITTEN COMMUNICATIONS (*Attachments – No action required*)

- TRANSPAN Board Meeting Summary – August 18, 2026
- WCCTC Special Board Meeting Summary- August 20, 2026
- Invitation from Tim Haile: RTPC Working Sessions TEP – September 1, 2026
- Solicitation for West County Representative to serve on the Countywide Bicycle and Pedestrian Advisory Committee of the Contra Costa Transportation Authority – November 1st Application Date

8. DISCUSSION Next Agenda & Meeting Date: Monday, October 5, 2026

9. ADJOURNMENT

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AGENDA ITEM 4.A

Office Procedure # 17a

Policy Title: Reasonable Accommodations Policy for Legislative Body Meetings Subject to the Brown Act

Date Adopted: March 15, 2023

Date Amended: October 30, 2024

I. Policy

Effective January 1, 2023, Government Code Section 54953(g) requires that all public agencies have and implement a procedure for receiving and swiftly resolving reasonable accommodations requests for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. Requests may be made by any individual that participates or conducts the meeting, such as members of the public, staff, and members of the legislative body.

This policy shall apply to all meetings of the Contra Costa Transportation Authority's (Authority) legislative bodies and meetings open to the public, including, without limitation, the Authority Board and Committee meetings identified in Administrative Code, Chapter 1, Section 104.2 and 104.3, among others, that have since or will be created that are subject to the Brown Act.

II. Readily Available Accommodations

Any of the following accommodations can be provided for a publicly-noticed meeting of the Authority open to the public:

- Agendas and staff reports: Upon request, any agendas, staff reports, or meeting materials can be made available in appropriate alternative formats to persons with a disability, including hyperlinks where appropriate so that the user can access the linked information. Alternative fonts or formats may include sans serif fonts or large print. Large print is generally considered to be 18 point font. The type of format necessary to ensure effective communication will vary with the individual's needs and the length and complexity of the communications involved. A charge for these documents in alternative formats to individuals with disabilities is prohibited.
- For individuals with hearing loss: The Authority will provide assistive listening devices, assistive listening systems, and allow users to enable closed captioning via Zoom. Authority staff will ensure the sound is clear, adjustable by volume, and as free of static as possible to ensure there is not interference with hearing aids.
- For individuals with visual impairments: Audio recordings of all Authority Board and Committee meetings subject to the Brown Act are available on the Authority's

website. Additionally, the meetings are live streamed with audio on the Internet via YouTube and Zoom.

- For individuals with mobility impairments: ADA accessible facilities including wheelchair ramps, buttons, and first floor accessibility to access the Board Room and restrooms; also two-way live video and audio streaming via Zoom or other similar platform, telephone access via Zoom, and audio/video access via YouTube. Upon request, staff can move chairs in the Boardroom, to ensure proper access and availability for a wheelchair, power chair, or scooter.
- Personal Assistants/Interpreters: Seating and space for personal assistants and interpreters can also be provided upon request. Seating can be arranged to allow the interpreter to be seated where they can clearly convey information using sign language to hard of hearing or deaf individuals and also clearly see the speakers in order to translate.
- For individuals with service animals: Upon request, staff can ensure there is enough space besides the handler for the animal to sit or rest during the meeting.

Additional Accommodations (Upon Request)

Individuals who have loss of hearing or are hard of hearing, who are blind or have low vision, have mobility impairments, or have any other disability, may also request accommodations other than those readily available using the process outlined below. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation. Note that an accommodation will be considered to be unreasonable and will not be provided if it imposes undue financial or administrative burdens on the Authority, or requires a fundamental alteration in the nature of a program. If a particular accommodation is determined to be unreasonable by the Authority, the Authority will offer an alternative accommodation that is reasonable.

III. Process

The process to request an additional accommodation:

- If you have an additional accommodation that is not identified above, please request an accommodation as soon as you can, preferably before the meeting you wish to attend, or at the meeting itself if necessary. The sooner the request is made, the more likely it is that the Authority can provide the accommodation or an alternative. You can make this request yourself, or someone can make it on your behalf with your permission. For members of the legislative bodies, the request must be made

at least five (5) business days before the legislative body meeting and be approved prior to the meeting.

- Your request can be made orally or in writing, and you should submit it to the Director, Administrative Services/Clerk of the Board so as to avoid delay in reviewing and processing the request. Requests can be made by contacting (925) 256-4722, or via email to tgrover@ccta.net, or by mailing such a request to 2999 Oak Road, Suite 100, Walnut Creek, CA 94597. If making the request via mail, the request will need to be received early enough to allow for a timely response. Authority staff will provide a Reasonable Accommodation Request Form to be submitted for review and will provide a response within five (5) business days.
- Your request for an accommodation must provide the following information:
 - (a) *What accommodation?* We need to know the type of accommodation you are seeking, and/or how the accommodation will allow you to access and participate in the meeting. You are not required to disclose the particular disability, instead a general statement of explanation will suffice.
 - (b) *Contact information.* You must give staff current contact information so they can respond in a timely manner. This can be a mailing address, an email address, or telephone number, for example. Note that if only a mailing address is provided, you need to make the request early enough that a mailed response can be provided timely.
 - (c) *Which meeting or meetings?* Please specify if the accommodation is requested for a specific meeting, or for all or a series of meetings before a particular legislative body.

IV. Reasonable Accommodation for Members of the Legislative Body and Compliance with the Ralph M. Brown Act

- Any member of a legislative body of the Authority, including Authority Board members and members of committees, with a qualifying disability which precludes the member's in-person attendance at meetings will be permitted to participate remotely in legislative meetings provided: 1) the member uses a two-way video and audio streaming platform in real time; 2) discloses the identity of any adults (18+) who are present with the member at the remote location; and 3) has an approved Reasonable Accommodation Request form on file with the Authority before the start of the meeting.

V. Procedures

- A. Any staff member, committee member, or Authority Board member who receives, or believes they may have received, an accommodation request, will promptly relay the request and the requestor's contact information to the Director, Administrative Services/Clerk of the Board.
- B. The Authority's Legal Counsel may be requested to assist in the review of requests, and assist staff in providing a response to the requestor as soon as practicable.
- C. All reasonable accommodations request responses shall be provided in writing, when such written response can be transmitted in a timely manner prior to the start of the specific meeting. Otherwise, the response will otherwise be provided orally. Responses will identify whether the accommodation is granted or granted in the alternative, and any instructions necessary to access the accommodation. If denied, the response will identify the grounds for denial. Authority staff will document requests and responses provided orally.
- D. The law requires that all doubt be resolved in favor of accommodations. Staff will make reasonable efforts to communicate with requestors to obtain clarifications or to discuss whether alternative accommodations will be viable.

This Office Procedure is approved and effective as of October 30, 2024.



Executive Director

December 19, 2024

Date

Reasonable Accommodation Application Form

Applicant Information

Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of Application: _____

Reason for Request

Nature of Disability/Condition:

(A detailed description of your medical information is not necessary or required.)

Accommodation Requested

Description of the Accommodation:

(Please describe the specific accommodation(s) you are requesting. For example, modifications to your work schedule, physical modifications to your environment, assistive technology, remote attendance at a meeting including a Board or Committee meeting, etc.)

Reason for Requesting the Accommodation:

(Explain how the requested accommodation will assist you in performing your job, accessing services, or participating fully in meetings/activities.)

Additional Information (Optional-Include any additional details that might support your request):

Signature and Certification

I certify that the information provided is accurate and that the accommodation requested is necessary for me to access services, perform job functions, or participate fully in meetings and/or activities, including legislative meetings of the Authority.

Applicant's Signature: _____

Date: _____

Employer/Agency Section (To be completed by Human Resources or the Programs Manager for Accessibility)

Date Request Received: _____

Request Reviewed By: _____

Decision on Accommodation Request: (Approved/Denied/Modified)

Reason for Decision: _____

Date of Decision: _____

Next Steps (If approved or modified, describe what steps will be taken to implement the accommodation, along with a timeline):

Employer/Agency Signature: _____

Appeals Process: The law requires that all doubt be resolved in favor of accommodations. Staff will make reasonable efforts to communicate with requestors to obtain clarification or to discuss whether alternative accommodations will be viable. Staff will respond within five business days to any disputes or appeals on the decision.

Requirements:

*This form must be approved and on file before a member can attend a meeting remotely and be covered under the Attorney General's (AG) Opinion No. 23-1002, dated July 24, 2024, which concluded that, under the Americans with Disabilities Act of 1990 (ADA) and the Brown Act, a legislative body of a special district may allow remote participation from a nonpublic location in a public meeting as a reasonable accommodation for a member of the legislative body with a qualifying disability that precludes the member's in-person attendance at meetings, subject to the requirements of ADA.74 and requirements of the Brown Act.

According to the AG's Opinion, the only two Brown Act requirements that must be met to otherwise accommodate a person with a disability is to require the remote participant to: 1) use two-way video and audio streaming in real time (phone conference is not allowed); and 2) at the beginning of the meeting upon the Chair's announcement, disclose their remote attendance and identity of any adults (18+) who are present with the member at the remote location.

**RESOLUTION 23-06-A (Rev 1)**

RE: APPROVAL TO ADOPT A REVISED AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) REASONABLE ACCOMMODATIONS POLICY (RAP) FOR ALL MEETINGS OF THE LEGISLATIVE BODIES OF THE AUTHORITY AND REJECT THE USE OF ASSEMBLY BILL 2449 (AB2449) PROCEDURES FOR LEGISLATIVE BODY MEMBERS PARTICIPATION VIA TELECONFERENCE UNDER “JUST CAUSE” OR “EMERGENCY CIRCUMSTANCES”

WHEREAS, on September 13, 2022, Governor Gavin Newsom signed AB2449 to update existing teleconferencing requirements under the Ralph M. Brown Act (Brown Act) by temporarily allowing less than a quorum of a legislative body to attend public meetings remotely without posting their location and removing the requirement for public participation in a nonpublic location, provided certain requirements are met. These new teleconferencing rules under AB2449 were in addition to the traditional teleconferencing rules and AB361; and

WHEREAS, AB2449 has a sunset date of January 1, 2026, and has complex alternative teleconference procedures for limited circumstances of “Just Cause” or “Emergency Circumstances”; and

WHEREAS, in March 2023, due to the complexity of the alternative teleconferencing requirements and procedures for staff and the Authority Board and Committee members to track and ensure compliance with AB2449, the Authority Board rejected the use of AB2449 procedures for legislative body members to teleconference for meetings subject to the Brown Act under “Just Cause” or “Emergency Circumstances”; and

WHEREAS, AB2449 also imposed requirements relating to accommodation requests made under the ADA; and

WHEREAS, in March 2023, the Authority Board approved the attached RAP pursuant to the ADA requirements and AB2449; and

WHEREAS, on July 24, 2024, the Attorney General (AG) issued Opinion No. 23-1002 (Opinion) concluding that, under the ADA and the Brown Act, a legislative body of a special district may allow remote participation in a meeting as a reasonable accommodation for a member of the legislative body with a qualifying disability that precludes the member’s in-person attendance at meetings, and allows them to meet from a “nonpublic” location subject to certain requirements of the Brown Act; and

WHEREAS, the ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity; and

WHEREAS, the AG's Opinion provided that the Brown Act conditions for how an individual member may participate remotely must be met by the member using two-way live video and audio streaming for the entire meetings, and disclosing the identity of any adults (18+) who are present in the room with them at the remote location; and

WHEREAS, this will apply to all of the Authority's Legislative Body meetings and will be confirmed through a Reasonable Accommodations Request form from the member with established criteria for approval and response time, as well as a claims and appeals process; and

WHEREAS, the member must have an approved Reasonable Accommodations Request form on file with the Authority before being allowed remote attendance at the Authority's Legislative Body meetings, which are subject to the Brown Act.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Authority Board hereby adopts the Revised RAP for all of the Authority's Legislative Body meetings, which are subject to the Brown Act, attached hereto and incorporated herein by this reference, and authorizes the Executive Director, or designee, to make changes to the Reasonable Accommodations Policy as may be necessary to comply with applicable laws, including, without limitation, adding further readily available accommodations to the appropriate section of the RAP.

This resolution was entered into at a meeting of the Contra Costa Transportation Authority Board held October 30, 2024 in Walnut Creek, California by the following vote:

AYES:	Chair Arnerich, Vice Chair Hernandez-Thorpe, and Commissioners Carlson, Glover, Fadelli, Haskew, Kelley, Meadows, Noack, Perkins and Sos
NOES:	None
ABSENT:	None
ABSTAIN:	None

Newell Arnerich, Chair

Attest:

Tarienne Grover, Clerk of the Board

Attachment: "A" – Office Procedure 17a – RAP (Revised October 30, 2024)

Office Procedure # 17a**Policy Title: Reasonable Accommodations Policy for Legislative Body Meetings Subject to the Brown Act****Date Adopted: March 15, 2023****Date Amended: ~~N/A~~ October 30, 2024****I. Policy**

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at least five (5) business days before the legislative body meeting and be approved prior to the meeting.

- Your request can be made orally or in writing, and you should submit it to the Director, Administrative Services/Clerk of the Board so as to avoid delay in reviewing and processing the request. Requests can be made by contacting (925) 256-4722, or via email to tgrover@ccta.net, or by mailing such a request to 2999 Oak Road, Suite 100, Walnut Creek, CA 94597. If making the request via mail, the request will need to be received early enough to allow for a timely response. Authority staff will provide a Reasonable Accommodation Request Form to be submitted for review and will provide a response within five (5) business days.
- Your request for an accommodation must provide the following information:
 - (a) *What accommodation?* We need to know the type of accommodation you are seeking, and/or how the accommodation will allow you to access and participate in the meeting. You are not required to disclose the particular disability, instead a general statement of explanation will suffice. ~~You may, but are not required to, submit a letter from a physician to the effect that the requested accommodation is required for you to access and participate in the meeting.~~
 - (b) *Contact information.* You must give staff current contact information so they can respond in a timely manner. This can be a mailing address, an email address, or telephone number, for example. Note that if only a mailing address is provided, you need to make the request early enough that a mailed response can be provided timely.
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IV. Procedures

- A. Any staff member, committee member, or Authority Board member who receives, or believes they may have received, an accommodation request, will promptly relay the request and the requestor's contact information to the Director, Administrative Services/Clerk of the Board.
- B. The Authority's Legal Counsel may be requested to assist in the review of requests, and assist staff in providing a response to the requestor as soon as practicable.
- C. All reasonable accommodations request responses shall be provided in writing, when such written response can be transmitted in a timely manner prior to the start of the specific meeting. Otherwise, the response will otherwise be provided orally. Responses will identify whether the accommodation is granted or granted in the alternative, and any instructions necessary to access the accommodation. If denied, the response will identify the grounds for denial. Authority staff will document requests and responses provided orally.
- D. The law requires that all doubt be resolved in favor of accommodations. Staff will make reasonable efforts to communicate with requestors to obtain clarifications or to discuss whether alternative accommodations will be viable.

This Office Procedure is approved and effective as of ~~March 15, 2023~~October 30, 2024.

Executive Director

Date

Office Procedure # 17a**Policy Title: Reasonable Accommodations Policy for Legislative Body Meetings Subject to the Brown Act****Date Adopted: March 15, 2023****Date Amended: October 30, 2024****I. Policy**

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Executive Director

Date

Authority Board **STAFF REPORT**

Meeting Date: October 30, 2024

Subject	NEW ITEM: Approval of Resolution 23-06-A (Rev 1) to Adopt a Revised Americans with Disabilities Act of 1990 Reasonable Accommodations Policy (RAP) for all Legislative Body Meetings of the Authority
Summary of Issues	On September 13, 2022, Governor Gavin Newsom (Governor) signed Assembly Bill (AB) 2449, which went into effect on January 1, 2023, modifying the Ralph M. Brown Act (Brown Act) to add complex alternative teleconference procedures to allow members of a legislative body to participate remotely due to “just cause” or “emergency circumstance”, the application of which depends upon individual facts and circumstances. Also, AB2449 added Subdivision (g) to Section 54953 of the Government Code, requiring that legislative bodies have and implement a RAP for individuals with disabilities, consistent with the Americans with Disabilities Act of 1990 (ADA). The amended statute requires the RAP be identified on every public meeting agenda. In March 2023, the Authority Board approved Resolution 23-06-A to 1) adopt the RAP; 2) reject the separate complex alternative teleconference procedures provided for by AB2449, which would allow for Authority Board and Committee members to participate remotely under “Just Cause” or “Emergency Circumstances”; and 3) allowed for the Executive Director or designee to make changes to the RAP. While the Executive Director was granted authority to make changes to the RAP, we felt it was beneficial to bring these revisions to the Authority Board for approval as they will allow

	Authority Board and Committee members to participate remotely as a reasonable accommodation for a member of the legislative body with a qualifying disability that precludes the member's in-person attendance at meetings, subject to requirements of the Brown Act.
Recommendations	Staff seeks approval of Resolution 23-06-A (Rev 1), which will adopt a revised RAP to allow Authority Board and Committee members to participate remotely as a reasonable accommodation for a member of the legislative body with a qualifying disability that precludes the member's in-person attendance at meetings, subject to requirements of the Brown Act.
Staff Contact	Tarienne Grover
Financial Implications	Financial implications may include minimal costs associated with ensuring proper accommodations. Due to already providing hybrid meetings, we already have the means to allow for remote participation.
Options	The Authority Board may choose to approve the recommendation or provide other direction.
Attachments	A. Resolution 23-06-A (Rev 1) B. RAP, Revised October 30, 2024, track changes C. RAP, Revised October 30, 2024, clean
Changes from Committee	N/A

Background

On September 13, 2022, Governor Gavin Newsom (Governor) signed AB2449, which went into effect on January 1, 2023, modifying the Ralph M. Brown Act (Brown Act) to add complex alternative teleconference procedures to allow members of a legislative body to

participate remotely due to “just cause” or “emergency circumstance”, the application of which depends upon individual facts and circumstances. Also, AB2449 added Subdivision (g) to Section 54953 of the Government Code, requiring that legislative bodies have and implement a RAP for individuals with disabilities, consistent with the Americans with Disabilities Act of 1990 (ADA). The amended statute requires the RAP be identified on every public meeting agenda.

In March 2023, the Authority Board approved Resolution 23-06-A to 1) adopt the RAP; 2) reject the separate complex alternative teleconference procedures provided for by AB2449, which would allow for Authority Board and Committee members to participate remotely under “Just Cause” or “Emergency Circumstances”; and 3) allowed for the Executive Director or designee to make changes to the RAP.

Reasonable Accommodations Policy (RAP)

AB2449 requires that legislative bodies have and implement a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the Federal ADA (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. The amended statute requires that the procedure be noticed on every public meeting agenda.

In response to AB2449, Office Procedure 17a was created and approved by the Authority Board in March 2023, as the Authority’s new RAP for its Legislative Body meetings, which are subject to the Brown Act. The RAP lists the accommodations that the Authority has in place and that are readily available upon request, a process to request additional accommodations, and guidance for staff who receive such a request.

While the Executive Director was granted authority to make changes to the RAP, we felt it was beneficial to bring the revised changes to the Authority Board for approval as they will allow Authority Board and Committee members to participate remotely as a reasonable accommodation for a member of the legislative body with a qualifying disability that precludes the member’s in-person attendance at meetings, subject to requirements of the Brown Act.

Revisions to the Reasonable Accommodations Policy (RAP)

On July 24, 2024, the Attorney General (AG) issued Opinion No. 23-1002 (Opinion) concluding that, under the ADA and the Brown Act, a legislative body of a special district may allow remote participation in a meeting as a reasonable accommodation for a member of the legislative body with a qualifying disability that precludes the member's in-person attendance at meetings, subject to requirements of the Brown Act.

"...we conclude that the ADA requires a local agency's legislative body to allow remote participation from a nonpublic location as a reasonable accommodation for a qualifying individual whose disability precludes their in-person attendance, subject to the requirements of the ADA.⁷⁴ Under the Brown Act, the remote participation must be conducted in a manner that simulates in-person attendance at meetings held in-person and open to the public. To accomplish this, the Act provides conditions on how an individual member may participate remotely—namely, by the member using two-way live video and audio streaming and disclosing the identity of any adults who are present in the room with them at the remote location."

This would apply to our Authority Board and all standing and advisory committees. The AG Opinion distinguishes between the ADA and the "just cause" exception under the Brown Act and makes clear that the AB2449 "just cause" exception allows remote participation for a need related to a disability, but not a disability that has been "otherwise accommodated" under the ADA.

According to the AG's Opinion, the only two Brown Act requirements that must be met to otherwise accommodate a person with a disability is to require the remote participant to: 1) use two-way video and audio streaming in real time (phone conference is not allowed); and 2) disclose the identity of any adults (18+) who are present with the member at the remote location.

The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. Major life activities are basic activities that most people can perform with little or no difficulty. Some examples of major life activities include:

- Actions like eating, drinking, sleeping, speaking, swallowing, and breathing.
- Movements like walking, standing, lifting, and bending.
- Cognitive functions like thinking and concentrating.
- Sensory functions like seeing, hearing and touch.
- Tasks like working, reading, learning, and communicating.

Substantially limiting a major life activity must be interpreted broadly. An impairment that limits a person beyond what most people can do is likely a “substantial” impairment.

Physical and Mental Impairments

- Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, etc.
- Any mental or psychological disorder such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability.
- Qualified individual with a disability means a person with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, *meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.*

We cannot require proof of a disability such as a doctor’s note. We are establishing a Reasonable Accommodation Request form that will be used for members to state that they have a mobility disability or other disability that requires special accommodation and what accommodation they might need such as remote participation for Authority Board and/or Committee meetings. We will set a threshold for Authority response time of five business days. Once the form has been approved to acknowledge a qualifying disability and reasonable accommodation, the members will be allowed to attend the meetings subject to the Brown Act remotely. We will maintain a list of qualified members but there is no obligation to track the number of meetings attended remotely by the qualifying member.

The form will also contain a complaint and appeals process.

There are no requirements to notice their location on the agenda, post the agenda at the location or have the location be accessible to the public due to the AG's Opinion that they can attend from a "nonpublic" location as a reasonable accommodation. We will ask the Chair of the Authority Board/Committee to state during roll call that the member is participating remotely to accommodate a disability pursuant to the AG's Opinion, which will also be noted in the minutes or summary of actions. These qualifying members can be included as part of the quorum so long as they meet all the other requirements of the Brown Act as follows:

- Two-way, real-time video for the entire meeting.
- Audio streaming for the entire meeting.
- Disclosing the presence of other adults (18+) at the remote location at the beginning of the meeting.
- Have an approved Reasonable Accommodation Request form on file with the Authority before the start of the meeting.

There is no additional requirement to first establish a quorum of in-person members at a singular, physical location that is identified on the meeting agenda before they can attend remotely. Being able to include these qualifying remote members as part of the quorum will help us to establish a quorum for meetings.

This new provision will go into effect immediately upon Authority Board approval. All current and potential new members will be notified of this new provision as well as updating our applications and recruitment notifications to include this new provision.

Staff seeks approval of Resolution 23-06-A (Rev 1), which will adopt a revised RAP to allow Authority Board and Committee members to participate remotely as a reasonable accommodation for a member of the legislative body with a qualifying disability that precludes the member's in-person attendance at meetings, subject to requirements of the Brown Act.



**CONTRA COSTA
TRANSPORTATION
AUTHORITY**

COMMISSIONERS August 10, 2026

Darlene Gee,
Chair

Sue Noack,
Vice Chair

Mark Armstrong

Newell Arnerich

Juan Banales

Diane Burgis

Ken Carlson

Chris Kelley

Aaron Meadows

Carlyn Obringer

Rita Xavier

Regional Transportation Planning Committees

Attn: General Managers

RE: Senate Bill (SB 707)

Dear Regional Transportation Planning Committee Staff,

At the May 20, 2026 Contra Costa Transportation Authority (CCTA) Board meeting, the CCTA Board considered the new provision under SB 707, which provides local agencies with the option to implement modified teleconferencing procedures for public meetings of advisory committees subject to the Ralph M. Brown Act. Staff evaluated the use of SB 707 for advisory committee meetings and found that remote meetings would add administrative complexity, may reduce effective public participation, could create inconsistencies across committees, and increase the risk of Brown Act compliance issues.

As reflected in the Authority's Administrative Code Chapter 1 Section 104.3(a), the CCTA Board shall prescribe the powers, duties, and responsibilities of each Regional Transportation Planning Committee (RTPC) and serve as advisory committees of CCTA. The RTPCs serve as advisory committees of CCTA.

Pursuant to Administrative Code Chapter 1 Section 104.3(b), voting rights and procedures of the RTPCs governing the conduct of their activities shall be determined by each such RTPC with the concurrence of the Authority. This concurrence requires approval from the CCTA Board before any changes can be implemented. This includes changes related to public meeting practices governed by the Brown Act, such as remote meeting procedures, related policies, and the observance of Robert's Rules of Order in the conduct of all RTPC meetings. CCTA Board concurrence on these practices promotes consistency across all RTPCs, providing clear and predictable meeting procedures for CCTA Board Members, RTPC Board Members, staff, and the public.

The CCTA Board elected not to authorize remote meeting procedures for standing and advisory committees under SB 707, including the RTPCs, and continues to require in-person meetings in accordance with the standard provisions of the Brown Act, as well as permit Americans with Disabilities Act of 1990 (ADA) accommodations, when required. As a result, remote meeting procedures under SB 707 are not currently authorized for RTPC meetings, and we ask that legislative body meetings continue to be held in person in accordance with standard Brown Act provisions.

Timothy Haile,
Executive Director

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

In October 2024, the CCTA Board adopted Resolution 23-06-A (Rev 1), Reasonable Accommodations Policy, which allows legislative body meetings that are subject to the Brown Act to have a remote attendance option for members to attend remotely due to a reasonable accommodation for a disability, consistent with the ADA and the State Attorney General's opinion on this subject. To be consistent across all legislative body meetings, staff recommends that the RTPCs adopt a Reasonable Accommodations Policy for its legislative body meetings, subject to the Brown Act, and continue to allow remote attendance via the "traditional" Brown Act posting and noticing requirements under California Government Code § 54953(b). The "traditional" Brown Act teleconferencing provisions authorize a legislative body to conduct meetings by teleconference, provided it complies with the "traditional" Brown Act requirements, including public notice, agenda posting, public access to teleconference locations, and opportunities for public comment. If you have questions, please do not hesitate to contact Tarien Grover at (925) 256-4722 or via email at tgrover@ccta.ca.gov.

Sincerely,



Timothy Haile
Executive Director

Cc: Tarien Grover, Director, Administrative Services

Enclosures: CCTA's Administrative Code Chapter 1
Resolution 23-06-A (Rev 1), Reasonable Accommodations Policy and Form

ADMINISTRATIVE CODE

OF THE

CONTRA COSTA TRANSPORTATION AUTHORITY

Ordinance #90-01

Adopted: February 21, 1990

As amended through:

March 15, 2017

SUMMARY

This ordinance prescribes rules for the proceedings of the Contra Costa Transportation Authority consistent with the laws of the State, as well as the powers and duties of officers and Board members, the method of their election or appointment and compensation and the methods, procedures and systems of operation and management of the Authority.

The Contra Costa Transportation Authority does ordain as follows:

CONTRA COSTA TRANSPORTATION AUTHORITY

ADMINISTRATIVE CODE

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CHAPTER 1

ARTICLE I

TITLE AND AUTHORITY

101.1 Title and Authority. This ordinance is enacted pursuant to the provisions of California Public Utilities Code Section 180105(b) and may be referred to as the "Contra Costa Transportation Authority Administrative Code". This ordinance prescribes the powers and duties of the Authority officers, the method of appointing Authority employees, and methods, procedures and systems of operation and management of the Authority.

ARTICLE II
DEFINITIONS

102.1 Definitions.

(a) For purposes hereof, the following words shall have the following meanings:

- (1) "AC" means the Administrative Committee of the Board.
- (2) "Act" means the Local Transportation Authority and Improvement Act, California Public Utilities Code Sections 180000 et seq., added Statutes 1987, Chapter 786, as amended from time to time.
- (3) "Administrative Expenses" means the expenses of administration of the Authority including salary and benefits of staff, consultants fees, legal fees, accounting fees and expenses of planners, engineers, financial consultants and others not chargeable directly to a Project and pertaining to the administration of the Authority.
- (4) "Annual Budget" means the budget for the Authority as required by Section 180105 of the Act.
- (5) "Authority" means the Contra Costa Transportation Authority.
- (6) "Board" means the governing body of the Authority. The Board is the legislative body of the Authority as defined under provisions of Section 54952 of the Brown Act.
- (7) "Board of Supervisors" means the Board of Supervisors of the County.
- (8) "Bonds" means indebtedness and securities of any kind or class, including but not limited to bonds, refunding bonds, or revenue anticipation notes.
- (9) "Brown Act" means the Ralph M. Brown Act, Government Code Sections 54950 et seq., as it may be amended from time to time.
- (10) "CAC" means the Citizens Advisory Committee.
- (11) "Caltrans" means the California Department of Transportation.
- (12) "Central County" means the cities of Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and the adjacent portions of unincorporated county.

(13) "Chair" means the person designated to preside at meetings of the Authority pursuant to Section 104.1(e) of this Chapter 1.

(14) "City" means any incorporated city or town within the County.

(15) "Code" means the Contra Costa Transportation Authority Administrative Code.

(16) "Commissioners" means those persons serving as members of the Board or their alternates.

(17) "Conference of Mayors" means the Contra Costa Mayor's Conference or the City Selection Committee, provided that any authority granted to the Conference of Mayors herein shall be exercised by one or the other of such entities, but not both.

(18) "Congestion Management Agency" means the County's Congestion Management Program agency designated pursuant to Government Code §65089(a).

(19) "Congestion Management Program" means the program developed and administered by the Congestion Management Agency in accordance with the provision of Government Code §65089.

(20) "County" means the County of Contra Costa.

(21) "East County" means the cities of Antioch, Brentwood, Oakley and Pittsburg and the adjacent portions of unincorporated county.

(22) "Elected Official" means a duly elected and serving official of the legislative body, as defined in Government Code Section 34000, of any City and any duly elected and serving member of the Board of Supervisors.

(23) "Executive Director" means the chief operating employee selected by the Board to manage the day-to-day activities of the Authority. The Executive Director shall not be an employee of any City, the County or any RTPC.

(24) "Expenditure Plan" means the Contra Costa Transportation Improvement and Growth Management Expenditure Plan adopted by the Authority pursuant to Section 180206 of the Act and submitted to and adopted by the voters as Measure on the November 8, 1988 Ballot.

(25) "Fiscal Year" means July 1 to and including the following June 30.

(26) "General Counsel" means the attorney(s) acting as general counsel to the Authority.

(27) "Holiday" means any day observed by the Authority as a holiday, other than a Saturday or Sunday.

(28) "Local Jurisdiction" means any local agency as defined in Government Code Section 15501, the boundaries of which are entirely within the County, the San Francisco Bay Area Rapid Transit District, the Metropolitan Transportation Commission and the County.

(29) "Metropolitan Transportation Commission" means the regional transportation planning agency authorized by Government Code Sections 66500 et seq.

(30) "Net Revenues" means gross revenues derived from imposition of the retail transactions and use tax, less Board of Equalization administrative and other charges, Administrative Expenses and ten percent (10%) of expected gross revenues to be set aside as a reserve for project overruns.

(31) "Official Acts" means all substantive actions taken by the Board, excluding matters which are procedural in nature.

(32) "Ordinance" means the Transportation Improvement and Growth Management Ordinance #88-01 of the Authority submitted to and adopted by the voters as Measure on the November 8, 1988 Ballot.

(33) "PGA" means the Planning and Governmental Affairs Committee of the Board.

(34) "PPC" means the Projects and Programs Committee of the Board.

(35) "Project" means a project and/or a program described in the Expenditure Plan.

(36) "Representative" means representative to the Board as set forth in Section 104.6 hereof.

(37) "RTPC" means a Regional Transportation Planning Committee.

(38) "Southwest County" means the cities or towns of Danville, San Ramon, Lafayette, Moraga, Orinda and the adjacent portions of unincorporated county.

(39) "Staff" means employees of the Authority and employees of the County or any City acting as employees of the Authority pursuant to agreement or contract between the Authority and such City or the County.

(40) "SWAT" means the RTPC for the Southwest County.

(41) "TCC" means the Technical Coordinating Committee.

(42) "TRANSPAC" means the RTPC for the Central County.

(43) "TRANSPLAN" means the RTPC for the East County.

(44) "WCCTAC" means the RTPC for the West County.

(45) "West County" means the cities of El Cerrito, Hercules, Pinole Richmond, San Pablo and the adjacent portions of unincorporated county.

(46) "Working Day" means any day other than a Saturday, Sunday or Holiday.

[Amended on April 21, 1993; February 18, 2004; October 18, 2006]

ARTICLE III

POWERS, AUTHORITY AND DUTIES OF THE GOVERNING BOARD

103.1 Powers. The Board shall exercise all of the powers and authority of the Authority in furtherance of the purposes of the Authority as defined in the Ordinance and the Act. Without limiting the generality of the foregoing, the Board shall have the power to do any of the following on behalf of the Authority:

(a) To administer the Expenditure Plan, to provide for the design, financing and constructing of the Projects, and to determine the use of Net Revenues in conformance with the parameters established in the Expenditure Plan;

(b) To prepare, adopt, implement and administer the Congestion Management Program as designated Congestion Management Agency for the County;

(c) To make and enter into contracts;

(d) To contract for the services of auditors, appraisers, engineers, attorneys, planners, financial consultants, and separate and apart therefrom to employ an Executive Director and such other persons as it deems necessary;

(e) To appoint agents;

(f) To lease, acquire, construct, manage, maintain, and operate any buildings, works or improvements;

(g) To acquire, hold, or dispose of property by any lawful means, including without limitation, gift, purchase, lease, lease purchase or sale, expressly excluding the power of eminent domain;

(h) To incur debts, liabilities or obligations subject to limitations herein set forth, including without limitation the issuance of bonds;

(i) Subject to applicable reporting and other limitations as set forth in Chapter 4 attached hereto, to receive gifts, contributions and donations of property, funds, services and other forms of financial assistance from persons, firms, corporations and any governmental entity;

(j) To sue and be sued on behalf of the Authority;

(k) To apply for an appropriate grant or grants under any federal, state, or local programs for assistance in developing any of its projects;

(l) To adopt a seal and alter it;

(m) To appoint such officers and employ such employees and assistants as may be appropriate. To the extent possible, the Authority shall rely on existing state, regional and local transportation planning and programming data and expertise, rather than on a large duplicative staff;

(n) To exercise those powers authorized in Division 19 (commencing with Section 180000) of the Public Utilities Code; and

(o) To administer the Authority in furtherance of all the above.

[Amended on April 21, 1993]

103.2 Organization.

(a) The Board shall consist of the following:

(1) Two members from TRANSPAC, each of whom is an Elected Official;

(2) Two members from TRANSPLAN, each of whom is an Elected Official;

(3) Two members from SWAT, each of whom is an Elected Official;

(4) Two members from WCCTAC, each of whom is an Elected Official;

(5) One member from the Conference of Mayors who is an Elected Official; and

(6) Two members from the Board of Supervisors, each of whom is an Elected Official.

(b) Each participating Commissioner shall also have a designated alternate and may have a designated second alternate, each of whom must also be an Elected Official, who shall attend meetings of the Board in the event that the Commissioner is unable to attend. An Elected Official may be designated by more than one Commissioner as an alternate, provided that such Elected Official shall not simultaneously serve on behalf of more than one Commissioner. In the event that a Commissioner is unable to attend a Board meeting, his designated alternate shall attend. In the event that the Commissioner and his designated alternate are unable to attend a meeting of the Board, the designated second alternate, if available, shall serve as the alternate. It shall be the responsibility of the Commissioner to inform, at least 72 hours in advance of the meeting whenever possible, such Commissioner's designated and designated second alternates when such Commissioner is unable to attend a meeting of the Board; and to also advise the Executive Secretary or other responsible staff of

the Authority. The name of each designated and designated second alternate Commissioner shall be on file with the Board. After being duly sworn, an alternate Commissioner shall assume all rights and duties of the absent Commissioner.

[Amended on November 16, 2005]

(c) Each Commissioner and such Commissioner's designated and designated second alternate shall be appointed by the members of the RTPC, the Conference of Mayors or the Board of Supervisors which the Commissioner represents. Each Commissioner shall be appointed for a term of two years; however, in order to provide for staggered terms for Commissioners, the following Commissioners shall be appointed for the following initial terms:

(1) WCCTAC: one Commissioner for a two year term and one Commissioner for a three year term;

(2) TRANSPAN: one Commissioner for a two year term and one Commissioner for a three year term;

(3) TRANSPAC: one Commissioner for a two year term and one Commissioner for a three year term;

(4) SWAT: one Commissioner for a two year term and one Commissioner for a three year term;

(5) Board of Supervisors: one Commissioner for a two year term and one Commissioner for a three year term; and

(6) Conference of Mayors: one Commissioner for a two year term.

All initial terms shall commence as of February 15, 1989 and, subject to earlier removal or termination as provided herein, shall expire on January 31, 1991, as to two year terms and January 31, 1992, as to three year terms. Thereafter terms of office shall commence on February 1 and shall terminate on the second anniversary date of such commencement date. Commissioners shall be appointed for their full terms, subject only to the requirement that they continue to be Elected Officials.

(d) If for any reason a Commissioner is no longer an Elected Official, his alternate shall serve in his place until a successor is named and qualified. If no qualified alternate has been appointed, such Commissioner's position shall remain vacant until a successor is named and qualified.

(e) Anything to the contrary herein notwithstanding, by the affirmative vote of two thirds of the members of the appointing RTPC, a RTPC may remove and replace a representative to the Authority, for cause, at any time, provided that such replacement Commissioner's term shall be coterminous with the term of the removed Commissioner.

(f) Unless prohibited by law from accepting compensation, each Commissioner or alternate not otherwise compensated for meeting attendance shall be compensated at the rate of \$100 per meeting for attending to the business of the Authority at Board and Board Committee meetings, but not to exceed \$400 per month, which amounts shall be adjusted periodically. In the event that both a Commissioner and alternate serve at the same meeting, one or both shall be compensated if that person participated in a substantial part of the meeting. Each Commissioner shall also be compensated for such necessary traveling and personal expenses incurred in the performance of such Commissioner's duties as are authorized by the Board and in accordance with Chapter 3 of this Code. The amount of compensation payable to Commissioners may be changed from time to time as approved by resolution of the Commissioners. Commissioners shall be compensated for all authorized meetings and business related activities attended by them prior to the adoption of this Code, from and after January 1, 1990.

[Amended on April 21, 1993; December 21, 1994; September 23, 1999; November 16, 2005]

103.3 Principal Office. The principal office of the Authority shall be established by motion of the Board and shall be located within the County. The Board may change said principal office from one location to another within the County.

103.4 Meetings.

(a) The Board shall meet at the principal office of the Authority or at such other place as may be designated by motion of the Board.

(b) Matters to be placed on the agenda for any regular meeting may be filed with the Executive Director, or his designee, by any Member no later than ten (10) Working Days prior to the date of the meeting. The notice of an agenda for each regular meetings shall be prepared by or under the direction of the Executive Director, who shall cause copies to be posted, mailed and/or delivered to Members and posted, all in accordance with applicable law. Each agenda shall provide a public comment period during which members of the public shall be afforded an opportunity to address the Board on items of interest to the public (other than agenda items) that are within the Authority's jurisdiction. Each individual shall be limited to three minutes (or such other time period as the Chair may determine) for his or her comments during said public comment period. The total amount of time for such public comment shall not exceed 20 minutes for any meeting unless otherwise determined by the Chair. At the time the Board considers each agenda item, the Chair may allow interested members of the public to comment on such agenda item and may in his or her discretion impose appropriate time limits for individual speakers and for public testimony on such agenda item. By motion adopted by a majority of the Commissioners present and voting, the Board may overrule the Chair and adopt different time limitations for individual speakers and for public testimony on such agenda item. For the convenience of the Board, members of the public may be required to complete and submit to the Board prior to the meeting a card indicating the agenda item on which such person desires to address the Board. Whenever a group of persons wishes to address the Board on the same subject matter, it shall be proper for the Chair to request that a spokesperson be

chosen by the group to address the Board and to otherwise limit the number of persons addressing the Board as to avoid repetitive testimony.

(c) Regular meetings of the Board shall be held on such day and time of each month as shall be specified by motion of the Board, unless such day is a holiday, in which case the meeting shall be held on the next regular business day approved by the Board.

(d) Regular, adjourned, and special meetings of the Board, and any Board committee meeting at which it is anticipated that a majority of the Board will be present shall be called and with respect to any Board meeting or any Board committee meeting at which a majority of the Board is present shall be conducted in accordance with the provisions of the Brown Act.

(e) Unless otherwise specified herein, Robert's Rules of Order shall govern the Conduct of Authority meetings and the Chair's decision on any procedural question shall be final. No person shall address the Board at any meeting until he or she has first been recognized by the Chair. The decision of the Chair to recognize a person may be changed by vote of a majority of the Commissioners present at the meeting. The Chair may, in the interest of facilitating the business of the Board, limit the amount of time which a person may use in addressing the Board.

(f) At any regular meeting not held because of a lack of a quorum, the Commissioners present, if less than a quorum of the Board may constitute themselves a "Committee of the Whole," for the purposes of discussing agenda matters or any other matter of interest to the members present. The committee shall automatically cease to exist if a quorum of the Board is present at the meeting.

[Amended on April 21, 1993]

103.5 Quorum and Voting Requirements for Action by the Board. A majority of the Commissioners shall constitute a quorum for the purposes of the transaction of business relating to the Authority, and, except as otherwise provided herein, all Official Acts of the Authority shall require the affirmative vote of a majority of the Commissioners of the Authority. In the event that a quorum is initially present at a duly held meeting but a quorum is not present throughout the meeting, the Commissioners remaining may continue conduct business on behalf of the Board provided that at the time any action is approved, the required majority of Commissioners required to approve action is present and provided further that any Commissioner absent during the time testimony or evidence regarding the matter to be voted on was presented to the Board, shall review the tape recording or be otherwise informed as to such evidence or testimony prior to voting on the matter.

103.6 Amendments to the Ordinance. Notwithstanding Section 103.5 hereof, and provided that no amendment which operates to affect the tax imposed by the Ordinance shall be effective without a vote of the electorate, the Ordinance may be amended to further its purposes as follows:

(a) Any proposed amendment to the Ordinance shall, prior to being submitted to the Board for action, be submitted to each of the RTPCs for review and action. Any RTPC may, within 20 days of the date the Authority submits the proposed amendment to such RTPC, propose modification to the proposed amendment by acting upon such proposed amendment at a regularly or specially scheduled meeting of the RTPC and submitting notification of its action to the Authority.

(b) The Authority may accept or reject any proposed modification to the proposed amendment submitted by any RTPC and, upon acceptance or rejection of any such proposed modification within 30 days of the date of receipt of such proposed modification, shall submit the proposed amendment, to the Board for action.

(c) Adoption of the proposed amendment shall require the affirmative vote of two-thirds of the Commissioners.

(d) Within 45 days from the date the Authority adopts the proposed amendment, any Local Jurisdiction, by affirmative vote of a majority of the members of its policy decision-making body, may:

(1) Notify the Authority in writing via registered mail of its intent to obtain an override of the Authority's amendment; and

(2) Obtain resolutions supporting its appeal for an override of the amendment from a majority of the Cities representing a majority of the population residing in the incorporated areas of the County and from the Board of Supervisors.

If the Local Jurisdiction is unable to obtain the necessary resolutions supporting its appeal, the Authority's amendment to the Ordinance will stand.

103.7 Amendments to the Expenditure Plan. The Expenditure Plan shall be amended in accordance with the provisions of Section 180207 of the Act and, to the extent not inconsistent therewith, Section 8 of the Ordinance.

103.8 Minutes. The Secretary of the Authority shall cause to be kept minutes of regular, adjourned regular, and special meetings of the Board, and shall cause a copy of the minutes to be forwarded to each Commissioner. If the Secretary has not been appointed or is not present, the Board shall appoint an acting secretary at each meeting to keep official minutes for such meeting, provided that the Board may delegate to the Secretary, if one has been appointed, authority to appoint an acting secretary in his or her absence. Such acting secretary may be a person other than a Commissioner.

ARTICLE IV
OFFICERS AND DUTIES

104.1 In General.

(a) The Officers of the Authority shall consist of the Chair and a Vice Chair, each of whom shall be a Commissioner, an Executive Director and other such officers as the Board may appoint.

(b) Appointment of Chair and Vice Chair. The Board at its first meeting and annually thereafter, to be effective as of the first regular February Board meeting of each year, and at such other time as there may be a vacancy, shall elect a Chair who shall preside at all meetings and a Vice Chair who shall preside in his absence. The position of Chair shall be rotated annually and no person shall serve consecutive terms as Chair.

(c) Appointment of Executive Director and Other Officers. The Executive Director and such other officers as the Board may deem necessary, shall be appointed by the affirmative votes of a majority of the Commissioners.

(d) Removal of Officers and Employees. Officers may be removed by the affirmative vote of a majority of the Commissioners. Matters regarding the discharge of an employee shall be resolved by reference to the personnel policies set forth in the Personnel and Salary Manual and Procedures which are attached as Chapter 6 to this Code.

(e) Duties of Various Officers.

(1) Duties of Chair. The Chair shall, if present, preside at all meetings of the Board and shall exercise and perform such other powers and duties as may from time to time be assigned to him by the Board or prescribed herein.

(2) Duties of the Vice Chair. The Vice Chair shall perform the duties of the Chair in his absence and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair, and shall exercise and perform such other powers and duties as may from time to time be assigned him by the Board.

(3) Chair Pro Tempore. In the event of the absence, or inability to act, of the Chair and Vice Chair, the Commissioners present at any meeting of the Board, by order entered in the minutes, shall select one of their members to act as Chair Pro Tempore, who, while so acting, shall have all of the authority of the Chair.

(4) Duties of Executive Director. The Executive Director shall be a full-time officer of the Authority. The powers and duties of the Executive Director are:

(A) To have full charge of the administration of the day-to-day business affairs of the Authority;

(B) To administer the personnel system of the Authority, including hiring, controlling, supervising, promoting, transferring, suspending with or without pay or discharging any employee in accordance with Chapter 6 attached hereto;

(C) Subject to any limitation and to the terms and conditions set forth in Chapter 5 hereto, to act as the purchasing agent for the Authority with powers to be exercised in the manner governing the exercise of the powers of the purchasing agent of the County;

(D) To keep the Board advised as to the needs and the status of operations of the Authority;

(E) To see that all rules, regulations, ordinances, policies, procedures and resolutions of the Authority are enforced;

(F) To execute and deliver contracts and agreements on behalf of the Authority following such approvals as may be required hereunder and to administer Authority contracts in accordance with and subject to the limitations set forth in Chapter 5 attached hereto;

(G) To authorize, approve and make expenditures in accordance with and subject to the limitations set forth in Chapters 2 and 3 hereof.

(H) To cause to be prepared and distributed the agenda for all Board meetings;

(I) To undertake such other duties, powers and responsibilities as may from time to time be assigned to him by the Board; and

(J) To accept and consent to deeds or grants conveying any interest in or easement upon real estate to the Authority pursuant to Government Code Section 27281 and to prepare and execute certificates of acceptances therefor from time to time as the Executive Director determines to be in furtherance of the purposes of the Authority. Such authority shall be limited to actions of a ministerial nature necessary to carry out conveyances authorized by the Board.

(K) Unless specifically delegated to an officer appointed by the Executive Director with the approval of the Board, to assume the responsibilities of a Secretary and Treasurer of the Authority. Until such time as the Board appoints a Secretary and/or Treasurer, any reference in this Code to such officer shall be deemed to be a reference to the Executive Director or his appointee.

104.2 Standing Board Committees. The Board may, as it deems appropriate, appoint Standing Board Committees consisting of three or more Commissioners, to accomplish the purposes set forth herein.

(a) Organization of Standing Board Committees. Standing Board Committees shall be organized and operate as follows:

(1) Each such Standing Board Committee shall by majority vote elect a chairman at its first meeting who shall serve at the pleasure of the Standing Board Committee. Except with respect to the Executive Committee, the Standing Board Committees shall establish a schedule of monthly regular meetings; special meetings of Standing Board Committees may be scheduled by the Executive Director or by the Committee Chair as needed.

(2) Any meeting of such a committee shall be deemed to be a meeting of the Authority for purposes of compensation of the members of such Standing Board Committee only. The number of Commissioners serving on each Standing Board Committee shall be fixed and may be changed from time to time by the Board.

(3) Except with respect to the Executive Committee, the Board shall appoint Commissioners to serve on each Standing Board Committee, as set forth below. To the extent possible, Standing Board Committee assignments shall reflect geographical balance. Committee members shall be appointed annually at the first regular Board meeting to be conducted in February of each calendar year.

(4) Committee members shall hold such positions for a period of one year or until their successors are duly appointed. Any member appointed to fill a vacancy on a Standing Board Committee whether caused by the resignation or removal of a member or by an increase in the number of members of such committee shall hold such position until the next regular first February Board meeting only.

(5) Upon the removal or resignation of a Commissioner, such Commissioner shall cease to be a committee member on any Standing Board Committee upon which such Commissioner was serving on the date of his resignation or removal.

(6) A majority of the members of the Standing Board Committee shall constitute a quorum and approval of any action shall require the affirmative vote of a majority of Commissioners present at the meeting and constituting a quorum. In the event that a quorum is initially present at a Standing Board Committee meeting but a quorum is not present throughout the meeting, the members may continue to take action on behalf of the Standing Board Committee provided such action is approved by the number of members otherwise required for such action assuming the presence of a quorum.

(7) All Standing Board Committee meetings shall be open to all Commissioners, unless the presence of Commissioners who are not members of such committee would violate the provisions of the Brown Act.

(8) Except with respect to the Executive Committee, alternate members of Standing Board Committees may be appointed by the Board from remaining Commissioners, to attend Standing Board Committee meetings in the absence of the principal appointees to the committees. To the fullest extent possible, the Board shall appoint alternates so as to maintain geographical balance on such Standing Board Committee. If the Commissioner alternate appointed by the Board is not able to attend, the Commissioner's designated alternate shall attend the meeting. It shall be the responsibility of the Commissioner to inform such Commissioner's alternate when such Commissioner is unable to attend a Standing Board Committee meeting 72 hours in advance of the meeting whenever possible.

[Amended on November 16, 2005]

(b) Standing Board Committees. The following Standing Board Committees are hereby created:

(1) Administration and Projects Committee. The Administration and Projects Committee shall focus on near-term activities which relate directly to projects, programs, transit operations, finance and administrative matters. The Committee is responsible for the following specific activities: budget for projects, transit and paratransit programs, and general administration; finance and financial reporting; the Administrative Code and policies of the Authority; personnel; capital outlay projects, including project policies, reviews, approvals and allocations; the Strategic Plan; paratransit and transit programs; programming of state and federal funds for projects; and legislation involving the above.

(2) Planning Committee. The Planning Committee shall focus on longer-term planning issues, and the funding allocations for demand management oriented activities. The Committee is responsible for the following specific activities: the Growth Management Program (GMP), including preparation of the Countywide Comprehensive Transportation Plan, GMP policies and requirements, checklist review and approval, facilitation of program implementation; and the Congestion Management Program (CMP), including preparation of the biennial Congestion Management Plan, CMP policies and requirements, deficiency plan guidelines and review of deficiency plan when prepared, checklist review, the Congestion Management Plan Capital Improvements Program, and facilitation of program implementation; oversight of computerized transportation demand modeling and land use data base; review and comment on the Metropolitan Transportation Commission's (MTC's) biennial Regional Transportation Plan (RTP) and related processes; planning studies conducted with other agencies; carpools, vanpools and park and ride funds; Transportation Fund for Clean Air (TFCA) policies, oversight and allocations; Congestion Management Agency (GMP, CMP and TFCA) budget; and legislation involving the above.

(3) Executive Committee. The Executive Committee, the membership of which shall consist of the Board Chair, the Board Vice Chair and the Chairs of the Administration and Projects Committee and the Planning Committee, shall be responsible for responding on behalf of the Authority in the event of an emergency which makes it impossible for the full Board to act. During intervals between the meetings of the Board, the Executive Committee, in all cases in which specific directions shall not have been given by the

Board, shall have and may exercise the power and authority of the Board, subject only to the limitation regarding Official Acts set forth in Section 103.5 hereof. In the event that, for any reason, the Executive Committee is unable to obtain a quorum of members, so many of the following alternate member(s), in the order indicated, as is necessary to achieve a quorum of the Executive Committee, may serve in their stead: (1) the Vice Chair of the standing committee for which the Committee Chair is absent or otherwise unavailable; (2) the Vice Chair of the other standing committee; (3) so many of the remaining members of the Board, in the order of their appointment to the Board (earliest to most recent) as may be necessary to achieve a quorum. A quorum of the Executive Committee shall consist of three members.

(c) Other Committees. The Board may establish such other standing, special, ad hoc or other Board Committees as it deems necessary or advisable from time to time.

[Amended on April 21, 1993; December 21, 1994; September 19, 2001]

104.3 Standing and Advisory Committees. The following committees have been established to assist in the creation of the Authority and the development of the Ordinance and the Expenditure Plan, to assist in the development of programs and projects under the Expenditure Plan and Ordinance, and to continue as standing committees. The standing and advisory committees are as follows:

(a) Regional Transportation Planning Committees. For each of the Central, East, West and Southwest County regions, a regional transportation planning committee has been established with responsibility for transportation issues within such area. Relative to the Authority's programs and processes, the Board shall prescribe the powers, duties and responsibilities of each RTPC. The RTPCs shall cooperate with the Authority in furtherance of Authority purposes. Each RTPC is responsible for developing a transportation plan for its area and updating it periodically, for incorporation by the Authority into a countywide transportation plan consistent with the Expenditure Plan and the Ordinance authorized by the voters and as amended from time to time by the Authority.

(b) Each RTPC shall consist of Elected Officials from each City in the region as well as a member or members of the Board of Supervisors representing the unincorporated area within the region. RTPCs may also include planning commissioners from the Cities and/or County represented on such RTPC as well as members from the policy board of other public bodies such as transit organizations, the Metropolitan Transportation Commission and ports, airports, or other agencies concerned with transportation. For election or recall of Commissioners, only City and County Elected Officials shall vote, and each City and Board of Supervisors shall have one vote for each such action. Other voting rights and procedures of the RTPCs governing the conduct of their activities shall be determined by each such RTPC with the concurrence of the Authority. Robert's Rules of Order shall be observed in the conduct of all RTPC meetings.

(c) Each City RTPC member shall be appointed by the governing body of the City and in the case of Board of Supervisors' members, by the Board of Supervisors;

provided, that the removal or resignation of any RTPC member who is a Commissioner shall not cause such Commissioner to be removed from the Board. Members from other public bodies and special interest groups shall be appointed by the RTPC and shall serve at the pleasure of the RTPC. Each RTPC shall, by vote of a majority of the members of such RTPC, elect a chair at its first meeting and thereafter from time to time as required.

(d) Citizens Advisory Committee. The CAC is a citizens' advisory committee to the Authority. The purpose of the citizens' advisory committee is to provide citizen perspective, participation and involvement in Authority policy development and implementation.

(1) Membership. Each of the Cities and the County shall appoint one member to the CAC. In addition, three (3) members shall be appointed by the Authority as "at large" members. Members shall be selected to reflect community and business organizations and interests within the County. Members shall not serve in a representative capacity with respect to their appointing authorities.

(2) Terms of Membership. Members shall be appointed for four (4) year terms. There shall be no limit on the number of consecutive terms which a member may serve. At the discretion of the respective appointing body, CAC members are subject to recall at any time.

(3) Subcommittees, Select Committees and Ad Hoc Committees. The CAC may create such subcommittees, select committees and ad hoc committees, and shall fix the membership and duties thereof, as it determines necessary or advisable to carry out its functions. Except as otherwise provided herein, such subcommittees, select committees and ad hoc committees shall be advisory only, and their recommendations and reports shall be made to the CAC.

(4) Growth Management Compliance Checklist Review Subcommittee. A Growth Management Compliance Checklist Review subcommittee may be created, and its members appointed from the CAC membership by the full membership of the CAC. The subcommittee, if constituted, shall be charged with responsibility for reviewing and making recommendations to the Authority and any appropriate standing committee of the Authority with respect to Growth Management Checklists which have been submitted to the Authority by the Cities and the County in accordance with requirements of Ordinance 88-01 (as amended). In the interest of meeting timetables established by the Authority for review of Growth Management Checklists by the subcommittee, the report and recommendations of the Growth Management Compliance Checklist Review subcommittee may be submitted directly by the subcommittee to the Authority and/or any appropriate Authority standing committee. In such event, the report and recommendation need not be reviewed or approved by the full membership of the CAC. In the event the full membership of the CAC reviews reports and recommendations made by the subcommittee, such review shall comply with the Authority timetable for review of the Checklists.

(5) CAC Bylaws. The CAC may develop and adopt bylaws setting forth procedures for meetings, election of officers, attendance requirements, and other matters as necessary to facilitate CAC functions. Initial adoption of the bylaws, and subsequent approval of any amendments to the bylaws, requires a two-thirds (2/3) vote of the CAC members present and voting at any regular meeting of the CAC, and subsequent approval by the full Authority Board.

[Amended on October 18, 2006]

(e) Technical Coordinating Committee.

(1) The TCC provides advice on technical matters that may come before the Authority. Members also act as the primary technical liaison between the Authority and the RTPCs. The TCC reviews and comments on project design, scope and schedule; provides advice on development of priority transportation improvement lists for submittal to the MTC for projects proposed under the federal Intermodal Transportation and Efficiency Act (ISTEA) as well as the state Flexible Congestion Relief (FCR) programs; reviews and comments on the Strategic Plan of the Authority and amendments and revisions thereto; reviews and comments on the Authority's Congestion Management Program and amendments and revisions thereto; reviews RTPC Action Plans and the merging of such Action Plans to form the Countywide Transportation Plan; and reviews and comments on the Authority's Growth Management Plan Implementation Documents.

(2) The TCC's membership shall consist of 24 representatives, as follows:

(A) twelve members, three appointed by each of the RTPCs, and representing planning, engineering and transportation disciplines;

(B) three members appointed by the Board of Supervisors representing the planning and engineering disciplines;

(C) five members, one appointed by each of the San Francisco Bay Area Rapid Transit District, the Central Contra Costa Transit Authority, the Alameda-Contra Costa Transit District, the East Contra Costa Transit Authority and the West Contra Costa Transit Authority;

(D) one member appointed by the City County Engineering Advisory Committee; and

(E) three members, one ex-officio, non-voting member appointed by each of the California Department of Transportation, the MTC and the Bay Area Air Quality Management District.

(3) Appointments shall be for renewable terms of two (2) years. Terms shall expire on March 31 of each odd numbered year. The committee shall elect a chair

and vice chair annually. The committee may form subcommittees for the purpose of dealing with major programmatic issues. The committee shall meet monthly; subcommittee meeting shall be scheduled as necessary.

(4) Each member, excluding non-voting members, shall have one vote on any matter to come before the committee for a vote; provided, that with respect to recommendations for including a project on the Capital Improvement Program list for ISTEA funding, each applicant which is represented on the committee for a project which is proposed to be included on the list shall be entitled to cast one vote on the list of projects to be recommended to the Authority.

(f) Growth Management Task Force. The Growth Management Task Force assists the PGA with the development and implementation of the growth and congestion management plans of the Authority. Membership of the Task Force consists of four members from CAC, one staff member from each RTPC and one staff member from the County. The Task Force shall make recommendations and comment on issues coming before it, but shall not vote. Actions of the Task Force shall be subject to approval by vote of the PGA.

[Amended on June 20, 1990; August 8, 1990; October 17, 1990; April 21, 1993, October 16, 1996; February 18, 2004; October 18, 2006]

104.4 Bonding Requirement. The officers or persons who have charge of, handle or have access to any property of the Authority shall be so designated and empowered by the Board. Each such officer or person shall be required to file an official bond with the Board in an amount which shall be established by the Board. The premiums on any such bonds attributable to the coverage required herein shall be expenses of the Authority.

104.5 Compensation. Compensation of employees, including the Executive Director, shall be as provided for from time to time by the Board in accordance with the Personnel and Salary Manual and Procedures which is Chapter 6 attached hereto; provided that the compensation of any such employee may be governed by contract approved by the Board pursuant to the Contract Policies and Procedures, Chapter 5 attached hereto. In accordance with Section 180109 of the Act, Staff salary and benefits shall not exceed one percent of the funds generated pursuant to the retail transactions and use tax authorized by the Ordinance. Compensation, benefits and related personnel matters are set forth more fully in Chapter 6 attached hereto.

104.6 Representatives.

(a) The Board shall have the authority to establish by resolution, representatives to the Authority, representing transportation and transit agencies and other governmental entities interested or involved in transportation issues in Contra Costa. Each such person shall be referred to as a "Representative". Representatives shall have the following powers:

(1) the right to attend regular sessions of the Board and to participate in the discussion of matters brought before the Board for consideration;

(2) the right to attend regular committee meetings of the Planning and Administrative and Projects Committees of the Board and to participate in the discussion of matters brought before such Committees;

(3) the right to attend regular meetings of such other Board Committees and of such Standing and Advisory Committees as the Board may determine, and to participate in the discussion of matters brought before such committees.

(b) Each Representative shall be designated by the entity represented from among eligible candidates. Each such Representative shall be an Elected Official (i) elected to the Board of Supervisors of, or to the council of a town or city located within, the County, and appointed to the entity represented to the Authority, or (ii) elected to the legislative body of the entity represented to the Authority, and elected at large or to represent a district or ward of such entity which is located wholly or partially within the County. The Board may consider permitting an appointed official as the Representative, if requested by the entity and evidence is provided why an appointed official rather than an Elected Official is more beneficial in that particular circumstance. Each Representative shall have an alternate designated by the entity represented from among eligible candidates for Representative. Representatives shall hold office for one or more terms of one year, subject to replacement by such Representative's alternate at the discretion of the Board if such Representative has been absent from four consecutive meetings of the Board.

(c) Representatives shall not be Commissioners, but may serve as an alternate, provided that such Representative does not serve simultaneously at a meeting as both a Representative and an alternate and is an Elected Official. Representatives shall have none of the rights or powers of such Commissioners, unless serving as an alternate, except as expressly provided herein. Without limiting the generality of the foregoing, such Representatives shall not:

(1) have the right to vote with respect to any matter brought before the Board or any Board Committee or Standing or Advisory Committee;

(2) be counted for purposes of determining the number of persons attending any meeting for quorum or voting purposes;

(3) be eligible for election or appointment as an officer of the Authority;

(4) be entitled to attendance fees or other compensation for attendance at meetings of the Authority or any committee thereof;

(5) be entitled to attend or to otherwise participate in closed sessions of the Board or any Standing or Advisory Committee thereof, unless expressly authorized to attend and participate by the Board or Committee.

(d) The Board shall have the authority to establish such other conditions and limitations with respect to Representatives as it deems necessary or advisable.

[Amended on April 21, 1993; December 21, 2011, March 15, 2017]

ARTICLE V

CONTRACTS

105.1 In General. The Authority may enter into contracts of any nature whatsoever, including, but not limited to, contracts to indemnify and hold harmless, to employ labor, and to do all acts necessary and convenient for the full exercise of its powers. The Authority may contract with any public agency or with any entity, public or private, or person upon such terms and conditions as the Board finds are in the best interests of the Authority.

105.2 Contract Bids, Rejection of Bid and Purchase in Open Market. Pursuant to Section 180154 and subject to Section 180153 of the Act, contracts for the purchase of services, supplies, equipment and materials in excess of ten thousand dollars (\$10,000) shall be awarded to the lowest responsible bidder after competitive bidding, except in an emergency declared by the Authority. If, after rejecting bids received, the Authority determines and declares that, in its opinion, and it finds that the service, supplies, equipment or materials may be purchased at a lower price in the open market, the Authority may proceed to purchase these services, supplies, equipment or materials in the open market without further observance of provisions regarding contracts, bids or advertisements consistent with the contract procedures adopted by the Authority. Policies and procedures for contracts are set forth in Chapter 5 hereto.

[Amended on April 21, 1993]

105.3 Approval. Every contract shall be approved in accordance with the Contract Policies and Procedures attached hereto as Chapter 5.

105.4 Legal Preference; Minority and Women Owned Businesses; Application of Goals to Specific Projects. Pursuant to Section 18 of the Ordinance, and where feasible and allowed under applicable law, the Authority is to contract with Northern California organizations and businesses and to maximize contract opportunities for minority and women owned businesses. To the extent practicable, the Authority will utilize the minority and women owned business goals of the County for professional services contract awards and the goals of the lead agency with respect to construction projects contract awards.

105.5 Personal Property Purchases. The Executive Director may elect to use the Purchasing Agent of the County to purchase personal property for the Authority or may elect for the Authority to purchase such items directly, with the Executive Director exercising the powers of Purchasing Agent in accordance with the Contract Policies and Procedures of the Authority attached hereto as Chapter 5.

105.6 Agreements with Other Public Agencies and Procedures for Award of Cooperative Agreements. The Board may make and perform any agreement to join with any other agency, district, authority, city or county, in the planning, designing, financing, acquisition and construction of projects. The Authority may agree to provide services to or

obtain services from such other agencies, districts, authorities, cities or counties upon the approval of a majority of the members of the Board, pursuant to a written agreement.

ARTICLE VI

BUDGETS, REPORTS, INVESTMENTS AND DISBURSEMENTS

106.1 Annual Budget, Notice, Hearing and Adoption. Each year no later than the Authority's June meeting, the Board shall adopt by motion the Annual Budget(s) for the ensuing fiscal year. Approval of a majority of the Commissioners shall be required for adoption of the Annual Budget and any amendments thereto. In accordance with Section 180108 of the Act, notice of the time and place of a public hearing on the adoption of the Annual Budget shall be published pursuant to Section 6061 of the California Government Code not later than the 15th day prior to the date of the hearing. The proposed annual budget shall be available for public inspection at least 15 days prior to the hearing.

106.2 Project Budgets. In addition to the Annual Budget, the Board may, by motion, establish Project budgets at any time for the study, implementation or construction of any Project or any portion thereof authorized as a Project pursuant to the Expenditure Plan and Ordinance. Each Project budget shall include all Project costs specifically defined, including but not limited to the following:

- (a) Estimated administrative expenses (in excess of those budgeted in the Annual Budget) allocated to the Project during planning and construction;
- (b) Estimated costs of studies and planning for the Project;
- (c) Estimated costs of right of way acquisition; and
- (d) Estimated costs of the engineering and construction of the Project.

106.3 Purchases and Payment Procedures. Purchases and payment procedures shall be governed by Chapter 2 of this Administrative Code. A voucher system to be administered by the Authority for payment of Authority expenses shall also be established.

[Amended on April 21, 1993]

106.4 Books and Accounts. Full books and accounts shall be maintained by the Authority in accordance with practices established by, or consistent with, those utilized by the Controller of the State of California for like public entities.

106.5 Expenditures. The Board's approval of an Annual Budget shall be deemed approval of any expenditures made in accordance with the approved budget. All expenditures in excess of the designations and limitations of the approved Annual Budget shall be made only upon the approval of not less than a majority of the Commissioners after notice given in accordance with the provisions of Section 180108 of the Act for approval of the Annual Budget.

106.6 Reimbursement of Expenses. Expenditures for travel, conference, staff development and business-related activities and reimbursement of Commissioners and Authority employees for such expenditures shall be governed by the Travel, Conference, Staff Development and Business Expense Policy attached to this Code as Chapter 3.

[Amended on April 21, 1993]

106.7 Reports and Audits. The Executive Director or his designee shall cause to be prepared by an independent auditor, and shall submit to the Administrative Committee, the annual audit report required by Section 180105 of the Act, and any other financial reports requested by the Board. The Committee shall review the reports and submit them to the Board for approval.

[Amended on April 21, 1993]

106.8 Investment of Funds. All funds of the Authority will be invested in the manner and upon the conditions set forth in Government Code Section 53601, and the receipt, transfer or disbursement of such funds during the term of the Agreement shall be accounted for in accordance with generally accepted accounting principles applicable to governmental entities. There shall be strict accountability of all funds, and all revenues and expenditures shall be reported to the Board.

ARTICLE VII

CONFLICTS OF INTEREST

107.1 Adoption of Conflict of Interest Code. The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires all public agencies to adopt and periodically review and update a Conflict of Interest Code. A Conflict of Interest Code is attached as Chapter 4 to this Code and shall constitute the Conflict of Interest Code for the Authority, subject to periodic review and approval by the Board of Supervisors pursuant to Government Code Sections 82011 and 87306.5.

[Amended on April 21, 1993]

107.2 Disclosure Statements. Pursuant to Section 403.1(b) of the Conflict of Interest Code, each designated employee shall file a Statement of Economic Interest disclosing that employee's interest in investments, real property, and income designated as reportable under the category to which the employee's position is assigned. A designated employee who files a statement under Government Code Sections 87200 et seq. shall also file a copy of such statement with the Board within 30 days thereafter.

107.3 Acceptance of Contributions.

(a) Pursuant to the Levine Act (Government Code Section 84308), no Commissioner shall accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250), from any party, or his or her agent, or from any participant, or his or her agent, while a proceeding involving a license, permit, or other entitlement for use is pending before the Authority and for three months following the date a final decision is rendered in the proceedings. For purposes of this section, a "party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use; and a "participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit or other entitlement for use and who has a financial interest in the decision as described in Article 1 (commencing with Section 87100) of Chapter 7 of the Government Code. A person actively supports or opposes a particular decision in a proceeding if he or she lobbies in person the Commissioners, or employees of the Authority, testifies in person before the Authority, or otherwise acts to influence the Commissioners. For purposes of this section, "license, permit or other entitlement for use" means all business, professional, trade or land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitive bid, labor, or personal employment contracts), and all franchises; and "contribution" includes contributions to candidates and committees in federal, state and local elections.

(b) Prior to rendering any decision in a proceeding involving a license, permit or other entitlement for use pending before the Authority, each Commissioner who received a contribution within the preceding twelve (12) months in an amount of more than two

hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. No Commissioner shall make, participate in making, or in any way attempt to use his or her official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the Authority if the Commissioner has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars (\$250) within the preceding twelve (12) months from a party or his or her agent, or from any participant, or his or her agent, provided, however, that the Commissioner knows or has reason to know that the participant has a financial interest in the decision, as that term is defined with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7 of the Government Code.

If a Commissioner receives a contribution which would otherwise require disqualification under this section, returns the contribution within 30 days from the time he or she knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, he or she shall be permitted to participate in the proceeding.

(c) A party to a proceeding before the Authority involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding twelve (12) months by the party, or his or her agent, to any Commissioner. No party, or his or her agent, to a proceeding involving a license, permit, or other entitlement for use pending before the Authority and no participant, or his or her agent in the proceeding shall make a contribution of more than two hundred fifty dollars (\$250), to any Commissioner during the proceeding and for three months following the date a final decision is rendered by the Authority in the proceeding. When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before the Authority, the majority shareholder is subject to the disclosure and prohibition requirements specified in subdivisions (a) and (b) above.

(d) Nothing in this section shall be construed to imply that any contribution subject to being reported under the Political Reform Act of 1975 shall not be so reported.

[Amended on December 5, 1990; April 21, 1993]

ARTICLE VIII

ALLOCATION OF RELEASED FUNDS; ALLOCATION OF EXCESS FUNDS; TERMINATION AND DISPOSITION OF ASSETS

108.1 Allocation of Released and Excess Funds. Released and excess funds shall be allocated in the manner provided for under Sections 22 and 23 of the Ordinance.

108.2 Termination. Upon expiration of the retail transaction and use tax approved by the electors, the Authority shall continue to exist for the purposes of completion of any Projects and the performance of its functions as Congestion Management Agency, the payment of debt service with respect to Bonds which have been issued and satisfaction of other covenants contained in the resolution and trust indenture relating to said Bonds, reimbursement owed to financial institutions which have secured said Bonds or other parties advancing funds to the Authority and satisfaction of other covenants contained in reimbursement agreements with such financial institutions, disposing of all claims, distribution of assets and all other functions necessary to conclude the affairs of the Authority.

[Amended on April 21, 1993]

108.3 Distribution of Property and Funds. In the event of the termination of the Authority:

(a) Any property interest remaining in the Authority following the discharge of all obligations shall be disposed of as the Board shall determine.

(b) Any funds remaining following the discharge of all obligations shall be disposed of in the manner provided for allocation of excess funds set forth in Section 108.1 hereof.

ARTICLE IX

MISCELLANEOUS

109.1 Partial Invalidity. If any one or more of the terms, provisions or sections hereof shall to any extent be adjudged invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions and sections shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

109.2 Interpretation of Sections Which Are Based on Provisions from Other Statutes, Applicable Ordinances or Codes. Sections of this Code which are based upon or which paraphrase provisions of other statutes, ordinances or codes have been included herein for reference purposes only. In the event of conflict between the provision of any such statute, ordinance or code and this Code, the provision of the statute, ordinance or code shall in all events control, and no section of this Code shall change or modify any such statute, ordinance or code.

109.3 Policies and Procedures. The policies and procedures attached hereto as Chapters 2 through 7 to this Code, unless otherwise expressly provided, constitute a part of this Code and have the same force and effect as Chapter 1 of this Code and shall be adopted and modified by action of the Board in the manner set forth in section 109.4 below. To the extent that there is an inconsistency between a provision of this Chapter 1 of this Code and the provision of any policy or procedure, the provision of this Chapter 1 prevails.

109.4 Adoption and Amendment. This Code has been adopted, and, except as otherwise expressly provided herein or in the Act, the Ordinance or the Expenditure Plan, may be amended by a vote of a majority of the Commissioners in the manner provided for adoption of any ordinance of the Authority.

[Amended on April 21, 1993]

109.5 Digital and Electronic Signatures and Records. This Section is intended to enable the Authority to use digital and electronic signatures and records to the fullest extent allowed by law per the following requirements:

- (a) all parties to the transaction must agree to conduct the transaction by electronic means (Civ. Code, § 1633.5);
- (b) when a record is required to be in writing, an electronic record would satisfy that requirement, if in accordance with the Uniform Electronic Transactions Act (“Act”);
- (c) all electronic signatures must be in accordance with the Uniform Transactions Act (“Act”), Civil Code § 1633.2 which provides the standards that govern most electronic transactions including, among other things, a digitized image of a

handwritten signature that is attached to an electronic document; an encrypted signature (otherwise known as a digital signature); a secret code or PIN to identify the sender to the recipient; or a biometrics-based identifier, applies expressly to any "governmental agency", determines that "a record or signature may not be denied legal effect or enforceability solely because it is in electronic form" and determines that "an electronic signature satisfies the law (Civ. Code, 3§ 1633.7(a), (d); and "electronic signature";

- (d) all digital signatures must be in accordance with Government Code § 16.5 which provides that, in order to have the same force and effect as a manual signature, digital signatures used in written communications with a public entity must contain the following attributes:
 - (1) be unique to the person using it;
 - (2) be capable of verification;
 - (3) be under the sole control of the person using it;
 - (4) be linked to data in such a manner that if the data are changed, the digital signature is invalidated; and
 - (5) conforms to regulations adopted by the Secretary of State (2 CCR § 22000 et seq.);
- (e) utilize a third party vendor which is approved by the Secretary of State to issue certifications of digital signatures (Cal. Code Regs., Tit. 2 § 22003(a)(6)(B)) and use a technology known as Public Key Cryptography, which allows a digital signature to be registered and then verified among the computers transmitting the document and the signatures using public and private keys consisting of encrypted code or another acceptable technology for use by public entities known as "Signature Dynamics" provided that the signature is created consistent with the provisions in Cal. Code Regs. Tit. 2 § 22003(a)1-5; and
- (f) adopt criteria for public entities to use in accepting digital signatures in accordance with Cal. Code Regs., Tit. 2 § 22005 as follows:
 - (1) ensure that the level of security used to identify the signer of a document is sufficient for the transaction being conducted;
 - (2) ensure that the level of security used to transmit the signature is sufficient for the transaction being conducted; and

- (3) if a certificate is a required component of a digital signature transaction, ensure that the certificate format used by the signer is sufficient for the security and interoperability needs of the public entity.

DEFINITIONS

Section 1. Definitions.

ELECTRONIC SIGNATURE means “an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record (Civil Code § 1633.2(h)).

DIGITAL SIGNATURE means “an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature” (Government Code § 16.5).

ELECTRONIC RECORD means “a record created, generated, sent, communicated, received, or stored by electronic means” (California Civil Code § 1633.2).

[Amended on September 21, 2016]

AGENDA ITEM 5.A



SWAT

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

SOUTHWEST AREA TRANSPORTATION COMMITTEE SUMMARY MINUTES

Monday August 3, 2026, at 3:00 p.m.

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

Committee members present Location 1: Supervisor Candace Andersen, Contra Costa County (**Chair**); Stella Wotherspoon, City of Lafayette (**Vice Chair**); Mark Armstrong, City of San Ramon; Karen Stepper, Town of Danville; Darlene Gee, City of Orinda; Brian Dolan, Town of Moraga;

Guests/Presenters Present: Nikki Foletta, CCTA; Danielle Elkins, CCTA, Matt Kelly, CCTA

Staff members present: Nate Levine, Town of Moraga; City of Orinda; Chris Weeks, City of San Ramon; Soren Fajeau, Town of Danville; Robert Sarmiento, Contra Costa County; Patrick Golier City of Lafayette; Jen Quallick, Contra Costa County; **Ryan O'Kane; City of Orinda**

Staff Members on Zoom: Andy Smith, County Connection; Brandyn Iverson City of Orinda; Susan Candell, City of Lafayette(**Alternate**); Ryan O'Kane, City of Orinda

Staff Not Present: Sivakumar Natarajan, City of Orinda

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)

No Public Comment

3. BOARD MEMBER COMMENTS

No Board Comment

4. ADMINISTRATIVE ITEMS

WEEKS: (SWAT ADMIN): Agenda copies are available & public comment cards at the front of the room.

5. CONSENT CALENDAR

6. REGULAR AGENDA ITEMS

Transcription

WEEKS: Last meeting, we approved that \$45,450 of rollover TFCA funds will be applied for as part of the OBAG4 Coordinated Qualified Projects. At this meeting, we will be proposing allowing

the remaining roll over funds, \$53,643 also be approved for application as part of this call for projects due to pending changes in the TFCA roll over process. The change would take the remaining reserved SWAT TFCA funds and release them to all the County rather than reserve them for SWAT as previously discussed. SWAT TAC decided that it makes more sense to apply it to what we're already doing and pay for next year for Walk N Roll for the schools we launch in Lamorinda this year.

STEPPER: Where will the schools be if we move forward with this?

WEEKS: Three schools in Lamorinda only. San Ramon Valley will be covered by OBAG 3 funding for San Ramon Valley Street Smarts.

STEPPER: But there is some delay in San Ramon Valley.

WEEKS: Yes. The SRVUSD Superintendent has put the program on hold in the San Ramon Valley due to concerns about the impact on administrative staff. We hope to now launch in January 2026.

ANDERSEN: We could mention it in the meetings we have with the District.

WEEKS: It was strange they never raised a concern in that meeting. I just asked them to please reconsider, and let us give a presentation to the PTAs, so we're going to focus our energy on PTA meeting, rather than the district meeting, and see if that moves a little bit more quickly.

STEPPER: I have a question along with Soren about Baldwin School. I coached Soccer there for 35 years. This is the school we re-sidwalked including the driveways going in and out making it a Safe Route to School. It also has the Iron Horse Trail behind it so it's a great school for these projects.

ANDERSEN: We can also raise the issue when needed. Just let us know..

6.A Presentation & Recommendation: At the May 4th, SWAT BOD meeting, SWAT voted to support Street Smarts Contra Costa's application for \$45,450 of rollover TFCA funds to onboard three Lamorinda schools to the "Walk N Roll" program in Lamorinda for next year. These funds would still need to be applied for and won from a SWAT TFCA application. The intent was to support them in applying for three new schools each year for a total of nine (9) schools onboarded by the end of 28/29 when an OBAG 4 Grant, if awarded, could take over.

Available TFCA Funds:

The full roll over available, for SWAT use only, from the closed TFCA TDM Grant 24CC03 is \$164,038.13. The full amount of TFCA funding available this round, by formula, to SWAT for **sub**-regional projects is \$134,055. The combined available TFCA funds for SWAT are \$298,093

Funds Applied For- Sub-Regional:

The City of San Ramon, SWAT Administrator, applied for \$104,000 in TFCA funds for Lamorinda School Bus and \$95,000 for TRAFFIX School Bus program for a total of \$199,000 in TFCA funds, plus the \$45,450 approved for Street Smarts to onboard three schools next school year increases the total application to \$244,450.

Remaining Funds:

Subtracting the 'funds applied for', from the total available funds, leaves \$53,643 in roll over TFCA. The ongoing ability to roll over the funds is being debated at TFCA and there is a chance the funds will **not** be rolled over to next cycle for SWAT. They may be returned to the larger pot for all RTPC's.

Recommendation & Discussion:

Approve an increase of \$53,643 to the amount of roll over funds already approved for Street Smarts Contra Costa TFCA application to launch Walk N' Roll at three schools next school year for a new total of \$99,093. These funds will be applied for, (from TFCA) to cover the three schools launched this year for next year also. The funds could also be applied to the original planned expansion schedule if new funding is identified. Total would use all available TFCA funds keeping the remaining \$53,643 in SWAT for a total of \$298,093.

By: Danielle Elkins, Deputy Executive Director, Planning, Programs, and Policy.

Attachment 6A.1 – PPT Presentation

Transcription

ELKINS: CCTA updated our policy in the spring of 2024 to more closely align with the Air District's updated policies. Every year, the AIR District is issuing new guidelines. They just did a really big update, and every year, they also update their cost-effectiveness spreadsheets. This year, they also updated their expenditure template for our expenditure plans. We did a call for projects, which we released at the end of April. We gave 3 weeks to all eligible sponsors to apply for these funds. This year, we had \$2,075,475 available. That is, after deduction of our administrative costs, but including all of the rollovers, which we'll talk a little bit more. We received 16 projects that were submitted that met the deadline and met the restrictions for cost-effectiveness. We were oversubscribed. We got applications totaling \$3,175,000, which was more than a million dollars over what was available in funding this year.

GEE: What was the cycle? Was it fiscal year July 1?

ELKINS: We count this as starting July 1, so the CCTA Board just approved our funding agreement for fiscal year 27, so 26-27 year. Once CCTA Board executes the funding agreement with the Air District, we have then 6 months to then execute all of our funding agreements with the individual projects that we are awarding funding to. In January and February, every single year, we get our estimate of how much money we get for that upcoming cycle to know how much our call for projects could potentially be. What we knew, was based on the estimates we got from the Air District in January, was that we had \$2 million, including all the rollovers, and then we released the call for projects. The way that the Air District does this is based on, revenues, it's a \$4 fee. on vehicle registrations that goes into this pot of funding. And every two years, the Air District looks back and says, did 2 years prior, did the revenue we expected to get from the DMV, did it match or not? In 27, we looked back at the 25 revenues. Since it was less than expected, we took a hit in 27. Every year, our TFCA dollars go up and down, depending on what were the actual revenues from 2 years prior and what is their estimate of what they think we're going to get at 27. The projects that didn't spend their money in a timely manner, or closed it out, then become a rollover. And then, do we earn interest on the accounts? And then how much was spent in terms of administration from CCTA staff? So we get 6.25% every year for CCTA staff. We track all of our hours against that. If we don't spend it all, that money goes back into the pot.

So, every January, February, I'm looking at the total pot of money, seeing what the actuals were for 2 years prior, seeing if there were any rollovers, seeing how we did on spending staff time. Did we earn interest? And that is what develops that \$2,075,000 that is then available for that year's public projects. We are the only county that then additionally looks at it at a sub-regional level. So we are looking at the rollovers at a sub-regional level unspent, as well as the split of funds to be sub-regional benefit, because we're the only county that is doing that, the Air District has been accommodating and letting us continue to track our rollovers through this year. But with our policy change for 2024, any fiscal year 25 project that does not spend their money down in a timely fashion That no longer stays with the sub-regions, it'll now go back into the county pot. We received a total of 16 applications, 3 of them were for countywide programs, 13 were for sub-regional programs, totaling just over \$3 million in asks.

Every project application that we get is reviewed. Did it come from an eligible sponsor? Was the application complete? Is it consistent with all the state law categories and requirements around

vehicle emission reduction that the Air District requires? And then, is it consistent with Air District policies? Does it meet cost-effectiveness? Is it meeting the maximum threshold for the project type? And where it gets complicated is that depending on the type of project you are proposing, the cost-effectiveness ratio changes. It is harder for some categories than others. So when we are looking at awarding projects, we sometimes try and help applicants get to cost-effectiveness, but a big challenge for us in the past is that there are a lot of types of projects that we don't collect enough data. In that category, it can't meet cost-effectiveness, and therefore we can't fund it. We also have the risk that if we do award a project based on their application, saying that they can meet cost-effectiveness, and they don't meet cost-effectiveness at the end, because you have to turn in a final report and show the full calculations of your cost effectiveness, that project can never be funded again. So, some of our programs that we really liked they didn't meet cost-effectiveness, and then we were never able to fund them.

STEPPER: And have you had to give them money back as well?

ELKINS: No. They have not, thankfully, asked for money back.

ANDERSEN: Never funded again? Even if you change the program? It seems Draconian.

ELKINS: They have rules for each project type on how it needs to be changed to apply again.

We're trying to, understand also what the big picture of our applications that we received are. We are going to all the RTPCs, the tenants, and boards to get approval of the projects that were received that we're recommending for funding, and then this will go to the CCTA board, in September for approval, so that we can then execute our funding agreements with individual project sponsors.

STEPPER: Don't they require programs from us?

ELKINS: No

ANDERSEN: Maybe Cites are required to do some things?

ELKINS: None of this funding would be part of that.

WEEKS: I think the confusion here is about who "we" is. These are Countywide programs not programs that happen city by city. These are Countywide programs we are discussing.

ELKINS: Now, having a few years to look at. Are we staying within them enough to keep our funds, or not? Yeah, we've lost some programs that no longer met cost-effectiveness. We fund, usually, the 511, the overall brand, the phone number, the newsletter, the website, all of the seasonal countywide TDM, incentive programs. Our pass-to-class is funded through this, Bike to Workday, things that are happening countywide are funded under this pot and then the benefit goes to each of the sub-regions, proportional to the jobs housing formula that we use to distribute TFCA benefit.

The other two county-wide programs that are administered by other organizations is the countywide Vanpool program, which is administered by Chris at San Ramon for SWAT, and then, the Guaranteed Ride of Home program is administered by WCCTAC for the entire county.

What we are proposing to actually fund this year is, just the countywide 511 brand and the vanpool program, and this is because, the Guaranteed Ride Home program is, having trouble spending their funds in a timely manner, and so they have enough money currently at their burn rate to get through This fiscal year that this is funding. We've asked them to focus on increasing marketing and to increase the number of registrations in the Guaranteed Ride Home program, and then the assumption

will be that they'll come back and apply again in the fiscal year 28 cycle to then continue funding once they've spent down the rest of their funds. They have \$90,000 unspent and they were asking for another 60K.

WEEKS: We publicize all the 511 CC programs together even if some parts are run by a particular sub-region. All the RTPC's push out the Vanpool programs too and San Ramon pushes the Guaranteed Ride Home Program.

41:00

ELKINS: This slide (#10) shows the overall countywide benefit proportion. It's divided between the RTPCs, the formula is based on that jobs housing formula. That then distributes the countywide benefits. The benefits of those programs are then equally distributed based on that formula, and then anything that is left over then of the \$2 million is divided into these kind of sub-regional benefits, so the additional money that's available for sub-regional programs. And then on top of that, we had fiscal year 24 projects that had unspent leftover money that then is getting rolled into this cycle as well. So Central, East, and Southwest all had rollover money from fiscal year 24 projects. And then the total is looking at your countywide benefit, what's available for sub-regional projects, plus any rollover, and that's how much money was available for your sub-region in this fiscal year on that far right column.

Slide #11: The next slide is looking at, then, knowing that we had both sub-regional money available plus rollover from fiscal year 24, what was actually available versus what applications we got, what it came out to is, as you guys know, you proposed that we would use the portion of the rollover, the \$45,000, to fund the Lamorinda, walk and roll schools. And then we also had an application from the Lamorinda School Bus Program for Trip Reduction, and the Traffic School Bus Program for Trip Reduction. With that, we had an additional 53,643 still available from previous year rollover, and so our recommendation, based on knowing that you have, at least 2 years to spend those funds and consider timely use of funds is that it would be beneficial to keep the money in SWAT to just allocate the full amount of the rollover, and use it for both the first year and then the second year of maintaining those Lamorinda schools and potentially adding a few more. As well.

Slide #12: So on the next slide, it shows, then, the kind of revision of this recommendation, saying that, Walk and Roll would then get the full \$99,000. We max out Lamorinda School Bus, TRAFFIX school bus, and then we're using the total available funds for the SWAT, \$298,000.

ANDERSEN: Why the discrepancy in funding for Lamorinda School Bus vs. TRAFFIX?

WEEKS: It's based on cost effectiveness. I would say the main reason is the TRAFFIX buses have more miles traveled "deadhead" meaning empty. The First Student yard is in Concord. Closer to Lamorinda so the buses don't travel as far empty to and from the yard.

WITHERSPOON: Where is the next set of funding coming from for the next set of schools?

WEEKS: OBAG 4 hopefully.

ARMSTRONG: So who is saying they will not allow this?

ELKINS: BAAQMD is trying to make the change so that they will not track roll overs sub-regionally just to county so roll overs are returned to the County pot not the RTPC's. Next steps. TransPac is done, and WCTAC has done and fully approved their projects. This goes to TransPlan next Thursday night. And then we will be done, and then we'll be making... taking our recommendation to the CCTA Board. It'll go to our planning committee on September 3rd, and then it will go to full CCTA Board mid-September.

ANDERSEN: Okay, so any other questions, or let's take public comment? Anyone wishing to make public comment? And anyone online wishing to make public comment? Let me stop the share here, so that I can make sure we don't have anyone else who has joined us. We do not.

ARMSTRONG: This looks like a basic use it or lose it for SWAT but if we have the opportunity to keep it I think it's a good idea.

GEE: I am happy to make that motion.

ARMSTRONG: Second

ANDERSEN: Since we are all here, all in favor?

48:43 PASSED: GEE/ARMSTRONG UNANIMOUS

6.B. Memorandum: Coordinated Call for Projects Transportation for Livable Communities (TLC) Cycle 3 Scoring Guidance for West, Central, and Southwest Sub-Regionally Competitive Project Applications. For the 2026 Coordinated Call for Projects (CCFP), the Regional Transportation Planning Committees (RTPCs) are responsible for evaluating and scoring their sub-region's Transportation for Livable Communities (TLC) project applications, and prioritizing and submitting a prioritized list of ranked projects valued at 120% of the RTPC formulaic share **By: Matt Kelly, Deputy Executive Director, Planning, Programs, and Policy.**
Attachment 6B.1 – Memo

Proposed RTPC TLC Scoring Schedule (all dates 2026)

August 17	Applications Due
Late August	Screening of Applications for Eligibility & Program Fit
Early September	RTPCs Receive TLC Applications for Scoring
September/October	RTPC Application Evaluation Panels Score Projects
November	RTPC Boards Adopt Prioritized Project List
December 16	CCTA Adopts TLC Funding Program

Transcription

WEEKS: We are not experts on this yet but we hope to be after today's presentation from Matt Kelly Executive Director of Planning for CCTA. We are bringing this item to the board for direction on how SWAT TAC should move forward with judging the Coordinated Call for Projects Transportation for Livable Communities (TLC) Cycle 3 Scoring Guidance. This scoring this is something that the TAC will do. We are doing it backwards this time to bring it to you guys first, and then get your input on some of this, and then it'll go back to our TAC for the actual adjustment.

50:02

KELLY: Thanks Chris. So, you heard references to OBAG4 earlier. That is part of this process, the coordinated call for projects, which includes OBAG, Transportation for Livable Communities (TLC), pedestrian, bicycle, and trail facilities, as well as a couple of other sources of funding. Today we're focused on transportation for Livable Communities, TLC, Measure J program 12. So this was part of the original, Measure J as a way of making money available, periodically to project sponsors in order to, fund locally, local priorities.

These are not federal funds, these are local funds collected here in Contra Costa County coming back to the local agencies, and, the nice thing about the TLC funds, besides being flexible, is that the priorities are determined in this room, along with the help of your TAC. The TAC gets to, refine the scoring criteria, the weights, which we'll talk about today, and then they also get to score the TLC applications that come in to SWAT. You have 7.6 million funding targets based on the formula (Population and roadway miles) but we will be asking you to submit \$9.1 million worth of projects, a list of projects, 120% of that target, just in case other sub-region submits some ineligible projects. Then we may need to move some money around. We want to have an additional couple of projects that we can, shift remaining funds. The goal is to get at least \$7.6 million back to SWAT. As of June 23rd, your jurisdictions have been working on applications. I think that's everyone in the room. I can tell by their furrowed brows and bags under your eyes. We try and make it as easy as possible by having a coordinated call for projects, but because people are applying for 5 different sources of funds, there's a main application, and a supplemental application. The evaluators need this detail, for TLC it will be the TAC, they need information to really make an informed decision on scoring of these projects.

We've provided you with the 12 scoring criteria. These were adopted by our board as the OBAG4 scoring criteria, which is, you know, just covers those federal funds that are coming through MTC. The same criteria apply for the other sources of funding, including TLC, but we are allowing the scoring weights for each criterion to be adjusted to meet, kind of, the local flavor, so to speak. So that's the conversation we're having today, is introducing these 12 criteria and then talking about the weights. The maximum points are on the right of the chart on the screen. It is the weighting. So, we have a total score of 75 points. Sounds like a weird number, but That's how many, points MTC asks us to score. The weights can be adjusted any way you see fit, to achieve a total of 75. We do, request that no category be zeroed out, so that each category has at least one point. Look at the list and see if there's things that you feel are important to SWAT, to Lamorinda and San Ramon Valley and rank those higher.

These criteria and scoring have been refined over the last 10 years or so but really refined over the last 4 since OBAG 3, which was in 2022. Since then, there were a lot of discussions about safety and that first criterion, Vision Zero safety and injury prevention, that in the last, OBAG cycle, it was 12 points. Through discussions with our Vision Zero Working Group, our coordinating committee, our County Wide Bicycle and Pedestrian Advisory Committee, and RTPC's that score was bumped up for this cycle. So that is the primary change. A couple of other categories were reduced to make up that difference.

If you scroll down further in your agenda, you can see detail for each criterion. These are considerations for how the evaluators should score each of them, so there's a lot to consider. I don't, necessarily mean for you to go through all of that today. I think what your TAC will want to hear is just if there's certain criteria that you think should be considered, at a higher rate, in this part of the county. The other sub-regions have made minor changes. They've had a lot of discussions, and ended up making minor changes, so, we're comfortable with whatever you want to do.

57.55

STEPPER: I don't understand number 12, which is all I ever hear about is how we need to increase transit ridership.

KELLY: Its increase or sustained, looking at ways to avoid the death spiral, you know, whether its, transit agencies applying for frequency is not always an eligible expenditure. Access, last mile solutions or bus stop amenity improvements. Mobility hub, funding. Those are the types of things we're looking for. Improvements that will at least sustain transit ridership, if not increase it.

ANDERSEN: Tracking taking a bike to a BART Station.

KELLY: Evaluators can be kind of creative when they think about the types of projects that could do that. It's a trail improvement, but really, it's to get people north or south to a BART station. To a BART station, or a park and ride, or someplace where they can hop on train.

CHRIS: San Ramon had to replace Bus 36, which was canceled, and it's administered through a contract, which is LAVTA as the main contract, and that County Connection signed on to that, and it's considered transit because it's basically a County Connection project that replaces a bus. So, I wouldn't know how to score something like a Go San Ramon So, I'm thinking when you're thinking transit, you're thinking bus service, primarily, for bus or rail, something like Go San Ramon, where we're paying a percentage of Lift or Uber ride, That's... that's not translating.

ANDERSEN: It's last mile. It's increasing ridership on transit because you're doing last mile.

Kelley: I think, you know, the evaluators could consider it a first mile, last mile transit access.

ARMSTRONG: Matt, you answered my question, but it's basically each of the RTPCs, can change as they need to, and it doesn't need to go back for approval by the other... it's not going to be standardized, it's whatever we come up with. This is SWAT.

KELLY: Yes

ANDERSEN: Were going to have the ability to agendaize and ask why did you give this many points for this? We don't necessarily agree with that. We think you should have weighted X,Y, Z more heavily. We get to sort of weigh in before it's formally submitted.

KELLY: The TCC does the screening, so they're going to get, like, all 50 applications, and then they're going to go, okay, these are TLC eligible projects in the Southwest region, and those are the applications that will come this week.

STEPPER: So what if we just need something that goes from the Veterans building to the new whatever. Some of the seniors that really use the veterans building for their classes can't get to some of the other buildings, even though they're very close, whereas if we had one of those little shuttles or something. maybe those people would be more comfortable getting around to these other classes.

ANDERSEN: The town of Danville would have to come up with a project.

FAJEAU: Who established these numbers? whose staff?

KELLY: It was a combination, staff, our Vision Zero working group, our Countywide Bike and Ped Committee, our technical Coordinating Committee, and then ultimately our board weighed in, blessing the final numbers.

ANDERSEN: And with the call for projects, there's other funding available that we're not evaluating.

KELLY: Correct.

ANDERSEN: And I think that's important to note. There are some bigger projects that may come out of a different fund, that's why everything's going to Authority staff to figure out, which will this best align with? What we end up with here are not the projects we think we really need in our community, because they may be recommended for funding through a different pot.

KELLY: Yeah, we're going for some county-wide programs around Save Routes to School, like we did last time, the Smart Signals Program, so that's going on, countywide through a different, funding program. There's also a TFCA component, a, PBTF. So yeah, there's \$95 million as part of this coordinated call for projects. This is just 7.6 out of that 95.

ANDERSEN: With that, will some projects, because we know so many projects might qualify for different... is there going to be a recommendation that funding be partially funded through one source and partially funded through another source, so we can, combine them and get a bigger bang for the buck, or do we want to try and keep each project separately funded by a unique source?

KELLY: You know, that's always cleaner, but we've asked for applicants to provide us with as much information as we can on phasing,

ANDERSEN: right, so one phase could be planning, design, while another phase could be the actual building or something.

KELLY: If we do have programs that have a limited capacity in this program. We're able to fund one phase through that. If there's an opportunity to fund another phase through a different program, we would certainly

STEPPER: Every time there's an accident on TV, the city is interviewed, and they say don't you have a Vision Zero, and they're like, oh yeah, we're working on that. So, that seems to be the biggest item and I don't know how we're doing that in the cities.

ANDERSEN: Lafayette... Lafayette has one. Lafayette does. They did it two years... I

WEEKS: We have a grant to do a Vision Zero Plan from the FHWA several years ago, but because of so many changes with that grant agreement. It took several years, but we finally executed, and we had our first month of putting together the RFP. This is San Ramon. We're going to be in the process, and we had this input when this was being developed. We've

done everything we could to get the vision zero plan off the ground, can we still get some points for this, because originally it was proposed you had to have a plan to get these points? We need to have some kind of valuation here. You have part of a plan, or you made motions towards a plan, and I think they've done that a little bit here.

STEPPER: This looks like the bicycles that we're all dealing with right now. We're gonna decrease injuries. There are all kinds of injuries. That's the category they might fall under, under these numbers.

GEE: Matt, I have a question for you, and maybe it's because it's part of another category, totally, maybe it just fits into Safe Rouse to School some other way, but it doesn't seem like you get... doesn't seem like you get any acknowledgement of whether some of these projects are within a school area or not.

KELLY: Good point, good point. I'm trying to remember if there is that sub-criteria listed here. There are youth, you know, number of youth users, of a facility that's in Criteria 2.

SARIMENTO: Let's see, on that, you can look at, Criterion 6.

KELLY: Thank you, Robert.

WOTHERSPOON: So, I have a question. Say you have an e-bike safety program, like Karen mentioned. It may not hit some of these criteria. It may hit zero points.

ANDERSEN: It could, especially if the state keeps changing the laws of...

KELLY: Yeah, yeah. And we would encourage the evaluators to discuss that, you know? Okay, okay, because it's a local priority, then... That's a challenge. It wouldn't be a competitive framework.

ELKINS: We are working on a county-wide effort, though, and we're getting a working group together, and we're going to be doing an entire social media campaign as well, so... We'll be developing a lot more after all the cities.

WOTHERSPOON: I just use that as an example of a fairly niche but important project type that may not really hit increase or sustain transit ridership prism.

WOTHERSPOON: I have a question about the, number of applications that you anticipate receiving. Do you have a sense of that?

GEE: There is a maximum of two per jurisdiction, with the county getting four, yeah, and BART getting 4, as long as they're spread amongst the sub-regions. So if everybody submitted their maximum, it is around 50 to 60.

WOTHERSPOON: And so, is SWATAC going to look at only SWAT submitted projects?

KELLY: So I'm assuming it'll be...10... probably max.

ARMSTRONG: Who looks at the countywide?

KELLY: Staff is going to do an initial kind of screening, and then that'll go to the TCC. The TCC kind of oversees the entire call for projects, so they will be involved in the screening, and then they'll be scoring the OBAC for the federal funds. That's what they're responsible for scoring,

ARMSTRONG: but they have the responsibility of screening everything or lessening the screen. We're going to do an initial screen for them to consider. We don't have to worry about the countywide at our level, we're just worried about the SWAT applications.

KELLY: Exactly. 10 applications, probably. I would think so.

ANDERSEN: And historically, something like this, typically, there's been parity within SWAT to ensure that Lamorinda and San Ramon Valley are equally represented. Making sure that everyone is getting a piece of the pie, and that's one of the reasons it's worked so well. Okay, other questions. This is not an action item, this is informational.

WEEKS: So the overall take away from what you guys have said, is we're looking to weight schools more. We also need to look at projects that don't score well for some reason or another, and I think that I'll be talking with you guys about how you think best to do that. I didn't see a category that it could be something like...what Candace was talking about, maybe a regional parity rating, you know, saying that you need to approve a project so that we have equality and representation

KELLY: And that's the flexibility you guys have, is to have that conversation. We won't be involved in that. That's a SWAT conversation.

ANDERSEN: And it looks like, based on the calendar, in a likelihood, November is when we're going to be looking at the project list to the moment. have a robust meeting. Okay, let's move on to written communications.

WEEKS: Well, I made a mistake. Our next meeting is not September 7th., it's actually the 14th, so the following Monday, so 14th. And that's already on our schedule and voted on.

ANDERSEN: I do not believe we've had any other business other than to stand adjourned, Thank you.

7. WRITTEN COMMUNICATIONS (*Attachments – No action required*)

- TRANSPLAN Board Meeting Summary – June 11, 2026
- TRANSPAC Board Meeting Summary – July 9, 2026
- CCTA Board Meeting Summary - June 17, 2026

8. DISCUSSION Next Agenda & Meeting Date: September 7 , 2026

9. ADJOURNMENT

AGENDA ITEM 6.A



SWAT

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

DATE: September 14, 2026

TO: Southwest Area Transportation Committee (SWAT)

FROM: Chris Weeks, SWAT Administrator

SUBJECT: Request from Contra Costa Transportation Authority (CCTA) for Lamorinda Matching Funds for One Bay Area Grant, fourth round (OBAG 4)

SUMMARY

The Contra Costa Transportation Authority (CCTA) is applying to One Bay Area Grant, fourth round (OBAG 4) for regional funding to pay the ongoing support of the Countywide Safe Routes to Schools (SRTS) Program which includes: ongoing support of the initial Walk N Roll (WNR) schools in all of SWAT, Street Smarts & SRTS assemblies, and SRTS maps in the SWAT Region. The mapping component of the application will produce Preferred Route School Maps and School Route Improvement Maps. These grants will require matching funds to qualify.

Street Smarts San Ramon Valley (SSSRVP) has pledged to use accumulated member contributions to pay the matching funds for the San Ramon Valley Street Smarts assemblies, Walk N Roll (WNR), and SRTS mapping. The funds required for the life of the grant for San Ramon Valley will be roughly \$24,361 per year from 2028-2031, for a total of \$97,446.

The other part of the SWAT area grant focusses on SRTS assemblies, WNR, and SRTS mapping of elementary schools in Lamorinda. CCTA is proposing that SWAT allocate Measure J funds to pay for this Lamorinda match. The funds required for the Lamorinda portion, of Street Smarts Diablo region, for the life of the grant will be roughly \$8,826 per year from 2028-2031 for a total of \$35,304.70.

BACKGROUND

OBAG 3 provided \$936,920 by providing \$820,674 in Surface Transportation Funds (STP) with \$116,246 in local matching funds for the implementation of the Street Smarts Project. The 511 CCTA SWAT Transportation Demand Management (TDM) Program utilized \$165,475 of Measure J Program 17 funding that was not spent by SWAT during COVID-19 pandemic, that was rolled over from fiscal year 2022, to provide all required Local Match funds to qualify for the OBAG 3 grant. This grant funded Street Smarts programs throughout the region including San Ramon Valley Street Smarts and the Lamorinda Street Smarts programs. Of the total local match, \$116,246 was used as a match to the project lead by SSSRVP, and \$49,211 was used as a match in the Lamorinda program, provided by Street Smarts Diablo from 2024 through 2027.

CCTA is now applying to OBAG 4 for regional funding to pay for the Countywide SRTS Program which includes: ongoing support of the initial WNR schools in all of SWAT, Street Smarts & SRTS assemblies, and SRTS mapping in the SWAT Region for the years 2028-2032. Local matching funds will again be needed to receive this federal funding. SSSRVP has pledged to use accumulated city and organizational member contributions to pay the matching funds for

SSSRVP assemblies and mapping. The funds required for the grant for SSSRVP will be roughly \$24,361 per year from 2028-2031, for a total of \$97,446.

The other part of the SWAT area grant focuses on SRTS assemblies and SRTS mapping of elementary schools in Lamorinda. The Lamorinda WNR as well as SRTS assemblies funding and mapping are administered by CCTA. CCTA proposes using SWAT Measure J Program 17 funds to pay for this Lamorinda match. The funds required for the Lamorinda portion of Street Smarts Diablo region for the life of the grant will be roughly \$8,826 per year from 2028-2031 for a total of \$35,304.70

This allocation, combined with the match provided by SSSRVP, would provide all the matching funds required for the countywide SRTS OBAG 4 application and would facilitate continuation of the highly impactful and popular SRTS program currently being implemented using OBAG 3 funds. SRTS is a countywide bicycle and pedestrian safety education and encouragement program that fosters the use of alternatives to driving alone. The program has three components: Street Smarts, Walk N Roll (WNR), and SRTS Mapping. Street Smarts in school assemblies educate students about the basic tenets of traffic and bicycle safety. WNR is a weekly encouragement program to build long-term active transportation and carpool habits through incentives, equipment and ongoing program support. SRTS mapping has two components:

- **Preferred walk and roll maps to schools**, that will highlight recommended walking and biking routes within each community based on field observations of routes currently being used and available City information on bike-trail-sidewalk networks. When public engagement begins, this platform will have a Community Input process for the public to provide feedback.
- **School Route Improvement maps**, will suggest improvements within the first quarter-to half mile of each school and focus on quick-build near-term project improvements that Cities can implement (i.e. signage & striping, daylighting red curb improvements, passenger loading zone definitions, speed signs, and flashing beacon improvements) and future infrastructure improvements such as ADA curb ramp improvements, and new trail routes.

RECOMMENDATION

Staff recommend that SWAT BOD share any questions or concerns on this presentation with the presenter and consider approving this measure J Program 17 matching funds request.

***Possible source of funding:** Measure J program 17 allocations came in slightly higher than budgeted this year. SWAT budgeted for \$219,309 in Measure J program 17 funds based on last year's allocation but \$225,663 was allocated to SWAT. This provided \$6,354 more than anticipated. Our budget was \$1,797 over before the actual allocation was provided. With the additional \$6534 added to the budget the new remaining funds is \$4,556. This extra funding could be allocated to this match request. The remaining \$4269.35 can be budgeted out of the unspent portion (\$30,000) of the Bicycle and EV infrastructure category (\$27,730.65 remaining).*

ATTACHMENT

1. 6A_1 ATTACHMENT SWAT OBAG 4 9_14_2026

Staff Contact:

Chris Weeks, SWAT Administrator
(925) 973-2547
cweeks@sanramon.ca.gov

OBAG 4 Safe Routes to School Program – SWAT

Danielle Elkins
Nikki Foletta

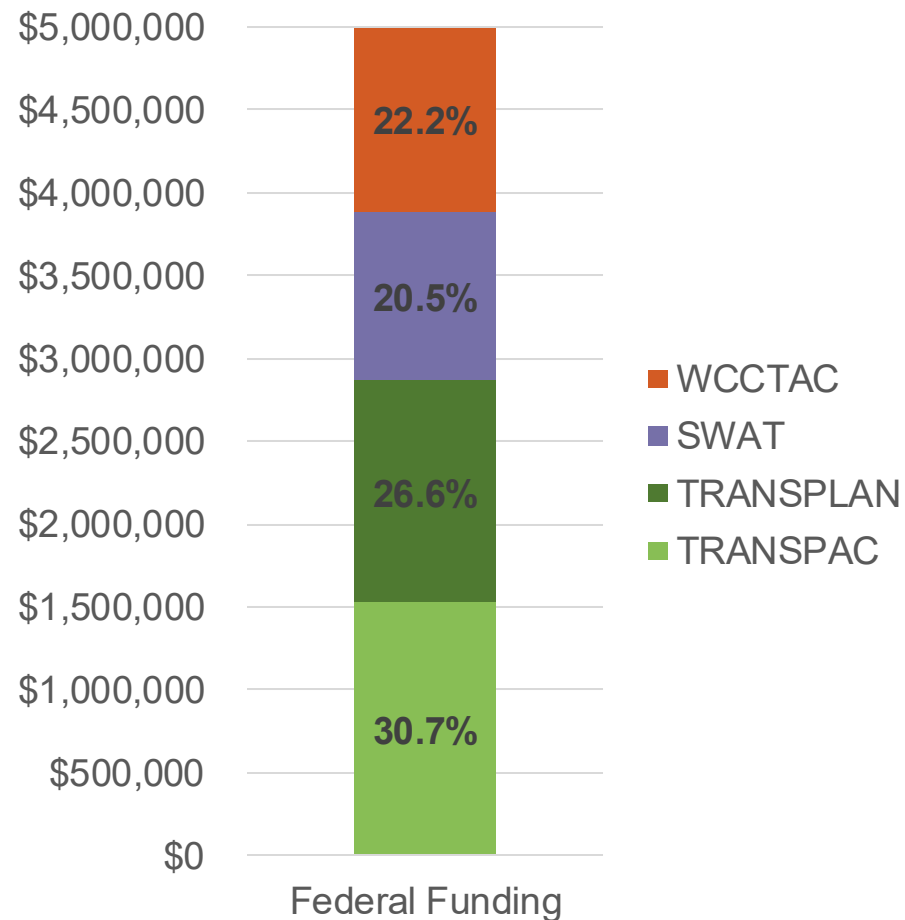


Safe Routes to School – OBAG 4 Application

Safe Routes to School is a countywide bicycle and pedestrian safety education and encouragement program that fosters the use of alternatives to driving alone. The program has 3 components:

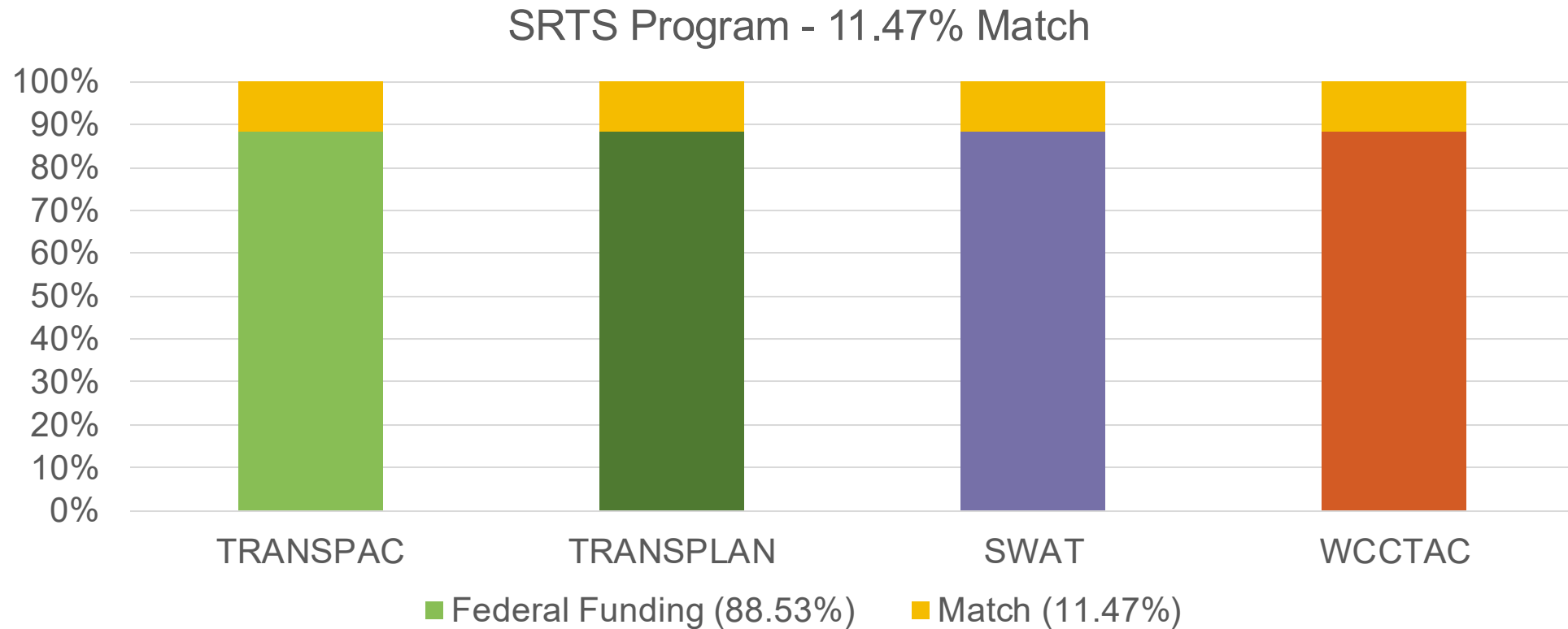
- **Street Smarts:**
 - In-school safety assemblies, walk/bike events, a free helmet program and online community resources
- **Walk N Roll**
 - A weekly encouragement program to build long-term active transportation and carpool habits
 - Includes incentives, equipment, ongoing program support through our dedicated team
- **Mapping**
 - Preferred walk and roll maps to schools, helping families identify the safest recommended walking and biking routes in their school zones
 - Infrastructure improvement maps for cities with suggestions for enhanced intersection controls, safety infrastructure, and traffic calming

Safe Routes to School Leveraged Funds

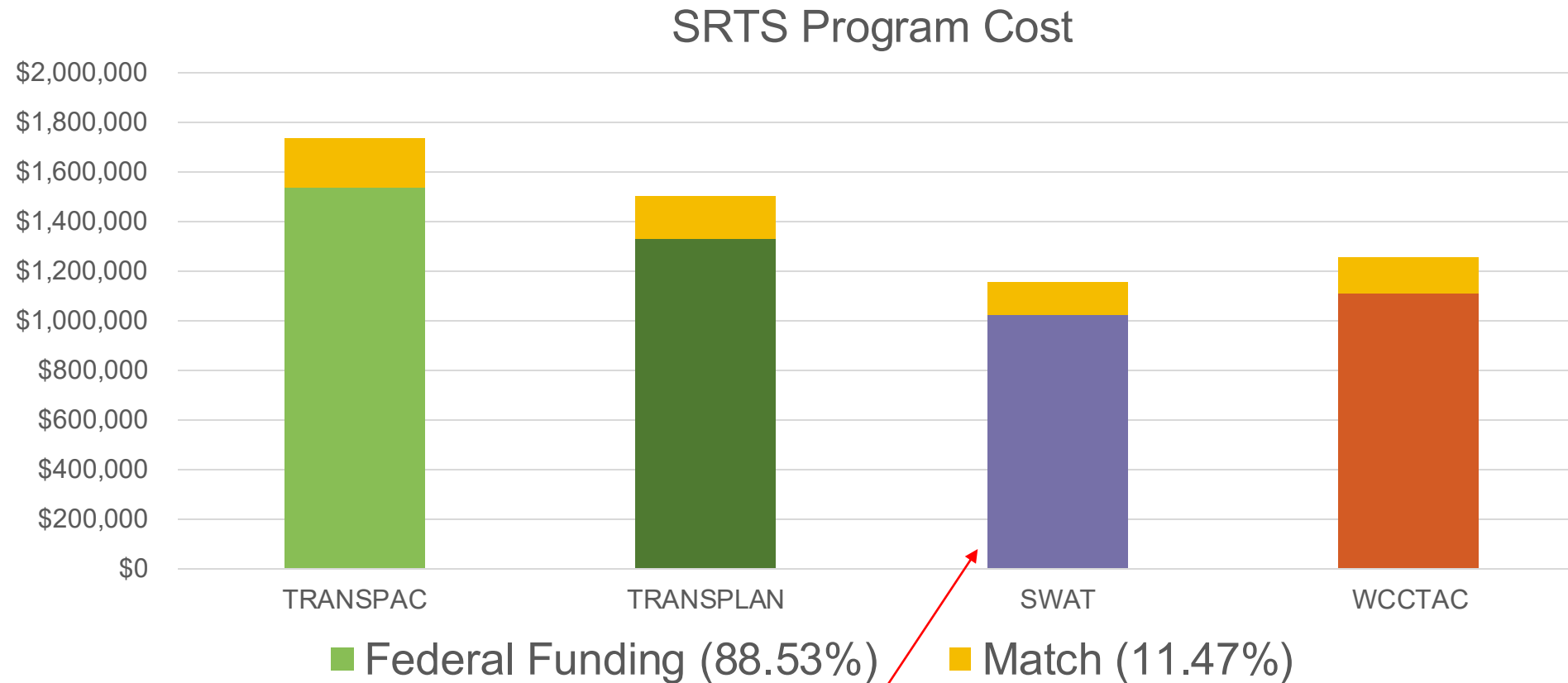


Applying for a total of \$5M in Federal funding, allocated according to the jobs/housing percentages

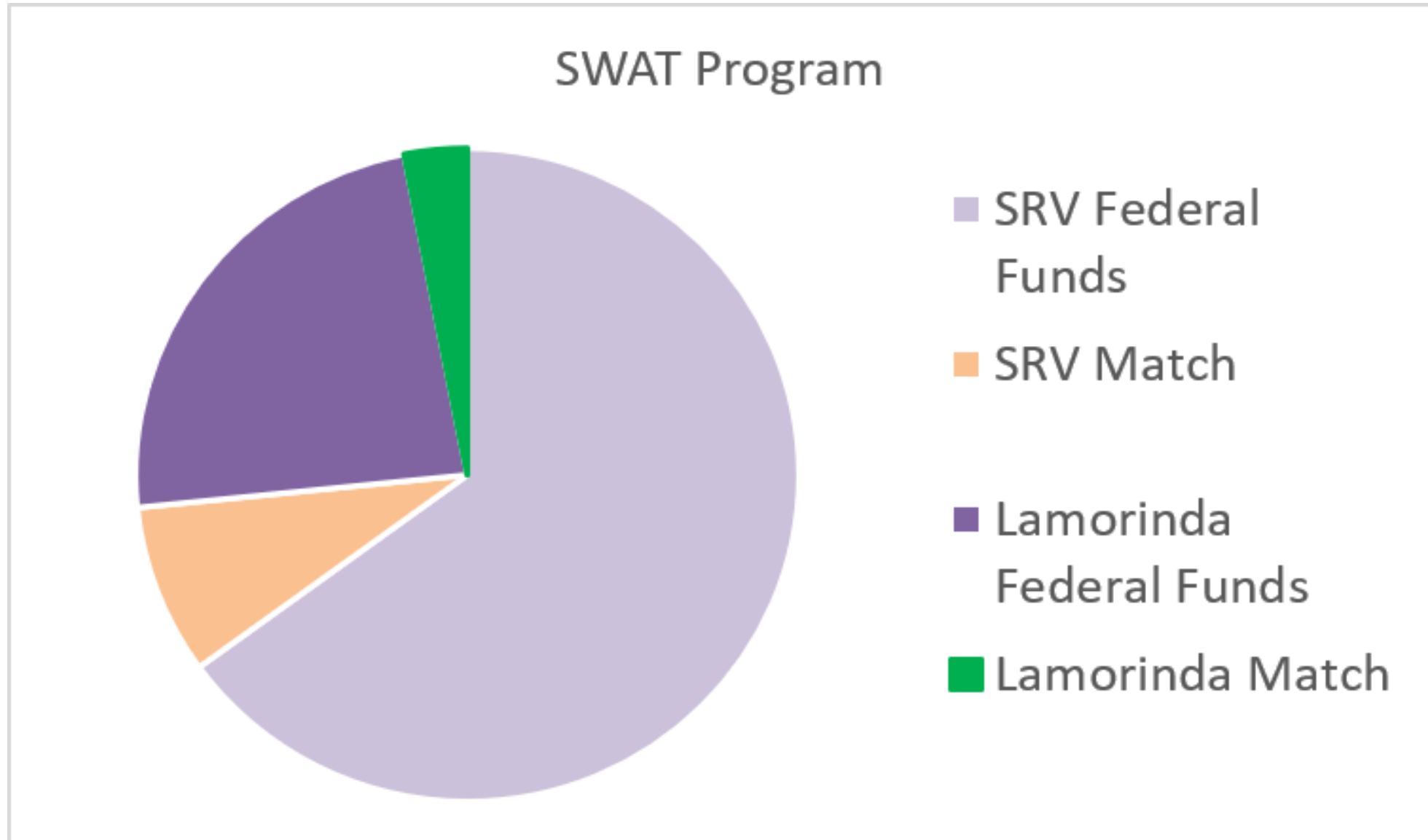
Safe Routes to School Leveraged Funds



Safe Routes to School Leveraged Funds



SWAT Budget Breakdown



Thank you



AGENDA ITEM 7

TRANSPLAN COMMITTEE

EAST COUNTY TRANSPORTATION PLANNING

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

August 19, 2026

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 August 13, 2026:

1. Appointed Monish Sen (Brentwood) as an Alternate TRANSPLAN representative to the Contra Costa Transportation Authority (CCTA) Technical Coordinating Committee.
2. Approved FY 2026/27 Transportation Fund for Clean Air (TFCA) proposals for East County:
 - a. Walk & Roll for the TRANSPLAN region (\$67,385)
 - b. Tri MyRide Service Expansion (\$216,000)
3. Received an update on the FY 2026/27 Tri Delta Transit Budget and Service Plan.
4. Received an update on the TRANSPLAN Secretary position.
5. Commented on the lack of adequate lane striping associated with the Caltrans repaving work being done on State Route 4 between Hillcrest Avenue and Marsh Creek Road, which is causing safety issues for users of the highway, and that CCTA should reach out to Caltrans to address this issue.

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	M. Kelly, CCTA
J. Nemeth, WCCTAC	T. Grover, CCTA	TRANSPLAN TAC
C. Weeks, SWAT	D. Elkins, CCTA	

August 24, 2026

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

RE: August 20, 2026, WCCTC Meeting Summary

Dear Tim:

The following is a synopsis of the Special WCCTC Board meeting on August 20, 2026. The Board:

1. Approved the Measure J Program 21b allocation of \$43,500 to the John Swett Unified School District's Yellow School Bus Program, representing the annual 5% set-aside required under WCCTC Board policy.
2. Received a presentation from CCTA Executive Director Tim Haile on the Measure J Transportation Expenditure Plan (TEP) development process and provided initial feedback on transportation priorities for West Contra Costa County.

Sincerely,



John Nemeth
Executive Director

cc: Tarien Grover, CCTA
Tiffany Gephart, Grey-Bowen-Scott
Irina Nalitkina, Grey-Bowen-Scott
Robert Sarmiento, DCD Contra Costa County
Chris Weeks, SWAT



| EXTERNAL EMAIL: Think before you click and do not open attachments unless you know they are safe. |

Dear RTPC Chairs, Vice Chairs, and Staff,

As part of CCTA's ongoing work to develop the next Transportation Expenditure Plan and to strengthen the long-term governance framework that supports our county's transportation program, we are launching a series of collaborative working sessions focused on the functional relationship between CCTA and the four Regional Transportation Planning Committees (RTPCs) - TRANSPAC, TRANSPAN, WCCTC, and SWAT. These working sessions will be in addition to your regular scheduled RTPC Board meetings.

As you are aware, over the past several months, CCTA's consultants have been conducting a governance review to better understand how our current structures, processes, and roles serve the county's transportation planning and delivery needs. This has included interviews with over 40 countywide stakeholders, the May Board Workshop, a CCTA staff workshop, and review of other statewide Transportation Authority governance structures.

CCTA will be convening a series of three working sessions in fall 2026 to bring together core stakeholders on the topic of governance. We are inviting the primary staff person, chair, and vice chair from each RTPC, along with the CCTA Board Chair and Vice Chair and select CCTA staff. These working sessions are tentatively targeted to occur in September, October, and November 2026.

The first session in this series will focus on building a shared understanding of the different roles, responsibilities, and functions each RTPC plays in their unique subregion, and developing a series of collaboratively-defined procedural improvements that would help each RTPC and CCTA better deliver on regional and subregional goals. While many of you are quite familiar with your own RTPC's structure and practices, we have heard consistently in interviews that there is limited understanding of how other RTPCs are organized and operate. Establishing a shared foundation will allow us to have a more productive conversation about potential improvements in the working sessions that follow.

Because we believe that each RTPC is best suited to share and present on its own unique features, we would like to ask the four RTPC staff leads to populate the attached slide deck

template in advance of the first working session and return by September 25, The deck includes the following:

- An overview of your RTPC's structure
- The core duties and responsibilities your RTPC performs
- Your RTPC's goals and priorities looking ahead
- Your goals for the working relationship between your RTPC and CCTA

During the working session itself, each RTPC staff person will present this information to the group, followed by facilitated discussion to identify similarities, differences, and areas of shared interest. We will then move into a set of activities designed to begin developing potential concepts for procedural changes that could help improve regional coordination and transportation program delivery.

We are targeting September for this first working session, and Emily Owen at CCTA (cc'd) will follow up shortly with specific date and logistics options. Given the importance of having all RTPC perspectives represented, I hope you will make attendance a priority once a date is confirmed.

I am personally looking forward to this conversation and working together on a process that strengthens our shared transportation planning efforts for the benefit of the entire county.

Please let me know if you have any questions in the meantime.

Thank you,
Tim



TIM HAILE

Executive Director

D: (925) 256-4735

thaile@ccta.ca.gov

ccta.ca.gov | [Sign Up for Updates](#)





SWAT

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NOW OPEN TO RESIDENTS:

West County Representative to serve on the Countywide Bicycle and Pedestrian Advisory Committee of the Contra Costa Transportation Authority

SWAT seeks a member of the public to serve as a West County Representative on the Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) of the Contra Costa Transportation Authority (CCTA). The individual should be passionate about bicycling and walking and have extensive knowledge and experience with bicycle and pedestrian policies and issues in western Contra Costa County. The individual must reside in the South West Area Transportation (SWAT) committee territory in Lamorinda or Tri-valley region: (<https://swatcommittee.org/wp-content/uploads/2021/11/SWAT-Map.jpg>) at the time of application and throughout the term, be available to attend committee meetings on the 4th Monday of every other month starting in January at 11:00 a.m. which are held in the boardroom at the CCTA offices, located at 2999 Oak Road, Suite 100, Walnut Creek, CA 94597, and have the ability to review CBPAC meeting packets and develop comments and questions on agenda items beforehand. The individual is anticipated to serve a two-year term in a volunteer capacity.

The CBPAC advises CCTA on bicycle and pedestrian issues, oversees updates to the Countywide Bicycle and Pedestrian Plan (https://ccta.ca.gov/active_studies/countywide-bicycle-and-pedestrian-plan) and other CCTA policy documents and helps implement the policies established therein, reviews and provides recommendations for funding for bicycle and pedestrian plans and studies, projects, and programs, and reviews and comments on “complete streets” checklists required of proposed projects. CBPAC members have an opportunity to influence bicycle and pedestrian issues within jurisdictions throughout Contra Costa County through scheduled presentations by multimodal transportation experts, advocacy groups, and CCTA staff. Additional information on the CBPAC can be found in its by-laws (<https://ccta.ca.gov/wp-content/uploads/2023/11/CBPAC-Bylaws-Adopted-2011-10-19.pdf>).

Should you have any questions, please call (925) 655-2918. To apply for this position, please send a letter of interest, which should include a description of your experience in bicycle- and pedestrian-related matters, to Chris Weeks, SWAT staff and liaison to the SWAT Committee, via e-mail at cweeks@sanramon.ca.gov

Interested individuals should apply by November 10, 2026.

