



# SWAT

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

**SUMMARY MINUTES**  
**January 5, 2015 – 3:00 p.m.**  
**District II Supervisor's Office**  
**3338 Mt. Diablo Blvd.**  
**Lafayette, California**

**Committee members present:** Candace Andersen (Chair), Contra Costa County; Don Tatzin, City of Lafayette (Vice Chair); Victoria Smith (for Amy Worth), City of Orinda; Michael Metcalf, Town of Moraga; Karen Stepper, Town of Danville; David Hudson, City of San Ramon.

**Staff members present:** Tony Coe, City of Lafayette; Ellen Clark, Town of Moraga; Chuck Swanson, City of Orinda; John Cunningham, Contra Costa County; Lisa Bobadilla, City of San Ramon; Andy Dillard, Town of Danville.

**Others present:** Martin Engelmann, CCTA.

1. **CONVENE MEETING/SELF INTRODUCTIONS:** Meeting called to order by Chair Andersen at 3:00 p.m.
2. **PUBLIC COMMENT:** None
3. **BOARD MEMBER COMMENT:** None
4. **ADMINISTRATIVE ITEMS:** Andy Dillard recorded the minutes. Extra agenda packets were made available. Staff requested to remove Item 6.C and reschedule for the February 2<sup>nd</sup>, 2015 SWAT meeting.
5. **CONSENT CALENDAR:**
  - 5.A **Approval of Minutes:** SWAT Minutes of September 8, 2014.
  - 5.B **Appoint SWAT Chair and Vice-Chair for 2015:** The Committee appointed the Lafayette representative, Don Tatzin, Chair, and the Danville representative, Karen Stepper, Vice-Chair of SWAT for 2015. The incoming Chair requested that SWAT meetings continue to be held at the District II Supervisor's Office, 3338 Mt. Diablo Boulevard, Lafayette for 2015.
  - 5.C **Appoint the South County SWAT Representative and Alternate Representative to the CCTA:** Item was pulled for discussion and continued to next SWAT meeting, scheduled for February 2<sup>nd</sup>, 2015.

**5.D Appoint the Lamorinda SWAT Representative and Alternate Representative to the CCTA:** The Committee appointed the Lafayette representative, Don Tatzin, as Lamorinda SWAT representative to the CCTA, and the Moraga representative, Michael Metcalf, as the alternate Lamorinda SWAT representative to the CCTA, for a two-year term beginning February 1, 2015 through January 31, 2017.

**5.E Appoint SWAT Interim Staff Representatives to the CCTA’s Technical Coordinating Committee (TCC):** The Committee appointed the following SWAT staff members to the TCC for the remainder of the current term, through March 31, 2015:

	<b>Primary Representative</b>	<b>Alternate Representative</b>
Planning:	Lisa Bobadilla, San Ramon	Ellen Clark, Moraga
Engineering:	Tony Coe, Lafayette	Charles Swanson, Orinda
Transportation:	Andy Dillard, Danville	Tai Williams, Danville

**5.F Approval of Revision to the SWAT Rules of Procedure:** The Committee approved revisions to the SWAT Rules of Procedure, adding Section 3(d) addressing meeting protocol in the absence of the Chair, and adding a reference to the Countywide Bicycle and Pedestrian Advisory Committee under Section 5(9).

**ACTION:** It was requested that Section 5.C be continued for discussion and consideration at the February 2<sup>nd</sup>, 2015 SWAT meeting. A motion was made to approve items 5.A, 5.B, 5.D, 5.E, and 5.F.

Stepper/Hudson/unanimous

End of Consent Calendar

**6. REGULAR AGENDA ITEMS:**

**6.A Review and Approve a Work Plan and Memorandum of Understanding Addendum for SWAT Administrative Services for 2015**

Andy Dillard, SWAT administrative staff, reported that the SWAT administrative services contract for the period January 1, 2013 through December 31, 2014, had expired. Having served as SWAT administrator since 2007, Danville staff has requested to transition out of the role. SWAT TAC discussed passing the administrative duties to another SWAT jurisdiction or party at the start of the next fiscal year. San Ramon staff indicated an interest to assume SWAT administrative duties, and reported that they would consider submitting an administrative services proposal for SWAT’s consideration prior to the start of the 15/16 fiscal year. The current recommendation is to extend the existing MOU with Danville for SWAT administrative services through June 30, 2015, and to align the new MOU contract service period from then on to a fiscal year basis.

**ACTION:** Hudson/Smith/unanimous

**6.B Presentation of SWAT 511 Contra Costa TDM Annual Report for 2014:**

Item removed. Staff requested to continue item and reschedule for the February 2<sup>nd</sup>, 2015 SWAT meeting.

**ACTION:** None

**6.C Update/Discussion on Preliminary Discussions at CCTA for a I-680 High Capacity Transit Study:**

Martin Engelmann, CCTA staff, reported that as part of the 2014 Countywide Transportation Plan Update efforts, public input was received that indicated a desire to improve transit options for the I-680 corridor. With this feedback, with the known growing congestion along the corridor, and with a possible Measure J extension measure on the horizon, both the Central County and Tri-Valley Action Plans identified actions to undertake such a study. Mr. Engelmann reported that the Authority also has a desire to support and pursue new technologies and innovations to integrate into the study. At its meeting of January 7<sup>th</sup>, the Authority Board took action to recommend moving forward with preparing a study that would build upon the 2003 *I-680 Options Analysis Study*.

Committee members expressed interest in having input on the development of the scope of the study, and requested that the scope be broad in nature and to include all transit options (including BART), but while at the same time also solidifying existing designations such as the Iron Horse Trail as a bike and pedestrian corridor. It was also suggested that rather than concentrating on framing a cost estimate for the study at this time that the scope of the study be developed first. A motion was made to approve the Authority recommendation to move forward with an I-680 High Capacity Transit Study, building upon the 2003 *I-680 Options Analysis Study*, and to allow SWAT participation in the development of the scope of work. Authority staff will move forward to prepare a draft scope which will be presented for discussion to the SWAT TAC at its next meeting scheduled for January 21<sup>st</sup>, and to SWAT at its next scheduled meeting of February 2<sup>nd</sup>.

**ACTION:** Hudson/Metcalf/unanimous

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

- CCTA summary of actions from Board meetings of 10/15/14 & 11/19/14
- TRANSPAC summary of actions from Committee meetings of 11/13/14 & 12/11/14
- TRANSPLAN summary of actions from Committee meetings of 12/11/14
- CCC Notification – 12/2/14 Public Hearing on 2014 Housing Element Update
- Danville Notification – Release of Draft Neg. Dec for 2014 Housing Element Update
- Moraga Notifications – DRB Public Meeting (Via Moraga development) and
- PC Public Hearing (36-unit SF development)
- San Ramon Notifications – PC Public Hearing for Housing Element Update

**ACTION:** None

8. **DISCUSSION:** Next/Future Agenda:
- Approve the “Proposal for Adoption “Lamorinda Action Plan”
  - Approve the “Proposal for Adoption “Tri-Valley Transportation Plan/Action”
  - Review of SWAT Rules of Procedure, Section 4(e)
  - 511 SWAT TDM Annual Report

**ACTION:** None

9. **ADJOURNMENT:** The next meeting is scheduled for Monday, February 2<sup>nd</sup>, 2015 at Supervisor Andersen’s Lamorinda Office, 3338 Mt. Diablo Boulevard, Lafayette.

**ACTION:** Meeting adjourned by incoming Chair Tatzin at 3:35 p.m.

**Staff Contact:**

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