



SWAT

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SUMMARY MINUTES
September 8, 2014 – 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); Amy Worth, City of Orinda; Michael Metcalf, Town of Moraga; Karen Stepper, Town of Danville; David Hudson, City of San Ramon.

Staff members present: Leah Greenblat, City of Lafayette; Ellen Clark, Town of Moraga; Chuck Swanson, City of Orinda; Robert Sarmiento, Contra Costa County; Darlene Amaral, City of San Ramon; Andy Dillard, Town of Danville.

Others present: Brad Beck, CCTA; Michael Tanner, BART;

1. **CONVENE MEETING/SELF INTRODUCTIONS:** Meeting called to order by Chair Andersen at 3:04 p.m.
2. **PUBLIC COMMENT:** None
3. **BOARD MEMBER COMMENT:**
4. **ADMINISTRATIVE ITEMS:** Andy Dillard recorded the minutes. Extra agenda packets were made available.
5. **CONSENT CALENDAR:**
 - 5.A **Approval of Minutes:** SWAT Minutes of July 7, 2014.
 - 5.B **Appoint SWAT Alternate Staff Representative to the CCTA's Technical Coordinating Committee (TCC)**

ACTION: Stepper/Tatzin/unanimous

End of Consent Calendar

6. **REGULAR AGENDA ITEMS:**

6.A Consider Approval of the 511 Contra Costa FY 2014-15 SWAT Transportation Demand Management (TDM) Program and Budget:

This item was continued from the July 7th, 2014 SWAT meeting. At the July meeting, SWAT Committee members had several questions and requests for clarification of line items contained in the FY14-15 SWAT TDM Budget. Darlene Amaral, SWAT TDM analyst, provided clarifications on the following items:

- Increase in personnel costs for the core programs including the Countywide Vanpool Incentive Program, Southwest Employer Program, and Southwest Student Program:

Darlene Amaral explained that the Countywide Vanpool Program personnel cost increase for FY14-15 was due to the time intensive online application forms and increase in marketing and outreach efforts in collaboration with Vanpool companies. The Employer Program personnel increase was due to the BAAQMD mandated commuter benefit program and increase in participation representation and organization for the Bike to Work Day event. The Student Program personnel cost increases were due to an increase in duties related to working with schools in promoting the program and preparing the annual surveys.

- Increase in costs for the High School Carpool Incentive Program:

There was not a new allocation in FY12-13 for this program as there was rollover of funds from the previous fiscal year. With the rollover of funds having now been expended, there is a recommended new allocation. There is an increase in previous year allocations due to more high schools participating and requesting incentives. There was a lengthy discussion regarding the participation levels throughout the SWAT sub-region. Committee Member Metcalf inquired if there was an opportunity to increase staff time and interaction/interface with the schools and if it would be effective in increasing participation. Darlene Amaral responded that it would, but would require the cooperation of the schools. Leah Greenblat inquired how many schools throughout the sub-region have implemented a student carpool program.

- Participation levels and effectiveness of the Countywide Vanpool Program:

It was reported that the program is being utilized, effective, and there continues to be a demonstrated need. Currently there are 46 Vanpools that come into Contra Costa, and 74 vanpools that originate and travel outside of Contra Costa. Committee Member Hudson suggested that there be more exploration of funding and matching fund or partnering opportunities to support or expand vanpools.

ACTION: Stepper/Metcalf/unanimous

6.B Presentation of the Draft 2014 Contra Costa Countywide Comprehensive Transportation Plan (CTP) Update:

Brad Beck, CCTA staff kicked on the Draft 2014 Contra Costa Countywide Comprehensive Transportation Plan (CTP) Update. A slide presentation of the CTP was prepared in advance of the countywide Public Outreach Meetings, and that would be presented at the upcoming CTP Workshop scheduled in Lafayette. Committee Member Tatzin had volunteered to present and facilitate the proceedings at the upcoming Lafayette workshop, and as such went through the slide presentation on behalf of the Committee members. Several great comments and suggestions were provided on the presentation and approach.

ACTION: None

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

- CCTA summary of actions from Board meeting of 7/16/14.
- TRANSPAC summary of actions from Committee meeting of 7/10/14.
- TRANSPLAN summary of actions from Committee meetings of 8/14/14.
- Notification of Olympic Corridor Community Workshop.
- Town of Moraga – Via Moraga Project Public Hearing.

ACTION: None

8. DISCUSSION: Next/Future Agenda:

- Report on TRAFFIX and Lamorinda School Bus Programs Ridership and Levels of Service

ACTION: None

9. ADJOURNMENT: The next meeting is scheduled for Monday, October 6th, 2014 (or other meeting date as determined) at Supervisor Andersen's Lamorinda Office, 3338 Mt. Diablo Boulevard, Lafayette.

ACTION: Meeting adjourned by acting Chair Andersen at 4:05 p.m.

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