

To: XCAP
 From: Nadia Naik
 Date: July 17, 2020
 Re: XCAP Report Outline and Responsibilities

Below is an outline of the Draft XCAP Final Report with a chart showing what I have received to date. Per our conversation at our last meeting, please see the last column of the table below marked NEXT ACTION – to understand who you should send your section of the draft report to (to avoid any Brown Act issues).

DRAFT Outline of XCAP Final Report		Draft Received by Nadia	Next Action
Phil (formerly also Adina)	1. Why do we need grade separations 1.1. Increased number of trains 1.2. Directions from City Council 1.3. Previous Actions Taken by City Council re Grade Separations 1.4. Statements in Comp Plan	Yes	Nadia has sent draft to Larry. No action necessary by Phil at this time.
Inyoung, Dave and Cari	2. Methods used to understand alternatives 2.1. Analysis 2.1.1. Fact Sheets 2.1.2. Website 2.2. Presentations from AECOM 2.3. Town Hall Meetings 2.4. Community Meetings	No	Please send your draft to Sarah Wilson
Phil/Keith	Criteria 3.1. City Council Criteria – Sept 2017 3.2. Engineering considerations from AECOM	Reprints from existing	Please send draft to Larry/Nadia
Tony/Keith/Phil	4. XCAP Findings (Things we’ve learned)	Yes – from Megan – to be updated	Draft to be made publicly available at July 22, 2020 XCAP meeting as information item and to be discussed at future meeting.
Larry/Nadia	5. Recommendations and Rationale	TBD	
Greg	6. Mitigations 6.1 Future Safety Considerations 6.2 Other Considerations	Yes, from Pat Lau – Greg will edit	Please send draft to Nadia/Larry
	7. Appendices of data & visualizations		