

**West Contra Costa Transportation Advisory Committee
Board of Directors Meeting
Meeting Minutes: May 30, 2014**

Members Present: Janet Abelson, Chair (El Cerrito); Tom Butt, Vice-Chair (Richmond); Sherry McCoy (Hercules); Chris Peeples (AC Transit); Cecilia Valdez (San Pablo); Zakhary Mallett (BART); Courtland Boozé (Richmond); Jael Myrick (Richmond); Maureen Powers (WestCAT)

Staff Present: John Nemeth; Joanna Pallock; Danelle Carey; Valerie Jenkins; Ben Reyes-Legal Counsel;

Location: San Pablo Council Chambers, 13831 San Pablo Avenue, San Pablo, CA 94806

1. **Call to Order and Self-Introductions – Chair Janet Abelson**
2. **Public Comment.** None

Consent Calendar

ACTION: *Director Mallett* moved to ADOPT Items 3, 4, 6, 7 and 8 of the Consent Calendar. Items 5 and 9 were pulled for further discussion by the Board. Seconded by *Director Peeples*. Passed unanimously.

ACTION: *Director McCoy* asked staff to provide more information on the formatting of the Financial Report. Staff will bring back in June. *Director McCoy* motioned to adopt Item 5, seconded by *Director Peeples*. Passed unanimously.

ACTION: *Director Peeples* motioned to adopt the Train Horn Noise Resolution. Seconded by *Director Boozé*. Passed with one “no” vote from *Director Boozé*.

3. **Minutes of April 25, 2014 Board Meeting**
4. **Monthly Update on WCCTAC Activities.**
5. **Financial Report – pulled for further discussion – see below**
6. **Payment of Invoices over \$10,000.**
7. **Voting Results from TAC Members for the Countywide Bicycle Pedestrian Advisory Committee (CBPAC) Appointments.**
8. **Approval of FY 14-15 Claims for Measure J Program 20b, *Additional Transportation for Seniors and People with Disabilities* for the East Bay Paratransit Consortium, Richmond, San Pablo, El Cerrito, and WestCAT.**
9. **Train Horn Noise Resolution – pulled for further discussion – see below.**

DISCUSSION: *Director McCoy* asked staff for further clarification on the new report layout. *ED Nemeth* explained the report columns and said he will discuss the format with the City of San Pablo Finance Department and would provide a more detailed explanation next month.

Director Boozé recommended that the Board not adopt the City of Richmond Train Noise Resolution on Item 9. He expressed concern that the City of Richmond has never been completely successful in stopping the train noise despite spending a great deal of money. He stated that this item is not a WCCTAC issue. He mentioned that trains move a lot of cargo and reduce air pollution. He also expressed concerns about safety for children if train noise is reduced.

Vice-Chair Butt noted that the City of Richmond passed the Resolution under consideration and is a leader in the State in establishing quiet zones. He explained that the issue relates to rules between State and Federal regulatory agencies not being in sync. This resolution is an effort to get them more in sync. He also noted that train horn noise issues are part of WCCTAC's work program.

Director Valdez noted the noise is a concern for the City of San Pablo and the City's Rumrill project addresses the quiet zone issue. She stated that she supports the Resolution.

Director McCoy asked if this was train *horn* noise resolution or a train noise resolution.

Director Boozé restated that this is not an issue for WCCTAC.

10. Request Authorization to Execute Lease Agreement for Office Space.

ACTION: *Director Butt* motioned to authorize staff to continue to negotiate and execute a lease agreement to be signed by Chair Abelson. Seconded by *Director McCoy*. Passed unanimously.

DISCUSSION: *Director Mallett* stated that he was in support of the move; however, his preference would be to have a consolidated space where the WCCTAC Board meetings could be held along with space for staff.

ED John Nemeth stated that there was not sufficient space at the proposed location for the TAC and Board meetings, but that Chair Abelson has proposed that the El Cerrito City Council Chambers could be used. Other locations for the Board and TAC meetings were also possible.

Chair Abelson stated that she would does not want Board meetings to be held in San Pablo because the facilities are not ADA compliant.

Director Mallett asked who would host IT services. He also asked why WCCTAC couldn't lease Board meeting space at the proposed office space in El Cerrito? *ED Nemeth* stated that IT services would have to be separated from the current services contract with the City of San Pablo. He also mentioned that he would like to maintain the financial services portion of the City of San Pablo for now, given the greater complexity of that separation.

Chair Abelson stated that the cost to have a space large enough to host a Board meeting would be very costly, especially since the meeting space is only needed occasionally.

Director Boozé asked why WCCTAC would pay to lease office space, potentially pay to have Board meetings elsewhere, and also pay for financial services.

ED Nemeth responded that there is no cost associated with using the El Cerrito City Hall for Board meetings. *Chair Abelson* stated that once a lease agreement was in place, she could have an agreement between the City of El Cerrito and WCCTAC to use the Council Chambers for Board meetings.

Director Boozé explained that he had a conversation with the City Manager of Richmond, Bill Lindsey, who offered WCCTAC a price of \$1.10 square feet to lease space at the City of Richmond City Hall, which is a new, ADA accessible building and is near transit. *Chair Abelson* stated that BART is not very close to Richmond City Hall.

ED Nemeth again stated that the Board meetings were distinct from the office space location and could be held in El Cerrito, could remain in San Pablo, or could be held elsewhere.

Director Boozé stated Richmond's office space price was full service and he did not understand why we would be paying more.

Chair Abelson stated that the ad hoc subcommittee could look into other locations for the Board meetings; however, El Cerrito would be free because there is no fee for the room.

Director McCoy asked for clarification as to whether or not the ED had any discussions or received a proposal from the City Manager of Richmond, Bill Lindsey. *ED Nemeth* stated he had not spoken directly with Mr. Lindsey

Director McCoy continued to state that WCCTAC is currently paying \$1,637 for rent and an additional \$4,459 for support services. She asked how much of this is going to change and also she wanted clarification on the breakdown going forward.

Chair Abelson stated that a major reason that WCCTAC is moving is because we are exposed to a potential lawsuit. *Director McCoy* stated she understood that but in the future she would like to discuss changes to the existing contract services agreement.

11. Proposed FY 2015 Agency Work Program, Budget, and Dues

ACTION: *Vice-Chair Butt* motioned to adopt the work program and budget and have staff discuss the dues structure with WestCAT and bring back to the Board a final proposed due structure in June. Seconded by *Director Peeples*. Passed unanimously.

DISCUSSION: *Director Boozé* asked if the I-80 ICM project had kept to commitments about local hiring and he asked the ED to find out how many jobs had been made available for local residents. *ED Nemeth* stated that he would look into it and bring that information back to the WCCTAC Board.

ED Nemeth proposed hiring a Project Manager instead of a Deputy Director. He explained that this would be better suited to the needs of the organization and would cost less. The Project Manager position would be at the same salary range as the current Project Manager and the TDM Manager. He noted that this would also allow funds for part time accounting on a contractual basis.

Director McCoy stated that previously there were discussions to look for other options available for financial services that would be more cost effective. *ED Nemeth* stated he had not looked into what a private vendor would require or for WCCTAC to take it on in-house. *Director McCoy* stated that because we don't know what is out in the market we might be paying more than market rate.

Director Valdez stated that she had obtained information from the City of San Pablo's IT department as to what the costs currently are and that this could be useful to WCCTAC in looking at private vendors.

Director Peeples stated that AC Transit had recently purchased People Soft Software for \$15 million because their audits were not as detailed and precise as they should have been. He recommended that for financial services, the provider should either be another government entity or someone who has substantial expertise in dealing with government budgeting and grant budgeting.

Director McCoy stated that since there has been a recent change in Executive Directors, she wants to make sure that what was previously discussed with Jerry Bradshaw was still being looked into. *ED Nemeth* stated that he would look into the option on contracting out all financial and accounting services, but noted that it was complex.

Chair Abelson asked if all FY13/14 dues had been paid. *ED Nemeth* stated he had not received dues from AC Transit. *Director Peebles* stated he would follow up on the dues for AC Transit.

Director McCoy asked *ED Nemeth* to explain the WestCAT discount in dues. *ED Nemeth* stated that WCCTAC paid for expenses on behalf of its members for the San Pablo Avenue SMART Corridors Project. WestCAT's contribution was an automatic vehicle locator system which it paid for itself. A dues discount was provided to WestCAT as a result.

Director Boozé asked how the Board should precede in reference to the WestCAT dues.

Director Peebles stated that a decision should not be made because WestCAT was not present.

Director McCoy asked *ED Nemeth* to have a conversation with WestCAT and to bring that information back to the board in the June meeting.

Chair Abelson agreed with *Director McCoy* and stated that El Cerrito is hurting financially this year and she recommends WestCAT return to full dues. *Chair Abelson* also stated her excitement and interest in hearing information about the new ideas regarding the TDM program.

ED Nemeth agreed and stated that *Danelle Carey*, the new WCCTAC TDM Manager has a fresh perspective and will provide an update on the TDM Program at a future meeting.

12. Countywide Transportation Plan – Public Outreach Effort.

ACTION: *Director Boozé* motioned to have the staff prepare a set of specific polling options specific to West County and to bring those back to the Board, as well as identify a possible funding source. Seconded by *Director McCoy*. Passed unanimously.

DISCUSSION: The consultant team from EMC Research returned to the Board after presenting countywide polling data at the April Board meeting. *Alex Evans* from EMC prepared a more detailed look at how polling data for specific issues in West County could be used to inform the Board on the public's desires for specific transportation related projects and programs.

Director McCoy asked what the negative numbers in the slides meant. *Mr. Evans* stated that the survey sample may be too small to be significant. She asked if polling more people would get better data.

Director Peebles asked about the contradiction between Slide 50 and Slide 51. *Mr. Evans* explained that the words “public transit” is not understood by the general public to include BART so you have to spell out BART in the surveying.

Director Boozé stated that bike paths are not highly rated on Slide 27, even for affluent areas like San Ramon. *Mr. Evans* stated bike support is increasing over time.

13. High Capacity Transit Investment Study.

ACTION: *Director Boozé* motioned to have staff bring back to the Board a more refined scope for a study that specific origin and destination data and also considers services that would run on the weekend. Seconded by *Director Peebles*. Passed unanimously.

DISCUSSION: *Director Valdez* stated that Doctors Medical Center is planning on closing in July due to a lack of funding. She expressed concern on how this will affect senior and the disabled residents getting to and from medical services.

Director Peebles asked to what extent do we know the origins and destinations of trips to Doctors Medical Center. He also wondered if previous work had been done at a regional level might provide information about where the origins and destinations are in West County.

ED Nemeth stated that the first task proposed in the study would be to analyze the travel markets in West County and to take advantage of existing work that has been previously done.

Director Valdez stated that Doctors Hospital is a West County service provider and when it closes, the medical options will be very limited.

Director McCoy agreed and asked that a study look at origins and destinations. When this was first discussed it was to be as broad a study and she wanted to ensure that this direction would continue to guide the scope.

Chair Abelson pointed out that there was a study done on Central Ave in El Cerrito, which stated the worst congestion is on the weekends. This study showed that it may have been wrong to have reduced transit service on the weekends. She also referred to page 81 of the PowerPoint handout and stated that BART manages Capital Corridors and thus BART can represent the Capital Corridor; so including them in a study management group may not make sense. She highlighted that WCCTAC could manage the policy side of the study.

Director Peebles agreed and stated that there is no need to create a new policy structure for this proposed study although there could be representation from the Capital Corridor.

Lori Reese-Brown from the City of Richmond City Manager's office stated that Richmond has an abundance of projects and programs in studies and that not all of them have been implemented.

Ms. Reese-Brown asked the Board to reconsider the use of 28b funds in the expenditure plan and consider funding existing projects and programs that can be implemented.

Director Peebles asked for a tentative budget for 28b funds. He asked that the staff find out how much is available in 2015. *Chair Abelson* directed *ED Nemeth* to find out from CCTA if the money can be advanced.

STANDING ITEMS

14. Other Information

- a. Summary and Minutes Technical Advisory Committee meetings
- b. Acronym List

15. Board and Staff Comments - None

16. Other Business

17. Adjourn.
