



El Cerrito

## MEETING NOTICE AND AGENDA (REVISED)

**DATE & TIME:** Friday, September 23, 2016, 8:00 a.m. – 10:00 a.m.

Hercules

**LOCATION:** City of El Cerrito, Council Chambers  
10890 San Pablo Avenue (at Manila Ave)  
El Cerrito, California (Accessible by AC Transit #72, #72M and #72R)

Pinole

**1) Call to Order and Self-Introductions.** (Sherry McCoy - Chair)

**2) Public Comment.** The public is welcome to address the Board on any item that is not listed on the agenda. *Please fill out a speaker card and hand it to staff.*

Richmond

### CONSENT CALENDAR

**3) Revised Minutes of June 24, 2016 Board Meeting.** (Attachment; Recommended Action: APPROVE)

San Pablo

**4) Minutes of July 22, 2016 Board Meeting.** (Attachment; Recommended Action: APPROVE)

Contra Costa  
County

**5) Monthly Update on WCCTAC Activities.** (Attachment; Recommended Action: Information Only)

**6) Financial Reports.** The reports show the Agency's revenues and expenses for June 2016. (Attachment; Recommended Action: Information Only)

AC Transit

**7) Payment of Invoices over \$10,000.** None.

BART

**8) Appoint an Ad Hoc Subcommittee to Facilitate a Performance Evaluation of the Executive Director and to Serve as the Board's Labor Negotiators**  
The Executive Director requests that the Board of Directors appoint an Ad Hoc Subcommittee consisting of the Chair and Vice-Chair to facilitate a performance evaluation and to serve as the Board's Labor Negotiator. The Ad Hoc Subcommittee will meet with the Executive Director to conduct a performance evaluation and negotiate any salary adjustments. A closed session of the full Board will be scheduled on the October meeting agenda. (Recommended Action; APPOINT an Ad Hoc subcommittee of the Chair and Vice Chair to Facilitate a Performance Evaluation of the Executive Director and to Serve as the Board's Labor Negotiators)

WestCAT

- 9) **WCCTAC Board of Directors Rules and Procedures.** The WCCTAC Board created an advisory Ad Hoc Subcommittee to draft bylaws, which are being referred to as Board of Directors Rules and Produces. (Attachment; Recommended Action: APPROVE)

### **REGULAR AGENDA ITEMS**

- 10) **West County High Capacity Transit Study (HCT).** WCCTAC staff will provide a brief update report on the study's recent work, future outreach plans and upcoming work items including ridership modeling. WCCTAC staff seeks the Board's concurrence on the study's approach to ridership modeling. (*Leah Greenblat, WCCTAC Project Manager; No Attachments; Recommended Action: Provide direction to staff.*)
- 11) **I-80 ICM Smart Corridor Update.** David Man, the Caltrans Corridor Manager for the I-80 Smart Corridor project, will provide a status report now that many of the project elements have been activated. (*David Man, Caltrans District 4, No Attachments; Recommended Action: Information Only.*)
- 12) **OBAG 2 and Measure J Call for Project.** WCCTAC is working with CCTA to prepare its member agencies for the Call for Projects for One Bay Area Grant (OBAG) Cycle 2 funds, as well as Measure J Transportation for Livable Communities (TLC) and Pedestrian Bike Trail Funds (PBTF) funds. The attached staff report provides summary information about this grant funding. Staff will also provide an overview for the Board members at the meeting. (*John Nemeth, WCCTAC staff; Attachments; Recommendation Action: Information Only*)
- 13) **Fiscal Year 2015 and 2016 Audits.** Staff will provide a brief update on the status of these audits at the request of the WCCTAC Board from the May, 2016 WCCTAC Board meeting (*John Nemeth, WCCTAC staff; No Attachments; Recommendation Action: Information Only*)

### **STANDING ITEMS**

- 14) **Board and Staff Comments.**
- a. Board Member Comments and Announcements
  - b. Report from CCTA Representatives (*Directors Abelson & Butt*)
  - c. Executive Director's Report
- 15) **Other Business.**
- 16) **General Information Items.**
- a. Letter to CCTA Executive Director with July 22, 2016 Summary of Board Actions
  - b. Acronym List
- 17) **Adjourn.** Next meeting is: October 28, 2016 @ 8:00 a.m.  
in the El Cerrito City Hall Council Chambers,  
located at 10890 San Pablo Avenue, El Cerrito

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- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTAC Board meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Valerie Jenkins at 510.210.5930 prior to the meeting.
  - If you have special transportation requirements and would like to attend the meeting, please call the phone number above at least 48 hours in advance to make arrangements.
  - Handouts provided at the meeting are available upon request and may also be viewed at WCCTAC's offices.
  - Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
  - A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.

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**West Contra Costa Transportation Advisory Committee  
Board of Directors Meeting  
Meeting Minutes: June 24, 2016**

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**MEMBERS PRESENT:** Sherry McCoy, Chair (Hercules); Janet Abelson, Vice-Chair (El Cerrito); Tom Butt, (Richmond); Gayle McLaughlin (Richmond); Cecilia Valdez (San Pablo); Zakhary Mallett (BART); Chris Peeples (AC Transit); Vinay Pimplé (Richmond), Joe Wallace (AC Transit)

**STAFF PRESENT:** John Nemeth, Joanna Pallock, Valerie Jenkins, Leah Greenblat, Danelle Carey, Kirk Kokotaylo (legal counsel)

**ACTIONS LISTED BY:** Valerie Jenkins

**Meeting Called to Order:** 8:06 a.m.

**Director Peeples replaced Director Wallace:** 8:35 a.m.

**Meeting Adjourned:** 9:50 a.m.

**Public Comment:** *Director Chris Peeples*, WCCTAC Board Alternate for AC Transit, shared his concerns about the FY2014 WCCTAC audit findings.

**Consent Calendar:** Motion by *Vice Chair Abelson 2<sup>nd</sup>* by *Director Wallace* to approve items 4-10. *Item #3 pulled by Director Mallett*

4. Monthly Update on WCCTAC Activities.
5. Financial Reports.
6. Payment of Invoices over \$10,000. *None*
7. Approve Pay Schedules for Fiscal Years 2013-2017.
8. Subregional Transportation Mitigation Program (STMP) Cooperative Funding Agreement with the City of El Cerrito.
9. Agreement with The Staffing Solutions Group for Accounting Services.
10. Appointment to CCTA’s Technical Coordination Committee (TCC).

ITEM/DISCUSSION	ACTION
<b>Item #3 Minutes from May 17, 2016 Board Meeting</b>	Motion by <b>Director Mallett</b> ; seconded by <b>Director Wallace</b> to correct the minutes from the May 27, 2016 Board meeting. <b>Item #12</b> should read “no vote taken due to substitute motion passing.”

<p><b>Item #11</b>  <b>Fiscal Audits and Memorandum on Internal Control for Fiscal Year 2014</b></p>	<p>Amy Meyers from Maze and Associates presented the findings and information on the FY 2014 WCCTAC audit. Staff noted that in early 2014, the last audit completed was for FY 2010 and that the agency was working toward getting caught up. Staff agreed to provide more frequent updates on the agency's audit status. Motion by <b>Director Valdez</b>, seconded by <b>Director Wallace</b>, to approve the Fiscal Audit and Memorandum on Internal Control for FY 2014.</p>
<p><b>Item #12</b>  <b>Draft Final Fiscal Year 2017 Work Program, Budget, and Dues.</b></p>	<p>Motion by <b>Vice-Chair Abelson</b>, seconded by <b>Director Peeples</b> to approve the FY17 WCCTAC Final Draft for the Work Program, Budget, and Dues.</p>
<p><b>Item #13</b>  <b>West County Accessible Transportation Study.</b></p>	<p>Motion by <b>Director Peeples</b>, seconded by <b>Director Mallett</b> to approve \$75,000 for a West County Accessible Transportation Study. The Study will use \$25,000 from FY 14-15 Measure J Program 20bm and \$50,000 from Measure Program 28b.</p>
<p><b>Item #14</b>  <b>TDM Update</b></p>	<p>Danelle Carey and Jessica Downing presented an overview of the TDM activities in the past year. The details of the 2016 West County Employer Survey were also discussed.  <b>Information Only</b></p>
<p><b>Item #15</b>  <b>Other Business</b></p>	<p><b>Director Mallett</b> requested that an item be added to the July WCCTAC Board Agenda. He shared that the BART Board approved adding \$125k to supplement the West County High Capacity Transit Study so that a more thorough review can be done of a BART extension from the El Cerrito Del Norte BART Station.</p> <p><b><u>Vote on Motion Request to Add Item to July 22 agenda:</u></b>  <i>Director Pimplé, Director McGlaughlin, Director Butt, Vice-Chair Abelson, Chair McCoy- NO</i>  <i>Director Peeples, Director Mallett-YES</i>  <i>Director Valdez-Abstain</i>  Item will not be placed on the July agenda.  <u>Moved by consensus.</u></p>

**West Contra Costa Transportation Advisory Committee  
Board of Directors Meeting  
Meeting Minutes: July 22, 2016**

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**MEMBERS PRESENT:** Sherry McCoy, Chair (Hercules); Janet Abelson, Vice-Chair (El Cerrito); Tom Butt, (Richmond); Gayle McLaughlin (Richmond); Roy Swearingen (Pinole); Aleida Andrino-Chavez (WestCat); Cecilia Valdez (San Pablo); Zakhary Mallett (BART); Chris Peeples (AC Transit); Vinay Pimplé (Richmond), Joe Wallace ( AC Transit)

**STAFF PRESENT:** John Nemeth, Joanna Pallock, Valerie Jenkins, Leah Greenblat, Danelle Carey, Ben Reyes (Legal Counsel)

**ACTIONS LISTED BY:** Valerie Jenkins

**Meeting Called to Order:** 8:02am

**Meeting Adjourned:** 10:25am

**Public Comment:** N/A

**Consent Calendar:** Motion by *Director Wallace to approve items 3-7; seconded by Director Mallett. Item #8 pulled for discussion at September 23, 2016 Board Meeting.*

- 3. Minutes of the Board Meeting of June 24, 2016
- 4. Monthly Update on WCCTAC Activities.
- 5. Financial Reports for June 2016.
- 6. Payment of Invoices over \$10,000.
- 7. TDM Project Information for FY16-17
- 8. WCCTAC Personnel Policies Manual

ITEM/DISCUSSION	ACTION
<p><b>Item #9a</b> <b>WCCTAC Board Rules of Procedure and Bylaws.</b></p>	<p>Ben Reyes (Legal Counsel) presented an overview of the different rules of order (Roberts and Rosenberg) and recommended that the WCCTAC Board adopt the simpler Rosenberg rules. <i>Director Wallace</i> motioned for the Board to approve to use the Rosenberg Rules when WCTACC proceeds with the creation of its Rules of Procedure and Bylaws. Seconded by <i>Director Butt</i>. Motion passed. One abstention from <i>Director Mallett</i>.</p>

<p><b>Item #9b</b></p>	<p>WCCTAC’s Executive Director and General Counsel recommended that an Advisory Ad Hoc Subcommittee be formed to support the creation of WCCTAC bylaws and rules of procedure. The Board determined that the Subcommittee would include <i>Director McCoy</i>, (Chair), <i>Director Abelson</i> (Vice-Chair) and <i>Director Valdez</i>.  Motion by <i>Director Wallace</i>; seconded by <i>Director McLaughlin</i>.  Motion passed unanimously.</p>
<p><b>Item #10</b>  <b>West County High Capacity Transit Study: Adjustments to Scope of Work, Utilization of Contingency Funds, and Future Outreach</b></p>	<p>Leah Greenblat (WCCTAC staff) gave an update of the HCTS and sought approval from the Board to allocate remaining contingency funds for the continuation of the Study.  Motion by <i>Director Peeples</i>; seconded by <i>Director McLaughlin</i> to authorize the use of contingency funds (\$80,421).  Motion passed unanimously.</p>
<p><b>Item #11</b>  <b>I-80 Smart Corridor (ICM) Update</b></p>	<p><b><i>Information Only</i></b>  Caltrans staff, David Man, gave the Board an overview of how the I-80 ICM Smart Corridor activation process will occur over the next several months.</p>
<p><b>Item #12</b>  <b>Update on the BART Del Norte Station Modernization Project</b></p>	<p><b><i>Information Only</i></b>  BART staff, Nikki Foletta, provided an update on the Del Norte Station Modernization Project.</p>

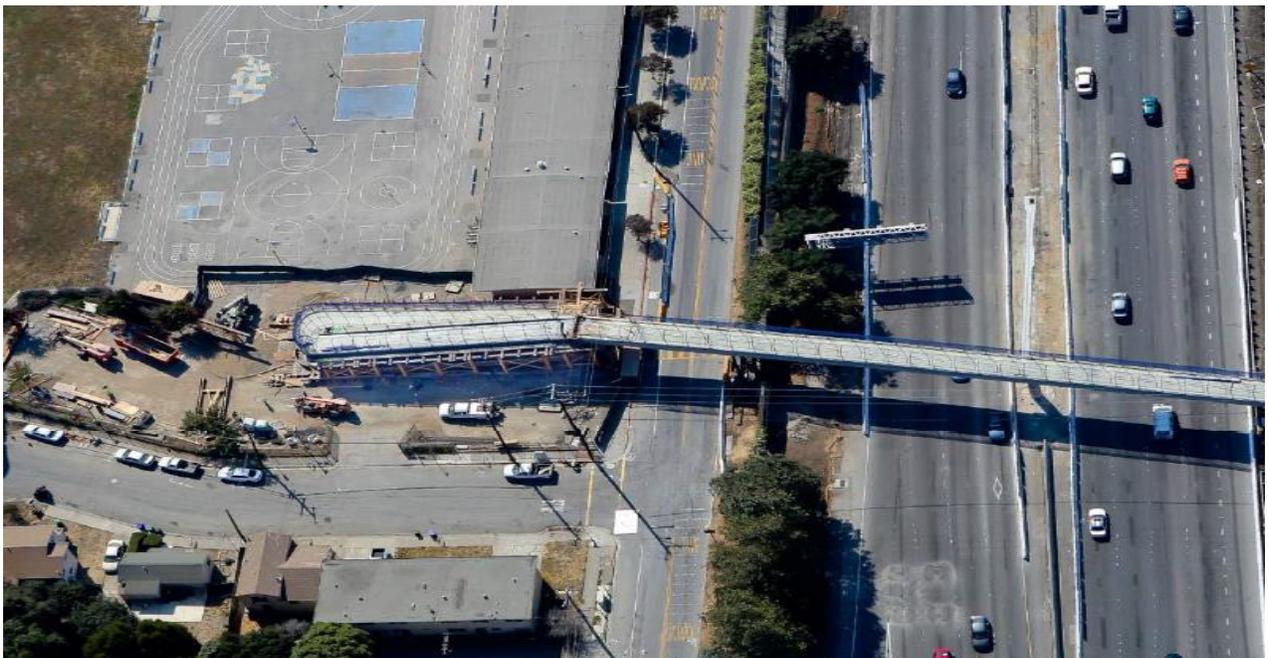
TO: WCCTAC Board

DATE: September 23, 2016

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities – September 2016

## **San Pablo Dam Road Interchange and New Pedestrian Overcrossing**



*Birdseye view of the soon to be completed Pedestrian Overcrossing at I-80 and Riverside*

As part of the San Pablo Dam Road Interchange project, the pedestrian overcrossing construction is well underway, with the bridge deck poured and the false work removed. The new overcrossing is expected to open in October/November 2016. Demolition of the old overcrossing is planned to follow. Work on the El Portal Drive realignment has been completed, including the construction of a new masonry wall. Construction of the new on-ramp at El Portal Drive to westbound I-80 is underway with expected completion in November 2016.



## **I-80 Smart Corridor Activation**



The first phase of the activation of the I-80 Smart Corridor project began on July 26<sup>th</sup> when metering lights on 21 westbound on-ramps went into operation. Phase 2 began on August 2<sup>nd</sup> when metering lights on 22 eastbound on-ramps began cycling. In late August, a series of overhead electronic signs, installed over the westbound lanes, were illuminated using real-time traffic information to display speed advisories for each lane and to warn motorists of blocked lanes ahead.

At the time of writing, the adaptive component of the ramp metering had yet to be activated. Caltrans is monitoring conditions closely on I-80 and at interchanges and making adjustments as needed. David Man, the corridor manager from the project, will be present at the September 23<sup>rd</sup> WCCTAC Board meeting to provide a status report.

The website is [80smartcorridor.org](http://80smartcorridor.org), the public information number is 510-286-4444 and the email address is [info@80smartcorridor.org](mailto:info@80smartcorridor.org).

## **OBAG 2 and Measure J Call for Projects**

A call for projects for One Bay Area Grant (OBAG 2) and Measure J grant funds is expected to be released by CCTA on September 23<sup>rd</sup>, with applications due by project sponsors on December 2, 2016. These funds are divided into several separate categories.

Approximately \$28.4M in OBAG 2 dollars are being set aside countywide for local streets and roads funding, allocated by formula to jurisdictions in Contra Costa County. Included in the OBAG 2 funding for Contra Costa County is \$4.1 M for Safe Routes to School (SRTS) projects, with \$881,000 of those funds being intended for West County. This leaves \$18M available countywide in OBAG 2 funds to be awarded competitively. In addition to OBAG funds, there are \$11.2M in Measure J TLC funds available specifically to West County, as well another \$11.2M in Pedestrian, Bike and Trail Facility (PBTF) available countywide.

Staff has been sharing and discussing this information with the WCCTAC TAC and will present a more in-depth overview of the Call for Projects at the upcoming September WCCTAC Board meeting.

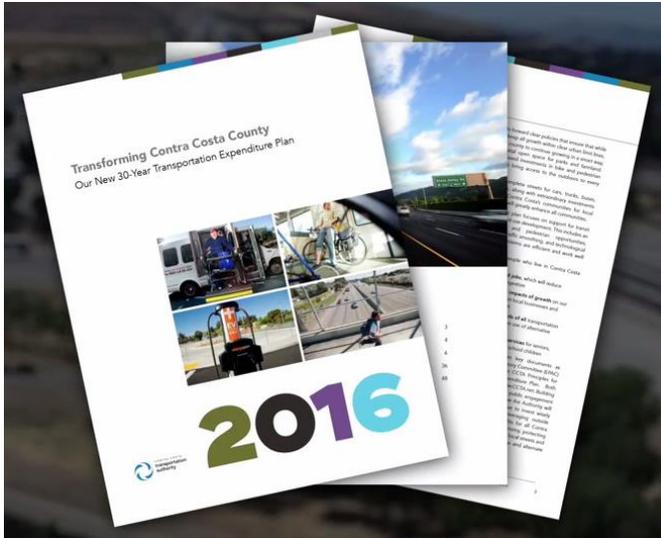
## **TDM Bicycle Rack and Locker Program**

Thanks to the Bay Area Air Quality Management District, Transportation for Clean Air (BAAQMD TFCA) grants and local Measure J funds, the WCCTAC-TDM program has installed bike racks and lockers at local employment sites. This month, WCCTAC wants to recognize the San Pablo Towne Center in San Pablo and the West County Wastewater District in Richmond for working with our TDM program to offer new bicycle racks/lockers for their employees and visitors.



West County Wastewater District installed four bike racks and two lockers (pictured above), and San Pablo Towne Center installed eight bike racks (pictured below). In the month of September, WCCTAC staff has partnered with local businesses and organizations to provide site assessments of other potential bicycle parking.





## **Measure X**

The Transportation Expenditure Plan (TEP) received its name for the November ballot: Measure X. The CCTA website now includes a one minute and 40 second [video](#) created to inform the public about the TEP. It also includes an [overview](#) of the TEP, as well as the [full TEP document](#) itself.

## **West County High Capacity Transit Study**

Since the WCCTAC Board agreed in May to advance five alternatives to the next phase of analysis for the West County High Capacity Transit Study, the study's consultant team has been busy working on further refining those alternatives. Over the summer, the consultants met individually with BART, AC Transit and WestCAT staffs to review and discuss transit alignments and operational details. The consultant also introduced the refinements to the WCCTAC TAC and Study Management Group to begin the process of soliciting feedback from local jurisdictions. Additionally, we've been working on honing the study's public outreach plans for the upcoming phases of the study. WCCTAC staff will share those plans with you at your September Board meeting.



## **Senior and Disabled Mobility – Needs Assessment Study**

After approval of a scope of work by the WCCTAC Board in June, 2016, staff issued a Request for Proposals (RFP) for a Needs Assessment Study of West County Measure J Funded Services for Seniors and People with Disabilities. WCCTAC received three proposals in August and invited all three teams to interview on the afternoon of September 23<sup>rd</sup>. For the Board's October meeting, WCCTAC staff plans to return with a recommendation for a study consultant. The scope for the \$75,000 study was developed in consultation with the West County Mobility Management Group.

## **BART Telephone and Online Town Hall**

BART is conducting various town hall meetings throughout the region to explain to voters what their proposed \$3+ billion dollar measure would do for current and future riders. All town halls will be held online and will include information from BART's General Manager, Board of Directors, and riders. This is an opportunity for the public to ask questions and hear about what's in the plan. BART's Town Hall for Contra Costa on October 4<sup>th</sup> at 6:30pm. See information below.



Dial toll-free **1-877-353-4701** to participate.

*Spanish simulcast available by dialing 1-855-312-2107*

*Chinese simulcast available by dialing 1-855-312-2107*

**Tuesday, October 4 | 6:30pm** – Contra Costa County

You can also view the event live online. Visit [bart.gov/telephonetownhall](http://bart.gov/telephonetownhall) for webcast information.

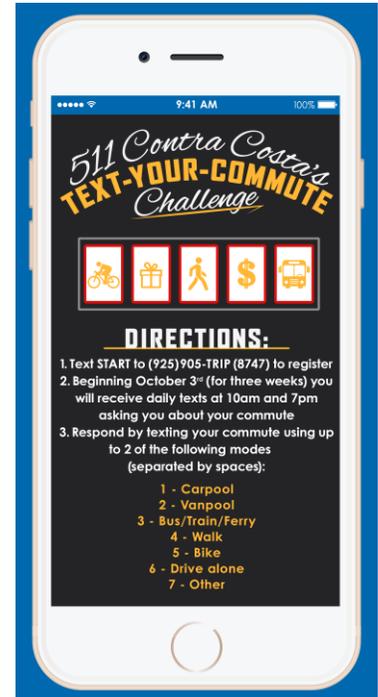


## **2016 "Pass 2 Class" Student Transit Ticket Program**

On August 1, 2016, WCCTAC TDM staff rolled out the third year of the Pass 2 Class (P2C) Student Transit Ticket Program. The program offers students in West Contra Costa and John Swett School Districts the opportunity to "try transit" on AC Transit and WestCAT bus systems at no cost. To date, WCCTAC has received 663 program applications. The P2C program is scheduled to accept student transit applications until October 7, 2016, or while supplies last. For more information visit, [www.pass2class.org](http://www.pass2class.org)

## **511 Contra Costa's Text-your-Commute Challenge**

WCCTAC and other Contra Costa County TDM staff developed a countywide promotion to encourage single occupant vehicle commuters to explore alternative modes of transportation. The Challenge is a fun and exciting opportunity to explore “clean” modes of transportation to get to/from work. Qualifying “clean” modes are carpooling, vanpooling, public transportation (bus, train, ferry), walking or bicycling. Launching on October 3, 2016, the *511 Contra Costa “Text-your-Commute” Challenge*, will track clean trips from participants who log their trips via text message through October 24, 2016. Cash prizes are available for commute contenders who meet the clean trips eligibility requirements during the challenge period. Information gained from the challenge will be used to tailor the TDM Program’s approach to future programming and incentives. Keep an eye out for 511 Contra Costa’s “Text-your-Commute” Challenge advertising at local Contra Costa County movie theaters, Pandora radio, Facebook and Instagram. If you would like to join the “Text-your-Commute” Challenge visit [511 Contra Costa](http://www.511conracosta.com) for details.



## **Community Bike Valet on Richmond Main Street**



On September 8th, WCCTAC TDM staff hosted their very first bike valet at Richmond Main Street Initiative’s “Music on the Main”. The well-attended event attracted over 100 people to the 511 Contra Costa table to learn about commute alternatives. Two teen volunteers, Koufax Pallock and Tomas Rico, assisted WCCTAC staff with bike parking by checking-in and securing bikes. The TDM program plans to host future bike valet events. If you are interested in having a bike valet at a future West County community event, please contact Jessica Downing at 510-210-5936.

### **Appointment to Caltrans' District 4 Pedestrian Advisory Committee**

Congratulations to WCCTAC staff member Leah Greenblat on her recent selection to serve on Caltrans' District 4 Pedestrian Advisory Committee (PAC). The PAC advises Caltrans staff on pedestrian transportation issues to ensure District 4 projects and activities meet the needs of pedestrians on the State highway system and support livable, walkable communities. The PAC is comprised of local and regional government agency staff, transportation professionals, and regional pedestrian advocates who regularly work on pedestrian issues and have an interest in improving pedestrian mobility, accessibility and safety throughout the nine San Francisco Bay Area counties. The group meets quarterly and Leah's term is for two years.



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**TO:** WCCTAC Board

**DATE:** September 23, 2016

**FR:** Leah Greenblat, Project Manager

**RE:** WCCTAC Financial Statements

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**REQUESTED ACTION**

Information only.

**BACKGROUND AND DISCUSSION**

By contract, the City of San Pablo provides WCCTAC's financial accounting services. The city is currently in the process of changing its accounting software. The new program is web-based and will permit WCCTAC staff to access our records online, which the old program prohibited.

Please note that during the transition, there is a slight change to the look of the standard WCCTAC financial reports. Once the transition is complete, the look may change further.

# General Ledger

Budget Status: July 2016

User: KellyS  
 Printed: 9/15/2016 - 4:54 PM  
 Period: 1, 2017



**CITY of SAN PABLO**  
 City of New Directions

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 770	WCCTAC Operations		11,489.20	11,489.20	364,153.80	0.00	364,153.80	96.94
Dept 770-7700	WCCTAC Operations		9.27	9.27	-9.27	0.00	-9.27	0.00
E01	Salary and Benefits							
770-7700-41000	Salary	375,643.00	11,489.20	11,489.20	364,153.80	0.00	364,153.80	96.94
770-7700-41002	Buy Back Compensation	0.00	9.27	9.27	-9.27	0.00	-9.27	0.00
770-7700-41200	PERS Retirement	0.00	15,470.01	15,470.01	-15,470.01	0.00	-15,470.01	0.00
770-7700-41311	Retiree Healthcare	0.00	155.63	155.63	-155.63	0.00	-155.63	0.00
770-7700-41400	Dental	0.00	-1.14	-1.14	1.14	0.00	1.14	0.00
770-7700-41800	LTD Insurance	0.00	22.64	22.64	-22.64	0.00	-22.64	0.00
770-7700-41900	Medicare	0.00	164.75	164.75	-164.75	0.00	-164.75	0.00
770-7700-41904	Life Insurance	0.00	32.15	32.15	-32.15	0.00	-32.15	0.00
770-7700-41911	Liability Insurance	3,944.00	3,582.75	3,582.75	361.25	0.00	361.25	9.16
E01 Sub Totals:		379,587.00	30,925.26	30,925.26	348,661.74	0.00	348,661.74	91.85
E03	Service and Supplies							
770-7700-43500	Office Supplies	4,000.00	350.29	350.29	3,649.71	0.00	3,649.71	91.24
770-7700-43501	Postage	700.00	0.00	0.00	700.00	0.00	700.00	100.00
770-7700-43520	Copies/Printing/Shipping/Xerox	3,700.00	261.42	261.42	3,438.58	0.00	3,438.58	92.93
770-7700-43530	Office Furn & Equipmt <\$5000	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
770-7700-43600	Professional Services	56,630.00	1,604.03	1,604.03	55,025.97	0.00	55,025.97	97.17
770-7700-43900	Rent/Building	17,300.00	2,018.10	2,018.10	15,281.90	0.00	15,281.90	88.33
770-7700-44000	Special Department Expenses	10,000.00	407.50	407.50	9,592.50	0.00	9,592.50	95.93
770-7700-44320	Travel/Training Staff	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
E09	Multi Dept. Expense Transfers							
E03 Sub Totals:		100,830.00	4,641.34	4,641.34	96,188.66	0.00	96,188.66	95.40
Expense Sub Totals:		480,417.00	35,566.60	35,566.60	444,850.40	0.00	444,850.40	92.60
Dept 7700 Sub Totals:		480,417.00	35,566.60	35,566.60	444,850.40	0.00	444,850.40	92.60
Fund Expense Sub Totals:		480,417.00	35,566.60	35,566.60	444,850.40	0.00	444,850.40	92.60

# General Ledger

Budget Status: July 2016

User: KellyS  
 Printed: 9/15/2016 - 4:54 PM  
 Period: 1, 2017



**CITY of SAN PABLO**  
 City of New Directions

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund 770 Sub Totals:	480,417.00	35,566.60	35,566.60	444,850.40	0.00		

# General Ledger

Budget Status: July 2016

User: KellyS  
 Printed: 9/15/2016 - 4:54 PM  
 Period: 1, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 772	WCCTAC TDM							
Dept 772-7720	WCCTAC TDM							
E01	Salary and Benefits							
772-7720-41000	Salary	378,264.00	10,183.58	10,183.58	368,080.42	0.00	368,080.42	97.31
772-7720-41002	Buy Back Compensation	0.00	37.06	37.06	-37.06	0.00	-37.06	0.00
772-7720-41200	PERS Retirement	0.00	15,465.43	15,465.43	-15,465.43	0.00	-15,465.43	0.00
772-7720-41900	Medicare	0.00	144.78	144.78	-144.78	0.00	-144.78	0.00
772-7720-41902	FICA	0.00	71.61	71.61	-71.61	0.00	-71.61	0.00
772-7720-41904	Life Insurance	0.00	25.25	25.25	-25.25	0.00	-25.25	0.00
772-7720-41911	Liability Insurance	3,944.00	3,582.75	3,582.75	361.25	0.00	361.25	9.16
E01 Sub Totals:		382,208.00	29,510.46	29,510.46	352,697.54	0.00	352,697.54	92.28
E03	Service and Supplies							
772-7720-43500	Office Supplies	500.00	0.00	0.00	500.00	0.00	500.00	100.00
772-7720-43502	TDM Postage	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
772-7720-43520	Copies/Printing/Shipping/Xerox	4,900.00	174.90	174.90	4,725.10	0.00	4,725.10	96.43
772-7720-43600	Professional Services	31,630.00	2,051.22	2,051.22	29,578.78	0.00	29,578.78	93.51
772-7720-43900	Rent/Building	20,800.00	3,025.60	3,025.60	17,774.40	0.00	17,774.40	85.45
772-7720-44000	Special Department Expenses	179,371.00	3,236.43	3,236.43	176,134.57	0.00	176,134.57	98.20
772-7720-44320	Travel/Training Staff	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00
E03 Sub Totals:		242,701.00	8,488.15	8,488.15	234,212.85	0.00	234,212.85	96.50
E09	Multi Dept. Expense Transfers							
	Expense Sub Totals:	624,909.00	37,998.61	37,998.61	586,910.39	0.00	586,910.39	93.92
	Dept 7720 Sub Totals:	624,909.00	37,998.61	37,998.61	586,910.39	0.00	586,910.39	93.92
Dept 772-7730	STMP							
E01	Salary and Benefits							
	Fund Expense Sub Totals:	624,909.00	37,998.61	37,998.61	586,910.39	0.00	586,910.39	93.92

# General Ledger

Budget Status: July 2016

User: KellyS  
 Printed: 9/15/2016 - 4:54 PM  
 Period: 1, 2017



**CITY of SAN PABLO**  
 City of New Directions

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund 772 Sub Totals:	624,909.00	37,998.61	37,998.61	586,910.39	0.00		

# General Ledger

Budget Status: July 2016

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 Period: 1, 2017



**CITY OF SAN PABLO**  
 City of New Directions

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 773	STMP							
Dept 773-7730	STMP							
E01	Salary and Benefits							
773-7730-41000	Salary	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
E03	E01 Sub Totals: Service and Supplies	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
773-7730-43600	Professional Services	250,000.00	0.00	0.00	250,000.00	0.00	250,000.00	100.00
773-7730-44000	Special Department Expense	2,827,000.00	0.00	0.00	2,827,000.00	0.00	2,827,000.00	100.00
E09	E03 Sub Totals: Multi Dept. Expense Transfers	3,077,000.00	0.00	0.00	3,077,000.00	0.00	3,077,000.00	100.00
	Expense Sub Totals:	3,117,000.00	0.00	0.00	3,117,000.00	0.00	3,117,000.00	100.00
	Dept 7730 Sub Totals:	3,117,000.00	0.00	0.00	3,117,000.00	0.00	3,117,000.00	100.00
	Fund Expense Sub Totals:	3,117,000.00	0.00	0.00	3,117,000.00	0.00	3,117,000.00	100.00
	Fund 773 Sub Totals:	3,117,000.00	0.00	0.00	3,117,000.00	0.00	3,117,000.00	100.00

# General Ledger

Budget Status: July 2016

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 Period: 1, 2017



**CITY OF SAN PABLO**  
 City of New Directions

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 774	WCCTAC Special Projects							
Dept 774-7740	WCCTAC Special Projects							
E01	Salary and Benefits							
E03	Service and Supplies							
774-7740-44000	Special Department Expense	483,581.00	0.00	0.00	483,581.00	0.00	483,581.00	100.00
E09	E03 Sub Totals:	483,581.00	0.00	0.00	483,581.00	0.00	483,581.00	100.00
	Multi Dept. Expense Transfers							
	Expense Sub Totals:	483,581.00	0.00	0.00	483,581.00	0.00	483,581.00	100.00
	Dept 7740 Sub Totals:	483,581.00	0.00	0.00	483,581.00	0.00	483,581.00	100.00
	Fund Expense Sub Totals:	483,581.00	0.00	0.00	483,581.00	0.00	483,581.00	100.00
	Fund 774 Sub Totals:	483,581.00	0.00	0.00	483,581.00	0.00	483,581.00	100.00
	Expense Totals:	4,705,907.00	73,565.21	73,565.21	4,632,341.79	0.00	4,632,341.79	98.44
	Report Totals:	4,705,907.00	73,565.21	73,565.21	4,632,341.79	0.00	4,632,341.79	98.44

# General Ledger

Budget Status: August 2016

User: KellyS

Printed: 9/15/2016 - 5:08 PM

Period: 2, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 770	WCCTAC Operations		23,768.55	35,257.75	340,385.25	0.00	340,385.25	90.61
Dept 770-7700	WCCTAC Operations		37.06	46.33	-46.33	0.00	-46.33	0.00
E01	Salary and Benefits		2,721.56	18,191.57	-18,191.57	0.00	-18,191.57	0.00
770-7700-41000	Salary	375,643.00	4,701.67	4,701.67	-4,701.67	0.00	-4,701.67	0.00
770-7700-41002	Buy Back Compensation	0.00	155.63	311.26	-311.26	0.00	-311.26	0.00
770-7700-41200	PERS Retirement	0.00	345.74	344.60	-344.60	0.00	-344.60	0.00
770-7700-41310	Medical Insurance	0.00	204.06	226.70	-226.70	0.00	-226.70	0.00
770-7700-41311	Retiree Healthcare	0.00	339.25	504.00	-504.00	0.00	-504.00	0.00
770-7700-41400	Dental	0.00	48.28	80.43	-80.43	0.00	-80.43	0.00
770-7700-41800	LTD Insurance	0.00	7,888.77	11,471.52	-7,527.52	0.00	-7,527.52	0.00
770-7700-41900	Medicare	0.00	350.00	350.00	-350.00	0.00	-350.00	0.00
770-7700-41904	Life Insurance	3,944.00						
770-7700-41911	Liability Insurance	0.00						
770-7700-41912	Unemployment Insurance	0.00						
E01 Sub Totals:		379,587.00	40,560.57	71,485.83	308,101.17	0.00	308,101.17	81.17
E03	Service and Supplies							
770-7700-43500	Office Supplies	4,000.00	0.00	350.29	3,649.71	0.00	3,649.71	91.24
770-7700-43501	Postage	700.00	0.00	0.00	700.00	0.00	700.00	100.00
770-7700-43520	Copies/Printing/Shipping/Xerox	3,700.00	237.57	498.99	3,201.01	0.00	3,201.01	86.51
770-7700-43530	Office Furn & Equipment <\$5000	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
770-7700-43600	Professional Services	56,630.00	5,758.61	7,362.64	49,267.36	0.00	49,267.36	87.00
770-7700-43900	Rent/Building	17,300.00	1,464.53	3,482.63	13,817.37	0.00	13,817.37	79.87
770-7700-44000	Special Department Expenses	10,000.00	207.50	615.00	9,385.00	0.00	9,385.00	93.85
770-7700-44320	Travel/Training Staff	6,000.00	300.86	300.86	5,699.14	0.00	5,699.14	94.99
E09	E03 Sub Totals:	100,830.00	7,969.07	12,610.41	88,219.59	0.00	88,219.59	87.49
	Multi Dept. Expense Transfers							
	Expense Sub Totals:	480,417.00	48,529.64	84,096.24	396,320.76	0.00	396,320.76	82.50
	Dept 7700 Sub Totals:	480,417.00	48,529.64	84,096.24	396,320.76	0.00	396,320.76	82.50

# General Ledger

## Budget Status: August 2016

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 Printed: 9/15/2016 - 5:08 PM  
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**CITY OF SAN PABLO**  
 City of New Directions

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 772	WCCTAC TDM							
Dept 772-7720	WCCTAC TDM							
E01	Salary and Benefits							
772-7720-41000	Salary	378,264.00	21,201.48	31,385.06	346,878.94	0.00	346,878.94	91.70
772-7720-41002	Buy Back Compensation	0.00	148.26	185.32	-185.32	0.00	-185.32	0.00
772-7720-41200	PERS Retirement	0.00	2,761.46	18,226.89	-18,226.89	0.00	-18,226.89	0.00
772-7720-41310	Medical Insurance	0.00	4,880.61	4,880.61	-4,880.61	0.00	-4,880.61	0.00
772-7720-41400	Dental Insurance	0.00	412.76	412.76	-412.76	0.00	-412.76	0.00
772-7720-41800	LTD Insurance	0.00	118.24	118.24	-118.24	0.00	-118.24	0.00
772-7720-41900	Medicare	0.00	302.74	447.52	-447.52	0.00	-447.52	0.00
772-7720-41902	FICA	0.00	156.24	227.85	-227.85	0.00	-227.85	0.00
772-7720-41904	Life Insurance	0.00	28.66	53.91	-53.91	0.00	-53.91	0.00
772-7720-41911	Liability Insurance	3,944.00	0.00	3,582.75	361.25	0.00	361.25	9.16
E01 Sub Totals:		382,208.00	30,010.45	59,520.91	322,687.09	0.00	322,687.09	84.43
E03	Service and Supplies							
772-7720-43500	Office Supplies	500.00	0.00	0.00	500.00	0.00	500.00	100.00
772-7720-43501	TDM Postage	0.00	2,029.50	2,029.50	-2,029.50	0.00	-2,029.50	0.00
772-7720-43502	TDM Postage	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
772-7720-43520	Copies/Printing/Shipping/Xerox	4,900.00	174.90	349.80	4,550.20	0.00	4,550.20	92.86
772-7720-43600	Professional Services	31,630.00	4,277.56	6,328.78	25,301.22	0.00	25,301.22	79.99
772-7720-43900	Rent/Building	20,800.00	1,972.05	4,997.65	15,802.35	0.00	15,802.35	75.97
772-7720-44000	Special Department Expenses	179,371.00	29,299.71	32,536.14	146,834.86	0.00	146,834.86	81.86
772-7720-44320	Travel/Training Staff	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00
E03 Sub Totals:		242,701.00	37,753.72	46,241.87	196,459.13	0.00	196,459.13	80.95
E09	Multi Dept. Expense Transfers							
Expense Sub Totals:		624,909.00	67,764.17	105,762.78	519,146.22	0.00	519,146.22	83.08
Dept 7720 Sub Totals:		624,909.00	67,764.17	105,762.78	519,146.22	0.00	519,146.22	83.08
STMP								
Salary and Benefits								
Fund Expense Sub Totals:		624,909.00	67,764.17	105,762.78	519,146.22	0.00	519,146.22	83.08
Fund 772 Sub Totals:		624,909.00	67,764.17	105,762.78	519,146.22	0.00	519,146.22	83.08

# General Ledger

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 773	STMP							
Dept 773-7730	STMP							
E01	Salary and Benefits							
773-7730-41000	Salary	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
E03	E01 Sub Totals:	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
	Service and Supplies							
773-7730-43600	Professional Services	250,000.00	0.00	0.00	250,000.00	0.00	250,000.00	100.00
773-7730-44000	Special Department Expense	2,827,000.00	0.00	0.00	2,827,000.00	0.00	2,827,000.00	100.00
E09	E03 Sub Totals:	3,077,000.00	0.00	0.00	3,077,000.00	0.00	3,077,000.00	100.00
	Multi Dept. Expense Transfers							
	Expense Sub Totals:	3,117,000.00	0.00	0.00	3,117,000.00	0.00	3,117,000.00	100.00
	Dept 7730 Sub Totals:	3,117,000.00	0.00	0.00	3,117,000.00	0.00	3,117,000.00	100.00

# General Ledger

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**CITY OF SAN PABLO**  
City of New Directions

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 774	WCCTAC Special Projects							
Dept 774-7740	WCCTAC Special Projects							
E01	Salary and Benefits							
E03	Service and Supplies							
774-7740-44000	Special Department Expense	483,581.00	45,401.86	45,401.86	438,179.14	0.00	438,179.14	90.61
E03 Sub Totals:		483,581.00	45,401.86	45,401.86	438,179.14	0.00	438,179.14	90.61
E09	Multi Dept. Expense Transfers							
	Expense Sub Totals:	483,581.00	45,401.86	45,401.86	438,179.14	0.00	438,179.14	90.61
	Dept 7740 Sub Totals:							
	Expense Totals:	4,705,907.00	161,695.67	235,260.88	4,470,646.12	0.00	4,470,646.12	95.00
	Report Totals:	4,705,907.00	161,695.67	235,260.88	4,470,646.12	0.00	4,470,646.12	95.00

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**TO:** WCCTAC Board

**DATE:** September 23, 2016

**FR:** John Nemeth, Executive Director

**RE: Board of Directors Rules and Procedures**

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**REQUESTED ACTION**

Staff recommends approval of the draft Rules and Procedures for the WCCTAC Board of Directors.

**DISCUSSION**

At the July WCCTAC Board meeting, the Executive Director and Counsel recommended that the Board establish bylaws (rules and procedures) through the establishment of an advisory Ad Hoc Subcommittee. The Board concurred and created a Subcommittee consisting of Chair McCoy, Vice Chair Abelson, and Director Valdez.

The Subcommittee met at the WCCTAC offices on three occasions in late August and early September to develop draft rules and procedures. Counsel has reviewed the document.

While the Joint Powers Agreement establishes WCCTAC's basic governance, the Rules of Policy and Procedure describe in greater detail how the Board will conduct its business. At the July meeting, the Board also agreed that Rosenberg's Rules shall be the rules of order for future Board meetings.

Attachments

- A. Draft Board of Directors Rules and Procedures

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**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE  
BOARD OF DIRECTORS  
RULES AND PROCEDURES**

1. **Authority:**

1.1 The City of El Cerrito, a municipal corporation; the City of Hercules, a municipal corporation; the City of Pinole, a municipal corporation; the City of Richmond, a municipal corporation and charter city; the City of San Pablo, a municipal corporation; the County of Contra Costa, a political subdivision of the State of California; the Alameda-Contra Costa Transit District, a transit district organized and existing pursuant to the provisions of the California Public Utilities Code; the San Francisco Bay Area Rapid Transit District, a transit district organized and existing pursuant to the provisions of the California Public Utilities Code; and the Western Contra Costa County Transit Authority, a joint exercise of powers authority operating pursuant to Government Code section 6500, *et seq.* jointly exercise powers as the West Contra Costa Transportation Advisory Committee (“WCCTAC”), pursuant to a Joint Exercise of Powers Agreement (the “Agreement”) created under the Joint Exercise of Powers Act (California Government Code section 6500, *et seq.*). Section 9(A)(5) of the Agreement provides that the Board of Directors of WCCTAC (the “Board”) shall adopt such bylaws, rules or regulations for the conduct of its affairs as may be required. The following set of rules shall be in effect upon their adoption by the Board and until such time as they are amended or new rules adopted in the manner provided by these rules.

2. **General Rules:**

2.1 **Meetings to be Public:** All meetings<sup>1</sup> of the Board shall be open to the public. The meetings shall be open to the public in accordance with the provisions of the Ralph M. Brown Act, Government Code sections 54950, *et seq.* (the “Brown Act”).

2.2 **Quorum:** A majority of the members of the Board (6) shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time.

2.3 **Attendance:** A principal duty of a Board member is attendance at the monthly WCCTAC meetings. Board members are expected to attend all scheduled

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<sup>1</sup> Except where the Brown Act allows Closed Sessions.

meetings. If absence is unavoidable, the Board member should make efforts to have their Alternate attend and make efforts to notify WCCTAC staff. In addition, the Executive Director and the Legal Counsel shall attend all Board meetings, unless excused pursuant to the Rules and Procedures established herein.

2.4 Minutes of Proceedings: Minutes of the proceedings of the Board shall be kept by the Administrative Assistant and shall be entered in a book constituting the official record of the Board.

2.5 Right of the Floor at Meetings.

Board Members: Any Board member desiring to speak shall be recognized by the Chair, and shall confine his or her remarks to the subject under consideration or to be considered.

Right of Floor for Staff: The Chair may recognize WCCTAC staff where appropriate to receive professional advice and recommendations.

Right of Floor for Public: The Chair shall request that members of the public wishing to comment submit a speaker card. Members of the public shall be recognized by the Chair before speaking. The Board's responses to speakers will be as follows:

- ❖ Short answers by Board or staff as appropriate; or
- ❖ Item is directed to staff for later action/follow-up; or
- ❖ Item is placed on a future agenda

Conversation between the public and WCCTAC staff or the Board will only be allowed at the discretion of the Chair.

Members of the public will generally be permitted three (3) minutes per speaker, per agenda item. The Chair shall have the discretion to extend or reduce the three (3) minute time limit.

2.6 Executive Director: The Executive Director shall attend all meetings of the Board unless excused. The Executive Director shall designate at his/her discretion, WCCTAC staff representatives to sub-committees and/or commissions.

2.7 Legal Counsel: Legal Counsel shall attend all meetings of the full Board and shall, upon request, give an opinion, either written or verbal, on questions of law. At the request of the Board, Legal Counsel will also attend other

relevant meetings. Legal Counsel shall act as the Board's parliamentarian.

2.8 **Board Secretary:** Pursuant to Section 9(A)(2)(c) of the Agreement, the Executive Director shall serve as the Board Secretary and direct staff to prepare, distribute, and maintain minutes of Board meetings.

2.9 **Rules of Order:** "Rosenberg's Rules of Order" shall be adopted and govern the proceedings of Board meetings where they are not in conflict with these rules.

2.10 **Reconsideration:** Consistent with Rosenberg's Rules of Order a motion to reconsider a matter must be made at the same meeting where the item was first voted. At any subsequent meetings, reconsideration of a past vote requires the Board to suspend the rules by a two-thirds majority. The motion to reconsider may only be made by a Board member who voted in the majority on the original motion.

3. **Types of Meetings:**

3.1 **Regular Meeting:** The Board shall meet in the City Council Chambers, City of El Cerrito City Hall, 10890 San Pablo Ave, El Cerrito, CA 94530 for regular, adjourned, and special meetings, unless circumstances require a change of meeting location. The regular Board meetings are generally to commence at 8:00 a.m. on the fourth Friday of each month unless otherwise specified. Regular board meetings are typically not scheduled in August and November with regular board meetings in December typically occurring on the second Friday.

3.2 **Special Meetings:** Special meetings may be called by the Board Chair or by a majority of the members of the Board. The call for a special meeting shall specify the date, the hour, and the location of the special meeting and it shall list the subject or subjects to be considered. No special meeting shall be held until at least twenty-four (24) hours after the call is issued. Only such business may be transacted at a special meeting as may be listed in the call for said meeting or an incident thereto.

3.3 **Adjourned Meetings:** Any meetings of the Board may be adjourned to a later date and time, provided that no adjournment shall be for a longer period than until the next regular meeting.

3.4 **Closed Sessions:** Closed sessions may be held by the Board in

accordance with the provisions of the Brown Act.

4. **Chairperson and Duties:**

4.1 **Chairperson:** The Chair of the Board meetings shall be the Board Chair and in his/her absence, the Vice Chair. The Chair and Vice Chair shall be any member of the Board, shall be elected by the Board and shall serve for a one (1) year term in their respective positions, commencing February 1 of each year. The Board Chair and Vice Chair may serve more than one consecutive term. In the event that the Chair or Vice Chair vacates his/her position on the Board, the Board shall elect a member from the Board to fulfill the vacant position for the remainder of that term. In the absence of the Chair and Vice Chair, the Board shall temporarily elect a member from the Board to serve as the Chair Pro Tem. The Chair Pro Tem shall serve as the Chairperson. In the event the Chair or Vice Chair shall arrive late, the Chair Pro Tem shall relinquish the chair upon conclusion of the business then pending before the Board.

4.2 **Call to Order:** The meetings of the Board shall be called to order by the Chair or, in his/her absence, the Vice Chair.

4.3 **Preservation of Order:** The Chair shall preserve order and decorum and confine members in debate to the question under discussion. The public shall be held to the same standard.

4.4 **Points of Order:** The Chair shall determine all points of order, subject to the right of any member to appeal to the Board.

4.5 **Questions to be Stated:** The Chair shall summarize or re-state all questions submitted to a vote and announce the result. A roll call vote shall be taken upon the request of any member.

5. **Order of Business and Agenda:**

5.1 **Agenda:** The business of each meeting shall be as contained in the Agenda prepared by the Executive Director in consultation with the Chair. Board members seeking to have an item placed on the agenda may consult with the Chair. Additionally, the Board may direct staff at a Board meeting to place a matter of business on a future agenda. The agenda shall be a listing by topic of subjects to be considered by the Board, and shall be delivered to members of the Board prior to the meeting to which it pertains within the time frame established by the Brown Act.

5.2 Non-Agendized Items: In accordance with the Brown Act, on their own initiative or in response to questions posed by the public, a Board member or staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, the Board, may provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

5.3 Conflicts of Interest: Any Board member with a conflict of interest in any item shall disclose the nature of the conflict of interest, consistent with Fair Political Practices Rules and Regulations if applicable, following the announcement of the agenda item for which a conflict exists and recuse himself/herself prior to the presentation and consideration of the item. The Board member may return following conclusion of the item. Board members with a conflict of interest are encouraged to consult with the Managing Director and Legal Counsel prior to the meeting containing the relevant agenda item.

6. **Duties of Executive Director:**

6.1 Expenditure Limit: Consistent with the Agreement, the Executive Director may approve contracts for the procurement of services, supplies and equipment up to a value of \$10,000 without Board approval.

6.2 Procurement: The Executive Director may procure services, supplies and equipment consistent with rules and regulations adopted by the Board.

6.3 Personnel: The Executive Director may adopt or amend personnel rules for WCCTAC staff pursuant to resolutions adopted by the Board.

6.4 Notice of Absence: The Executive Director shall notify the Chair and/or the Board of Directors about any leaves of absences, such as vacations or extended sick time.

7. **Creation of Committees and Appointment to CCTA:**

7.1 Ad Hoc Subcommittees: The Board may create a temporary ad hoc subcommittee to assist in the conduct of the operation of WCCTAC with such duties as the Board may specify which are not inconsistent with the Agreement. The ad hoc subcommittee shall be comprised of solely less than a quorum of the Board and shall be appointed for the accomplishment of a limited special purpose. Ad hoc subcommittees are not subject to the Brown Act consistent with California Government Code section 54952(b).

7.2 Standing Committees: The Board may appoint a standing committee with continuing subject matter jurisdiction or a fixed schedule to assist in the conduct of the operation of WCCTAC with such duties as the Board may specify which are not inconsistent with the Joint Powers Agreement. Standing committees are subject to the Brown Act consistent with California Government Code section 54952(b).

7.3 Committee Membership and Selection: Membership and selection of committee members shall be as provided by the Board. Any committee so created shall cease to exist upon the accomplishment of the limited special purpose for which it was created, or when abolished by a majority vote of the Board. No committee so appointed shall have powers other than advisory to the Board or to the Executive Director, except as otherwise specified.

7.4 Removal of Committee Members: The Board may remove any member of a committee created by the Board, with or without cause.

7.5 Appointment to Contra Costa Transportation Authority (CCTA): The WCCTAC City and County Board members member shall appoint CCTA Board member representatives. CCTA Board members appointed by WCCTAC shall serve as representatives of the region served by WCCTAC and not as representatives of any particular Board member jurisdiction. Representatives serve two-year terms and are elected in alternating years, resulting in an “odd year” representative and an “even year” representative. A single alternate representative shall also appointed each year. The alternate sits on the CCTA Board if one of the representatives is unavailable. Consistent with CCTA bylaws, the alternate will also serve on CCTA committees in the event that a CCTA representative is unavailable.

## 8. Citizen Rights:

8.1 Public Comment: Members of the public desiring to address the Board or a duly established committee of the Board shall first be recognized by the Chair. No questions shall be asked by the Board members, except through the Chair.

8.2 Disorderly Conduct at Meetings: Any person disrupting the orderly conduct of the Board’s meeting shall be warned once to cease and desist. Continued disruption may cause the Chair to:

- request the disruptive person to leave;
- call a recess of the meeting; or,
- clear the meeting room.

8.3 Written Communications: Interested parties, or their authorized representatives, may address the Board by written communication in regard to any matter concerning the Board's business or over which the Board has control at any time by mail, email, or fax by addressing the Executive Director, and copies will be distributed to the Board members.

## 9. Amendments:

9.1 Amendment of These Rules: The Board may amend these rules and procedures or adopt new rules and procedures by a vote of the majority of the Board.

## 10. Board Member Rules of Conduct and Requirements:

10.1 Meeting Preparation: Board members should be prepared to attend all meetings of the Board. Board members should prepare themselves for all meetings by reading and reviewing the agenda and supporting material provided to them.

10.2 Closed Session: Board members shall keep discussions in Closed Session confidential.

10.3 Conduct: Board member conduct should reflect the highest community and ethical standards, while attending meetings or functions on behalf of WCCTAC., Board members should avoid circumstances and situations that could bring embarrassment or disrepute upon WCCTAC. The Board shall adopt a code of conduct to be signed by each individual Board members.

10.4 AB 1234 Ethics Training: Pursuant to the requirements of Assembly Bill 1234, as codified in California Government Code sections 53234 *et seq.*, Board members are required to complete the following training in general ethics principles and ethics laws and provide documentation to WCCTAC staff:

- ❖ Each Board member must complete at least two hours of training in general ethics principles and ethics laws relevant to his or her public service no later than one year from the first day of service as a Board member pursuant to subdivision (b) of Section 53235.1 of the Government Code.
- ❖ Each Board member must complete at least two hours of training in general ethics principles and ethics laws relevant to his or her public

service every two years pursuant to subdivision (b) of Section 53235 of the Government Code.

10.5 Statement of Economic Interests: Members of the Board shall prepare and file a statement of economic interest with WCCTAC as required by California Government Code sections 87200, *et seq.* (Form 700)

**11. Board Procedures in the Event of Misconduct or Malfeasance of Office**

The Board may, in the event that a Board member engages in conduct in contravention to the above rules, or should a Board member's action(s) amount to misconduct or malfeasance of office, as determined by the Board, discipline the Board member to the extent allowed by law. The following disciplinary actions may individually or collectively be imposed in the event of Board member misconduct or malfeasance of office. The list below is not exclusive and the Board has discretion to fashion other appropriate sanctions as may be allowed by law. Any final disciplinary action must be taken in an open meeting of WCCTAC.

11.1 Public Reprimand: The Board, by a majority vote, may publicly reprimand one of its members for any conduct found to be misconduct or malfeasance of office.

11.2 Removal of Committee Assignments and Official Duties: The Board may remove a Board Member or Members from any and all Board or committee assignments. Official duty assignments may include, without limitation, official appearances at public events, speaking engagements to federal, state or local organizations, public relations events, etc., where the Board Member or Members are officially appearing on behalf of WCCTAC in their official capacity.

11.3 Vote of Censure: The Board may, by majority vote, pass a resolution of censure of a Board member.

2669109.1  
2701485.1



**TO:** WCCTAC Board

**DATE:** September 23, 2016

**FR:** John Nemeth, Executive Director

**RE:** **OBAG 2 and Measure J Call for Projects**

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### **REQUESTED ACTION**

Information Only.

### **BACKGROUND AND DISCUSSION**

WCCTAC staff is working to ensure that both the WCCTAC-TAC and WCCTAC Board are fully aware of the upcoming One Bay Area Grant (OBAG 2) and Measure J grant cycle. The call for projects is expected to be released by CCTA on September 23<sup>rd</sup> with applications due on December 2, 2016. This information was first discussed with the TAC at the March, 2016 and again at the September, 2016 meeting. It will also be the primary topic of conversation for the October TAC meeting.

This staff report provides an overview of the most recent information about the call for projects. Additional details can be found at this [link](#) on the CCTA website.

There are three types of funds available in this grant cycle:

- One Bay Area Grant (OBAG 2)
- Measure J Transportation for Livable Communities (TLC)
- Measure J Pedestrian, Bicycle and Trail Facilities (PBTF)

### **OBAG 2**

There is \$56.1M in OBAG 2 funding available for Contra Costa County, but these funds are divided up into several separate categories. Approximately \$28.4M of these OBAG 2 dollars are being set aside for local streets and roads funding, allocated by formula to jurisdictions. (The proposed allocation amounts are listed in the attached document.) Another \$1.3M will be specifically dedicated to the County for rural road improvements, while \$4.3M will be used by CCTA for various planning and outreach activities.

Included in the OBAG 2 funding for Contra Costa County is \$4.1 M for Safe Routes to School (SRTS) projects. Agencies will need to submit an OBAG 2 application in order to be considered for the SRTS funds. For West Contra Costa, there is \$881,000 in Safe Routes to Schools funds available. Each RTPC will submit a list of recommended projects to the Authority to receive this funding. As a result, the WCCTAC TAC will ultimately make a recommendation to the WCCTAC Board on which projects to submit to the Authority.

The remaining \$18M in OBAG 2 grant funds will be awarded on a competitive basis, based on the recommendations of the CCTA’s Technical Coordinating Committee, with each of the four sub-regions receiving at least one award. Each project sponsor may only submit one OBAG 2 application, except for the County and BART, which may submit two. The minimum request is \$100,000 with the maximum request being \$4.5M. The CCTA Technical Coordinating Committee will make a recommendation based on the criteria established in the attached memo.

**Measure J TLC**

Measure J allocates funds to each RTPC for TLC projects, and during this cycle, West Contra Costa will receive \$11,192,000. The TAC will need to establish a framework for evaluating applications, based on the guidance provided in the CCTA memo. There are no limits on the number of applications that project sponsors may submit. The minimum request is \$50,000 for studies and \$75,000 for projects. The maximum request is \$11,192,000. The WCCTAC TAC will forward a list of recommended TLC projects to the WCCTAC Board which will then submit a list to the Authority for funding.

**Measure J PBTF**

There is \$11.2M in Measure J PBTF funding available countywide. One third of these funds will be set aside for the East Bay Regional Park District, while the \$7.6M remaining will be awarded competitively. Additionally, there is \$280,000 more in PBTF funds available solely to West Contra Costa.

All project sponsors seeking competitive PBTF funds must complete the application form included in the attached memo. The minimum funding request is \$75,000 and the maximum request is \$1,000,000. There is no limit to the number of applications that a project sponsor may submit. The CCTA’s County Bicycle and Pedestrian Advisory Committee (CBPAC) will recommend which applications to fund, based on the criteria in the call for projects. The top ranked projects from any RTPC may receive funding from the initial \$7.6M. The additional \$280,000 for West County will go to the next highest ranked West County project.

<b>Summary of Funds Available to West County Project Sponsors</b>					
	<b>OBAG 2: Competitive</b>	<b>OBAG 2: SRTS</b>	<b>Measure J: TLC</b>	<b>Measure J: PBTF Countywide</b>	<b>Measure J: PBTF West County</b>
<b>\$ Available:</b>	\$18 M	\$881,000	\$11.1 M	\$7.6 M	\$280,000
<b>Available to:</b>	Countywide	West County	West County	West County	West County
<b>Who Decides</b>	TCC	RTPC	RTPC	CBPAC	CBPAC
<b>Match Required</b>	Yes	Yes	No	No	No



El Cerrito

July 27, 2016

Hercules

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

Pinole

RE: WCCTAC Board Meeting Summary

Dear Randy:

Richmond

The WCCTAC Board, at its meeting on July 22, 2016, took the following actions that may be of interest to CCTA:

San Pablo

**Approved formation of an ad-hoc Subcommittee to review current WCCTAC personnel policies and adopt updates**

Contra Costa  
County

WCCTAC's Personnel manual was last updated in 2010. Three members of the Board (Chair McCoy, Vice Chair Abelson, and Director Valdez) volunteered to meet with the ED and the Legal Counsel to update policies that pertain to the separation of WCCTAC from the City of San Pablo and assure that the current policies reflect the intent of the Board.

AC Transit

**Approved formation of an ad-hoc Subcommittee to create official WCCTAC bylaws.**

BART

The WCCTAC Board heard a presentation from Legal Counsel, Ben Reyes pertaining to the types of by-laws WCCTAC could develop to govern the Board. After the presentation, the Board established an ad-hoc subcommittee to work with Legal Counsel on creating a formal set of by-laws.

WestCAT

**Approved spending contingency funds for the West County High Capacity Transit Study**

WCCTAC staff presented an update on the timeline and deliverables left in the completion of the West County High Capacity Transit Study. The approaches to outreach efforts were reviewed, and the Board approved the additional allocation of contingency funds in the amount of \$80,421 to meet all the costs associated with the Study's remaining tasks.

**I-80 ICM Smart Corridor Update**

David Man, Caltrans District 4, presented an update on the sequenced activation of various elements of the I-80 Smart Corridors Project. This July, ramp meters have been switched on to “green” 24 hours a day. Also, message signs have been activated. Over the next couple of months, new elements will be rolled out and the full activation should occur in the Fall. David is the point-person for all related questions and information.

**Update on the BART Del Norte Station Modernization Project**

The Board heard an update from BART staff on the timeline and design elements of the BART Del Norte Station Modernization Project in El Cerrito.

Sincerely,



John Nemeth  
Executive Director

cc: Tarien Grover, CCTA; John Cunningham, TRANSPAC; Jamar Stamps, TRANSPLAN; Lisa Bobadilla, SWAT



**ACRONYM LIST.** Below are acronyms frequently utilized in WCCTAC communications.

**ABAG:** Association of Bay Area Governments  
**ACCMA:** Alameda County Congestion Management Agency (now the ACTC)  
**ACTC:** Alameda County Transportation Commission (formerly ACCMA)  
**ADA:** Americans with Disabilities Act  
**APC:** Administration and Projects Committee (CCTA)  
**ATP:** Active Transportation Program  
**BAAQMD:** Bay Area Air Quality Management District  
**BATA:** Bay Area Toll Authority  
**BCDC:** Bay Conservation and Development Commission  
**Caltrans:** California Department of Transportation  
**CCTA:** Contra Costa Transportation Authority  
**CEQA:** California Environmental Quality Act  
**CMAs:** Congestion Management Agencies  
**CMAQ:** Congestion Management and Air Quality  
**CMIA:** Corridor Mobility Improvement Account (Prop 1B bond fund)  
**CMP:** Congestion Management Program  
**CTP:** Contra Costa Countywide Comprehensive Transportation Plan  
**CSMP:** Corridor System Management Plan  
**CTC:** California Transportation Commission  
**CTPL:** Comprehensive Transportation Project List  
**DEIR:** Draft Environmental Impact Report  
**EBRPD:** East Bay Regional Park District  
**EIR:** Environmental Impact Report  
**EIS:** Environmental Impact Statement  
**EVP:** Emergency Vehicle Preemption (traffic signals)  
**FHWA:** Federal Highway Administration  
**FTA:** Federal Transit Administration  
**FY:** Fiscal Year  
**HOV:** High Occupancy Vehicle Lane  
**ICM:** Integrated Corridor Mobility  
**ITC or HITC:** Hercules Intermodal Transit Center  
**ITS:** Intelligent Transportations System  
**LOS:** Level of Service (traffic)  
**MOU:** Memorandum of Understanding  
**MPO:** Metropolitan Planning Organization  
**MTC:** Metropolitan Transportation Commission  
**MTSO:** Multi-Modal Transportation Service Objective  
**NEPA:** National Environmental Policy Act

**O&M:** Operations and Maintenance  
**OBAG:** One Bay Area Grant  
**PAC:** Policy Advisory Committee  
**PBTF-** Pedestrian, Bicycle and Trail Facilities  
**PC:** Planning Committee (CCTA)  
**PDA:** Priority Development Areas  
**PSR:** Project Study Report (Caltrans)  
**RHNA:** Regional Housing Needs Allocation (ABAG)  
**RPTC:** Richmond Parkway Transit Center  
**RTIP:** Regional Transportation Improvement Program  
**RTP:** Regional Transportation Plan  
**RTPC:** Regional Transportation Planning Committee  
**SCS:** Sustainable Communities Strategy  
**SHPO:** State Historic and Preservation Office  
**SOV:** Single Occupant Vehicle  
**STA:** State Transit Assistance  
**STARS:** Sustainable Transportation Analysis & Rating System  
**STIP:** State Transportation Improvement Program  
**SWAT:** Regional Transportation Planning Committee for Southwest County  
**TAC:** Technical Advisory Committee  
**TCC:** Technical Coordinating Committee (CCTA)  
**TDA:** Transit Development Act funds  
**TDM:** Transportation Demand Management  
**TFCA:** Transportation Fund for Clean Air  
**TEP:** Transportation Expenditure Plan  
**TLC:** Transportation for Livable Communities  
**TOD:** Transit Oriented Development  
**TRANSPAC:** Regional Transportation Planning Committee for Central County  
**TRANSPLAN:** Regional Transportation Planning Committee for East County  
**TSP:** Transit Signal Priority (traffic signals and buses)  
**VMT:** Vehicle Miles Traveled  
**WCCTAC:** West County Costa Transportation Advisory Committee