

MEETING NOTICE AND AGENDA

DATE & TIME: January 23, 2026 • 8:00 AM – 10:00 AM

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

REMOTE ACCESS:

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJydlBoYk0yYWVVZVlmWHZ4Zz09>

Meeting ID: 732 105 8840

Phone:

+Dial the following number, enter the participant PIN followed by # to confirm:

+1 669 900 6833

Meeting ID: 732 105 8840 / Password: 066620

Public Comment During the Meeting

Public comment during the meeting can be in person or via Zoom. Those wishing to comment in person should fill out a speaker card. Participants wishing to comment via Zoom should indicate interest by using the hand raising function on Zoom or by physically raising their hands.

The ability to participate and observe via Zoom or teleconference is predicated on those technologies being available and functioning without technical difficulties. Should they not be available or become non-functioning or should the WCCTC Board encounter technical difficulties that make those platforms unavailable, the WCCTC Board will proceed with business in person unless otherwise prohibited by law.

Written Comment

Written comments are accepted until the start of the meeting, unless otherwise noted on the meeting agenda. Public comments received by 5:00 p.m. on the evening before the Board meeting date will be provided to the WCCTC Board. Comments may be submitted by email to mcarrasco@WestContraCostaTC.gov.

1. Call to Order and Board Member Roll Call. (*Cameron Sasai - Chair*)

2. **Public Comment.** The public is welcome to address the Board on any item that is not listed on the agenda.
3. **Election of Officers:**
 - a. CCTA Representative (even-year term),
 - b. CCTA Alternate Representative,
 - c. WCCTAC Board Chair,
 - d. WCCTAC Vice-Chair.

(Attachment; Recommended Action: Elect board members to positions).

CONSENT CALENDAR

4. **Minutes of December 12, 2025, Board Meeting.** *(Attachment; Recommended Action: Approve).*
5. **Monthly Update on WCCTC Activities.** *(Attachment; Information only).*
6. **Financial Reports.** The reports show the Agency's revenues and expenses for December 2025. *(Attachment; Information only).*
7. **Payment of Invoices over \$10,000.** 1) \$175,750 in TFCA funds to El Cerrito for the El Cerrito del Norte TOD project.
2) \$24,211.40 in STMP funds to Pinole for the San Pablo Ave. Bridge Replacement Project *(No Attachment; Information only).*
8. **Fiscal Audit and Memorandum of Internal Control for Fiscal Year 2025.** The accounting firm of Maze and Associates prepared the fiscal audit for WCCTC for fiscal year 2025. *(Attachment - The following attachments are available on WCCTC's website in the meeting calendar: 1. Basic Financial Statements, 2. Memorandum on Internal Controls, and 3. Required Communications for the Year Ended June 30, 2025); Recommended Action: Receive and Accept the Audit)*

REGULAR AGENDA ITEMS

9. **Proposed Amendments to Board Rules and Procedures.** This item provides an opportunity for the Board to consider updates to the Board Rules and Procedures, including provisions related to CCTA representation. *(John Nemeth – WCCTC Staff; Attachment; Recommended Action: Provide direction to staff).*
10. **Hercules Hub Update.** Hercules staff and its consultant will provide an update on the Hercules Hub project. This project is STMP-eligible, one of West County's "Five Star Project" examples in the Countywide Plan, and a priority in the West County Action

Plan. (*Glenn Dombeck – Hercules staff, Kevin Byrd – Grey-Bowen-Scott; No Attachment; Recommended Action: Receive information*).

11. Board Meeting Schedule and Quorum Reliability. Staff will review Board member availability and preferences for meeting day and start time and discuss options for maintaining reliable quorums. The Board may consider moving meetings to a different date or retaining the current 4th Friday schedule, with adjustments to TAC meetings as needed. (*John Nemeth – WCCTC Staff; Attachment; Recommended Action: Provide direction to staff*).

STANDING ITEMS

12. Board and Staff Comments.

- a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement and Announcements)
- b. Report from CCTA Representatives (*Directors Kelley & Xavier*)
- c. Executive Director's Report

13. General Information Items.

- a. Letter to CCTA Executive Director with Summary of Board Actions for December 12, 2025
- b. Acronym List

14. Adjourn. The next regular meeting is tentatively scheduled for February 27, 2026 @ 8:00 a.m. (subject to change)

- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTC 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 WCCTC'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.

MEETING DATE: January 23, 2026

TO: West Contra Costa Transportation Commission
FROM: John Nemeth, Executive Director
SUBJECT: Election of Officers

REQUESTED ACTION

Elect the following officers:

- a. CCTA Even-Year Representative
- b. CCTA Alternate Representative
- c. WCCTAC Board Chair
- d. WCCTAC Vice-Chair

BACKGROUND AND DISCUSSION

a. CCTA Representatives (Odd-year and Even Year)

The “odd-year” and “even-year” representatives to the Contra Costa Transportation Authority (CCTA) serve staggered two-year terms.

Commissioner Kelley currently serves as the “even-year” representative to the CCTA and was elected in January 2024. Her two- year term expires on January 31, 2026. There are no term limits for this position and CCTA representatives can be reappointed. This representative’s term will expire on January 31, 2028.

Commissioner Xavier was elected as WCCTC’s “odd-year” representative to the CCTA in January 2025. Her two-year term expires on January 31, 2027.

Pursuant to the WCCTC Joint Exercise of Powers Agreement (JPA) Section 9 (A) (3) (c), only the Cities and County may vote for CCTA representatives. There are six votes total with one each from: Hercules, Pinole, Richmond, San Pablo, El Cerrito, and Contra Costa County. Four affirmative votes are required for appointment.

The “odd-year” representative sits on the CCTA Administration and Projects Committee while the “even-year” representative sits on the CCTA Planning Committee. The “odd-year” and “even-year” representatives are each other’s primary alternates for the Committees on which they sit.

b. CCTA Alternate Representative

Commissioner Jimenez currently serves as the Alternate Representative to the CCTA and was elected in January 2025. Her term expires on January 31, 2026.

Historically, the WCCTC Board has appointed a single Alternate CCTA Representative, although Authority staff recommends appointing two alternates. The Board may choose to appoint two alternates; however, doing so would first require amending the WCCTC “Board Rules and Procedures,” as discussed in agenda item #9.

As with the regular CCTA representatives, only the Cities and County may vote for this officer. There are six votes total with one each from: Hercules, Pinole, Richmond, San Pablo, El Cerrito, and Contra Costa County. Four affirmative votes are required for appointment.

c. WCCTC Board Chair

Commissioner Sasai, elected in January 2025, is the current WCCTC Board Chair. The Chair serves a one-year term. There are no term limits, and the Chair may be reappointed.

The term for the newly elected Chair will begin on February 1, 2026. All regular WCCTC Commissioners may vote for the Board Chair, and any regular Commissioner is eligible to serve.

d. WCCTC Vice-Chair

Commissioner Saltzman, elected in January 2025, is the current Vice-Chair. The Vice-Chair serves a one-year term. There are no term limits, and the Vice-Chair may be reappointed.

The term for the newly elected Vice-Chair will begin on February 1, 2026. All regular WCCTC Commissioners may vote for the Vice-Chair, and any regular Commissioner is eligible to serve.

**West Contra Costa Transportation Commission
Board Meeting
Meeting Minutes: December 12, 2025**

MEMBERS PRESENT: C. Sasai, Chair (Pinole); R. Saltzman, Vice-Chair (El Cerrito); C. Kelley (Hercules); Harpreet Sandhu (AC Transit); E. Martinez (Richmond); T. Hansen (WestCAT); J. Gioia (County)

STAFF PRESENT: J. Nemeth, C. Reilly, L. Greenblat, K. Kokotaylo (contract counsel)

ACTIONS LISTED BY: WCCTC staff

MEETING CALLED TO ORDER: 8:00

PUBLIC COMMENT: Janet Byron and Steve Price from El Cerrito Walk and Roll both spoke about the dangers of crossing San Pablo Avenue, the recent death of a pedestrian in El Cerrito, and the need for pedestrian safety measures on the street.

CONSENT CALENDAR

Motion by R. Saltzman, seconded by C. Kelley

Yes C. Sasai, R. Saltzman, C. Kelley, Harpreet Sandhu, E. Martinez, T. Hansen, J. Gioia

No - None

Motion passed unanimously. Item #7 was pulled from Consent.

Item #3: Minutes of October 24, 2025 Board Meeting

Item #4: Monthly Update on WCCTC Activities

Item #5: Financial Reports for September 2025

Item #6: Info about Payment of Invoices over \$10,000 - Disbursement of \$43,500 in Measure J 21b funds to John Swett Unified School District for their yellow school bus program, approved by WCCTC Board at its July 2025 meeting.

Item #7: Proposed 2026 Board and TAC Meeting Calendar. **(item pulled)**

Item #8: Extension of STMP Funding Agreement for the El Cerrito del Norte TOD Complete Streets Improvement Project

REGULAR AGENDA ITEMS

ITEM/DISCUSSION	ACTION
Item #9 Richmond Greenway Gap Closure – Local Match Grant Funding	<i>Recommended Action: Adopt Resolution 2025-15</i> The City of Richmond applied for a \$700,000 Caltrans Sustainable Communities Planning Grant to advance the Greenway Gap Closure project to a 30% design. Staff recommended authorizing Measure J 28b funds to cover the required local match of \$80,290 if the grant were awarded.

	<p>Motion: C. Kelley Second: J. Gioia Yes: C. Sasai, R. Saltzman, C. Kelley, Harpreet Sandhu, E. Martinez, T. Hansen, J. Gioia No: None Abstain: None Motion passed unanimously</p> <p>Action: The Board adopted Resolution 2025-15, approving Measure J 28b funding as a potential local match, contingent upon the City of Richmond receiving a Caltrans grant.</p>
<p>Item #10 2027 STMP Nexus Study and Program Update: Allocation of STMP Funds and Award of Primary Consultant Contract</p>	<p>Recommended Action: <i>Adopt Resolutions 2025-16 and 2025-17</i></p> <p>Following a Request for Proposals, and after review by a subcommittee of the WCCTC TAC, Fehr & Peers was recommended as the primary consultant to develop the 2027 STMP Nexus Study and Program Update. Staff also noted that Board action was requested to authorize the use of funding for the study set aside as Project #20 in the 2019 STMP Project List.</p> <p>Motion: C. Kelley Second: R. Saltzman Yes: C. Sasai, R. Saltzman, C. Kelley, Harpreet Sandhu, E. Martinez, T. Hansen, J. Gioia No: None Abstain: None Motion passed unanimously</p> <p>Action: The Board adopted Resolutions 2025-16 and 2025-17, allocating STMP funds for the 2027 STMP Nexus Study and Program Update and awarding a primary consultant contract to Fehr & Peers.</p>
<p>Item #11 STMP Call for Projects.</p>	<p>Recommended Action: <i>Authorize staff to initiate a 2025 STMP Call for Projects</i></p> <p>Staff reported that approximately \$6 million in unprogrammed STMP revenues were available. The TAC reviewed the proposal in November and</p>

	<p>expressed support for initiating a new Call for Projects.</p> <p>Motion: C. Kelley Seconded: R. Saltzman Yes: C. Sasai, R. Saltzman, C. Kelley, Harpreet Sandhu, E. Martinez, T. Hansen, J. Gioia No: None Abstain: None Motion passed unanimously</p> <p>Action: The Board authorized staff to initiate a 2025 STMP Call for Projects and to work with the TAC to finalize the Call materials and schedule prior to issuing the Call.</p>
<p>Item #12 Board Attendance and Quorum Reliability.</p>	<p><i>Recommended Action:</i> <i>Provide direction to staff on strategies to improve Board attendance.</i></p> <p>Staff requested Board direction on potential strategies to improve attendance and ensure reliable quorums at WCCTC Board meetings. This follows prior Board discussion expressing concern about inconsistent attendance and the need for more predictable participation.</p> <p>Action: The Board directed staff to:</p> <ul style="list-style-type: none"> • Keep Board meeting date/time in January • Explore alternative meeting days within the month • Conduct quorum checks one week in advance • Upon calendar approval, send calendar invitations for all meetings during the year <p>Staff will check in with the Board at its January 23, 2026, meeting for more input on potential meeting days.</p>

MEETING ADJOURNED: The meeting adjourned at 9:12

MEETING DATE: January 23, 2026

TO: West Contra Costa Transportation Commission
FROM: John Nemeth, Executive Director
SUBJECT: Monthly Update on WCCTC Activities

New Richmond Ferry Take 10 Incentive Launched



WCCTC's Transportation Demand Management Program, 511 Contra Costa, launched a new Take 10 incentive for the Richmond – San Francisco Ferry route this month. Commuters can receive a week's worth of free trips (10 tickets) to take the ferry to and from work instead of driving. Tickets are delivered via the San Francisco Bay Ferry app and are valid only on the Richmond – San Francisco line.

Within the first week of the offer, 100 commuters applied, a promising start.

WCCTC introduced the Take 10 program three years ago to encourage commuters to try long-range routes. Previous offerings included WestCAT Lynx, SolTrans Out-of-County, and AC Transit Transbay services. The Richmond – San Francisco Ferry is now the newest route in the Take 10 program. Funding for this program comes from Measure J and the Bay Area Air District. More information, including bus, bike, and shuttle access to the Richmond Ferry Terminal, is available at: www.511cc.org/ferry. Questions? Contact Program Manager Coire Reilly at creilly@511contracosta.org.

San Pablo Multimodal Transportation Study (Phase 3)

This planning project has officially launched. WCCTC staff recently met with the project team led by CCTA and Kimley-Horn. Discussions included on-street parking data collection, coordination with the Caltrans paving project in El Cerrito, and preliminary ideas for engaging elected officials. WCCTC staff will continue participating in future project team meetings and will keep the Board apprised.

STMP Call for Projects Release

At the time of writing, WCCTC staff is preparing to release the 2019 STMP (Subregional Transportation Mitigation Program) Cycle 3 Call for Projects, which will guide local agencies in submitting eligible transportation projects for funding consideration. The Call will make \$6M available and will outline eligibility criteria and submission requirements.

The Board had previously determined that funding requests do not need to be capped at a maximum dollar amount (besides the \$6M available). The TAC recently recommended that each project sponsor should submit no more than one application, focusing on projects that are the highest priority and most ready to use funding. Applications will be due on March 20, 2026.

Bike Rack Program for West County

The WCCTC Board's allocation of Measure J 28b funds last year has allowed staff to reinstate the Bike Rack Program, which provides secure bicycle parking at businesses, schools, community centers, residences, and parks throughout West County. This month, 14 new bike racks were ordered for Harbour-8 Park on the Richmond Greenway, and staff conducted a site visit at Marina Bay HOA to assess additional needs.

The program is designed to support active transportation and reduce local vehicle trips by making bicycle commuting and errands more convenient. Residents, businesses, or organizations that identify potential locations for bike racks are encouraged to reach out to Program Manager Coire Reilly at creilly@WestContraCostaTC.gov. Staff will continue coordinating with local partners to identify high-priority sites and ensure timely installation.

Upcoming Board Meeting Topics

Several items are anticipated on upcoming WCCTC agendas, many of which have been requested by Board members or other agencies. In February, MTC staff are scheduled to provide an update on Clipper 2.0. At the same meeting, CCTA staff will present an update on the I-80 / San Pablo Dam Road – Phase 2 project, including a funding strategy.

The Board will consider how to allocate \$6M in STMP funding in April. In the spring, WETA will provide an update on Richmond ferry service, and the Board will receive an overview of Senate Bill 63 (Connect Bay Area Act), a proposed regional sales tax measure intended to provide transit funding.

General Ledger

Monthly Budget Report

User: LindaL@sanpabloca.gov
 Printed: 1/14/2026 10:22:04 AM
 Period 06 - 06
 Fiscal Year 2026



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
7700	WCCTAC Operations								
770-7700-41000	Salary	0.00	0.00	0.00	203,835.03	-203,835.03	0.00	-203,835.03	0.00
770-7700-41200	PERS Retirement	0.00	0.00	0.00	89,019.53	-89,019.53	0.00	-89,019.53	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	29,888.65	-29,888.65	0.00	-29,888.65	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	1,955.90	-1,955.90	0.00	-1,955.90	0.00
770-7700-41400	Dental	0.00	0.00	0.00	1,304.79	-1,304.79	0.00	-1,304.79	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	675.00	-675.00	0.00	-675.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	1,742.16	-1,742.16	0.00	-1,742.16	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	2,935.47	-2,935.47	0.00	-2,935.47	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	12,645.65	-12,645.65	0.00	-12,645.65	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	560.27	-560.27	0.00	-560.27	0.00
	Salary and Benefits	0.00	0.00	0.00	344,562.45	-344,562.45	0.00	-344,562.45	0.00
770-7700-43500	Office Supplies	0.00	0.00	0.00	1,694.96	-1,694.96	0.00	-1,694.96	0.00
770-7700-43520	CopiesPrintingShippingXerox	0.00	0.00	0.00	1,218.75	-1,218.75	0.00	-1,218.75	0.00
770-7700-43600	Professional Services	0.00	0.00	0.00	47,028.30	-47,028.30	0.00	-47,028.30	0.00
770-7700-43900	RentBuilding	0.00	0.00	0.00	10,870.74	-10,870.74	0.00	-10,870.74	0.00
770-7700-44320	TravelTraining Staff	0.00	0.00	0.00	7,045.13	-7,045.13	0.00	-7,045.13	0.00
	Service and Supplies	0.00	0.00	0.00	67,857.88	-67,857.88	0.00	-67,857.88	0.00
	Expense	0.00	0.00	0.00	412,420.33	-412,420.33	0.00	-412,420.33	0.00
7700	WCCTAC Operations	0.00	0.00	0.00	412,420.33	-412,420.33	0.00	-412,420.33	0.00
7720	WCCTAC TDM								
772-7720-41000	Salary	0.00	0.00	0.00	82,448.64	-82,448.64	0.00	-82,448.64	0.00
772-7720-41200	PERS Retirement	0.00	0.00	0.00	56,002.55	-56,002.55	0.00	-56,002.55	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	15,798.48	-15,798.48	0.00	-15,798.48	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	656.34	-656.34	0.00	-656.34	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	565.74	-565.74	0.00	-565.74	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	1,195.52	-1,195.52	0.00	-1,195.52	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	7,910.98	-7,910.98	0.00	-7,910.98	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	158.65	-158.65	0.00	-158.65	0.00
	Salary and Benefits	0.00	0.00	0.00	164,736.90	-164,736.90	0.00	-164,736.90	0.00
772-7720-43500	Office Supplies	0.00	0.00	0.00	1,484.39	-1,484.39	0.00	-1,484.39	0.00
772-7720-43501	TDM Postage	0.00	0.00	0.00	312.00	-312.00	0.00	-312.00	0.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	0.00	0.00	1,082.06	-1,082.06	0.00	-1,082.06	0.00
772-7720-43600	Professional Services	0.00	0.00	0.00	28,648.46	-28,648.46	0.00	-28,648.46	0.00
772-7720-43900	RentBuilding	0.00	0.00	0.00	10,532.79	-10,532.79	0.00	-10,532.79	0.00

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
772-7720-44000	Special Department Expenses	0.00	0.00	0.00	24,810.24	-24,810.24	0.00	-24,810.24	0.00
772-7720-44320	Travel/Training Staff	0.00	0.00	0.00	286.19	-286.19	0.00	-286.19	0.00
	Service and Supplies	0.00	0.00	0.00	67,156.13	-67,156.13	0.00	-67,156.13	0.00
	Expense	0.00	0.00	0.00	231,893.03	-231,893.03	0.00	-231,893.03	0.00
7720	WCCTAC TDM	0.00	0.00	0.00	231,893.03	-231,893.03	0.00	-231,893.03	0.00
7730	STMP								
773-7730-43600	Professional Services	0.00	0.00	0.00	1,631.00	-1,631.00	0.00	-1,631.00	0.00
773-7730-44000	Special Department Expense	0.00	0.00	0.00	168,802.84	-168,802.84	0.00	-168,802.84	0.00
	Service and Supplies	0.00	0.00	0.00	170,433.84	-170,433.84	0.00	-170,433.84	0.00
	Expense	0.00	0.00	0.00	170,433.84	-170,433.84	0.00	-170,433.84	0.00
7730	STMP	0.00	0.00	0.00	170,433.84	-170,433.84	0.00	-170,433.84	0.00
7740	WCCTAC Special Projects								
774-7740-44000	Special Department Expense	0.00	0.00	0.00	124,036.99	-124,036.99	0.00	-124,036.99	0.00
	Service and Supplies	0.00	0.00	0.00	124,036.99	-124,036.99	0.00	-124,036.99	0.00
	Expense	0.00	0.00	0.00	124,036.99	-124,036.99	0.00	-124,036.99	0.00
7740	WCCTAC Special Projects	0.00	0.00	0.00	124,036.99	-124,036.99	0.00	-124,036.99	0.00
Expense Total		0.00	0.00	0.00	938,784.19	-938,784.19	0.00	-938,784.19	0

General Ledger

Monthly Budget Report

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 Period 06 - 06
 Fiscal Year 2026



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
0000	Non Departmental								
773-0000-34310	County STMP Fees	0.00	0.00	0.00	-10,097.05	10,097.05	0.00	10,097.05	0.00
773-0000-34320	Hercules STMP Fees	0.00	0.00	0.00	-103,450.00	103,450.00	0.00	103,450.00	0.00
773-0000-34330	Richmond STMP Fees	0.00	0.00	0.00	-131,661.76	131,661.76	0.00	131,661.76	0.00
773-0000-34335	San Pablo STMP Fees	0.00	0.00	0.00	-6,908.00	6,908.00	0.00	6,908.00	0.00
	Licenses and Permits	0.00	0.00	0.00	-252,116.81	252,116.81	0.00	252,116.81	0.00
770-0000-36102	Interest	0.00	0.00	0.00	-96.18	96.18	0.00	96.18	0.00
773-0000-36102	Interest	0.00	0.00	0.00	-51,114.12	51,114.12	0.00	51,114.12	0.00
	Use of Property and Money	0.00	0.00	0.00	-51,210.30	51,210.30	0.00	51,210.30	0.00
770-0000-34111	Member Contributions	0.00	0.00	0.00	-555,003.00	555,003.00	0.00	555,003.00	0.00
770-0000-39906	Other Revenue	0.00	0.00	0.00	-8,947.49	8,947.49	0.00	8,947.49	0.00
772-0000-39906	Other Revenue	0.00	0.00	0.00	-194,514.64	194,514.64	0.00	194,514.64	0.00
774-0000-39906	Other Revenue	0.00	0.00	0.00	-118,589.00	118,589.00	0.00	118,589.00	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	-877,054.13	877,054.13	0.00	877,054.13	0.00
	Revenue	0.00	0.00	0.00	-1,180,381.24	1,180,381.24	0.00	1,180,381.24	0.00
0000	Non Departmental	0.00	0.00	0.00	-1,180,381.24	1,180,381.24	0.00	1,180,381.24	0.00
Expense Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

MEETING DATE: January 23, 2026

TO: West Contra Costa Transportation Commission

FROM: John Nemeth, Executive Director

SUBJECT: **Proposed Amendments to Board Rules and Procedures**

REQUESTED ACTION

Consider potential revisions to the WCCTC Board Rules and Procedures related to the appointment of Contra Costa Transportation Authority (CCTA) Alternate Representatives and authorize staff to make other updates as described in this staff report.

BACKGROUND AND DISCUSSION

CCTA Alternate Appointment

The WCCTC Board annually appoints representatives to the Contra Costa Transportation Authority (CCTA). Under the current Board Rules and Procedures (Section 7.5), the Board appoints a single Alternate Representative each year. Some Board members have expressed interest in appointing two alternates to improve coverage and participation. This is permitted under the Joint Powers Agreement and is preferred by CCTA staff. If the Board concurs, staff recommends changing a line in Section 7.5 from “A single alternate representative shall also be appointed each year” to “Up to two alternate representatives shall also be appointed each year.”

If the Board chooses to allow the appointment of two alternates, it will also need to select one of the following approaches.

Option 1: Primary and Secondary Alternates

Under this approach, the Board would elect a Primary Alternate and a Secondary Alternate each year. The Primary Alternate would serve as the first substitute for either CCTA Representative when one is unavailable, while the Secondary Alternate would only participate if the Primary is unable to attend. Both Alternates would serve one-year terms, elected annually.

Option 2: Representative-Specific Alternates

Alternatively, the Board could elect two Alternates and assign each to a specific CCTA Representative. For example, one Alternate could serve as the designated backup for the “even-year” Representative, and the other for the “odd-year” Representative. Each Alternate would also serve as the secondary backup for the other Representative if needed. Under this model, the terms would still be one year, with elections occurring annually.

Other Proposed Updates

Staff also recommends making the following updates to the Board Rules and Procedures:

- Adjusting references to the meeting location in Section 3.1 (currently the El Cerrito City Council Chambers) to allow for temporary flexibility if those Chambers are unavailable.
- Updating the spending limit for the Executive Director in Section 6.1 from \$10K to \$25K to reflect the recent Joint Exercise of Powers Agreement (JPA) update.
- Updating language to include both the agency's legal name and its "doing business as" name.

NEXT STEPS

Staff will update the Rules and Procedures document based on Board direction in January and present a formal draft for adoption at the February meeting. The Board may conduct an election for a second CCTA Alternate Representative at a subsequent meeting, if that is the Board's preference.

ATTACHMENT

A. Board Rules and Procedures

**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 meetings¹ 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

¹ 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 Passage of a Motion: Motions generally require approval of a simple majority for passage. In some circumstances, including suspension of the rules, a 2/3rd majority vote is required. A "majority" requires a majority vote of Board members present.

2.11 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 of Board members present. 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 Board members present. 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 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 be 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 full 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.

MEETING DATE: January 23, 2026

TO: West Contra Costa Transportation Commission

FROM: John Nemeth, Executive Director

SUBJECT: Board Meeting Schedule and Quorum Reliability

REQUESTED ACTION

Staff recommends that the Board:

1. Confirm member availability and discuss preferences for meeting day and start time.
2. Consider either moving Board meetings to another date or retaining the current 4th Friday schedule, with adjustments to TAC meetings as necessary to avoid conflicts.

BACKGROUND AND DISCUSSION

Board Direction

At its December 2025 meeting, the WCCTC Board discussed strategies to improve Board meeting attendance and ensure reliable quorums. Staff was directed to explore moving Board meetings to a different day of the month. Currently, Board meetings are held on the 4th Friday, except December (2nd Friday) and November and August (no meeting).

Board Member Availability

Staff issued a Doodle poll and followed up with direct outreach. Of the 11 current regular Board members, responses were received from 10. Members were asked to consider the following options:

- 4th Friday (status quo)
- 3rd Friday
- 2nd Friday
- 4th Monday

Key Findings:

- 4th Friday (status quo): All members would be able to attend, although at least two members would experience two conflicts over the course of the year.
- 3rd Friday: One member has a standing conflict and would not be able to attend; another strongly prefers that this option not be selected.
- 2nd Friday: One member would not be able to attend.
- 4th Monday: At least three members would not be able to attend; another member would need to adjust their schedule.

Meeting Start Time

Some members indicated they can attend if meetings begin at 8:00 AM, while at least one member prefers an 8:30 AM start. The Board should confirm a start time that maximizes attendance and convenience.

NEXT STEPS

- Establish a date for the February 2026 meeting.
- At the February meeting, staff will provide a proposed annual calendar for Board and TAC meetings, incorporating the Board's direction on day and start time.
- Continue to monitor attendance and quorum reliability, making schedule adjustments as needed to support full Board participation.

December 12, 2025

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

RE: December 12, 2025, WCCTC Meeting Summary

Dear Tim:

The WCCTC Board meeting on December 12, 2025, took the following actions, which may be of interest to the Authority:

1. Measure J Funding – Richmond Greenway

Adopted Resolution 25-15, approving Measure J 28b funding as a potential local match for the Richmond Greenway Gap Closure Project. This funding is contingent upon the City of Richmond receiving a Caltrans grant.

2. STMP Nexus Study and Program Update

Adopted Resolutions 25-16 and 25-17, allocating funds for the STMP Nexus Study and Program Update and awarding a primary consultant contract.

3. 2025 STMP Call for Projects

Authorized staff to initiate a 2025 STMP Call for Projects, with \$6M available to allocate.

4. Board Attendance and Quorum Reliability

Continued discussion regarding strategies to improve Board attendance and ensure reliable quorums and directed staff to retain the current January Board meeting date and time, explore alternative meeting days within the month, conduct quorum checks one week in advance of meetings, and, upon Board approval of the annual calendar, distribute calendar invitations for all meetings for the year.

Sincerely,



John Nemeth
Executive Director

cc: Tarienne Grover, CCTA
Tiffany Gephart, Grey-Bowen-Scott
Irina Nalitkina, Grey-Bowen-Scott
Robert Sarmiento, DCD Contra Costa County
Chris Weeks, SWAT

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

ABAG: Association of Bay Area Governments
ACTC: Alameda County Transportation Commission
ADA: Americans with Disabilities Act
APC: Administration and Projects Committee (CCTA)
ATSP: Accessible Transportation Strategic Plan
ATP: Active Transportation Program
AV: Autonomous Vehicle
BAAQMD: Bay Area Air Quality Management District
BATA: Bay Area Toll Authority
BCDC: Bay Conservation and Development Commission
Caltrans: California Department of Transportation
CBTP: Community Based Transportation Plan
CCTA: Contra Costa Transportation Authority
CEQA: California Environmental Quality Act
CIL: Center for Independent Living
CMAs: Congestion Management Agencies
CMAQ: Congestion Management and Air Quality
CMIA: Corridor Mobility Improvement Account (Prop 1B bond fund)
CMP: Congestion Management Program
CSMP: Corridor System Management Plan
CTC: California Transportation Commission
CTP: Contra Costa Countywide Comprehensive Transportation Plan
CTPL: Comprehensive Transportation Project List
DAA: Design Alternatives Assessment
DEIR: Draft Environmental Impact Report
EBRPD: East Bay Regional Park District
EIR: Environmental Impact Report
EIS: Environmental Impact Statement
EPCs: Equity Priority Communities
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
ITS: Intelligent Transportation System
LOS: Level of Service (traffic)
MOU: Memorandum of Understanding
MPO: Metropolitan Planning Organization

MTC: Metropolitan Transportation Commission
NEPA: National Environmental Policy Act
O&M: Operations and Maintenance
OBAG: One Bay Area Grant
PAC: Policy Advisory Committee
PASS: Program for Arterial System Synchronization
PBTF: Pedestrian, Bicycle and Trail Facilities
PC: Planning Committee (CCTA)
PCC: Paratransit Coordinating 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
RTO: Regional Transportation Objective
RTP: Regional Transportation Plan
RTPC: Regional Transportation Planning Committee
SCS: Sustainable Communities Strategy
SHPO: State Historic and Preservation Officer
SOV: Single Occupant Vehicle
STA: State Transit Assistance
STIP: State Transportation Improvement Program
STMP: Subregional Transportation Mitigation Plan
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
WCCTC: West Contra Costa Transportation Commission
WETA: Water Emergency Transportation Authority