

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

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
Item #9a WCCTAC Board Rules of Procedure and Bylaws.	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>Item #9b</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>Item #10 West County High Capacity Transit Study: Adjustments to Scope of Work, Utilization of Contingency Funds, and Future Outreach</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>Item #11 I-80 Smart Corridor (ICM) Update</p>	<p><i>Information Only</i> 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>Item #12 Update on the BART Del Norte Station Modernization Project</p>	<p><i>Information Only</i> BART staff, Nikki Foletta, provided an update on the Del Norte Station Modernization Project.</p>