

**West Contra Costa Transportation Advisory Committee
Meeting Minutes: September 28, 2012**

Members Present: Janet Abelson, Chair (El Cerrito); William Wilkins, Vice-Chair (Hercules); Roy Swearingen (Pinole), Aleida Andrino-Chavez (WestCAT), Courtland Boozé (Richmond); Genoveva Calloway (San Pablo); Absent: Lynette Sweet (BART); Jeff Ritterman (Richmond), John Gioia (County), Joe Wallace (AC Transit), Tom Butt (Richmond)

Staff Present: Christina Atienza, Valerie Jenkins, Joanna Pallock, Linda Young. Hisham Noeimi, CCTA. Ben Reyes, Legal Counsel.

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

1. **Call to Order and Self-Introductions.** *Chair Janet Abelson* called the meeting to order at 8:12 a.m. and asked everyone to introduce themselves.
2. **Public Comment.** None.

CONSENT CALENDAR

ACTION: *Director Calloway* motioned to APPROVE; Seconded by *Vice-Chair Wilkins* and passed unanimously.

3. **Minutes and Summary of June 22 Board Meeting, Minutes of July 12 TAC Meeting**
4. **Monthly Program and Projects Status**
5. **Financial Reports for June-Aug 2012**
6. **Payment of Invoices over \$10,000**
7. **Correction to TAC Bylaws**
8. **San Pablo's FY 12-13 Claim for Measure J Program 20b, Additional Transportation for Seniors and People with Disabilities**
9. **FY 12-13 Allocation Request from Measure J Program 21b, Low Income Student Bus Pass Program**
10. **Ad Hoc Subcommittee Recommendations for FY 13 Dues & Expenses Reduction**
11. **General Fund Reserve Policy**

REGULAR AGENDA ITEMS – None

MAJOR DISCUSSION ITEM

12. **Agency Leadership Transition – Issues, Options, and Recommendations**

ACTION: *Director Boozé* motioned to accept the recommendations presented by the Executive Director. Seconded by *Director Andrino-Chavez*. Passed with one abstention from *Director Swearingen*.

DISCUSSION: *Executive Director Christina Atienza* presented the options for transition of WCCTAC's leadership in light of her resignation as WCCTAC's Executive Director (ED) in order to pursue another calling, specifically to enter a convent. She gave a Power Point presentation explaining the issues facing the Board including: upcoming and current vacancies, the disposition of the PERS contract, and upcoming work priorities.

Director Calloway asked if the City of San Pablo contracted for WCCTAC's finance needs. *Ms. Atienza* stated that the City's Finance Department has been working in tandem with WCCTAC staff and she envisions this arrangement will continue.

Director Swearingen asked if WCCTAC hired an Interim ED, would that person apply if they are already part of PERS. *Ms. Atienza* noted that the Interim ED would not be offered a PERS contract and that is the main issue for the agency when they search for a permanent ED and Deputy Director (DD). *Director Boozé* mentioned that if a person has a gap in their PERS contract, they could lose their tier and may not get the same retirement credit when they start with a new agency. *Ms. Atienza* stated that this is why she is highlighting this issue because it could hamstring the Board for recruitment of both the ED and DD positions. She stated that if the Board chose to hire a permanent person now, this could limit their candidate pool.

Ms. Atienza recommended that the Board hire an Interim ED through the referral process. The Board could look at other agencies such as CCTA or cities. *Director Swearingen* asked if WCCTAC would pay CCTA's costs for the staff person. *Ms. Atienza* said yes, that an MOU could be created for such a circumstance.

Director Boozé asked what would happen to all the good work *Ms. Atienza* has done on the I-80 ICM. *Ms. Atienza* noted that the trailer agreements and MOU's would ensure the cities interests are upheld.

Director Boozé asked *Ms. Atienza* if she could be retained until the PERS issue resolved. She stated that this would not be allowed in her new role.

Ms. Atienza continued explaining the Board's hiring options. She noted that most of the work will remain in-house but some tasks could be outsourced such as the financial administration. Staffing and recruitment options could be done by referral or on loan from existing agencies. She recommended that an Interim ED have a transportation background as well as administrative skills. She also recommended that a search firm, if hired later on, could be tasked to use their potential list of candidates to fill both the permanent ED and permanent DD vacancies.

Chair Abelson asked if Slide 12-6, Option 1 was asking if the Board would hire an Interim ED and Interim DD. *Ms. Atienza* stated that she recommends not hiring an

Interim DD at this time. *Chair Abelson* asked if that meant the Board would hire both positions permanently now. *Ms. Atienza* said that would be Option 5. *Ms. Atienza* explained the differences in each option on the chart. Clarification was made to call the ED vacancy Position #1 and the DD vacancy Position #2.

Chair Abelson asked if the permanent #2 person's functions would be split up and outsourced. She asked if the financial administration role for the #2 position would be hired permanently. *Ms. Atienza* explained that the functions could be handled differently depending on which option is chosen.

Vice-Chair Wilkins asked what impact the scaled back efforts will have on the I-80 ICM and the WCCTIS study. *Ms. Atienza* stated that she is not recommending scaling back on the I-80 trailer agreements and public outreach but she is recommending scaling back on the development of the incident response plans. She explained that the cities themselves can handle this. She further noted that the incident response plans necessarily need to be tweaked once the I-80 ICM system is turned on in the field.

Vice-Chair Wilkins stated that cities might not have the resources of a traffic engineer on staff. *Ms. Atienza* noted that each city has a staff person but this person may not be able to attend the meetings due to staffing constraints. Both Pinole and Hercules have limited staffing. *Chair Abelson* mentioned that there is difficulty for El Cerrito as well because their Public Works Director is retiring. *Ms. Atienza* stated that cities need to be in direct contact with Caltrans and that an Incident Response Plan needs to be reviewed by local city staff.

Ms. Atienza said deferring the WCCTIS study would be a missed opportunity to parallel the study with the Action Plan and Countywide Transportation Plan. She envisions using the Action Plan for developing opportunities in the future, and the study would have provided more detail and tools.

Chair Abelson asked how long the I-80 ICM lasts and asked if the Board is able to make changes when the project is up and running in 2014. *Ms. Atienza* stated the project is currently in the project development stage and come 2014 when the system is turned on, WCCTAC will settle into a maintenance phase. *Ms. Atienza* noted there will be ongoing tweaking that never goes away.

Ms. Atienza stated she hoped that the WCCTIS study would have helped develop a new expenditure plan as well as creating transit options for the areas north of Richmond if a renewed Measure J occurs. But she noted that the study requires permanent staffing to manage a study of this complexity and scope, and that it would not be advisable for interim staff to oversee such a study.

STANDING ITEMS

13. Correspondence/Other Information

- a. Incoming – June 25, from CCTA, Items Approved by the Authority on June 20
- b. Outgoing – None
- c. Workshops - Railvolution

14. Board and Staff Comments

- a. Board Member Comments - None
- b. Report from CCTA. Chair Abelson noted the efforts by ABAG and CCTA to explain the PDAs and funding under OBAG.
- c. Executive Director's report. Ms Atienza thanked Mr. Noeimi from CCTA for his dedication and outstanding support on the San Pablo Dam Road/El Portal/McBryde project.

15. Other Business - None

16. Adjourn. Next meeting on Friday, October 26 at 8:00 a.m.