



El Cerrito

BOARD OF DIRECTORS MEETING NOTICE AND AGENDA

Hercules

DATE & TIME: Friday, Dec. 7, 2012, 8:00 – 10:00 a.m.

Pinole

LOCATION: City of San Pablo, Council Chambers
13831 San Pablo Avenue (at Church Lane)
San Pablo, California (Accessible by AC Transit #72 and #72R)

Richmond

1. Call to Order and Self-Introductions – Chair Janet Abelson

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.*

San Pablo

3. Recognition of Departing Directors: Presentation of Certificates of Appreciation to Vice-Chair Bill Wilkins (Hercules), Jeff Ritterman (Richmond), & Leonard McNeil (San Pablo Alternate) (Chair Abelson)

Contra Costa
County

4. Election: (a) WCCTAC Chair, (b) WCCTAC Vice-Chair, (c) CCTA Representative (odd-year term), (d) CCTA Alternate(s). (Attachments – Recommended Action: ELECT Board Members to Positions)

CONSENT CALENDAR

AC Transit

5. Minutes and Summary of Sept. 28 Board Meeting, Minutes of Sept. 13 TAC Meeting (Attachments – Recommended Actions: APPROVE Board Meeting Minutes, RECEIVE Summary of Board Meeting & Minutes of TAC Meeting)

BART

6. Monthly Program and Projects Status Report (Attachment – Recommended Action: RECEIVE Report)

WestCAT

7. Financial Reports for Sept.-Oct. The report shows the Agency's revenues and expenses for the period. (Attachment – Recommended Action: RECEIVE Reports)

8. Proposed 2013 Board and TAC Meeting Schedule. The Board meetings are proposed for the fourth Friday from 8-10 am and the TAC meetings for the second Thursday from 9-11 am, with exceptions as shown in the attachment. The meetings are proposed to be held in the San Pablo City Council Chambers. (Attachment Recommended Action: APPROVE Meeting Schedule)

9. **Appointments to CCTA's Technical Coordinating Committee.** The TCC provides advice on technical matters that may come before CCTA, and also serves as the primary technical liaison between CCTA and the RTPCs. Each RTPC appoints three members representing planning, engineering, and transportation disciplines, plus an alternate. Two positions have recently been vacated. The TAC unanimously recommends the appointment of Yvetteh Ortiz (El Cerrito) and Adele Ho (San Pablo, formerly the alternate) to backfill the two vacancies, and Steven Tam (Richmond) as the new alternate. The term of the representatives will expire on March 31, 2013. (*Attachment – Recommended Action: APPOINT TCC Members and Alternate As Recommended by TAC*)

10. **No-Cost, Time Extension for Pinole Bay Trail Gap Closure Project.** WCCTAC allocated up to \$500,000 in Subregional Transportation Mitigation Fee Program (STMP) funds to the East Bay Regional Park District for planning, studies, and preliminary engineering associated with the project, of which about \$34,000 remains unspent. The cooperative funding agreement with the District will expire at the end of this year. The District requests a no-cost, time extension through the end of 2013 in order to complete right-of-way activities and secure construction funding prior to completing the engineering plans. (*Attachments – Recommended Action: APPROVE Amendment to Cooperative Funding Agreement to Extend Term Through December 31, 2013*)

11. **WCCUSD's Proposed FY 12-13 Budget for Student Bus Pass Program Administration.** The District administers the SBPP on behalf of WCCTAC and is compensated out of the Measure J funds dedicated to the program in an amount not to exceed ten percent of the total available annual revenue. The District's proposed budget for FY 12-13 is \$45,622 or ten percent of the total anticipated revenue for FY 12-13. The administration expense last year was \$43,383. The funds are used primarily for personnel and postage costs. (*Attachments – Recommended Action: APPROVE WCCUSD's Budget*)

12. **Transportation Demand Management Program:**
 - a. **FY 12-13 Master Cooperative Agreement with CCTA No. 17W.13.** The Agreement is for funding allocations from CCTA to WCCTAC for the various initiatives under the overall TDM Program. (*Attachment – Recommended Action: AUTHORIZE Executive Director to Enter Into Cooperative Agreement*)

 - b. **Amendment No. 4 to Funding Agreement with Air District for Purchase of Bicycle Racks and Lockers.** WCCTAC entered into the Agreement with the Air District in 2006 and completed the project this year. The administrative amendment extends the time for WCCTAC's retention of records pertaining to the project, and corrects the project description and performance monitoring provisions. (*Attachment – Recommended Action: AUTHORIZE Executive Director to Execute Contract Amendment*)

 - c. **Notice of New Regional Commuter Benefit Requirement.** A new law authorizes the Air District and MTC to develop a four-year program that would require employers with 50 or more full-time employees to offer one of four commuter benefits to their employees that are aimed at reducing growth in vehicle miles of travel. The two

agencies are presently developing the program, and will be seeking public input before adoption. Once adopted, affected businesses will have up to six months to comply.
(Attachment – Recommended Action: RECEIVE)

- d. **Contingency Plan for Employee Retirement During Transition.** Staff has developed a proposed contingency plan aimed at ensuring the continuation of TDM services, in the event the TDM Program Manager elects to retire while the Agency’s leadership is in transition. (Attachment – Recommended Action: APPROVE Contingency Plan)

REGULAR AGENDA ITEMS – None

MAJOR DISCUSSION ITEMS

13. **Retention of Interim Executive Director.** The Executive Director’s last day is December 31, 2012. Four candidates for the Interim Executive Director position were considered, and two were interviewed by the ad hoc subcommittee comprised of Chair Abelson and Vice-Chair Wilkins. The ad hoc subcommittee’s recommendation is to enter into a professional services contract with Kennedy and Associates to retain Mr. Jerry Bradshaw on a half-time basis at a rate of \$110.00 per hour for a minimum of six months, beginning January 2, 2013. Mr. Bradshaw recently retired from El Cerrito, having served for eight years as the City Engineer and Public Works Director, during which time he also represented El Cerrito on the WCCTAC’s Technical Advisory Committee and represented west County on CCTA’s Technical Coordinating Committee for several years. Mr. Bradshaw’s resume and the draft professional services contract are attached. (Christina Atienza – Attachments – Recommended Action: AUTHORIZE the Chair to Execute Professional Services Contract with Kennedy and Associates for Retention of Jerry Bradshaw as Interim Executive Director)
14. **Update on Status of PERS Negotiations.** The Executive Director will provide a verbal update on the status of negotiations with PERS for entering into a contract for retirement and medical benefits separate from the City of San Pablo. (Christina Atienza – No Attachment – Recommended Action: RECEIVE Report and PROVIDE DIRECTION As Appropriate)

STANDING ITEMS

15. Correspondence/Other Information

- a. **Incoming**
 - Nov. 15, from CCTA, Items Approved by the Authority on Nov. 14
- b. **Outgoing**
 - none

c. Workshops/Conferences/Events

- 12th Annual New Partners for Smart Growth, Feb. 7-9, Kansas City MO.
Registration at NewPartners.org.

16. Board and Staff Comments

- a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
- b. Report of CCTA Representatives (*Chair Abelson & Director Calloway*)
- c. Executive Director's Report

17. Other Business

18. Adjourn. Next meeting is Friday, January 25, 2013 at 8:00 a.m.

Happy Holidays from WCCTAC!

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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 510.215.3217 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.